

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **Recall/Withdrawal Report Template**Number: **Q12-PR-100-F013e**Owner: **Lee Cagle**Revision: **0**Effective Date: **04/01/13**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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