

# Food Traceability Record Template

## Basic Information

Establishment Name

Date

Responsible Person

## Food Item Details

Product/Ingredient Name	Supplier/Brand	Batch/Lot Number	Date Received	Use By/Expiry Date	Storage Location	Quantity Received	Initials

## Distribution / Usage Log

Date Used/Distributed	Product/Ingredient Name	Destination/Area	Quantity Used	Remaining Quantity	Initials

## Remarks / Observations