Production Lot Traceability Checklist

Date: _____
Product Name: _____
Batch/Lot No.: _____
Production Date: _____
Checked By: _____

1. Raw Materials Traceability

Raw Material Name	Supplier	Supplier Lot/Batch No.	Date Received	Used Amount	Verified (âœ"/âœ—)

2. Packaging Materials Traceability

Packaging Material	Supplier	Supplier Lot/Batch No.	Date Received	Used Amount	Verified (âœ"/âœ—)

3. Production Records

Process Step	Time	Operator	Equipment Used	Observations

4. Finished Product Details

Product Code	Batch/Lot No.	Production Date	Quantity	Storage Location	Checks Verified (âœ"/âœ—)

Remarks:

Checked & Reviewed By: _____   Date: _____