

Inventory and Reagent Usage Log – QC Lab

Document ID

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Version: 1.1

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Reviewed By: QA Supervisor – Nina Patel

Date of Last Update: 2025-03-31

1. Inventory Overview

This log tracks the usage and stock levels of critical reagents and consumables used in moisture and protein analysis.

Inventory is monitored weekly and reconciled monthly to detect discrepancies or expired items.

2. Reagent Stock Details

Item: Drying Reagent A

Lot No.: DR-A-0225

Stock (L): 1.5

Expiry Date: 2025-07-10

Last Checked: 2025-03-28

Item: Protein Reagent X

Lot No.: PRX-9812

Stock (L): 2.0

Expiry Date: 2025-09-01

Last Checked: 2025-03-30

Item: Calibration Standard – Moisture

Lot No.: CAL-M-4410

Stock (g): 250

Expiry Date: 2025-08-15

Last Checked: 2025-03-31

3. Reagent Usage Log (March 2025)

Date: 2025-03-10 | Reagent: Protein Reagent X | Used: 100 mL | Technician: Emily Saunders

Date: 2025-03-15 | Reagent: Drying Reagent A | Used: 150 mL | Technician: Mark Jenkins

Date: 2025-03-21 | Reagent: Calibration Standard – Moisture | Used: 15 g | Technician: Lisa Green

4. Notes and Exceptions

- Calibration Standard batch CAL-M-4410 flagged for clumping; replace before next calibration.

- Reagent shelf labels updated with color-coded expiry indicators.

5. Approval

Reviewed and Approved By: QA Supervisor – Nina Patel

Date of Approval: 2025-04-01

Note: All inventory records must be kept for 3 years and made available during audits.