

Master Batch Production Record Template

Tablet Manufacturing

General Information

Product Name		Batch Number	
Master Formula Number		Strength / Dosage Form	
Batch Size		Pack Size	
Manufacturing Date		Expiry Date	

Bill of Materials

S.No.	Material Name	Material Code	Specification	Quantity Required	Quantity Issued	Remarks

Equipment Used

Equipment Name	Equipment ID	Cleanliness Checked By	Date	Remarks

Manufacturing Process

Step No.	Process / Operation	Parameters / Instructions	Performed By	Date / Time	Checked By	Remarks

In-Process Controls

Test Parameter	Specification	Result	Performed By	Date / Time	Remarks

Yield Reconciliation

Theoretical Yield		Actual Yield		Yield (%)	
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Packaging Details

Packaging Material	Quantity Issued	Quantity Used	Balance	Checked By

Final Approval

Prepared By: _____ Date: _____

Checked By: _____ Date: _____

Approved By (QA): _____ Date: _____