YOUR LOGO	**Demo Chemicals Pvt. Ltd.** **BATCH MANUFACTURING RECORD**	Doc No.: **PRD/001/F01-00** Effective: 28/12/2023 · Page **1 of 5**
Product: **Sodium Benzoate**		Batch No.: **B-2026-104**
Mfg date: **24/11/2026** · Batch start **08:12** · Batch end **13:05**		Printed: **24/11/2026 14:15**

PAGE 1 — BATCH HEADER, SAFETY & RAW MATERIAL INPUT

BATCH DETAILS

Standard batch size **1,000.000 kg**	GLR / Reactor **GLR-03**	Plant No. **Plant-2**
Batch started **24/11/2026 08:12**	Batch completed **24/11/2026 13:05**	BMR version **v3**

SAFETY POINTS

Sr.	Instruction	Verified	Date & time
1	All operators wear PPE: safety goggles, nitrile gloves, apron and safety shoes.	✓ Yes	24/11/2026 08:10
2	MSDS of every raw material read before charging.	✓ Yes	24/11/2026 08:10

INPUT RECORD — RAW MATERIALS

RM	Raw material	Std qty (kg)	Used qty (kg)	A.R. No.	Checked by	Date & time
1	Benzoic Acid	612.000	611.800	AR/RM/26/1182	Suresh M	24/11/26 08:34
2	Sodium Hydroxide (Lye 48%)	214.000	214.400	AR/RM/26/1190	Suresh M	24/11/26 08:36
3	Purified Water	150.000	-	-	-	-
4	Activated Carbon	12.000	11.200	AR/RM/26/1201	Suresh M	24/11/26 08:41
5	Hyflo Filter Aid	12.000	11.200	AR/RM/26/1203	Suresh M	24/11/26 08:42
6	NA	NA	NA	NA	NA	NA
7	NA	NA	NA	NA	NA	NA
	Total input	1,000.000	**848.600**			

BMR ISSUANCE

Issued By QA	Received By Production
R. Desai · 24/11/2026 08:05	Suresh M · 24/11/2026 08:11

Prepared by	Checked by	Approved by
Suresh M	R. Desai (QA)	A. Mehta (QA Manager)
Date & time: 24/11/2026 13:10	Date & time: 24/11/2026 13:45	Date & time: 24/11/2026 14:10

PAGE 2 — LINE CLEARANCE, BLENDING & OPERATIONS

LINE CLEARANCE

Sr.	Check point	Status
1	Previous product, labels and documents removed	Yes
2	GLR-03 cleaned as per SOP; record attached	Yes
3	Rinse sample pH within limit (6.5 – 7.5)	7.1 pH
4	Hopper, lines and filter free of previous material	Yes
5	Weighing balance calibrated	Yes
6	Status label “CLEANED” on GLR-03	Yes
7	Utilities available	Yes
8	Area free of waste and spillage	Yes
9	Fire extinguisher and eye-wash accessible	Yes
10	Correct BMR copy and RM issued	Yes
11	Temperature gauge working	Yes
12	Earthing / static bonding connected	Yes

Done by: Vijay Shah · 24/11/2026 08:40 Checked by: R. Desai (QA) · 24/11/2026 08:55

BLENDING MATERIAL

No.	Source Batch No.	Used qty (kg)	A.R. No.	Checked by	Date & time
B1	NA	NA	NA	NA	NA
B2	NA	NA	NA	NA	NA

OPERATION DESCRIPTION

Op.	Description	Date	From	To	Temp °C	Done	Chk
1	Charge water, start stirrer	24/11/26	08:52	09:05	30.5	VS	SM
2	Add Benzoic Acid	24/11/26	09:05	09:50	38.0	VS	SM
3	Neutralise with lye, pH 7–8	24/11/26	09:50	10:40	68.2*	VS	SM
4	Carbon treatment 30 min	24/11/26	10:42	11:14	69.2	KJ	SM
5	Filter through Hyflo bed	24/11/26	11:16	12:02	-	KJ	SM
6	Spray dry, collect product	24/11/26	12:05	13:05	172.0	KJ	SM

* Out of specification — see Page 3. VS Vijay Shah · KJ Kiran Joshi · SM Suresh M

Prepared by	Checked by	Approved by
Suresh M	R. Desai (QA)	A. Mehta (QA Manager)
Date & time: 24/11/2026 13:10	Date & time: 24/11/2026 13:45	Date & time: 24/11/2026 14:10

PAGE 3 — YIELD, DEVIATION & BREAKDOWN

YIELD CALCULATION

Total input (kg)	Total output (kg)	Yield % = Output ÷ Input × 100	Acceptance range
848.600	**821.400**	**96.79%**	**96.00 – 100.00%**
Output weighed: 24/11/2026 13:05 · Yield calculated by system: 24/11/2026 13:06			

Acceptance status: ☑ **Within criteria** ☐ Not within criteria	Final A.R. No.: **AR/FP/26/0441**

OUT-OF-SPECIFICATION READINGS

Op.	Parameter	Recorded	Limit	Flagged at
3	Temperature	68.2 °C	55 – 65 °C	24/11/2026 10:41
—	NA	NA	NA	NA

DEVIATION

Steam valve opened late after lye addition; exotherm raised temperature to 68.2 °C for about 6 minutes. Cooled back to 63 °C. Impact assessed as minor — no quality impact.

Logged by: Suresh M · 24/11/2026 11:15 Approved by QA: R. Desai · 24/11/2026 12:20

BREAKDOWN

NIL

Recorded by: Suresh M · 24/11/2026 13:08

Prepared by	Checked by	Approved by
Suresh M	R. Desai (QA)	A. Mehta (QA Manager)
Date & time: 24/11/2026 13:10	Date & time: 24/11/2026 13:45	Date & time: 24/11/2026 14:10

PAGE 4 — QA REVIEW & ANALYTICAL RECORD REVIEW

BMR REVIEW CHECKLIST

Sr.	Check point	Yes	No	NA
1	No blank spaces left in the record	✓		
2	No overwriting; corrections have reasons	✓		
3	All entries have date and time	✓		
4	Correct BMR version issued	✓		
5	RM quantities match the standard BOM	✓		
6	A.R. No. recorded for every raw material	✓		
7	Line clearance completed and countersigned	✓		
8	All operation steps signed and checked	✓		
9	Deviations recorded and approved	✓		
10	Yield within acceptance criteria	✓		
11	Batch documents complete and legible	✓		

Reviewed by: R. Desai (QA) · 24/11/2026 13:40

ANALYTICAL RECORD REVIEW

Sr.	Check point	Yes	No	NA
1	Final product A.R. No. matches COA	✓		
2	All tests per specification performed	✓		
3	Results within specification limits	✓		
4	Chromatograms attached and reviewed	✓		
5	Instrument calibration valid on test date	✓		
6	Analyst and reviewer signatures present	✓		
7	OOS investigation closed (if any)	✓		

Reviewed by: R. Desai (QA) · 24/11/2026 13:44

ATTACHMENTS

HPLC_assay.pdf · 24/11/2026 13:20 · COA_B-2026-104.pdf · 24/11/2026 13:22

RULES FOR FILLING THIS RECORD

1. No blank spaces; write “NA” where not applicable.
2. No overwriting; every change is kept in the audit trail with reason, user, date and time.

Prepared by	Checked by	Approved by
Suresh M	R. Desai (QA)	A. Mehta (QA Manager)
Date & time: 24/11/2026 13:10	Date & time: 24/11/2026 13:45	Date & time: 24/11/2026 14:10

PAGE 5 — BATCH RELEASE

BATCH RELEASE

Product name **Sodium Benzoate**	Batch No. **B-2026-104**	Mfg date **24/11/2026**
Plant No. **Plant-2**	Final A.R. No. **AR/FP/26/0441**	Calculated yield **96.79%**
Batch started **24/11/2026 08:12**	Batch completed **24/11/2026 13:05**	Sent to QA **24/11/2026 13:10**

ACCEPTANCE

Acceptance criteria:	☑ **Within criteria**	☐ Not within criteria
QA review:	☑ **Satisfactory**	☐ Not satisfactory

QA REMARKS

All checks satisfactory. Minor temperature deviation at Op. 3 assessed as no quality impact.

FINAL DECISION

RELEASED

RELEASED BY QC / QA MANAGER

Name	Signature	Date & time
R. Desai (QA)	e-signed (password)	24/11/2026 14:10:05

This record was locked on release. Generated by CrewMento from the electronic batch record; any printed copy is uncontrolled unless stamped.

Prepared by	Checked by	Approved by
Suresh M	R. Desai (QA)	A. Mehta (QA Manager)
Date & time: 24/11/2026 13:10	Date & time: 24/11/2026 13:45	Date & time: 24/11/2026 14:10