✅ ChecklistGuro

MRP Batch Record Review Checklist

Batch Header Information

Verify completeness and accuracy of batch header details (batch number, date, product, quantity, etc.)

Batch Number

Enter a number...

Production Start Date

Enter date...

Production Start Time

Planned Production Quantity

Enter a number...

Actual Production Quantity

Enter a number...

Product Type

- [ ] Type A
- [ ] Type B
- [ ] Type C

Batch Status

- [ ] Planned
- [ ] In Progress
- [ ] Completed
- [ ] Cancelled

Material Usage Verification

Confirm correct materials and quantities were issued against the batch order.

Quantity Issued (Raw Material A)

Enter a number...

Quantity Ordered (Raw Material A)

Enter a number...

Quantity Variance (Raw Material A)

Enter a number...

Material Status (Raw Material A)

- [ ] Good
- [ ] Damaged
- [ ] Expired
- [ ] Rejected

Supporting Documentation (e.g., receiving slip)

⬆ Upload File

Notes/Comments regarding material usage

Write something...

Process Parameter Adherence

Validate adherence to defined process parameters (temperature, pressure, time, etc.) during production.

Temperature (Celsius)

Enter a number...

Pressure (PSI)

Enter a number...

Reaction Time (HH:MM)

Mixing Speed (RPM)

Enter a number...

Parameter Verification Date

Enter date...

Parameter Verification Signature

Equipment Log Review

Review equipment logs for any deviations, malfunctions, or maintenance performed during the batch run.

Equipment Log Entry Date

Enter date...

Time of Log Entry

Brief Description of Equipment Usage

Write something...

Operating Temperature (if applicable)

Enter a number...

Operating Pressure (if applicable)

Enter a number...

Any Unusual Noises or Vibrations Observed

Write something...

Supporting Documentation/Images (if any)

⬆ Upload File

Operator Signature

Quality Control Checks

Verify completion and results of all required quality control checks and tests.

Temperature (Process 1)

Enter a number...

Pressure (Process 1)

Enter a number...

pH Level

Enter a number...

Moisture Content (%)

Enter a number...

Visual Inspection Results (Color, Odor, Clarity)

☐ Acceptable

☐ Slight Deviation

☐ Significant Deviation

QC Testing Date

Enter date...

QC Testing Time

QC Tester Signature

Documentation & Sign-Off

Ensure all relevant documentation is complete, signed, and dated by authorized personnel.

Review Date

Enter date...

Reviewer Comments/Observations

Write something...

Reviewer Signature

Batch Status (Approved/Rejected/Hold)

☐ Approved

☐ Rejected

☐ Hold

Deviation Report Reference (if applicable)

Write something...

Authorizing Personnel Signature (if applicable)

Deviation & Corrective Actions

Review any deviations from standard procedures and the associated corrective actions taken.

Description of Deviation

Write something...

Quantity Impacted (if applicable)

Enter a number...

Date of Deviation

Enter date...

Time of Deviation (if applicable)

Deviation Category (e.g., Material, Equipment, Process)

- [ ] Material
- [ ] Equipment
- [ ] Process
- [ ] Personnel
- [ ] Other

Root Cause Analysis

Write something...

Corrective Action Taken

Write something...

Signature of Person Implementing Corrective Action

Date of Corrective Action Implementation

Enter date...

Batch Release Authorization

Confirm appropriate authorization for batch release based on review findings.

Release Date

Enter date...

Release Time

Release Status

☐ Approved

☐ Rejected

☐ Pending Review

Batch Quantity Released

Enter a number...

Release Comments (if applicable)

Write something...

Authorizing Personnel Signature

Release Reason

☐ Met all requirements

☐ Minor deviation - approved

☐ Requires further investigation

Record Retention

Verify proper storage and retention of all batch records according to established procedures.

Record Creation Date

Enter date...

Record Retention Period (Years)

Enter a number...

Retention Justification (Regulatory/Internal)

Write something...

Storage Location

☐ On-site Archive

☐ Off-site Archive

☐ Cloud Storage

Record Retention Approver Signature

Notes regarding record storage/retrieval

Write something...

Traceability Verification

Confirm traceability of materials and processes throughout the batch production lifecycle.

Material Lot Number Traceability Notes

Write something...

Quantity Traceable to Raw Material Lot

Enter a number...

Traceability System Used (e.g., Barcode, RFID)

- ☐ Barcode
- ☐ RFID
- ☐ Manual Tracking

Date of Traceability Review

Enter date...

Supporting Traceability Documentation (e.g., Batch Records, Logs)

⬆ Upload File