

Company Name XXX	BATCH PROCESSING MEMO		Page 1 of 1
			No XXX
	Department	Section	Validity Date XXX
Prepared by XXX Date XXX	Checked by XXX Date XXX	Approved by XXX Date XXX	Replaced XXX Date XXX

Product Code	Product Name	Batch No.	Quantity	Bulk	Packing	Processing Date Start: XXX Finish: XXX
--------------	--------------	-----------	----------	------	---------	--

I. COMPOSITION

A. Basic unit, ex. Active material 0.07 g/100mL.

B. Quantity of material required for 1 batch.

II. SPECIFICATION

III. EQUIPMENT

IV. WHEIGHING

Material code	Material name	Quantity required (g)	Quantity weighed (g)	Batch No.	Weighed by	Checked by

V. PROCESSING PROCEDURE

Processing step	Sign

VI. RECONCILIATION

Reconciliation result	Checked by	Approved by
Theoretical value: XXX Real Value : XXX Limit : XXX % If real value limit exceeded result limit, do "investigation of failure "	Process Supervisor Date, XXX	Production dept. Head Date, XXX

Batch processing control

Batch processing memo
inspection

Process Supervisor
Date :XXX

Production dept. Head
Date: XXX

Quality dept. Head
Date: XXX