MMR & Batch Record Request Checklist

Record requests for your quality agreement

Product and record details

Product name	
Formula / SKU	
Manufacturer and facility	
Batch size ordered	
MMR version / approval date	
Lot number	
QC release date	
COA reference	
Records kept by	
Retention end date	

Put these record requests in writing

- [ ] Finished product specifications, approved by both parties
- [ ] Confirmation of an approved MMR for each batch size we order
- [ ] Who in quality control approves the MMR and changes
- [ ] How we are notified of MMR changes (components, suppliers, process, yields)
- [ ] What we receive per lot: batch record copy, summary, or review rights
- [ ] Actual yield and percent of theoretical yield per batch
- [ ] Notice of deviations, material review decisions and reprocessing
- [ ] QC release documentation and COA for each lot, matched to the batch record
- [ ] Who keeps records, for how long, and in what format
- [ ] Our access to records if we change manufacturers

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