



Packaging Process Review Checklist

Use this checklist at the start of the year to review packaging processes, identify recurring issues, and support better warehouse operations throughout the year.



Warehouse Packaging Workflow

- Packaging materials are stored close to packing stations
- Packers have consistent access to boxes, tape, and stretch film
- Supplies are clearly labeled and easy to locate
- No frequent workarounds are needed to complete orders

Packaging Materials and Fit

- Box sizes match the products being shipped
- Box strength is appropriate for product weight
- Void fill is used correctly and consistently
- Pallet loads are stable after wrapping

Equipment and Tools

- Tape machines are working properly
- Pallet wrappers and strapping tools are functioning
- Equipment issues are reported and tracked
- Manual workarounds are not the norm

Inventory and Availability

- Common packaging materials are consistently in stock
- Low inventory items are identified early
- Excess or unused packaging is documented
- Storage areas are organized and accessible

Damage and Rework Review

- Damaged shipments are tracked
- Repeat damage patterns are identified
- Repacking or rework is documented
- Root causes are noted

Communication and Ownership

- Team knows who to report packaging issues to
 - Ordering responsibility is clear
 - Packaging changes follow an approval process
 - Feedback reaches purchasing or vendor management

Improvement Opportunities

- Packaging issues from last year are reviewed
- Improvement ideas are documented
- Changes are tested before rollout
- Follow up actions are assigned

Reviewed by: _____

Date: _____