

PACKAGING, PACKING AND MARKING DEFICIENCY REPORT

PART A - COMPLETED BY SUPPLY DEPOT PERSONNEL

FROM	REGION	FACILITY	PREPARER'S NAME	REPORT NO.	DATE
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TO ▶

RECEIPTS OF THE SUBJECT ITEMS PRESENT EXCESSIVE FACILITY OPERATING COSTS. IT IS RECOMMENDED THAT THE FOLLOWING ACTIONS BE TAKEN.

NSN	ITEM NAME	DATE MERCHANDISE RECEIVED
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CONTRACTOR'S NAME AND ADDRESS

MANUFACTURER'S NAME AND ADDRESS

CONTRACT NO.		MANUFACTURE DATE
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SHIPPING CONTAINER

TYPE OF CONTAINER	TOTAL WEIGHT	INNER PACK- AGE	TYPE OF CONTAINER		
MATERIAL USED	UNIT OF ISSUE		UNITS PER PACKAGE		
	STANDARD PACK		MARKING	YES	NO
DIMENSIONS	MARKING		COMPLETE	YES	NO
LINER OR DIVIDER		LEGIBLE			
			COMPLETE		
			LEGIBLE		

DESCRIPTION OF PROBLEM (Use another sheet if necessary to describe deficiencies)

RECOMMENDED CHANGES

PART B - COMPLETED BY REVIEWING OFFICE

ACTION TAKEN

	SIGNATURES	LOCATION	DATE
PACKAGING			
QUALITY ASSURANCE			
CONTRACT ADMINISTRATION			

INSTRUCTIONS

Those blocks which may not be self-explanatory are described as follows:

Facility: The name of the warehouse (e.g., Belle Mead);

Report Number: A number established by each warehouse for identification and record purposes;

Contractor's Name and Address: As shown on the shipping container;

Manufacturer's Name and Address: Provide this if the manufacturer is different from the contractor;

Purchase Order No.: As shown on the shipping container;

Manufacture Date: As shown on the shipping container;

Date Merchandise Received: The date on which the warehouse received the shipment;

Shipping Container:

Type of container - For example, can, bottle, box;

Material used - Refers to the type of material used to make the container, e.g., metal, plastic, glass, fiberboard;

Bursting strength - Applicable to fiberboard boxes and is stated in the Box Maker's Certificate located on the bottom of the box;

Dimensions - Overall size of the shipping container expressed as length x width x depth;

Liner or divider - Indicate which one of these is present; if neither is present, write "NONE";

Weight - Total (gross) weight of one shipping container including contents;

Unit of issue - The two-letter designation indicating the smallest unit issued to the customer, e.g., BX (box), RO (roll), EA (each);

Standard pack - Total number of units of issue in the shipping container;

Marking - Indicate whether marking of shipping container is complete and legible; if not complete or legible, explain under "description of problem";

Inner package:

Type of unit container or intermediate container - For example, plastic bag, paperboard box;

Unit per package - Number of items in a unit of issue, e.g., 1000 tissues/BX, 1-gallon can/EA;

Marking - Indicate whether marking of unit or intermediate container is complete and legible; if not complete or legible, explain under "description of problem";

Recommended Changes: Provide recommendations or suggestions for resolving the problem based on warehouse operations experience;

Action taken: This block is for use by the office assigned to resolve the problem.