

PRODUCTION OF DAIRY PRODUCTS IN FOOD SERVICE
ESTABLISHMENTS

C: Batch Report Templates (.pdf)



Ministry of
Health

These templates are available for your use and/or edited as needed/desired. This .pdf can be transferred into other formats or modified using software such as Adobe Pro.

The documents are also available as an Excel table by e-mailing foodsafety@foodsafety.ca. In the subject line write "Batch report templates in Excel".

Ice Cream Batch Report

Date Made: _____
 Lot Code: _____
 Operator: _____

Preoperational checks done

Desired Batch Size (Kg)

Ingredients Used

Ingredient	Amount	Code/Lot	Supplier
Table Cream (18% BF)			
Skim Milk Powder			
Sugar			
Gelatin			
Pasteurized Liquid Whole Egg			
Vanilla (optional)			

Process Step	Time	Temp (°C)
Blend ingredients and start cook step		
Cook start		
Cook end		
CCP1B Start cool in ice bath		
Cool end		
Record temperature of mix after aging in cooler overnight		

Freezing

Ice Cream Freezer Sanitized

Flavour Preparation Used	Amount (Kg)	Code/Lot	Supplier

Observed Deviations and Corrective Actions

Verification by: _____

Date of Record Review: _____

Gelato Batch Report

Date Made: _____
Lot Code: _____
Operator: _____

Preoperational checks done

Desired Batch Size (Kg)

Ingredients Used

Ingredient	Amount	Code/Lot	Supplier
Table Cream (18% BF)			
Milk (2% BF)			
Skim Milk Powder			
Sugar			
Gelatin			
Pasteurized Liquid Whole Egg			
Vanilla (optional)			

Process Step	Time	Temp (°C)
Blend ingredients and start cook step		
Cook start		
Cook end		
CCP1B Start cool in ice bath		
Cool end		
Record temperature of mix after aging in cooler overnight		

Freezing

Ice Cream Freezer Sanitized

Flavour Preparation Used	Amount (Kg)	Code/Lot	Supplier

Observed Deviations and Corrective Actions

Verification by:

Date of Record Review:

Sherbet Batch Report

Date Made:

Lot Code:

Operator:

Preoperational checks done

Desired Batch Size (Kg)

Ingredients Used

Ingredient	Amount	Code/Lot	Supplier
Sugar			
Corn Syrup			
Ice Cream Mix			
Citric Acid			
Gelatin			

Process Step	Time	Temp (°C)
Blend ingredients and start cook step		
Cook start		
Cook end		
CCP1B Start cool in ice bath		
Cool end		
Record temperature of mix after aging in cooler overnight		

Freezing

Ice Cream Freezer Sanitized

Flavour Preparation Used	Amount (Kg)	Code/Lot	Supplier

Observed Deviations and Corrective Actions

Verification by:

Date of Record Review:

Kulfi Batch Report

Date Made: _____
Lot Code: _____
Operator: _____

Preoperational checks done

Desired Batch Size (Kg)

Ingredients Used

Ingredient	Amount	Code/Lot	Supplier
Milk (3.25% BF)			
Khoya			
Sugar			
Ground pistachio			
Cardamom			
Saffron			

Process Step	Time Start	Temp (°C)	Comments
Heat Milk			
Add ingredients			
CCP1B Start cool in ice bath			
Cool end			

Number of molds filled: _____

Observed Deviations and Corrective Actions

Verification by: _____

Date of Record Review: _____

Yogurt Batch Report

Date Made: _____
 Best Before Date: _____ Lot Code: _____
 Operator: _____

Preoperational checks done _____

Ingredients Used

Ingredient	Amount	Code/Lot	Supplier
Homo Milk (3.25%BF)			
Skim Milk Powder			
Yogurt Culture			

Process Step	Time Start	Time End	Temp (°C)	pH
Heat Milk				
CCP1B Cool to Inoculation Temperature				
Record Temperature of incubator				
CCP2B Monitor pH				
Transfer to Cooler				
CCP3B Final temperature in cooler				

Yield	500 g tub	2 Kg Tub
Total Amount Made (kg)		

Observed Deviations and Corrective Actions

Verification by: _____ Date of Record Review: _____

Kefir Batch Report

Date Made: _____
Best Before Date: _____ Lot Code: _____
Operator: _____

Preoperational checks done _____

Ingredients Used

Ingredient	Amount	Code/Lot	Supplier
Homo Milk (3.25%BF)			
Kefir Grains			

Process Step	Date	Time Start	Time End	Temp (°C)	pH
Heat Milk to inoculation Temperature					
Record Temperature of incubator					
CCP1B Monitor pH					
Final temperature in cooler					

Yield Number of 2 L jugs

Observed Deviations and Corrective Actions

Verification by: _____

Date of Record Review: _____

Daily Lassi Production Record

Date	Dairy Ingredient	Source	Lot Code/BBD	House Made Flavour Preparation Used	Allergen (yes/no) *	Date Made

Observed Deviations and Corrective Actions

Date of Record Review: _____

Verification by: _____

Dahi Batch Report

Production Date							
Use by Date:							
Preop Checks done:							
Operator:							
No. of Batches							
Standard Batch	Code/Lot	Code/Lot	Code/Lot	Code/Lot	Code/Lot	Code/Lot	Code/Lot
10 L Homo Milk (3.25% BF)							
250 g Skim Milk Powder							
5 g Bacterial Culture							
Processing							
Time Start Heat milk							
Time End							
Temp (°C)							
CCP1B Cool to Inoculation Temperature (°C)							
Record pH							
Time Start Incubation							
Record Temperature of incubator at start							
Record Temperature of incubator at 12 hours							
CCP2B Monitor pH							
Time Transfer to Cooler							

Dahi Batch Report

Production Date							
Cooler Record							
CCP3B Break Set/Cool							
Temperature after 12 hours in cooler							
pH after 12 hours in cooler							
Inventory Record				Always use oldest Dahi first.			
Amount Made (L)							
Amount Used Day 1							
Amount Used Day 2							
Amount Used Day 3							
Total Amount Used (L)							
CCP4B Amount Disposed of:							
Date finished or disposed of:							

Observed Deviations and Corrective Actions

Date of Record Review: _____

Verification by: _____

Buttermilk Batch Report

Date Made: _____
 Best Before Date: _____ Lot Code: _____
 Operator: _____

Preoperational checks done _____

Ingredients Used

Ingredient	Amount	Code/Lot	Supplier
Homo Milk (3.25%BF)			
Skim Milk Powder			
Buttermilk Culture			

Process Step	Date	Time Start	Time End	Temp (°C)	pH
Heat Milk					
Record heat treatment					
CCP1B Cool to Innoculation Temperature					
Add bacterial culture					
Record Temperature of incubator					
CCP2B Monitor pH					
CCP3B Break Set/Cool					
Final temperature in cooler (at 24 hours)					

Yield Number of 2 L jugs _____

Deviations and Corrective Actions

Date of Record Review: _____ Verification by: _____

Sour Cream Batch Report

Date Made: _____
 Best Before Date: _____ Lot Code: _____
 Operator: _____

Preoperational checks done _____

Ingredients Used

Ingredient	Amount	Code/Lot	Supplier
Coffee Cream (18 %BF)			
Skim Milk Powder			
Sour Cream Culture			

Process Step	Date	Time Start	Time End	Temp (°C)	pH
Heat Cream					
CCP1B Cool to Inoculation Temperature					
Add bacterial culture					
CCP2B Monitor pH					
CCP3B Final temperature in cooler (at 24 hours)					

Yield Package in 500 mL container for storage

Number of containers _____

Observed Deviations and Corrective Actions

Date of Record Review: _____ Verification by: _____

Crème Fraiche Batch Report

Date Made: _____
 Best Before Date: _____ Lot Code: _____
 Operator: _____

Preoperational checks done _____

Ingredients Used

Ingredient	Amount	Code/Lot	Supplier
Whipping Cream (33 %BF)			
Bacterial Culture			

Process Step	Date	Time Start	Time End	Temp (°C)	pH
Warm cream to Inoculation Temperature					
Add bacterial culture					
CCP1B Monitor pH					
CCP2B Final temperature in cooler (at 24 hours)					

Yield Prepare in 1 L Mason jars
 Number of containers _____

Observed Deviations and Corrective Actions

Date of Record Review: _____ Verification by: _____

Clotted Cream Batch Report

Date Made: _____
 Best Before Date: _____ Lot Code: _____
 Operator: _____

Preoperational checks done _____

Ingredients Used

Ingredient	Amount	Code/Lot	Supplier
Whipping cream (34 % BF)			

Process Step	Time Start	Time End	Temp of Bain Marie (°C)
Prepare Bain Marie			
CCP1B Bake			
CCP2B Final temperature in cooler (at 24 hours)			

Number of portions (sealed and dated) _____

Observed Deviations and Corrective Actions

Date of Record Review: _____ Verification by: _____

Ghee Production Log

Amount in Inventory (Kg)

Date	Batch No.	Pre-op checks done	Unsalted Butter Source	Butter Lot Code	# of 1 lb (454 g) packages of butter used	Kgs Used (packages used X .454)	Temp (°C) at end of heating step	Yield (Kg)	Amount used in food preparation	Amount in Inventory (Kg)	Operator:

All butter used in Ghee is from federal establishments. The lot code provides establishment ID

Amount in Inventory (Kg). _____
(Transfer to next batch record.)

Observed Deviations and Corrective Actions

Date of Record Review: _____ Verification by: _____

Khoya Batch Report

Date Made: _____
 Best Before Date: _____ Lot Code: _____
 Operator: _____

Preoperational checks done _____

Ingredients Used

Ingredient	Amount	Code/Lot	Supplier
Full Fat Milk (3.25% BF)			

Process Step	Time Start	Temp (°C)	Comments
Heat Milk			
CCP1B Final temperature in cooler (at 24 hours)			

Number of portions (sealed and dated) _____

Observed Deviations and Corrective Actions

Date of Record Review: _____ Verification by: _____

Ricotta Cheese Batch Report

Cheese Type		Lot Code:	
Date Made:		Cheesemaker:	
Best Before Date:			
Preoperational checks done			

Staging Ingredients

Dairy Ingredient	Amount	Code/Lot	Supplier
Homo Milk (3.25%BF)			
Whipping Cream (34%)			
Citric Acid			
Salt			

Process Step	Time	Temp (°C)	pH	Comments
Combine milk and cream, acidulant and half of the salt.				
Start Heating				
Rest				
Drain Curd				
Add Salt				
Hang draining bag				
Package				
Temperature after 6 hours in storage				

Yield Number of 250 g tubs _____

Observed Deviations and Corrective Actions

Date of Record Review: _____ Verification by: _____

Mozzarella Batch Report

Cheese Type: _____ Lot Code: _____
 Date Made: _____ Cheesemaker: _____
 Best Before Date: _____

Preoperational checks done

Staging Ingredients

Dairy Ingredient	Amount	Code/Lot	Supplier
Homo Milk (3.25%BF)			
Bacterial Culture			
Calcium Chloride			
Rennin			
Salt			
Whey			

Process Step	Time	Temperature	pH	Comments
Heat Milk				
Add Bacterial Culture and ripen				
Add Calcium Chloride				
Add Rennin				
Cut Curd				
Rest				
Heat slowly and stir				
Drain in cheese cloth				
Incubate/Ferment to pH 4.9-5.2				
Stretch and chill in ice bath				
Store in brine (record time transferred to storage next day)				

Observed Deviations and Corrective Actions

Yield _____

Observed Deviations and Corrective Actions

Date of Record Review: _____ Verification by: _____

Bocconcini Batch Report

Cheese Type _____

Lot Code: _____

Date Made: _____

Cheesemaker: _____

Best Before Date: _____

Preoperational checks done

Staging Ingredients

Dairy Ingredient	Amount	Code/Lot	Supplier
Homo Milk (3.25%BF)			
Bacterial Culture			
Calcium Chloride			
Rennin			
Salt			
Whey			

Process Step	Time	Temperature	pH	Comments
Heat Milk				
Add Bacterial Culture and ripen				
Add Calcium Chloride				
Add Rennin				
Cut Curd				
Rest				
Heat slowly and stir				
Drain in cheese cloth				
Incubate/Ferment to pH 4.9-5.2				
Stretch and chill in ice bath				
Store in brine (record time transferred to storage next day)				

Yield _____

Observed Deviations and Corrective Actions

Date of Record Review: _____ Verification by: _____

Burrata Batch Report

Cheese Type _____ Lot Code: _____

Date Made: _____ Cheesemaker: _____

Best Before Date: _____

Preoperational checks done

Staging Ingredients

Dairy Ingredient	Amount	Code/Lot	Supplier
Mozzarella curd			
Marscapone			

Process Step	Time	Temp. (°C)	Comments
Portion and hold in hot water			
Fill and seal curd pouch			
Time out of ice water and into cooler			

Inventory Record

Always use oldest Burrata first.

Amount Made	
Amount Used Day 1	
Amount Used Day 2	
Amount Used Day 3	
CCP1B Amount Disposed of:	
Date Finished	

Observed Deviations and Corrective Actions

Date of Record Review: _____ Verification by: _____

Dulce de Leche Batch Report

Date Made: _____

Lot Code: _____

Operator: _____

Preoperational checks done _____

Ingredients Used

Ingredient	Amount	Code/Lot	Supplier
Full Fat Milk (3.25% BF)			
Sugar			

Process Step	Time	Temp (°C)	Brix (°B)	Comment
Add sugar, milk and baking soda to saucepan				
CP1B Cook and hold long time				
Finished Product (at 24 hours)				

Number of 250 ml jars (sealed and dated) _____

Observed Deviations and Corrective Actions

Date of Record Review: _____ Verification by: _____

Custard Batch Report

Date Made: _____
 Best Before Date: _____ Lot Code: _____
 Operator: _____
 Preoperational checks done

Ingredients Used

Ingredient	Amount	Code/Lot	Supplier
Full Fat Milk (3.25% BF)			
Sugar			
Pasteurized Liquid Whole Egg			
Vanilla (optional)			

Process Step	Time	Bain Marie Temp (°C)	Custard Temp (°C)	Comments
Prepare Bain Marie				
CCP1B Bake				
CCP2B Cool in refrigerator				
Final temperature in cooler (at 24 hours)				

Number of portions (sealed and dated) _____

Observed Deviations and Corrective Actions

Date of Record Review: _____ Verification by: _____

Paneer Batch Report

Date Made: _____
 Best Before Date: _____
 Lot Code: _____
 Cheesemaker: _____

Preoperational checks done _____

Ingredients Used

Ingredient	Amount	Code/Lot	Supplier

Process Step	Time	Temperature (°C)	pH	Comments
Heat Milk				
Add Acidulant				
Form Curd				
Cut Curd				
Drain				
Press				
Cool				
	After 2 hours			
	After 6 hours			

Frying Record		Cooling Record	
Oil Temperature (°C)		After 2 hours	After 6 hours
Batch	Temp (°C)	Temp (°C)	Temp (°C)

Observed Deviations and Corrective Actions

Date of Record Review: _____ Verification by: _____