

**Annexure-I Batch Tailing Form**

Company Logo Here

**XX PHARMACEUTICALS LIMITED**

117 Adams Street, Brooklyn, NY 11201, USA

**Batch Tailing Form**

(To be attached to the batch record after approval)

A. Name of Product : \_\_\_\_\_

Batch No. from which Product to be added: \_\_\_\_\_ Mfg : \_\_\_\_\_ Exp: \_\_\_\_\_

Batch No. in which Product to be added: \_\_\_\_\_ Mfg : \_\_\_\_\_ Exp: \_\_\_\_\_

Product Nature : Hygroscopic (Yes/No); Product Status: \_\_\_\_\_

Age in month the Material/Product was kept: \_\_\_\_\_

Reason for holding the Material/Product: \_\_\_\_\_

\_\_\_\_\_

B. Calculation of addition:

Batch size of Product to be added (A): \_\_\_\_\_ kg

Allowable Limit (5%) of Product (A): \_\_\_\_\_ kg; Maximum allowable Limit (10%) \_\_\_\_\_ kg

Quantity to be added : \_\_\_\_\_ kg, i.e. \_\_\_\_\_ %

Justification (if more than 5% added): \_\_\_\_\_

\_\_\_\_\_

To be added to step: \_\_\_\_\_, Page No. \_\_\_\_\_ of \_\_\_\_\_ of BMR

Proposed By/Date: \_\_\_\_\_ (Production Executive)

C. Comments on the proposal by Concerned Department Manager:

Signature/Date: \_\_\_\_\_

D. QCOM observation:

Signature/Date: \_\_\_\_\_

Executive, QCOM

E. QCOM Comment

Signature/Date: \_\_\_\_\_

Manager, QCOM

F. Comments from GM, Plant:

Signature/Date: \_\_\_\_\_

G. Comments from Head of QA:

Approved By/Date \_\_\_\_\_

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