Packaging Department Standard Operating Procedure

Title	**Non-Food Package Test Procedures: Package Test SOP, Supplement for Images**	
Sponsor	Non-Food Packaging Department	
Created / Revised Date	12/2018; 03/2019	
Participating Functions	GSO, Colony Brands, Non-Food Suppliers	
Document #	PK.PTI_2.3_18Q4	Reference Documents: All with PK.PT IDs

Purpose Provide consistent imaging of products and packaging after testing to ensure package test reports deliver clearly understood images for evaluation and documentation.

Scope: For use by Non-Food Packaging Department Staff, GSO, Test Labs and Suppliers

Inputs/Tools:

- Suppliers package test report template
- Camera
- E-mail

Outputs/Deliverables (info/decisions/outcomes produced):

- Clear and structured reporting
- Reduce the need for repeat review and/or editing
- Improve documentation integrity

Terminology:

- ***Carton / Package*** – The packaging material that protects an individual item, i.e.1.5 mil polybag, corrugate box, etc.
- ***Item*** – Any unique manufactured or purchased part. This is the product we purchase from your company that is eventually shipped to the customer as the package label number (PLN).
- ***Selling Unit /Single Selling Unit*** – The product packaged and shipped as described in the catalog or website. One (1 each, 1 set, 1 item) selling unit as packaged.
- ***Small Parcel Distribution*** – Distribution environment managed by small parcel carriers, such as UPS, USPS, FedEx, etc.
- ***Supplier / Vendor / Seller***—These terms are used interchangeably and have the same meaning.

Steps:

Image Documentation: NOTE that ALL images must be of the actual product tested. Stock photos are not valid.

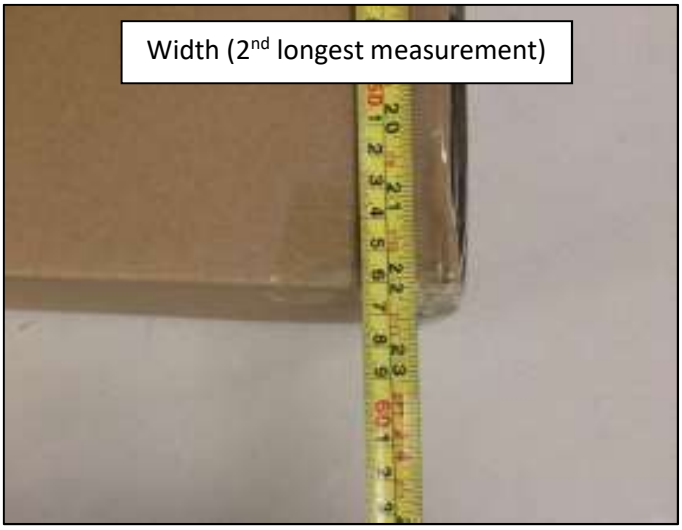
1) Conduct packaging test required for product type, dimensions and weight.
2) Start ALL Test Report images with dimensions and weight and close-up of fluting.
3) Take images in sequence of the layers of the packaging and provide clear, close-up images of the individual components.

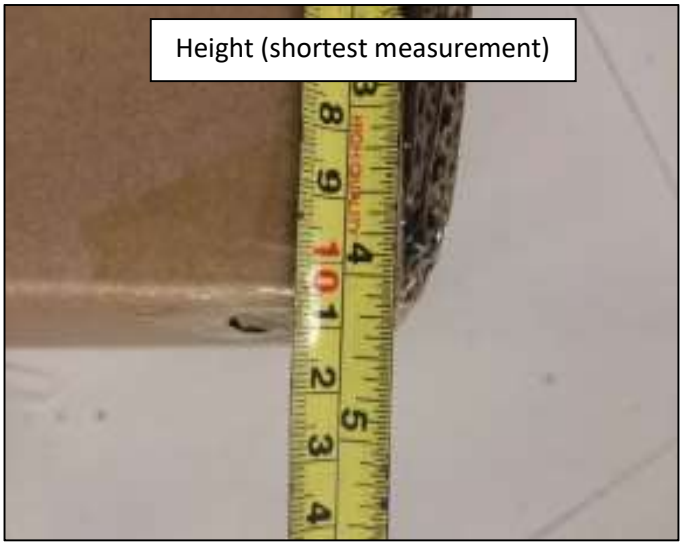
A. Canisters	F. Lighting
B. Dinnerware Sets	G. Outdoor – Furniture
C. Furniture – Knock Down	H. Outdoor – Décor
D. Furniture – Set Up	I. Wall Decor
E. Home Accessories	

4) Finish: Include close-up images of any glass or mirrors (such as doors, glass table tops, sconces, etc.), any electronic or assembly parts, any damaged sections of the item and any damaged packaging.

Step 1 Carton Structure & Weight Documentation Examples

Start ALL Test Report images with dimensions and weight and close-up of carton fluting.





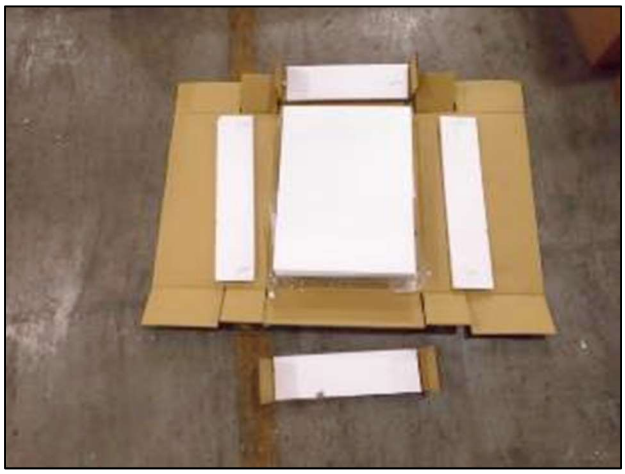
Step 2 Product & Package Documentation Examples

A. Canisters

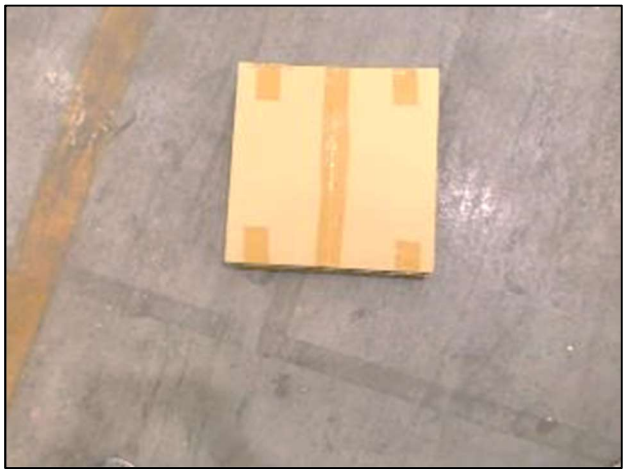
B. Dinnerware Set

Example Dinnerware Set continued

C. Knock-Down Furniture



Example Knock-Down Furniture continued



Example Knock-Down Furniture continued

Example Knock-Down Furniture continued

D. Set-Up Furniture

Example Set-Up Furniture continued

E. Home Accessories

Example Home Accessories continued

F. Lighting

Example Lighting continued

Example Lighting continued

G. Outdoor – Furniture

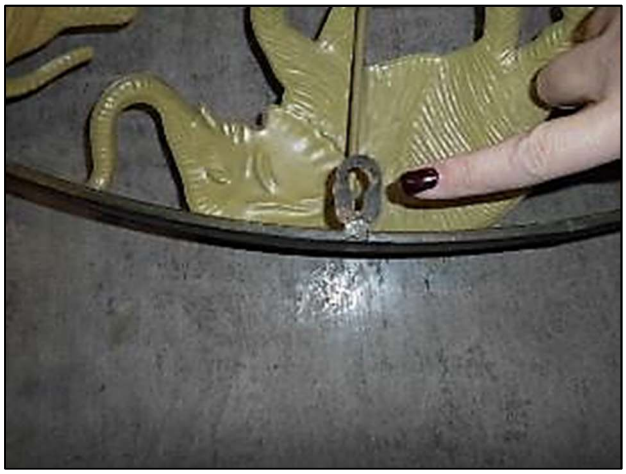
Example Outdoor - Furniture continued

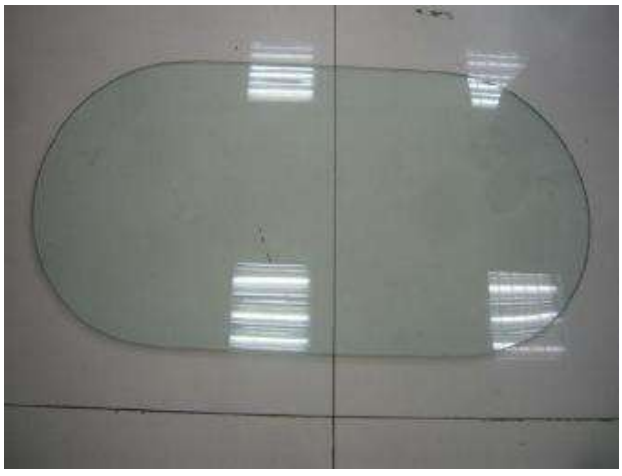
H. Outdoor – Décor

Example Outdoor - Decor continued

I. Wall Décor

Example Wall Decor continued



Step 3 Product & Package Detail Examples

When finishing your report include close-up images of any glass or mirrors (such as doors, glass table tops, sconces, etc.), any electronic or assembly parts, clips or hangers, damaged sections of the item and damaged packaging.