

Food Supplement Batch Production Record Sheet

Batch Information

Product Name		Batch Number	
Production Date		Expiry Date	
Formula/Version		Batch Size	

Raw Materials Used

No.	Raw Material	Material Code	Supplier / Lot No.	Quantity Required	Quantity Used	Unit	Checked By

Equipment Used and Cleaning Record

Equipment Name/ID	Cleaned Before Use	Checked By	Remarks

Manufacturing Process

Step No.	Process/Activity	Start Time	End Time	Performed By	Remarks

Yields

Theoretical Yield		Actual Yield		Yield (%)	
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In-process Checks & Observations

Test / Check	Specification	Result	Checked By	Time

Packaging Record

Packaging Material	Material Code	Qty Issued	Qty Used	Balance	Checked By

Prepared By:
_____ Date

Checked By:
_____ Date

Approved By:
_____ Date