WUHAN SUNFULL NEW ENERGY TECHNOLOGY CO., LTD.

PACKAGING BUSINESS DIVISION

COSMETIC PACKAGING BUYER RESOURCE

Packaging Supplier Due-Diligence Checklist

Legal entity, site, process, quality and evidence review

How to use this resource

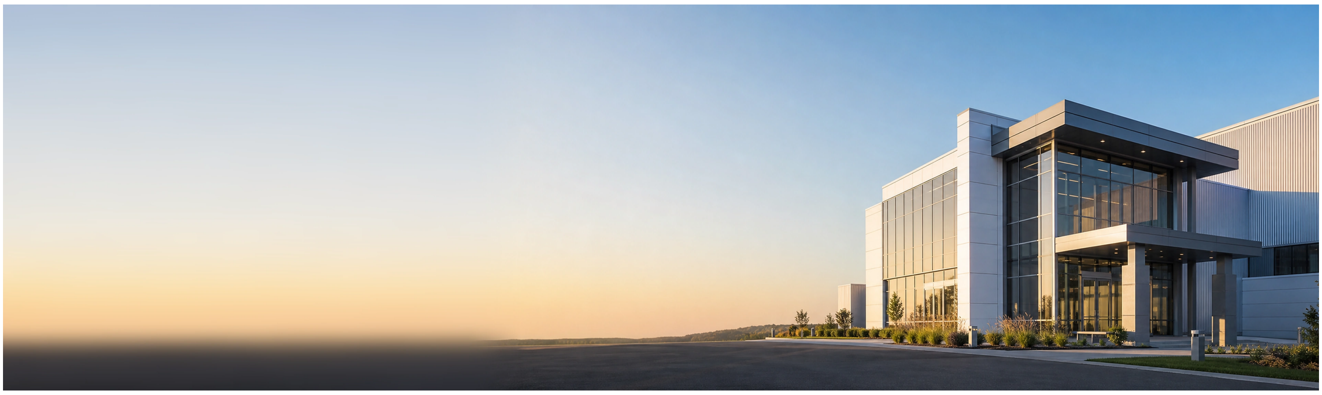
Use this document to structure a B2B packaging discussion, compare responses and define the evidence needed before approval. Adapt each item to the real product, formula, filling process, destination market and commercial terms.

Important: This resource does not verify a supplier, product, facility, test result, environmental claim or legal compliance. Keep project evidence tied to the actual legal entity, manufacturing site, SKU, batch and target market.

Verification Scope

Supplier due diligence should separate the contracting legal entity, sales office, manufacturing site, outsourced process and logistics provider. A polished presentation is not a substitute for entity-specific evidence.

Area	Questions to ask	Evidence to review
Legal entity	Who signs, invoices, receives payment and owns the account?	Registration, bank beneficiary, address and authorized contact
Manufacturing site	Which site makes the actual container and component?	Site name, address, process scope and current project evidence
Outsourced steps	Which forming, decoration, assembly, testing or packing steps are external?	Declared supplier map, control plan and responsibility boundaries
Product ownership	Who owns molds, drawings, artwork, samples and technical records?	Written ownership, confidentiality, storage and transfer terms
Commercial control	Which terms apply to MOQ, payment, schedule, defects and claims?	Quotation, contract, Incoterm, warranty and escalation path



Representative review context only. Verify the real legal entity, site and process used for the actual product.

Factory and Process Review

- Confirm site continuity from exterior and address to production and warehouse areas
- Match equipment and process steps to the actual SKU and material
- Identify which operations are internal, outsourced or performed by a specialist partner
- Review incoming, in-process and final inspection points
- Check material, batch, sample and shipment traceability
- Confirm capacity statements against equipment, shifts, tooling and current loading

Quality System Questions

Control	Minimum discussion
Specification	Critical dimensions, materials, components, decoration, tolerances and approved samples
Inspection	Sampling level, defect classes, methods, equipment, records and release authority

Control	Minimum discussion
Testing	Formula compatibility, leakage, dispensing, decoration durability and transport scope
Nonconformance	Containment, root cause, corrective action, reinspection and disposition authority
Change control	Advance notice for material, component, process, site, tooling or sub-supplier changes
Traceability	Material lot, production batch, inspection record, packing unit and shipment link

Evidence Quality Checks

Check	Acceptable basis	Warning sign
Entity match	Names and addresses align across records	Unexplained entity or beneficiary mismatch
Scope match	Document covers the relevant site, process, material or SKU	Generic certificate used for an unrelated product
Date and status	Current validity and revision can be confirmed	Expired, cropped or unverifiable record
Traceability	Record links to sample, batch or shipment	Marketing claim without source data
Limitations	Exceptions and outsourced steps are declared	Absolute claims with no stated boundary

Decision Record

Record the reviewed entity, site, process route, evidence date, open risks, responsible owner and next verification action. Recheck material changes before a new SKU, major reorder or site transfer.