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| **Recall report** | | | | | |
| Date: | | Recall Start Time: a.m./p.m. | | | |
| **Recall Coordinator/Alternative:** | | | | | |
| Product Name: | | Product Brand: | | | |
| Production Date: | | Product Size: | | | |
| Batch No: | | Date | | | |
| **Reason for Recall:** | | | | | |
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| **Corrective Action** | | | | | |
| Quantity of product received | |  | Units (i.e. Bags/kg) | | |
| Remaining product in stock | |  | Units (i.e. Bags/kg) | | |
| Product unaccounted for (i.e. consumed) | |  | Units (i.e. Bags/kg) | | |
| Person Responsible: | | | | | |
| **Corrective Action:** | | | | | |
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| **Action Plan:** | | | | | |
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| Date: | | Recall Finish Time: a.m./p.m. | | | |
| Authorized By: |  | | |  | |
|  | (Recall Coordinator/Alternative) | | | |  |