Daily production report

One shift or one day. Plant: _____ Date: _____ Shift: _____ Supervisor: _____ Day's plan owner: _____

Line / product	Planned qty	Actual qty	Yield %	Batches / lots made	Downtime (min)	Labor hours	QA holds	Deviations	Notes

Totals — planned: _____ actual: _____ yield: _____ % downtime: _____ min labor hours: _____ QA holds: _____ deviations: _____

Yield % = actual output ÷ planned output × 100 (or use your own yield definition, such as finished weight ÷ raw input weight, and write it here: _____).

Handover and sign-off

Open issues for next shift: _____

Supervisor signature / date: _____ Reviewed by (QA / plant manager) / date: _____

A daily production report is a summary record. It does not replace batch records, CCP monitoring records or required sanitation and corrective action records. This template is a starting point. Adapt it to your own food safety plan, your product risks and your certification body or customer requirements. It does not make a facility compliant or certified.