Ask for details you can use.

A practical checklist for requesting packaging information from a supplier, then keeping the reply connected to the right product and revision.

1 Define the request.

- Identify the product. Include your SKU, the supplier reference, pack size and the variants the specification should cover.
- State the revision or period. Give a request date, the version you need and an intended reply date.
- Name the people. Include a contact for questions and the person who will review the response.

2 Ask about each part of the packaging.

- Component and material. Ask about the container, closure, liner, label, outer or other component relevant to the request. Ask for supporting composition details where your reviewer needs them.
- Weight and unit. Request the figure, unit of measure and its source or basis. Keep supplied, measured and estimated figures distinct.
- Evidence and applicability. Request the document reference, revision, effective date, variants covered and any changes from the previous version.

3 Keep missing answers visible.

If a detail is missing, record the question and the next person to ask. Do not fill the space with a guess. Use the working page to keep the reply, its source and the next action together.

Collection support, not a reporting sign-off. Agree the requirements with your reporting lead or compliance scheme. This checklist is not an official form, a legal obligation test or a guarantee that every reporting requirement is covered.

Keep the answer traceable.

Use one working record per request or component. Store the source document with the same reference so the next person can follow it.

Request reference _____

Product / SKU / variant _____

Supplier / component reference _____

Component / material _____

Figure and unit, if supplied _____

Source document / revision _____

Source date / date received _____

Evidence file reference _____

Unresolved question _____

Next owner / action _____

Reviewer / review status _____

An unresolved item, kept visible.

Illustrative data. Source TL-SRC-004, specification Rev B, records a glass jar and metal closure. It does not supply the liner specification.

Record TL-014: liner evidence awaited.
Next owner: Mira. Request the liner specification.
Your reporting reviewer decides how the open question affects their work.

Check the current guidance.

Check whether EPR for packaging applies - GOV.UK

What large producers report - GOV.UK

Small-producer guidance - GOV.UK