

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **Recall/Withdrawal Report Template**Number: **Q12-PR-100-F013e**Owner: **Deborah Durbin**Revision: **0**Effective Date: **10/31/16**Page: **1 of 1****Date:**

Date the recall was initiated

**Time:**

Time the recall was initiated

**Classification: (When Applicable)**

Classification assigned by the FDA

**Generated By:**

How the recall was generated (audit, FDA, lab results, customer complaint, etc.)

**Participants:**

List all employees who were involved in the recall

**Product Involved:**

Give a description of all products involved including dates, time, lot, any other important information

**Process:**

Describe the process for all steps of the recall

**Quality Findings:**

Describe all observations about the recalled product

**Corrective Action:****Immediate Action:****Short Term Corrective Action:****Long Term Corrective Action:****Results of Recall:**

Describe the effectiveness of the recall

**Completion Date:**

Date of recall completion

**Completion Time:**

Time of recall completion

**Controlled Document**

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