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Batch Manufacturing Record (BMR)



Product Name: Aspirin Tablets 325mg

Product Code: ASP325

Batch Number: ASP-25-001

BMR Document Number: BMR/ASP325/001

Master BMR Version: BMR/ASP325/M-03

Batch Size: 112.50 kg

Date Issued: 14-Feb-2025

Manufacturing Start Date: 15-Feb-2025

Manufacturing End Date: (To be filled)

Area and Equipment Verification for Dispensing

Instruction: Before commencing any dispensing activity for Batch ASP-25-001, verify that the designated areas and equipment have been cleaned, checked, and found suitable for use. Record the verification below by referencing the relevant logbooks.

	≡ Equipment Type	≡ Equipment ID No.	≡ Logbook Verified (Log ID / Entry No.)	≡ Status (Ready for Use)	≡ Verified By (Signature)	≡ Date / Time
1	Dispensing Booth	DB-01	CL-DB-01	Yes	Arvind Kumar	15-Feb-25 / 07:45
2	Weighing Balance	WB-01	LOG/CAL/WB-01 & DVL-DB-01	Yes	Arvind Kumar	15-Feb-25 / 07:45
3	Dispensing Booth	DB-02	CL-DB-02	Yes	Priya Shah	15-Feb-25 / 07:45
4	Weighing Balance	WB-02	LOG/CAL/WB-02 & DVL-DB-02	Yes	Priya Shah	15-Feb-25 / 07:45
5	Dispensing Booth	DB-03	CL-DB-03	Yes	Sunita Rao	15-Feb-25 / 07:45
6	Weighing Balance	WB-03	LOG/CAL/WB-03 & DVL-DB-03	Yes	Sunita Rao	15-Feb-25 / 07:45

Conclusion of Verification: All areas and equipment listed above have been verified and are suitable for the dispensing of raw materials for batch ASP-25-001.

Verified by Production Supervisor: Balwinder Singh **Date:** 15-Feb-2025

Dispensing Log

General Information

- **Shift Information:** Day Shift
- **Personnel:**
 - **Dispensing:** Arvind Kumar, Neha Kapoor, Suresh Mehra, Vikram Rathod
 - **Supervising:** Balwinder Singh, Ajay Malhotra, Priya Sharma, Sunita Desai

Material Information

This section lists the components and quantities required for the batch as per the Master Formula.

	≡ Material Name	≡ Material Code	≡ Quantity Required for Batch
1	Aspirin (API)	RM-SA-001	81.250 kg
2	Microcrystalline Cellulose (Filler)	RM-MC-002	20.000 kg
3	HPMC (Binder)	RM-HPMC-003	3.750 kg
4	Cornstarch (Disintegrant)	RM-CS-004	6.250 kg
5	Magnesium Stearate (Lubricant)	RM-MG-003	0.750 kg

Dispensing Process Log

This log details the actual dispensing of each material, specifying the exact equipment used.

	≡ Step	≡ Material Name	≡ Balance ID No.	A.R. No. of ≡ Approved Lot	Actual ≡ Quantity Dispensed	≡ Dispensed By	≡ Verified By	Date / ≡ Time of Dispensing
1	1	Salicylic Acid (API)	WB-01	RM/25/006	81.250 kg	Arvind Kumar	Balwinder Singh	15-Feb-2025 / 09:15
2	2	HPMC (Binder)	WB-02	RM/25/015	3.750 kg	Suresh Mehra	Priya Sharma	15-Feb-2025 / 11:30
3	3	Magnesium Stearate (Lubricant)	WB-03	RM/25/021	1.250 kg	Vikram Rathod	Sunita Desai	15-Feb-2025 / 14:00
4	4	Cornstarch (Disintegrant)	WB-02	RM/25/018	6.250 kg	Suresh Mehra	Priya Sharma	16-Feb-2025 / 09:45
5	5	Microcrystalline Cellulose (Filler)	WB-01	RM/25/009	20.000 kg	Neha Kapoor	Ajay Malhotra	16-Feb-2025 / 10:25

Material Verification and Reconciliation

- **Reconciliation:** All dispensed quantities have been verified against the source records. Actual quantities dispensed match the required quantities for the batch.

Deviation and Adjustments

- **Deviation Description:** None. All operations were performed as per SOP and BMR instructions.

Final Sign-off for Dispensing Stage

- **Dispensing Supervisor Sign-off:**
 - **Name:** Balwinder Singh
 - **Signature:** *Balwinder Singh*
 - **Date/Time:** 16-Feb-2025 / 15:00
- **Quality Assurance Review:**
 - **Name:** QA Officer
 - **Signature:** *QA Officer*
 - **Date/Time:** 17-Feb-2025 / 09:30

End of Dispensing Section