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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