

TEMPLATES

Inspection checklists and report templates for packaging and production lines

Six printable templates for quality and production teams: labels and codes, line clearance, packaging and seals, vision station checks, challenge tests and dimensional reports.

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// SHORT ANSWER

Six free, printable templates: a label and date code check sheet, a line clearance checklist for changeovers, a packaging, seal and carton checklist, a vision station shift check, a vision system challenge test record and a dimensional inspection report. Print the page or download the PDF and adapt the columns to your products. Where a camera checks every unit, the manual sheets become records that the station is still working.

How to use these templates

These six templates cover the checks most packaging and production lines run by hand, and the records a vision station needs. Print this page, or download all six as one PDF, and adapt the columns to your products and procedures. They are generic starting points, not contract or audit documents.

Template 3 is a packaging inspection checklist that also serves as a seal inspection checklist and a carton inspection checklist. Each completed sheet is a visual inspection report for its shift; filed together, the sheets form the packaging inspection report or end of line inspection report that a customer or auditor may ask to see.

Where a camera station already checks every unit, the manual sheets become verification records rather than the main control: the station reports every failure, and people confirm at set points that it is still working. The challenge test record (template 5) is how that confirmation is written down.

1. Label and date code check sheet

For manual checks at start-up, every changeover and reel change, and at the interval your procedure sets. R146 requires a batch number and a clearly indicated date marking on food containers.

LINE: _____ · PRODUCT / SKU: _____ · BATCH: _____ · DATE: _____

TIME	CHECK POINT	LABEL MATCHES SKU	DATE CODE AS PRINTED	BATCH CODE AS PRINTED	LEGIBLE	ALLERGEN TEXT PRESENT	CHECKED BY	ACTION IF FAILED

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2. Line clearance checklist at changeover

Sign at every product change, before the new run starts. FSSC 22000 version 6 (2.5.9(c)) asks for controls that labels and packaging from the previous run are removed.

LINE: _____ · PRODUCT / SKU: _____ · BATCH: _____ · DATE: _____

- ☐ Previous product removed from the line, conveyors, accumulation tables and reject bins
- ☐ Previous labels, sleeves, cartons and printed film removed from the line and the labeller
- ☐ Unused labels and packaging of the previous run counted and returned (label reconciliation)
- ☐ Coder message changed to the new product, date and batch; first print checked
- ☐ Correct labels and packaging for the new product loaded and checked against the job
- ☐ Vision station recipe switched to the new product and confirmed on the HMI
- ☐ Test packs for the new product run through the station and rejected as expected
- ☐ Line released by (name, signature, time)

3. Packaging, seal and carton checklist

For packing and end-of-line checks on containers, closures and shipping cases.

LINE: _____ · PRODUCT / SKU: _____ · BATCH: _____ · DATE: _____

TIME	FILL LEVEL / WEIGHT	CAP PRESENT AND SEATED	TAMPER BAND INTACT	SEAL COMPLETE, NO PRODUCT IN SEAL	CONTAINER UNDAMAGED	CASE COUNT CORRECT	CASE LABEL AND CODE CORRECT	CHECKED BY

4. Vision station shift check

For the operator or technician at the start of each shift and after cleaning.

LINE: _____ · PRODUCT / SKU: _____ · BATCH: _____ · DATE: _____

- ☐ Camera windows and light covers clean and undamaged; no condensation
- ☐ Station shows ready; the active recipe matches the product on the line
- ☐ Reference good sample passes; reference defect sample fails
- ☐ Reject fires on the failed sample and the reject confirmation sensor sees it leave

- ☐ Reject bin not full; bin-full sensor working; air pressure normal
- ☐ No-read or no-result alarm tested where the station reads codes
- ☐ Unusual rejects since the last shift reviewed; images kept if needed
- ☐ Checked by (name, signature, time)

5. Vision system challenge test record

For proving that a vision station and its reject still work, with marked test packs at line speed. BRCGS guidance (Issue 8 FAQ) describes challenging online verification equipment with incorrect packs, including the reject or line stop and the no-read alarm.

LINE: _____ · PRODUCT / SKU: _____ · BATCH: _____ · DATE: _____

[illegible]

6. Dimensional inspection report

For first-article checks, periodic checks and comparing an in-line vision station with your reference measurements. Part: _____ · Drawing and revision: _____ · Instrument or station and recipe: _____

LINE: _____ · PRODUCT / SKU: _____ · BATCH: _____ · DATE: _____

NO.	CHARACTERISTIC	NOMINAL	TOLERANCE (+/-)	MEASURED	PASS / FAIL	REFERENCE MEASUREMENT	DIFFERENCE	MEASURED BY

// NEXT STEP

Want these checks on every unit?

Start an assessment

Tell us which checks your team does by hand today. We will say which a camera can take over and how the records change.