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Purpose: To account for every gram of material. This log proves that the dispensed quantity plus the remaining quantity equals the starting quantity, within acceptable limits. This is where you formally track "loss."

Material Reconciliation Log

Product Batch No: ASP-25-001

	Material Name	Supplier Batch No.	Container No.	A. Starting Net Wt. (kg)	B. Dispensed Wt. (kg)	C. Remaining Net Wt. (A-B) (kg)	Remarks
1	Salicylic Acid	SA20250127	Drum 1 of 4	25.00	25.00	0.00	Full Drum Used
2			Drum 2 of 4	25.00	25.00	0.00	Full Drum Used
3			Drum 3 of 4	25.00	25.00	0.00	Full Drum Used
4			Drum 4 of 4	25.00	6.25	18.75	Partial, Returned
5	HPMC	HPMC202412 18	Container 1 of 1	5.00	3.75	1.25	Partial, Returned
6	Cornstarch	CS20250304	Bag 1 of 1	10.00	6.25	3.75	Partial, Returned
7	MCC	MC20250112	Bag 1 of 1	20.00	20.00	0.00	Full Bag Used
8	Magnesium Stearate	MG20211224	Container 1 of 1	2.00	1.25	0.75	Partial, Returned

Material Reconciliation Log.xlsx

Edited 2d ago by Drishti Rana

personal > drishti_rana_shorthills_ai > Documents > Material Reconciliation Log.xlsx

Total Summary:

	≡ Component	≡ Total Dispensed (kg)	≡ Required (kg)	≡ Match
1	API	81.25	81.25	✓
2	Binder	3.75	3.75	✓
3	Filler	20.00	20.00	✓
4	Disintegrant	6.25	6.25	✓
5	Lubricant	1.25	1.25	✓

Summary & Verification

- All dispensed quantities match the theoretical requirements as specified in the Batch Manufacturing Record (BMR) for ASP-25-001.
- All full containers used have been reconciled to zero.
- All partial containers have been reconciled, correctly labeled with their new remaining Net Weight, and returned to the Raw Material Stores.
- The traceability of all materials is maintained through the Supplier Batch Number and GRN.

Verified By (Operator):

Sumit Kumar

Checked By (Supervisor):

Ramesh Singh