

# PRODUCTION RECORDS LOG BOOK

(KEY HEADINGS AND GUIDE NOTES)

Production Records LOG Book key headings	Guide notes
<b>1.0 Management</b>	
1.1 Management structure	(Roles and responsibilities)
1.2 Management rules Processing group(s)	(List of members, detail how new members join, how they manage money, bank account etc)
<b>2.0 Facilities</b>	
2.1 Site map	Location of processing facility (in village)
2.2 Plant Floor plan and product flow (arrow)	Product flow diagram.
<b>3.0 Equipment</b>	
3.1 List and number of all equipment used	
<b>4.0 Daily production records</b>	
4.1 Record keeping sheet (raw product in; processed; volume/amount of finished product)	
<b>5.0 Sales records</b>	
5.1 Sales record details	Plus receipts
<b>6.0 Batch samples</b>	
6.1 Batch (1) sample	Sample labeled and kept by Processing Group
<b>7.0 Processing method(s)</b>	
7.1 Processing production steps documented (all steps from raw material to finished product)	
<b>8.0 Production rules</b>	
8.1 Hygiene (human)	Written details covering washing hands, gloves etc
8.2 Dress code	What is required (hair net, apron etc)
8.3 Water	Boiling water procedure (temperature check and mixing)
8.4 Full list of equipment used and number of items	
8.5 Approved chemicals/soap (name) or cleaning method	EG Joy soap or Hot water rinse after washing
<b>9.0 Product list</b>	
Details of product produced	EG:VCO grade I and grade, soap
<b>10.0 Group/staff training</b>	(List training; what topics)
<b>11.0 Quality requirements</b>	EG Moisture content 0.5 %; Fatty acids 0.2%

The above information should be recorded in a LOG BOOK and checked by the Certification Manager regularly and the LOG BOOK must be up to date for the group to be certified.

