



Example Template

PRODUCT RECALL CHECKLIST

	<u>Yes</u>	<u>No</u>	<u>Comment</u>
1. Has the Recall Committee been activated?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Has the suspect product been identified?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Has the identification code and date been determined?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Has it been determined where the product is located at present?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Have all affected locations been notified?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Has product been shipped to consumers?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Have consumers been notified?	<input type="checkbox"/>	<input type="checkbox"/>	
8. If appropriate, have the media been contacted?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Has a government agency been notified?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Have the following documents been secured?	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Batching records surrounding product. ▪ Transport records ▪ Ingredients record ▪ Bulk records ▪ Labelling records ▪ Minutes of Recall Committee 			
11. Have samples been received and property identified?	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are samples safeguarded?	<input type="checkbox"/>	<input type="checkbox"/>	
13. Have samples been analysed for the suspected source?	<input type="checkbox"/>	<input type="checkbox"/>	

In notifying a customer, consumer or a dealer/distributor remember to:

- Alert, but do not alarm
- Be frank and honest
- Advise of lot (ID) numbers in question
- Have a workable feed replacement program
- Be prepared to answer questions or complaints

Document in detail all conversations



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