

Log - Product Release

Food Safety & Quality Template · Provided by GIFSQ

Release is the gate between your plant and the customer - this log records that every check was done and someone authorized the product to leave. Positive release means nothing ships on assumption.

Instructions: Complete before any finished product leaves the site. Verify all required checks are complete and in specification - micro results where applicable, label checks, lot coding. Only authorized personnel sign release. No signature, no despatch.

Record details

- Date: [YYYY-MM-DD]
- Released by (authorized): [Name]

Acceptance criteria

Anything outside these criteria is a deviation - act, record, and tell QA.

- All required checks complete and within specification
- Release signed by authorized person only

Log

Product	Lot / batch	Qty	Checks complete? (Y/N)	Micro results (if req'd)	Label check OK?	Release (Y/N)	Signature
[Product]	[Lot / batch]	[Qty]	[Checks complete? (Y/N)]	[Micro results (if req'd)]	[Label check OK?]	[Release (Y/N)]	[Signature]
[Product]	[Lot / batch]	[Qty]	[Checks complete? (Y/N)]	[Micro results (if req'd)]	[Label check OK?]	[Release (Y/N)]	[Signature]

Product	Lot / batch	Qty	Checks complete? (Y/N)	Micro results (if req'd)	Label check OK?	Release (Y/N)	Signature
[Product]	[Lot / batch]	[Qty]	[Checks complete? (Y/N)]	[Micro results (if req'd)]	[Label check OK?]	[Release (Y/N)]	[Signature]
[Product]	[Lot / batch]	[Qty]	[Checks complete? (Y/N)]	[Micro results (if req'd)]	[Label check OK?]	[Release (Y/N)]	[Signature]
[Product]	[Lot / batch]	[Qty]	[Checks complete? (Y/N)]	[Micro results (if req'd)]	[Label check OK?]	[Release (Y/N)]	[Signature]
[Product]	[Lot / batch]	[Qty]	[Checks complete? (Y/N)]	[Micro results (if req'd)]	[Label check OK?]	[Release (Y/N)]	[Signature]
[Product]	[Lot / batch]	[Qty]	[Checks complete? (Y/N)]	[Micro results (if req'd)]	[Label check OK?]	[Release (Y/N)]	[Signature]
[Product]	[Lot / batch]	[Qty]	[Checks complete? (Y/N)]	[Micro results (if req'd)]	[Label check OK?]	[Release (Y/N)]	[Signature]
[Product]	[Lot / batch]	[Qty]	[Checks complete? (Y/N)]	[Micro results (if req'd)]	[Label check OK?]	[Release (Y/N)]	[Signature]
[Product]	[Lot / batch]	[Qty]	[Checks complete? (Y/N)]	[Micro results (if req'd)]	[Label check OK?]	[Release (Y/N)]	[Signature]

Notes and corrective action

The pressure to release 'because the truck is waiting' is real and constant. The release log is the authorized person's shield - the procedure says no, and the log proves they said it.

- [Describe any deviation, action taken, and product disposition.]

Review

Reviewed by (name / signature)	Date	Comments
[Name / Signature]	[YYYY-MM-DD]	[Comments]

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