

	<h2>Batching Form Completion</h2>		
Document Number	SD100-105	Manual Number	105
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PURPOSE

To ensure that batching sheets are accurately completed, reflecting correct production processes, ingredient usage, and compliance with company standards.

APPLICATION

This SOP applies to all Production and Quality Assurance (QA) personnel involved in batching operations.

PROCEDURE

Quality Assurance and Production

- QA personnel will monitor the completion of batching sheets daily to ensure compliance with company standards.
- QA will perform physical observations of one production line per day on a rotating basis to verify that batching sheets are accurately completed.
- A Production Supervisor must be present alongside the QA Technician during observations to confirm accuracy. Both the QA Technician and Production Supervisor are required to sign off on the batching sheets.
- QA is responsible for performing any applicable quality checks on the batching sheet and must initial each batch for approval.

Batchers

Batchers are responsible for completing all sections of the batching sheet, including:

- Date of production
- Product name
- Names of all batchers involved
- Batch number



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- Product size
- Ingredients, including corresponding lot numbers and suppliers

TRAINING FREQUENCY

All QA personnel and batchers must receive documented training on this SOP upon hire. Refresher training is required annually. A training attendance sign-off sheet will be maintained to ensure compliance.