

Batch Production Record

Liquid Syrup

Product Name: _____

Batch No.: _____

Manufacturing Date: _____

Expiry Date: _____

Batch Size: _____

Bill of Materials

Ingredient	Quantity Required	Quantity Used	Batch No.	Remarks

Equipment Used

Equipment Name	Equipment No.	Cleaned By	Checked By	Date

Processing Details

Step No.	Processing Step	Details / Observations	Date & Time	Operator's Signature	Supervisor's Signature

In-process Control

Parameter	Specification	Result	Checked By	Date

Yield Calculation

Theoretical Yield: _____

Actual Yield: _____

Yield %: _____

Final Checks & Release

Check/Review	Performed By	Date	Remarks
Final Product Sampling			
Labels & Packaging			
Batch Release			

Signatures

Prepared By: _____

Checked By: _____

Approved By: _____