



Natural Verde Agri Products

Effective Date:
Sept 25, 2018

Prepared by: _____

Signature: _____

Date: _____

Batch Manufacturing Record

Page 1 of 4

V1.0

Production Manager

Department:

Production

Title:

Guava Soap Bar

Batch Record:

BMR-001

Approved By _____

Signature: _____

Date: _____

QC/QA Manager

Batch Number:

Manufacturing Date:

Expiry Date:

1.0 Production Details:

Description
Name Guava Soap Bar 135g
Colour Light Green with Brown Spots
Shape Rectangular / Artisan top

Batch Quantity
Batch size 9.2kg
Approx No. of bars 60

Packaging
Immediate Individual
Outer Box of 50's

2.0 Production Batch Record Issuance

Issued By Issuer has reviewed the Batch Record to ensure that the copy is complete, accurate copy of the Master Batch Record.

(Print Name) Quality Assurance

Signature

Date

Issued To Production has reviewed the Batch Record to ensure that the copy is complete and correct. Production is responsible for the Batch Record following issuance.

(Print Name) Quality Assurance

Signature

Date

3.0 Reference Documents

SPD-001 Cleaning of Mixer
SPD-002 Cleaning of Blender
SPD-003 Cleaning of Soap Cutter
SPD-004 Calibration of Weighing Balance
SPD-007 Cleaning of Accessories and Utensils
SPD-009 Line Clearance
SPD-012 Batch Manufacturing
SPD-013 Material Weighing and Dispensing

4.0 Raw Materials

Infused Palm Oil 4090g
Coconut Oil 2000g
Lye Solution 3000g
Sunflower Oil 200g
Coconut Milk 200g
Guava Leaves 35g
Citronella Oil 40ml



Natural Verde Agri Products

Effective Date:
Sept 25, 2018

Prepared by:

Signature:

Date:

Batch Manufacturing Record

Page 2 of 4

V1.0

Production Manager

Department:

Production

Title:

Guava Soap Bar

Batch Record:

BMR-001

Approved By

Signature:

Date:

QC/QA Manager

Batch Number:

Manufacturing Date:

Expiry Date:

5.0 Processing Equipments

Mixing Container
Mixer
Graduated Cylinder
Stirrer
Plastic Liner
Soap Mould

6.0 Area Clearance

1. Processing Area
Room: Production Area
2. Review all Processing Area Log Book and ensure that all entries are complete and up-to-date.
3. Review all Raw Materials and ensure that all is complete and accurate, all necessary materials are present for the operation.
4. Ensure all Materials are released, approved and have sufficient time to the Expiry Date
5. Review Processing Equipment and ensure that it is complete, accurate and that all necessary equipment is present, cleaned and calibrated as appropriate
6. Review the Log Book for the equipments and ensure that the log books are correctly filled out (FORM-PD-002)
7. Verify that the Production Area does not contain any items from previous batches or cleaning activities and that no items unrelated to the current batch are present.
8. Area Clearance Complete

7.0 Production Procedure

A. WEIGHING AND DISPENSING / RAW MATERIAL PREPARATION

Location: Weighing/Dispensing Area

1. Weigh all Raw Materials as mentioned in Part 4 separately into a suitable container
2. Prepare Lye Solution.
3. Prepare Infused Palm Oil

B. MIXING

Location: Mixing Area

4. Combined the Infused Palm Oil, Coconut Oil with dried leaves in a mixing container.
5. Pour the Lye Solution in the mixing container with oils.
6. Mix the soap solution in the heavy duty mixer for 7-8 minutes
Time Start: _____ Time Stop: _____
7. Pour the coconut milk after 2 minutes
8. Pour the sunflower oil after 5 minutes
9. Pour the Citronella Oil after 6 minutes

C. MOULDING

Location: Moulding Area

10. Line the wooden mould with plastic liner.
11. Write the batch number on the edge of the liner using a permanent marker
12. Pour the soap solution into the mould



Natural Verde Agri Products

Effective Date:
Sept 25, 2018

Prepared by:

Signature:

Date:

Batch Manufacturing Record

Page 3 of 4

V1.0

Production Manager

Department:

Production

Title:

Guava Soap Bar

Batch Record:

BMR-001

Approved By

Signature:

Date:

QC/QA Manager

Batch Number:

Manufacturing Date:

Expiry Date:

7.0 Production Procedure

C. MOULDING

Location: Moulding Area

13. Perform Artisan Craft after 8-10 minutes using special spoon
14. Remove the soap from the wooden mould after minimum of 12 hrs.

D. Cutting

Location: Cutting Area

15. Cut the soaps using the soap cutter to desired weight and thickness
16. Weigh each soap bars after cutting. Each bar should not be below 135g.

E. Curing

Location: Curing Area

17. Once the soap are cut, it is now transferred in a curing tray.
18. Each curing tray has an identification of its Batch Number, Average weight, Product Name and quantity

F. Packing/Labelling

Location: Curing Area

17. Pack each soap with its approved packaging material.
18. Review SPD-009 (line clearance) and ensure that all materials are met.

8.0 Sampling Procedure

Location: Sampling Area

1. Fill in sample "label" suitable to number of samples needed
2. Attached each label on sample soaps which already prepared.
3. Quantity of finish goods sample is 2 soap bars per batch
4. Check once more all data in sample label and sampling memo.

9.0 Yield Calculations

Yield

$$100 \% \times \frac{\text{Weight of total number of soap bars}}{\text{Weight of Raw Materials}}$$

Finished product Yields

$$100 \% \times \frac{\text{Number of goods produced at the end of process + Rejects + Samples}}{\text{Number of goods at the start of the process}}$$

10.0 Post-Production Review

The complete Post-Production Batch Record has been reviewed for completeness and accuracy. All pages are complete and all entries conform to Documentation Practices.

	Name	Signature	Date
Production			
Quality Assurance / QC			



Natural Verde Agri Products

Effective Date:
Sept 25, 2018

Prepared by:

Signature:

Date:

Batch Manufacturing Record

Page 4 of 4

V1.0

Production Manager

Department:

Production

Title:

Guava Soap Bar

Batch Record:

BMR-001

Approved By

Signature:

Date:

QC/QA Manager

Batch Number:

Manufacturing Date:

Expiry Date:

11.0 Product Release

The material produced through the execution of this Batch Record shall be Dispositioned by QA according to Product Release Procedure (SPD-018)

The Product conforms to Finished Goods Specification : Guava Soap

	Name	Signature	Date
Production			
Quality Assurance / QC			