

Line clearance checklist

Record the previous batch clearance, next-run document checks and the named release decision for a production line.

Complete the applicable sections. An asterisk marks a required field when that section applies. Copy repeat sections as needed and attach photographs separately.

Line and batch references

Project or site *

Record reference *

Record date *

Prepared by *

Line or equipment ID *

Previous batch or job *

Next batch or job *

Approved clearance procedure and revision *

Clearance checks

Previous materials and components accounted for *

☐ Confirmed ☐ Exception ☐ Not applicable

Previous materials and components accounted for exception or applicability note *

If applicable: Previous materials and components accounted for is Exception or Previous materials and components accounted for is Not applicable.

Previous labels and documents removed *

☐ Confirmed ☐ Exception ☐ Not applicable

Previous labels and documents removed exception or applicability note *

If applicable: Previous labels and documents removed is Exception or Previous labels and documents removed is Not applicable.

Required cleaning record available *

☐ Confirmed ☐ Exception ☐ Not applicable

Required cleaning record available exception or applicability note *

If applicable: Required cleaning record available is Exception or Required cleaning record available is Not applicable.

Next-run labels and setup references checked *

☐ Confirmed ☐ Exception ☐ Not applicable

Next-run labels and setup references checked exception or applicability note *

If applicable: Next-run labels and setup references checked is Exception or Next-run labels and setup references checked is Not applicable.

Clearance exception photos

Photo or attachment references: _____

Recorded release

Line decision *

☐ Held ☐ Released by authorised person

Decision recorded from *

Decision evidence and remaining restrictions *

Use the site-approved procedure. This checklist is a record, not a GMP certification or automatic batch release.

Record status *

☐ Open ☐ Complete

Next action or reason none is needed *

Responsible person *

Reviewed by

Reviewer acknowledgement

Signature: _____