# Product Traceability Log

**Purpose:** This document is designed to help manufacturers track products through each phase of the production process. Maintaining complete traceability ensures quality control, facilitates recalls if necessary, and supports regulatory compliance.

## General Product Information

* **Product Name:** {productName}
* **Product Code:** {productCode}
* **Batch Number:** {batchNumber}
* **Quantity Produced:** {quantityProduced}
* **Manufacturing Date:** {manufactureDate}
* **Shift:** {productionShift}

## Material Inputs

|  |  |  |  |
| --- | --- | --- | --- |
| **Material Name** | **Supplier** | **Lot Number** | **Quantity Used** |
| {#materials}{materialName} | {supplier} | {lotNumber} | {quantityUsed}{/materials} |

## Production Process Details

**Workstation / Equipment Used:** {equipment}

**Personnel In Charge:** {personnelName}

**Start Time:** {startTime}

**End Time:** {endTime}

## Quality Control Checks

{#qualityChecks}

* **{checkName}:** {checkResult}

{/qualityChecks}

## Packaging and Dispatch Details

* **Packaging Type:** {packagingType}
* **Packaging Date:** {packagingDate}
* **Warehouse Location:** {warehouseLocation}

{#dispatched}

* **Dispatch Date:** {dispatchDate}
* **Transport Method:** {transportMethod}
* **Destination:** {destination}

{/dispatched}

{^dispatched}*Product not yet dispatched.*{/dispatched}

## Incident Log

{#incidents}

* **Date:** {incidentDate}  
  **Description:** {incidentDescription}  
  **Action Taken:** {incidentAction}

{/incidents}

## Approval and Sign-Off

* **Reviewed By:** {reviewerName}
* **Review Date:** {reviewDate}
* **Approved:** {approvalStatus}