

Packaging Audit-Readiness Checklist

Single & Multi-site Packaging Audit Review



Purpose

Many Quality Managers use this **Packaging Audit-Readiness Checklist** not only before audits, but also as a **standardized review tool across sites** — to align scope, documentation, supplier controls, and planning logic before issues surface locally.

Typical completion time:

- **Single site:** 45–60 minutes
- **Multi-site / complex supply chains:** 1.5–2 hours

1 Packaging Scope & Responsibility

Confirm that packaging activities are clearly defined and auditable.

- ☐ All **primary and secondary packaging materials** are included in scope
- ☐ Responsibilities for **design, sourcing, approval, and change management** are defined
- ☐ Outsourced packaging processes are documented
- ☐ Scope aligns with food safety certification (e.g. BRCGS, IFS, FSSC)
- ☐ Packaging scope reflects **actual operations**, not legacy descriptions



Common audit issue: packaging scope is incomplete or outdated.

2 Food Contact Material (FCM) Compliance

Verify regulatory compliance and evidence.

- ☐ Declarations of Compliance (DoC) available for all food contact materials
- ☐ DoCs are **current**, complete, and signed
- ☐ Migration testing or suitability assessments documented where required
- ☐ Intended use conditions are clearly defined and respected
- ☐ Regulatory references (EU 1935/2004, relevant plastics regs) are documented



Audit signal: missing or outdated DoCs escalate quickly.

3 Supplier Approval & Monitoring

Packaging suppliers are often the weakest link.

- ☐ Packaging suppliers approved under a documented process
- ☐ Supplier certifications reviewed and up to date
- ☐ Change notifications from suppliers are formally managed
- ☐ Performance issues are tracked and addressed
- ☐ High-risk suppliers identified and reviewed more frequently



Audit signal: lack of documented supplier monitoring.

How Quality Managers Use This Checklist

Teams that apply this review report:

- fewer audit days on site
- fewer repeat non-conformances
- more predictable audit outcomes
- reduced stress during peak audit season

Need a second opinion?

If you'd like to review your packaging audit readiness with an expert, our specialists can help you interpret findings and plan next steps — especially ahead of peak audit season.

**Request a
readiness discussion**

4 Change Management for Packaging

Packaging changes introduce hidden risk.

- ☐ Material or supplier changes assessed **before implementation**
- ☐ Risk assessment updated for each change
- ☐ Food safety validation completed for new materials
- ☐ Sustainability-driven changes evaluated for food safety impact
- ☐ Change approvals documented and traceable

 **Audit signal:** sustainability changes not fully validated.

5 Traceability & Records

Packaging traceability must be demonstrable.

- ☐ Packaging materials traceable to **batch / lot level** where applicable
- ☐ Records link packaging batches to finished product lots
- ☐ Traceability exercises include packaging, not only ingredients
- ☐ Records are accessible during audits without delay
- ☐ Traceability tested during internal audits

 **Audit signal:** traceability exists but cannot be demonstrated quickly.

6 Hygiene & Handling Controls

Operational practices matter as much as paperwork.

- ☐ Packaging storage conditions prevent contamination
- ☐ Hygiene zoning defined and respected
- ☐ Handling procedures documented and followed
- ☐ Staff trained on packaging food safety risks
- ☐ Observed practices match documented procedures

 **Audit signal:** gap between procedures and reality.

7 Internal Audit & Corrective Actions

Packaging must be audited internally with intent.

- ☐ Packaging included in internal audit programme
- ☐ Findings categorized by risk
- ☐ Repeat issues tracked and addressed systemically
- ☐ Corrective actions closed before external audit
- ☐ Management review includes packaging performance

 **Audit signal:** recurring findings without root-cause analysis.

8 Audit Planning & Readiness

Timing determines audit outcomes.

- ☐ Packaging audits scheduled **months in advance**
- ☐ Internal reviews completed with sufficient lead time
- ☐ Evidence compiled and reviewed before audit
- ☐ Key staff available on audit days
- ☐ Contingency plans defined for peak periods

 **Audit signal:** last-minute preparation increases findings.

Final Readiness Check

If any **section above contains gaps, address them before** confirming audit dates.

High-performing Quality Managers use this checklist:

- **90–120 days before audits**
- after major packaging or supplier changes
- to align food safety, packaging, and sustainability expectations