

Packaging specification checklist

Tick each item when it is written down and agreed

Product and pack

- ☐ Product name, code and the pack size (net content)
- ☐ Pack format and style (pouch, tub, bottle, carton, tray...)
- ☐ Filling temperature and filling method
- ☐ Shelf life target and storage conditions
- ☐ Hazards or special handling of the product

Materials

- ☐ Each component, its material, thickness or weight and tolerance
- ☐ Barrier needs: oxygen, water vapour, light, aroma
- ☐ Seal layer and seal window (temperature, pressure, time)
- ☐ Inks, coatings, adhesives and where they sit in the pack
- ☐ Recycled content or fibre content, if required

Dimensions and tolerances

- ☐ Drawings with all critical dimensions and tolerances
- ☐ Closure, neck or opening details and fit
- ☐ Print registration, repeat length and web direction
- ☐ Roll or reel details: core size, outer diameter, winding direction, splices

Print and artwork

- ☐ Artwork file version and approval sign-off
- ☐ Colour references and tolerance, varnish, finish
- ☐ Barcode type, size, quiet zones and verification grade
- ☐ Legal text, symbols and language versions (your own team to confirm)

Testing and acceptance

- ☐ Which tests, which method, how many samples, how often
- ☐ Seal strength, leak or integrity test, drop or compression test as relevant
- ☐ Acceptance limits and what happens on a failure
- ☐ Retained samples and batch records

Supply and logistics

- ☐ Case size, units per case, cases per layer and per pallet
- ☐ Pallet type, stretch wrap and maximum stack height
- ☐ Labelling of cases and pallets (GTIN, batch, date)
- ☐ Storage and transport conditions
- ☐ Change control: who must approve any change in material or supplier

Sign-off

Who has agreed this specification

PackAspire.com

Specification title and version

Date

Prepared by

Checked by

Supplier contact

Approved by

Notes