PACKAGING, PACKING AND MARKING DEFICIENCY REPORT PART A - COMPLETED BY SUPPLY DEPOT PERSONNEL REGION **FACILITY** PREPARER'S NAME REPORT NO. DATE **FROM** 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 CONTRACTOR'S NAME AND ADDRESS MANUFACTURER'S NAME AND ADDRESS CONTRACT NO. MANUFACTURE DATE SHIPPING CONTAINER TYPE OF CONTAINER TOTAL WEIGHT TYPE OF CONTAINER MATERIAL USED UNIT OF ISSUE UNITS PER PACKAGE **INNER** STANDARD PACK YES NO PACK-**MARKING** AGE DIMENSIONS YES NO COMPLETE COMPLETE **MARKING** LINER OR DIVIDER LEGIBLE **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 bot 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.