

# Packaging Batch Record

Product Name	Product Code	
Batch No.	Batch Size	
Packaging Order No.	Manufacturing Date	
Expiry Date	Date(s) of Packaging	

## Materials Used

Item	Material Name	Material Code	Supplier / Lot No.	Quantity Required	Quantity Issued	Quantity Returned	Checked By

## Packaging Machine Details

Machine Name/No.	Cleaned By	Checked By	
Line Clearance By			

## Packaging Process Details

Step/Activity	Date/Time	Performed By	Checked By	Remarks

## Yield Calculation

Product Packed	Expected Yield		
Actual Yield	Yield (%)		

## Secondary Checks

Labels Verified By	Date	
Final Pack Checked By	Date	

## Comments / Deviations

## Checked & Approved By

Packager	Date	
Quality Control	Date	

Quality Assurance		Date	
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