

Lot Traceability Log

A standard template for tracking raw material and finished good lot codes to maintain FSMA 204 compliance and recall readiness.

Company Name: _____

Date of Production/Receipt: _____

1. Receiving Log (One Step Back)

Log all incoming raw materials, ingredients, and primary packaging.

Date Received	Supplier Name	Ingredient/Item Name	Supplier Lot Code	Internal Lot Code	Qty Received
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

2. Production Log (Internal Traceability)

Link raw material lot codes to the new finished good lot code generated during manufacturing.

Finished Good Name: _____

Finished Good Lot Code Generated: _____

Total Qty Produced: _____ units

Raw Materials Consumed in this Batch:

Ingredient Name	Internal Lot Code Used	Qty Used	Verified By (Initials)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Shipping Log (One Step Forward)

Log where the finished goods were sent. Crucial for executing a targeted recall.

Date Shipped	Customer / Distributor Name	Finished Good Lot Code	Qty Shipped	Invoice/PO #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Log Verified By: _____ **Date:** _____

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