

Production Batch Processing Record Form

Batch Information

Product Name:

Batch Number:

Processing Date:

Batch Quantity:

Operator(s):

Supervisor:

Materials Used

Material Name	Lot Number	Quantity Issued	Quantity Used	Balance

Processing Steps

Step/Operation	Start Time	End Time	Performed By	Remarks

Deviations / Incidents (if any)

Comments / Observations

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Signatures

Operator Signature

Date

Supervisor Signature

Date