

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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