Batch Process Documentation

Paint Manufacturing

Batch Information

Batch No.: _____   Date: _____
Product Name: _____   Batch Size: _____
Shift: _____   Operator: _____

Raw Materials

Material	Grade	Lot/Batch No.	Required Quantity	Actual Quantity	Unit	Added By	Checked By
Resin					kg		
Pigment					kg		
Solvent					L		
Additives					kg		

Process Steps

1. Charge reactor/vessel with required quantity of solvent.
2. Add resin under continuous stirring. Ensure full dissolution.
3. Introduce pigment slowly. Mix until uniformly dispersed.
4. Additives to be added as per formulation.
5. Adjust viscosity with additional solvent if needed.
6. Homogenize mixture for specified duration.
7. Quality checks at defined intervals. Record observations.
8. Transfer to storage or filling tank once parameters are met.

Process Parameters

Parameter	Specification	Observed Value	Checked By
Mixing Time	___ min		
Temperature	___ Â°C		
Viscosity	___ cP		
pH (if applicable)	___		

Quality Control Results

Test	Standard	Result	Approved By
Color			
Viscosity			
Gloss			
Opacity			

Deviations / Comments

_____

_____

_____

Approval

Prepared By:	_____	Date:	_____
Reviewed By:	_____	Date:	_____
Approved By:	_____	Date:	_____