



Traceability Record Template

1. General Information

- **Organization Name:**
- **Facility Name:**
- **Date:**
- **Product Name:**
- **Batch/Lot Number:**
- **Product Code:**
- **Production Date:**
- **Expiry Date:**
- **Responsible Person:**

2. Supplier Information

- **Supplier Name:**
- **Supplier Code:**
- **Supplier Address:**
- **Contact Person:**
- **Contact Number:**
- **Raw Material Supplied:**
- **Batch/Lot Number of Raw Material:**
- **Delivery Date:**
- **Certificate of Analysis (CoA) Reference:**

3. Production Information

- **Production Line:**
- **Production Shift:**



- **Operators:**
- **Supervisor:**
- **Ingredients Used (Including Batch Numbers):**
- **Processing Steps:**
 - Step 1: [Description]
 - Step 2: [Description]
 - Step 3: [Description]
 - [Continue as necessary]

4. Quality Control Checks

- **QC Inspector:**
- **QC Checkpoints:**
 - Checkpoint 1: [Description] - [Result]
 - Checkpoint 2: [Description] - [Result]
 - [Continue as necessary]
- **Corrective Actions Taken (if any):**
- **QC Approval:**

5. Packaging Information

- **Packaging Line:**
- **Packaging Date:**
- **Packaging Material Used:**
- **Operators:**
- **Supervisor:**
- **QC Checks on Packaging:**

6. Storage Information

- **Storage Location:**



- **Storage Conditions:**
- **Storage Duration:**
- **Storage Supervisor:**

7. Distribution Information

- **Distributor Name:**
- **Distributor Code:**
- **Distributor Address:**
- **Contact Person:**
- **Contact Number:**
- **Distribution Date:**
- **Vehicle ID:**
- **Driver Name:**

8. Customer Information

- **Customer Name:**
- **Customer Address:**
- **Contact Person:**
- **Contact Number:**
- **Delivery Date:**
- **Delivery Receipt Number:**

9. Traceability Verification

- **Date of Verification:**
- **Verified By:**
- **Remarks:**

10. Records and Documentation

- **Documentation Reference Numbers:**



- Production Records: [Reference]
- QC Records: [Reference]
- Packaging Records: [Reference]
- Storage Records: [Reference]
- Distribution Records: [Reference]
- Customer Delivery Records: [Reference]