

# Packaging Design Checklist



Product Name:	Product Declared Weight:	Market:
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	Guidance	Complete?	Notes
<b>Primary Packaging:</b>			
Barrier properties:	<ul style="list-style-type: none"> <li>Suitability? Recyclable?</li> </ul>	<input type="checkbox"/>	
Material Type:	<ul style="list-style-type: none"> <li>Easily recyclable for end-user?</li> </ul>	<input type="checkbox"/>	
Composite/Non composite:	<ul style="list-style-type: none"> <li>Avoid composites where possible.</li> </ul>	<input type="checkbox"/>	
Material Dimensions:	<ul style="list-style-type: none"> <li>Minimum dimensions?</li> </ul>	<input type="checkbox"/>	
Material thickness:	<ul style="list-style-type: none"> <li>Minimum thickness?</li> <li>Affect on product?</li> </ul>	<input type="checkbox"/>	
Formed on-site / bought-in?	<ul style="list-style-type: none"> <li>Can packaging be formed on-site?</li> </ul>	<input type="checkbox"/>	
Colour:	<ul style="list-style-type: none"> <li>Affect on recyclability?</li> </ul>	<input type="checkbox"/>	
Closure:	<ul style="list-style-type: none"> <li>Same material as main pack?</li> <li>Easy Open? Tamper proof?</li> </ul>	<input type="checkbox"/>	
Label:	<ul style="list-style-type: none"> <li>Same material as main pack?</li> <li>Easily removed?</li> </ul>	<input type="checkbox"/>	
Print:	<ul style="list-style-type: none"> <li>Are printer ink containers returned to suppliers?</li> </ul>	<input type="checkbox"/>	
Primary Packaging Weight:	<ul style="list-style-type: none"> <li>Minimum weight?</li> </ul>	<input type="checkbox"/>	
Shelf facing:	<ul style="list-style-type: none"> <li>Optimum configuration?</li> <li>Agreed with Sales? Marketing?</li> </ul>	<input type="checkbox"/>	

<b>Secondary Packaging:</b>			
Packing configuration:	<ul style="list-style-type: none"> <li>Most efficient packing configuration?</li> </ul>	<input type="checkbox"/>	
Pack Quantity:	<ul style="list-style-type: none"> <li>Optimum pack quantity?</li> </ul>	<input type="checkbox"/>	
Material Thickness, Grade:	<ul style="list-style-type: none"> <li>Most suitable grade of material?</li> </ul>	<input type="checkbox"/>	
Pack Dimensions:	<ul style="list-style-type: none"> <li>Minimum size?</li> <li>Minimum headspace?</li> </ul>	<input type="checkbox"/>	
Pack Weight, Type:	<ul style="list-style-type: none"> <li>Suitable protection for primary packs?</li> </ul>	<input type="checkbox"/>	
Shelf -Ready packaging:	<ul style="list-style-type: none"> <li>Required?</li> <li>Best design?</li> </ul>	<input type="checkbox"/>	
Material types:	<ul style="list-style-type: none"> <li>Suitability?</li> <li>Minimum weight?</li> </ul>	<input type="checkbox"/>	
Donnage Material:	<ul style="list-style-type: none"> <li>Required?</li> <li>Recyclable?</li> </ul>	<input type="checkbox"/>	

<b>Tertiary Packaging:</b>			
Pallet Type:	<ul style="list-style-type: none"> <li>Appropriate for secondary packaging?</li> <li>Appropriate for transport container?</li> </ul>	<input type="checkbox"/>	
Pallet Material:	<ul style="list-style-type: none"> <li>Durability?</li> </ul>	<input type="checkbox"/>	
Pallet Stacking pattern:	<ul style="list-style-type: none"> <li>Optimum pattern for:                             <ul style="list-style-type: none"> <li>pallet height</li> <li>container headspace</li> <li>Health &amp; Safety limits?</li> </ul> </li> </ul>	<input type="checkbox"/>	
Layer sheets:	<ul style="list-style-type: none"> <li>Required?</li> <li>Material type?</li> <li>Reusable?</li> <li>Cardboard from other process?</li> </ul>	<input type="checkbox"/>	
Corner Posts:	<ul style="list-style-type: none"> <li>Required?</li> <li>Affect on secondary packs?</li> </ul>	<input type="checkbox"/>	
Banding:	<ul style="list-style-type: none"> <li>Suitable?</li> <li>Metal or plastic?</li> <li>Recyclable?</li> </ul>	<input type="checkbox"/>	
Stretchwrap/Shrinkwrap:	<ul style="list-style-type: none"> <li>Minimum gauge?</li> <li>Efficient wrapping?</li> </ul>	<input type="checkbox"/>	
Reel cores:	<ul style="list-style-type: none"> <li>Returnable?</li> </ul>	<input type="checkbox"/>	
Stretchwrapper settings:	<ul style="list-style-type: none"> <li>Equipment maintained?</li> <li>Settings optimised?</li> </ul>	<input type="checkbox"/>	
Container size:	<ul style="list-style-type: none"> <li>Optimum size?</li> <li>Transport conditions?</li> </ul>	<input type="checkbox"/>	
Storage Facility:	<ul style="list-style-type: none"> <li>Racks suitable size for pallets?</li> <li>Suitable for product journey?</li> </ul>	<input type="checkbox"/>	

<b>General:</b>			
Legislation:	<ul style="list-style-type: none"> <li>Essential requirements? Hazardous substances?</li> </ul>	<input type="checkbox"/>	

