

# Batch Control Sheet - Cosmetic Production

Product Name		Batch No.	
Date of Production		Planned Qty (kg/ltrs)	
Manufacturing Order No.		Issued By	
Supervisor		Approved By	

## Raw Materials

No.	Material Name	Batch/Lot No.	Required Qty	Issued Qty	Issued By	Checked By
1						
2						
3						
4						

## Process Details

Step No.	Process Description	Time Started	Time Ended	Performed By	Checked By
1					
2					
3					

## Yield & Remarks

Actual Yield (kg/ltrs)			
Remarks			

Prepared By		Date	
Checked By		Date	

Approved By

Date