附件1

《食品生产企业物料平衡检查要点表（范本）》

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 产品  名称 | 投入物料名称 | 投入物料数量  (Kg) | 产品理论产  量(Kg) | 量(Kg)  产品实际产  量(Kg) | 产品采样量  (Kg) | 产品实际出  品率 | 产品理论  出品率 | 物料是否  平衡 | 偏差分析 |
|  | 例如：水 | 1000 | 1270 | 1000 | 2 | 78.9% | 75%~105% | 是 |  |
| 白砂糖 | 250 |
| 果葡糖浆 | 20 |
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| 备注：此表可用于食品生产加工环节食品浪费情况监测 | | | | | | | | | |

附件2

《产品追溯信息记录表（范本）》

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| 0.1启动方式 | | 正向追溯或逆向追溯 | | | | 逆向追溯：从市场/仓库终端产品向上追溯至原辅材料。正向追溯：从原料追溯到生产的所有批次产品 | | | | | | | | | | | | | | | | |
| 0.2启动信息 | | 追溯启动开始时间： | | | |  | | | | | | | 追溯结束时间： | | | |  | | | | | |
| 产品名称 | | 规格 | | | | 批次 | | 包装打印编码 | | | | | 数量 | | | | 备注 |  | | | |  |
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| 产品名称 | | 规格 | | | | 批次 | | 供应商 | | | | | 数量 | | | | 备注 |  | | | |  |
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| 1.原辅材料信息追溯 | |  | | | | | | | | | | | | | | | | | | | | |
| 追溯要求：识别该批次产品使用的所有原料、加工助剂和直接接触产品的包装材料等信息；使用记录为生产该批次产品时的原料使用记录； | | | | | | | | | | | | | | | | | | | | | | |
| 原材料名称 | 供货商 | | | | 批号 | | | 使用记录 | | 使用数量 | | 进场检验报告 | | | | 进出库记录 | | | | 进货数量 | | |
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| 原物料投入总量 | | | | | | | | | | | | | | | | | | | | | | |
| 成品理论产出量 | | | | | | | | | | | | | | | | | | | | | | |
| 2.过程控制信息追溯 |  | | | | | | | | | | | | | | | | | | | | | |
| 工艺过程 | 生产班次 | | | 制造记录 | | | | | 制程/检验记录 | | 损耗数量 | | | 说明损耗原因：破损、取样等 | | | | | | | | |
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| 3.产品分销信息追溯 |  | | | | | | | | | | | | | | | | | | | | | |
| 追溯要求：定位该批次所有产品库存和出厂发货去向。 | | | | | | | | | | | | | | | | | | | | | | |
| 生产批号： | | | 入库数量： | | | | 入库数量证据： | | | | | | | |  | | | | | | | |
| 成品定位 | | | 库存量/发货量 | | | | 发货日期 | | | | | | | | 库存/发货  证据 | | | | 备注 | |  | |
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| 库存/发货证据 | | |  | | | |  | | | | | | | |  | | | |  | |  | |
| 取样 | | |  | | | |  | | | | | | | |  | | | |  | |  | |
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| 合计数量 | | |  | | | |  | | | | | | | |  | | | |  | |  | |
| 原料 A 追溯完成率 | | | （库存量＋使用量）/当批进货量＝ ％ | | | | | | | | | | | | | | | | | | | |
| 成品追溯完成率 | | | （库存量＋发货量+损耗量+取样量）/(当批实际产量）＝ ％ | | | | | | | | | | | | | | | | | | | |
| 产品出成率 | | | （库存量＋发货量+损耗量+取样量）/(原料投入量)＝ ％ | | | | | | | | | | | | | | | | | | | |
| 成品平衡率 | | | （库存量＋发货量+损耗量+取样量）/理论产出量= % | | | | | | | | | | | | | | | | | | | |