# Synthimed Labs Private Limited
# Derabassi

## BATCH PROCESSING RECORD

**Plant:**

| Prepared by | Reviewed by | Approved by | Product : | | D.C. No. : **BPR/MF/____** |
|---|---|---|---|---|---|
| | | | Stage : | | Revision No. : |
| | | | | | Effective Date : |
| | | | | | Sign./Date : |
| **Sr. Executive-Manufacturing** | **Sr. Manager-Manufacturing** | **Sr. VP-QA&RA** | Batch Size: | | Batch No. : |

## BATCH TIME CYCLE DETAIL

| Started | Date | Time | Completed | Date | Time | Total Time Taken | |
|---|---|---|---|---|---|---|---|
| | | | | | | Remarks: | |

## INPUT/OUTPUT DETAIL

| Input | Output | Yield (w/w) | |
|---|---|---|---|
| ………..……... Kg | ………..……... Kg | Standard: | Actual: |
| **Remarks, if any:** | | | |

| **Deviation No. & brief detail (if observed)** | |
|---|---|
| | |

| **Checked by:** | **Reviewed by:** |
|---|---|
| **Date:**<br>**(Manufacturing)** | **Date:**<br>**(Quality Assurance)** |

## BATCH PROCESSING RECORD

| Product: | Stage : | | Batch Size  : | Batch No. : |
|---|---|---|---|---|

### INPUT DETAILS FOR MANUFACTURING

| S. No. | Raw/Packaging Materials | Unit | Quantity | | | Ref. Step No. | AR No./Batch No. | Sign/Date | |
|---|---|---|---|---|---|---|---|---|---|
| | | | Standard Factor | Actual | Gross Wt. | | | Charged by | Checked by |
| 1. | | Kg | | | | | | | |
| 2. | | L | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| 3. | | Kg | | | | | | | |
| **Remarks, if any :** | | | | | | | | | |

**BATCH PROCESSING RECORD**

| Product: | Stage : | Batch Size : | Batch No. : |
|---|---|---|---|

| S. No. | Raw/Packaging Materials | Unit | Quantity | | | Ref. Step No. | AR No./Batch No. | Sign/Date | |
|---|---|---|---|---|---|---|---|---|---|
| | | | Standard$ | Actual | Gross Wt. | | | Charged by | Checked by |
| 4. | | No. | | | | | | | |
| | | No. | | | | | | | |
| | | No. | | | | | | | |
| | | No. | | | | | | | |
| | | No. | | | | | | | |
| | | No. | | | | | | | |
| 5. | | No. | | | | | | | |
| | | No. | | | | | | | |
| | | No. | | | | | | | |
| | | No. | | | | | | | |
| | | No. | | | | | | | |
| | | No. | | | | | | | |
| **Remarks, if any :** | | | | | | | | | |

# BATCH PROCESSING RECORD

| Product: | Stage : | Batch Size : | Batch No. : |
|---|---|---|---|

$ As per requirement

| Step No. | Operation | Qty. | Temp (ºC) Std. | Temp (ºC) Actual | Date | Std. Time | Time From | Time To | Duration | Performed By | Checked By |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. | | | _ | | | _ | | | | | _ |
| 2. | | | _ | | | _ | | | | | |
| 3. | | | | | | | | | | | |
| 4. | | | | | | | | | | | |
| 5. | | | | | | | | | | | |
| | | | | | | | | | | | |
| 6. | | | _ | | | _ | | | | | _ |
| 7. | | | _ | | | _ | | | | | |
| 8. | | | _ | | | _ | | | | | |
| 9. | | | | | | | | | | | |
| **Remarks, if any :** | | | | | | | | | | | |

**Note:**
1. _____

| Step No. | Operation | Qty. | Temp (ºC) Std. | Temp (ºC) Actual | Date | Std. Time | Time From | Time To | Duration | Performed By | Checked By |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 10. | | | | | | _ | | | | | |
| | Recovered Qty.: | | | | | | | | | | |
| 11. | | | | | | | | | | | |
| 12. | | | | | | | | | | | |
| 13. | | | | | | | | | | | |
| 14. | | | | | | | | | | | _ |
| 15. | | | | | | | | | | | |
| 16. | | | | | | | | | | | _ |

Issued by     :
Page No.     :
D.C. No.     : **BPR/MF/____**
Revision No.  :

# BATCH PROCESSING RECORD

| Product: | Stage : | Batch Size : | Batch No. : |
|---|---|---|---|

**Remarks, if any :**

## BATCH PROCESSING RECORD

| Product: | Stage : | Batch Size : | Batch No. : |
|---|---|---|---|

### Drying Process

| Step No. | Operation | Qty. | Temp (ºC) Std. | Temp (ºC) Actual | Date | Std. Time | Time From | Time To | Duration | Performed By | Checked By |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 17. | | | | | | | | | | | |
| | | | | | | | | | | | |
| 18. | | | | | | | | | | | |
| 19. | | | | | | | | | | | |
| 20. | | | | | | | | | | | _ |
| 21. | | | | | | | | | | | _ |
| 22. | | | | | | | | | | | _ |
| 23. | | | | | | | | | | | |
| **Remarks, if any :** | | | | | | | | | | | |

**BATCH PROCESSING RECORD**

| Product: | Stage : | Batch Size  : | Batch No. : |
|---|---|---|---|

# BATCH PROCESSING RECORD

| Product: | Stage : | Batch Size  : | Batch No. : |
|---|---|---|---|

## Milling Process

| Step No. | Operation | Date | Time | | Performed By | Checked By |
|---|---|---|---|---|---|---|
| | | | From | To | | |
| 1. | | | | | | |
| 2. | | | | | | |
| | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| | | | | | | |

| **Remarks, if any:** |
|---|

Issued by      :
Page No.      :
D.C. No.      :    **BPR/MF/____**
Revision No.   :

## BATCH PROCESSING RECORD

| Product: | Stage : | Batch Size  : | Batch No. : |
|---|---|---|---|

### Sifting Process

| Step No. | Operation | Date | Time | | Performed By | Checked By |
|---|---|---|---|---|---|---|
| | | | From | To | | |
| 1. | | | | | | _ |
| 2. | | | | | | _ |
| | Identification No. ………………….. | Ok ☐ | | Not Ok ☐ | Checked by : | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | _ |
| | Identification No. ………………….. | Ok ☐ | | Not Ok ☐ | Checked by : | |

**Remarks, if any:**

### Blending Process

| Step No. | Operation | Date | Time | | Performed By | Checked By |
|---|---|---|---|---|---|---|
| | | | From | To | | |
| 1. | | | | | | _ |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | _ |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |

## BATCH PROCESSING RECORD

| Product: | Stage : | Batch Size  : | Batch No. : |
|---|---|---|---|

|   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 9. |   |   |   |   |   |   |
| 10. |   |   |   |   |   |   |
| **Remarks, if any:** |   |   |   |   |   |   |

## BATCH PROCESSING RECORD

| Product: | Stage : | Batch Size  : | Batch No. : |
|----------|---------|---------------|-------------|

### Weighing Details of Material

| S. No. | Container No. | Gross Wt. (Kg) | Tare Wt. (Kg) | Net Wt. (Kg) |
|--------|---------------|----------------|---------------|--------------|
|  |  |  |  |  |
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**Total Net Wt. (Kg):**

**Remarks, if any :**

**BATCH PROCESSING RECORD**

| Product: | Stage : | | Batch Size  : | Batch No. : |
|----------|---------|---|---------------|-------------|

# Synthimed Labs Private Limited
## Derabassi
**Format No. : SLPL/F/____**

**Final Output Detail Sheet**

**Output Qty. (Kg)   :**

| S. No. | Sample drawn | Qty. (Kg) | Date | Balance Qty. (Kg) | Checked by |
|--------|--------------|-----------|------|-------------------|------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

**BATCH PROCESSING RECORD**

| Product: | Stage : | Batch Size  : | Batch No. : |
|---|---|---|---|

## TEMPERATURE MONITORING SHEET
**Format No.: SLPL/F/_____**

**Equipment No. :**                                          **Equipment No. :**

| Step | Date | Time | Temp. (ºC) | Vacuum (mmHg) | Sign. | Step | Date | Time | Temp. (ºC) | Vacuum (mmHg) | Sign. |
|---|---|---|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |  |  |  |
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**Remarks:**

**Checked by**

## BATCH PROCESSING RECORD

| Product: | Stage : | Batch Size  : | Batch No. : |
|---|---|---|---|

## INPUT-DETAILS FOR CLEANING ()

**Change over:** Batch to Batch

| S. No. | Raw Materials | Unit | Quantity | | | Ref. Step No. | AR No./Batch No. | Sign/Date | |
|---|---|---|---|---|---|---|---|---|---|
| | | | Standard | Actual | Gross Wt. | | | Charged by | Checked by |
| 1. | | L | | | | | | | |
| | | | | | | | | | |
| 2. | | L | | | | | | | |
| **Remarks, if any:** | | | | | | | | | |

## INPUT-DETAILS FOR CLEANING (REACTOR R-132)

**Change over:** Batch to Batch

| S. No. | Raw Materials | Unit | Quantity | | | Ref. Step No. | AR No./Batch No. | Sign/Date | |
|---|---|---|---|---|---|---|---|---|---|
| | | | Standard | Actual | Gross Wt. | | | Charged by | Checked by |
| 1. | | L | | | | | | | |
| **Remarks, if any:** | | | | | | | | | |

## INPUT-DETAILS FOR CLEANING (REACTOR R-133)

**Change over:** Batch to Batch

| S. No. | Raw Materials | Unit | Quantity | | | Ref. Step No. | AR No./Batch No. | Sign/Date | |
|---|---|---|---|---|---|---|---|---|---|
| | | | Standard | Actual | Gross Wt. | | | Charged by | Checked by |
| 1. | | L | | | | | | | |

**BATCH PROCESSING RECORD**

| Product: | Stage : | | Batch Size  : | Batch No. : |
|---|---|---|---|---|

| **Remarks, if any:** |
|---|

**EQUIPMENT CLEANING PROCEDURE**

**Change over:** Batch to Batch

| Step No. | Operation | Qty. | Temp (ºC) | | Date | Std. Time | Time | | Duration | Performed By | Checked By |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Std. | Actual | | | From | To | | | |
| 1. | | | – | | | – | | | | | |
| 2. | | | | | | | | | | | |
| 3. | | | | | | | | | | | |
| 4. | | | | | | | | | | | |
| 5. | | | | | | | | | | | |
| 6. | | | | | | | | | | | |
| **Remarks, if any:** | | | | | | | | | | | |

**BATCH PROCESSING RECORD**

| Product: | Stage : | Batch Size  : | Batch No. : |
|----------|---------|---------------|-------------|

**CLEANING OF UTENSIL**

| S. No. | Name of utensil | Identification No. | Cleaning Procedure | Date | Time | | Visually Check | | Performed by | Checked by |
|--------|-----------------|--------------------|--------------------|------|------|----|----------------|--------|--------------|------------|
| | | | | | From | To | Ok | Not Ok | | |
| | | | | | | | | | | |
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# Synthimed Labs Private Limited
## Derabassi

**Format No.: SLPL/F/____**
**Batch Processing Record/Equipment Cleaning Record Change History**

**Plant:**

| Product: | Stage: | D.C. No.: BPR/MF/_____ |
|---|---|---|

| Revision No. | Effective Date | Details of Change |
|---|---|---|
| 00 | | |
| 01 | | |