

Company Name XXX	BATCH PACKING 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 No. XXX Date XXX

Product Code	Product Name	Batch No.	Quantity	Bulk	Packing	Processing Date Start: XXX Finish: XXX
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I. RECEPTION AND RECONSILIATION PACKAGING MATERIAL

Material Code	Pack. Mat Name	Qty		QC No.	Qty			Sign	
		Required	Accepted		Refused	Used	Returned	WH	Production
Pack. Mat Returning Date : XXX Packaging Spv Signature :									
Remarks		Checked by: Production Dept. Head Date: XXX				Approved by: Quality Dept. Head Date: XXX			

II. FILLING PROCEDURE

Filling Procedure	Sign

III. PACKING AND MARKING PROCEDURE

Packaging marking procedure	Sign

IV. QUALITY CONTROL APPROVAL

Finish product final approval no XXX date XXX

Remarks.....

Packaging process
control

Batch packing memo
inspection

Packing Supervisor
Date : XXX

Production dept. Head
Date: XXX

Quality dept. Head
Date: XXX