

PRODUCTION CHECKLIST

CLOTHING, HONEY, AGRICULTURAL PRODUCTS

Objective:

To ensure the readiness of the production process, packaging, labeling, quality control and documentation of products before export.

Stage / action	Responsible	Term	Status
Confirm the export range and production volumes Production	Manager		
Check the availability and quality of raw materials, packaging, containers	Warehouse / Purchases		
Coordinate labeling requirements with the client or regulations	Export Manager		
Check compliance with quality standards (certificates, GOST, ISO, etc.)	Quality Department		
Set up production lines for export packaging	Technician / engineer		
Issue a test sample and conduct internal inspection	Quality control		
Take a photo of the packaging and send it to the customer (if necessary)	Marketing / Visual		
Prepare quality certificates, analyses, certificates (if necessary)	Certification Coordinator		
Check shelf life / packaging dates (for food products)	Production / Quality Department		
Pack products according to the agreed scheme (including pallets)	Warehouse / Packaging		
Generate supporting documentation for samples	Shipment Manager		
Transfer products to the logistician / freight forwarder with a note in the log	Logistics Manager		

