



SMALL SCALE
FOOD PROCESSOR
ASSOCIATION

SUPPORTS INDEPENDENT
FOOD PROCESSORS & GROWERS

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**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 _____

Ingredient Description	% , total wt	Required, kg	Lot Number	B 1 <input type="checkbox"/>	B 2 <input type="checkbox"/>

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)?