TEMPLATE - COMPLETE WITH ACTUAL BATCH RECORDS

CONTROLLED BUYER DOCUMENT

Cat Litter Batch Traceability Template

Order, material, process, packing and shipment genealogy

COMMERCIAL IDENTITY

Customer / order / PO	
Product / SKU	
Approved formula / spec revision	
Legal manufacturer / site	
Planned quantity	
Production dates / shifts	
Batch number logic	
Packaging / artwork revision	

MATERIAL LOT GENEALOGY

Primary mineral / plant input					
Binder / starch					
Fragrance					
Odour-control additive					
Primary packaging					
Carton / pallet					

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Production & Packing Record

Controlled project record

PROCESS TRACE

Receiving / staging					
Drying / preparation					
Blending / granulation					
Screening / dust control					
Packing / coding					
Palletising / warehouse					

SPECIAL CONTROLS

Rework used	[ ] No [ ] Yes - identify source batch and approved limit
Line clearance	
Metal / foreign-body control	
In-process deviation	
Retention sample	ID, quantity, seal, location and retention period

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Shipment Link & Recall Readiness

Controlled project record

FINISHED GOODS AND SHIPMENT

TRACEABILITY CHALLENGE

Backward trace result	Finished batch to all material and packaging lots
Forward trace result	Material or finished batch to customers and shipment units
Mock recall date / owner	
Completion time	
Gaps / corrective action	

RECORD APPROVAL

Prepared by / date		Reviewed by / date	
Buyer acknowledgement		Approval status	[ ] Pending [ ] Approved [ ] Rejected