

Batch Production Record

Record the batch codes going in and the destinations going out, so a recall or a complaint can be traced to one day's production rather than all of it.

What was made, when, from which batches, and where it went — so one bad ingredient can be traced.

BATCH NUMBERS IN, BATCH NUMBERS OUT

Traceability is the reason this sheet exists. If an ingredient is recalled, the batch numbers written here are the difference between withdrawing one day's production and withdrawing everything. No temperatures, times, shelf lives or products are printed on this sheet. Food safety limits are set by the rules where you are and by your own documented process — write yours in the header. This sheet records what you did; it does not tell you what to do.

Business	Production date	Made by	Batch or lot code
Product	Recipe version	Quantity made	Best before or use by

INGREDIENTS USED

Ingredient	Supplier	Their batch or lot code	Quantity	Checked in by

CHECKS AND DESPATCH

Process checks recorded elsewhere on	Reference		
Where it went	Quantity	Date	Signed