

LANTAOBAGS

Real-World Compliance Audit Checklist

Auditor Name: _____

Factory/Location: _____

Date: _____

PO Number: _____

SKU Number: _____

Time Started: _____

Done	Audit Action Item	Auditor Notes / Findings
<input type="checkbox"/>	Confirm the SKU and revision number against the purchase order.	Notes:
<input type="checkbox"/>	Verify the actual packout matches the latest approved sample.	Notes:
<input type="checkbox"/>	Press the zero button on your calibrated scale. Feel the firm mechanical click.	Notes:
<input type="checkbox"/>	Weigh each packaging component separately.	Notes:
<input type="checkbox"/>	Record whether the measured value is net weight or includes combined pieces.	Notes:
<input type="checkbox"/>	Photograph each component next to its carton code. Ensure the photo captures the scale reading right beside the barcode.	Notes:
<input type="checkbox"/>	Ask the factory who owns the packaging spec. <i>(Reminder: During the last audit, Manager Chen admitted a floor worker changed the spec without approval.)</i>	Notes:
<input type="checkbox"/>	Compare your visual check against the BOM and supplier declarations.	Notes:

Done	Audit Action Item	Auditor Notes / Findings
<input type="checkbox"/>	Log unlisted additions like spare wraps or promotional inserts.	<i>Notes:</i>
<input type="checkbox"/>	Require supplier sign-off on the captured weights.	<i>Notes:</i>

Auditor Signature & Date

Supplier/Factory Representative Sign-off