Food production record template

Business name: Example Bistro **Location (premises, vehicle):** Kitchen **Year, month:** 11/2026

Core temperature limit (from HACCP plan, °C): 75 **Thermometer no.:** T-01

Write each batch when it is made. Give it a batch code and put the same code on its label. List the lot numbers of the main ingredients and the allergens the batch contains. Probe cooked food in the thickest part and set the use-by date from your HACCP plan. Keep planned and made quantities apart so you can compare them with sales and waste.

Date	Product, recipe	Batch code	Planned (portions, kg)	Made (portions, kg)	Ingredient lot numbers	Allergens	Cooked at (time)	Core °C	OK (Y/N)	Use-by date	Left over	Made by (name, signature)
23/11	Beef lasagne	2311-1	40	40	L26301, L26288	Gluten, egg, milk	11:20	82	Yes	25/11	3	Emma Clarke
24/11	Chicken curry	2411-1	35	35	L26327A	Milk	11:05	79	Yes	26/11	0	James Patel
25/11	Vegetable soup	2511-1	50	45		Celery	11:30	88	Yes	27/11	4	Sophie Turner
26/11	Meatballs	2611-1	30	30	L26288	Gluten, egg	11:15	77	Yes	28/11	2	Daniel Hughes
27/11	Fish pie	2711-1	25	25	L26324	Fish, milk	11:40	76	Yes	29/11	1	Olivia Bennett