Food lot traceability template

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

One step back: write the product, the supplier and the lot number exactly as they appear on the label or delivery note. One step forward: write the batch or dish it went into and every business customer you supplied. Sales to final consumers are not recorded here. Keep the delivery notes with this sheet.

Delivery date	Product	Supplier (name, phone)	Delivery note, invoice no.	Lot or batch no.	Use-by, best-before	Quantity	Used in (batch, dish, date)	Supplied to business (name, date, quantity)	Recorded by
23/11	Baby spinach	Greenleaf, 07700 900901	INV-48211	L26326-2	28/11	2 kg	Spinach salad, 23–25 Nov		Emma Clarke
23/11	Whole milk	Northfield, 07700 900902	DN-7730	L26324	01/12	12 l	Béchamel, coffee		Emma Clarke
24/11	Chicken breast	Hartley, 07700 900903	DN-1192	L26327A	29/11	5 kg	Chicken wraps, 26 Nov		James Patel
25/11	Cheddar cheese	Northfield, 07700 900902	DN-7741	L26301	20/01/2027	3 kg	Cheese toast		Sophie Turner
26/11	Plain flour	Bakewell, 07700 900904	INV-2290	L26288	31/05/2027	25 kg	Bread, pastry		Daniel Hughes