SITE survey. APP

SITE SURVEY REPORT

Line clearance checklist

Prepared for	Line clearance checklist (fictional example) (fictional)
Date	9 Oct 2026
Site	Line clearance checklist (fictional example)
Prepared by	Example coordinator

FORM

Line clearance checklist

1. Line and batch references

Project or site	Example Site
Record reference	LC-001
Record date	9 Oct 2026
Prepared by	Example coordinator
Line or equipment ID	Packing line 2
Previous batch or job	JOB-100
Next batch or job	JOB-101
Approved clearance procedure and revision	Example SOP LC-02 revision B

2. Clearance checks

Previous materials and components accounted for	Confirmed
Previous labels and documents removed	Exception
What is the exception, or why does it not apply?	An old label roll remains at station 3; line held.
Required cleaning record available	Confirmed
Next-run labels and setup references checked	Confirmed
Confirmed	3
Exception	1
Not applicable	0

> At least one clearance check has an exception. Keep the line held until it is resolved and recorded.

3. Recorded release

Line decision	Held
Decision made by	Example line lead

Decision evidence and remaining restrictions	Hold recorded until station 3 is rechecked.

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

Record status	Open
Next action or reason none is needed	Review the recorded exception and retain the evidence.
Responsible person	Example supervisor
Reviewed by	Example reviewer
Reviewer acknowledgement	