

## 10.3.3. & 10.3.4. Site Recall Committee

### Standard

10.3.4 Is there a site Recall Committee with clearly defined members and documented responsibilities?

10.3.5 Does the recall procedure include emergency and out of hours contact persons and telephone numbers?

*Emphasis is placed on having a process of handling non-conforming product and staff responsible for acting when non-conforming product is identified.*

### Purpose

Ensuring the operator has an established Recall Committee where responsibilities are communicated through training and documents, and there is an after-hours contact number in an emergency.

### Reason

For a Recall System to work effectively, the operator shall establish a Recall Committee to ensure the process is carried out according to procedure and regulatory requirements and can be performed in a timely manner.

Recall Committee's should be multi-disciplinary to cover all facets of the recall system. This might include procurement, production, quality, supply chain, and sales. A member of Management shall be part of the Recall Committee to assign appropriate responsibilities and resources. The goal of a Recall Committee is to effectively and efficiently remove unsafe feed from the market.

### What is Acceptable?

A Recall Committee shall consist of the following roles and responsibilities. Individuals may be responsible for more than one recall element, based on the level of staffing for each operator.

#### Recall Coordinator

Responsible for executing all recall activities such as:

1. Initiate formation of Recall Committee.
2. Assure all documentation collected and retained through process.
3. Make recall decisions or request additional support.
4. Coordinate and implement Product Recall Procedure.
5. Keep Management informed during all stages of the recall.
6. Liaising with regulatory authorities.
7. Contacting Customer/Marketplace (unless assigned to Administration).
8. Ensuring the recall procedure is tested annually.

#### Additional Roles and Responsibilities

A member from the following disciplines will be responsible for collecting documentation from their department and presenting to Recall Coordinator:

1. Management.
2. Mill.
3. Production/Planning.
4. Accounting.
5. Quality Control/Assurance.
6. Operations.

After hours contact

In the scenario that there is an incident that occurs after hours that could warrant a recall, there must be an after-hours contact available. Contact details need to be available to all personnel.

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