

	Doc. Control #			
	Department:		Version:	
	Title:	Master Manufacturing Record	Date Created:	
	Prepared By:		Date Approved:	
	Approved By:		Date Updated:	

Master Manufacturing Record Product Code

Lot Number: (to be assigned by the Quality Manager or the Operations Manager)

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Basic Food Handling/Food Safety Instructions

1. Practice safe food handling procedures at all times. See MDA/FDA cGMP Guidelines (<https://www.ecfr.gov/current/title-21/chapter-I/subchapter-B/part-110>) for the latest Current Good Manufacturing Practices (cGMP) for food processing.
2. Clean and sanitize all work areas and equipment to be used. Use approved cleaning solution and sanitizing solution
3. All workers must put on hairnets, beard covers, aprons and gloves prior to the start of handling food materials. All will be supplied on the cart next to the workstation
 - a. Note: wearing of facemasks is optional. However, the beard covers and hairnets need to cover 100% of the facial hair
 - b. If you move away from your workstation, remove your gloves. Wash your hands and put on new gloves prior to going back to the workstation. There are NO EXCEPTIONS to this rule

Note: all steps must be recorded on this Batch Record, along with the date completed and checked by another member of the Team for those steps that require a measurement (i.e., weighing, cook time, cook temperature, etc.)

All data recorded on this Batch Record must be double checked and initialed on the Batch Record. Original Operator Initials the data entered. A second operator doubles checks these data and then must enter their initials on the Batch Record under the Original's initials and date. Enter initials and date in each column labeled 'Recorded By' and 'Checked By'.

For any line, table, or space on this record where data is recorded, ANY unused spaces need to have a single diagonal line drawn through it with that person's initials and date somewhere on that line

All data recordings must be done with a black or blue ink pen

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Total Batch Size (state units, i.e., pounds/lbs, kilograms/kg, grams/g, etc.)

Product Formula/Recipe (add more rows as necessary)

INGREDIENT	INGREDIENT CODE	VENDOR/INGR LOT CODE	BATCH WEIGHT	FINISHED PRODUCT WEIGHT %

Total Batch Weight

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In-Process Quality Checks (add more checks as necessary) – Initial and Date for each step under ‘Completed By’ and ‘Checked By’

QUALITY CHECK	MEASUREMENT	RECORDED BY	CHECKED BY

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Packaging Instructions (add more steps as necessary) – Initial and Date for each step under ‘Completed By’ and ‘Checked By’

PACKAGING STEP	MEASUREMENT (if required)	COMPLETED BY	CHECKED BY

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Finished Product Quality Checks (add more checks as necessary) – Initial and Date for each step under ‘Completed By’ and ‘Checked By’

QUALITY CHECK	MEASUREMENT	RECORDED BY	CHECKED BY

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Batch Reconciliation – Initial and Date for each step under ‘Completed By’ and ‘Checked By’

BATCH RECONCILIATION STEP	MEASUREMENT	RECORDED BY	CHECKED BY
Total Weight of Ingredients Used			
Theoretical Number of Salable Units Possible			
Total Number of Salable Units Produced			
Total Number of Unsalable Units Produced			
Total Weight of Salable Units Produced			
Total Waste Weight			
Total Percentage of Salable Product			
Total Percentage of Waste			

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BATCH NOTES: Note any deviations from the normal production of the batch along with any corrective actions taken