

# Pharmaceutical Product Pick and Pack Checklist

## Order & Product Information

Order Number

Product Name

Batch/Lot Number

Quantity

Expiry Date

## Pick Checklist

- ☐ Correct product selected
- ☐ Correct quantity picked
- ☐ Batch/lot numbers match order
- ☐ Expiry date verified
- ☐ Packaging intact and undamaged
- ☐ No signs of tampering/contamination

## Pack Checklist

- ☐ Correct packaging materials used
- ☐ Order documents included
- ☐ Label applied correctly
- ☐ Seals applied where necessary
- ☐ Package securely closed

## Comments / Notes

Picker Name

Date

