

Cosmetic Cream Manufacturing Batch Record

Batch Information

Product Name		Batch Number	
Manufacture Date		Expiry Date	
Quantity to Produce		Actual Yield	

Ingredients

Ingredient	Supplier / Lot No.	Target Weight (g)	Actual Weight (g)	Added By / Time	Verified By

Manufacturing Steps

Step	Description / Parameters	Performed By / Time	Checked By
1			
2			
3			
4			

Packaging

Pack Size	Packaging Material	Quantity Packed	Packed By / Time	Checked By

Quality Control

Test	Specification	Result	Tested By	Date
Appearance				
pH				
Microbial				
Others				

Remarks / Deviations

Prepared By / Date

Checked By / Date

Approved By / Date