Soft mailer recheck sheet

Use one sheet for one sealed parcel. Keep the same contents and sample ID across all runs.
Record the readings as displayed. Agree a reference method and acceptance limits before the trial.

Sample and reference

Anonymous sample ID

Date

Bag type and packed contents

Reference method / instrument

Agreed limits and units

Reference L x W x H (mm)

Reference gross weight (g)

Observed readings

Start with the normal presentation, then repeat. Record any change in parcel orientation or shape.
For each run, compare the scanned ID with the ID saved in the parcel record.

Run	Pose / condition	L (mm)	W (mm)	H (mm)	Mass (g)	ID / record match?
1						
2						
3						

Disposition and handoff

Flag readings outside the agreed limits. Keep unmatched records separate until reviewed.

Exception observed / run number

Review station and responsible role

Decision (accept / remeasure / rebag / hold)

Retest or corrected record ID

Quote or trial request

Send this sheet with the sample size range, target parcels per shift and two photos of the sealed bag.
Include one photo from above and one from the side. Mask customer names, addresses and tracking labels.