

# Cosmetic Product Batch Traceability Sheet

## Product Details

Product Name

Product Code/SKU

Batch Number

Date of Manufacture

Expiry Date

## Production Information

Manufactured By

Site/Facility

Production Supervisor

Quantity Produced (Units)

Packaging Used

Storage Location

## Ingredients & Supplier Details

Ingredient	Supplier Name	Supplier Batch/Lot No.	Quantity Used	COA Received

## Quality Control Checks

Test Performed	Result	Test By	Date	Remarks

## Distribution & Traceability

Distributor/Customer	Quantity Supplied	Date of Dispatch	Invoice/Delivery Note	Remarks

## Notes

