

Finished Batch Release Review Checklist

By Checklister

☐ Identify the finished lot and review basis

This is general manufacturing review; regulated-sector batch release remains in its specific approved system.

☐ Match physical lot labels to the order

Record the lot/batch, work order and product identity. Resolve mixed or split-lot ambiguity before reviewing release.

☐ Identify the controlling specification and inspection plan

Use current approved revisions. Qualified site personnel supply required samples, methods and acceptance criteria.

☐ Record the quantity under review

Use the actual lot quantity. Keep different product or unit bases separate.

☐ Record the controlled quantity unit

Use this same stated unit for the disposition quantities later in this review.

☐ Reconcile every required inspection result

Link the controlled inspection register and identify any missing result or sample identity. Use the sample-result group below for permitted typed summaries when helpful; it does not replace raw quality records.

☐ Review one sample and characteristic

Optional summary of a result already held in the controlled inspection register. Leave this whole group blank or remove it when no duplicate summary is useful. If you enter a summary, include enough sample/characteristic identity, time, raw result, applicable unit, criterion and evidence to make it traceable. Manually duplicate for another result. Examples to tailor: a drawing-defined dimension, label-revision match or specified visual attribute. The approved plan defines tests and limits.

☐ Identify the sample or inspected item

Optional summary: Use the actual sample selected under the approved plan.

☐ Identify the characteristic being reviewed

Optional summary: Record the exact feature or test in the approved plan.

☐ Record when this sample was inspected

Optional summary: Enter the actual inspection date/time from the source record, including the site time zone in task notes where needed. Do not substitute the release-review time.

☐ Record the actual numerical measurement

Optional summary: for a numerical test, record the raw measured value and enter its unit in the Measurement unit answer. Leave blank for an attribute test or when no duplicate summary is needed. Do not substitute a pass score.

☐ Record an actual attribute result when the test is nonnumeric

Optional summary: record the observed attribute for a nonnumeric inspection. Leave blank for a numerical test or when the complete linked inspection register makes a duplicate summary unnecessary.

☐ Record the measurement unit

Optional summary: For a numerical result, enter the actual unit matching the controlled criterion. Leave blank for an attribute result; never replace the raw value with a pass score.

☐ Record the controlled acceptance criterion

Optional summary: Record the exact approved criterion or its controlled reference and revision for this characteristic. Qualified staff determine whether the result satisfies it.

☐ Verify the approved method and equipment reference

Optional summary: Record the method and relevant instrument-status reference. Only qualified personnel determine whether the evidence is valid.

☐ Record the qualified characteristic review

Optional summary: A failed, missing or invalid required result remains unresolved through the quality process. A passing individual result does not release the lot.

☐ Identify the inspector or result reviewer

Optional summary: Choose the qualified person who reviewed this actual result.

☐ Link the raw evidence and any nonconformance

Optional summary: Retain the actual dated result, failure or retest reference. Do not erase the earlier failure when a retest is completed.

☐ **Check traceability and disposition readiness**

Keep nonconforming product identified and held through the approved process.

☐ **Verify the actual packaging against the approved requirement**

When packaging applies, compare actual packaging identity/revision and condition against the approved order. Record the source and discrepancy; if not applicable, document the basis in the inspection register.

☐ **Verify product and lot label identity**

Compare the actual product/lot identity and label revision with approved requirements and traceability records. Add the result/reference or a discrepancy here when useful; the controlled inspection register can hold the evidence without a duplicate entry.

☐ **Reconcile quantity and traceability records**

Check lot identity and quantity basis against the controlled records. Add a discrepancy or source note here if useful; the final disposition reconciliation is recorded separately.

☐ **Record unresolved nonconformance and hold locations**

If a nonconformance or hold exists, record affected scope, physical hold location, restrictions and controlled disposition reference. Leave blank when none exists; only authorized personnel decide concession, rework or scrap.

☐ **Identify the authorized lot-disposition reviewer**

Choose the person permitted to make this product disposition under the site process.

☐ **Record the actual authorized lot disposition**

Record the designated authority's actual decision for this lot. The separate approval/scope answer must identify any partial release, concession or rework authority; this field does not release material.

☐ **Record the disposition authority and exact scope**

Reference the actual authorized disposition record and identify precisely which lot units/quantity are released, held, assigned to rework, scrapped or under concession. For a partial release, distinguish the physical identities/locations.

☐ **Record the disposition date and time**

Enter the actual authorization time, not the time the draft was started.

☐ **Reconcile disposition quantities and hand over status**

Use the quantity unit above. Apply the site's mutually exclusive category definitions; the checklist performs no calculation or release.

☐ **Record the quantity actually released by authority**

Use the approved disposition record. Enter zero only when it is the verified actual value.

☐ **Record the quantity remaining on hold**

Use the controlled hold record and locations. Avoid double-counting quantities classified separately under the site process.

☐ **Record the quantity assigned to authorized rework**

Enter this quantity only when an authorized rework category applies, using the stated unit and approved disposition. Otherwise leave blank. The final reconciliation must use the controlled record; a blank is not an assumed zero.

☐ **Record the quantity assigned to authorized scrap**

Enter this quantity only when authorized scrap applies, using the stated unit and approved disposition. Otherwise leave blank. This records an existing decision, not disposal authority; a blank is not an assumed zero.

☐ **Verify the disposition quantities reconcile**

Compare the lot quantity with the approved mutually exclusive category basis. Record the source and any difference; do not double-count held/rework material. Resolve a discrepancy through the quality process before representing material as released.

☐ **Verify the receiving or dispatch team sees the correct status**

Record the receiving owner's acknowledgment of exact released and held scope, locations and remaining restrictions. Investigate any reconciliation difference before release.