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| Text  Description automatically generated | Document No: HUB.PT.REC.65  Effective Date: 01-Jun-22  Revision Date: New |
| **Formulation Check-off / Requirements Listing / Batch Record** | Revised By: MDaskis  Approved By: NRoss  Reason for Revision: New |

Product Name: Date of Production:

Pack Size: Units per case: Cases required:

Recipe Name: Batch Size: kg No: of Batches

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| Ingredient Description | % , total wt | Required, kg | Lot Number | B 1 √ | B 2 √ |
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Packaging Supplies:

Primary package: Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lot Number: Qty used:

Secondary package: Name Lot Number: Qty used:

Lot Number / Best Before Date of Finished Product: Quantity, total:

**Note: if using different lot numbers for each batch, record the two lot numbers and quantity for each.**

Preparation Procedure Document

Product Name: Recipe/ Formulation Number: (if relevant):

Record in sequential order the method of producing the product: (note that the more experience you have with this process, the more detailed you will become as it will become a training document that you can use when training other workers/ helpers or your products.)

**Section 1: Prepare and clean the preparation area(s) and equipment** (please do not forget to clean as you go)

**Section 2: Order of Operations to produce the product** (logical and include setting up areas or when to clean between operations. Be specific regarding cooking times, temperatures

**Section 3: Packaging Procedures:** Include preparing the containers or packages for filling, sealing, and labelling (**always** recommended to attach a copy of the label and/or at least a sticker of the lot number if not directly printed onto the package or label).

**Section 4: Storage Conditions:** Are the final products stored at ambient conditions (cool, dry storage), or Refrigerated (4°C) or Frozen (-18°C)?