|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date: | Start Time: | | End Time: | Mock Recall Result: PASS / FAIL |
| **Recall Team Members Present** | | | | |
|  | | | | |
| **Contact Information Confirmation** | | | | |
| 1. Recall Team Lead | |  | | |
| 1. Senior Manager/Owner | |  | | |
| 1. FDA/USDA Recall Coordinator | |  | | |
| 1. Certifying Body | |  | | |

|  |  |  |
| --- | --- | --- |
| Enter Company Logo Here  Enter Company Address Here | **Mock Recall Form** | |
| Document #: | Effective Date: |
| Author: Kellerman Consulting | Supersedes: N/A |
| Approved By: | Revision #: Original |

|  |  |  |  |
| --- | --- | --- | --- |
| **Materials Impacted** | | | |
| Product Name |  | Material Code: |  |
| Batch/Lot Number |  | | |
| Quantity of WIP or finished product produced (weight)? |  | | |
| Date and Dispatch Location(s) |  | | |
| Delivery/Invoice Number |  | | |
| Total on Hand |  | | |
| Confirmed Total  (Physical Count) |  | | |

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| --- |
| **Determination of Control and Disposition (Return, Divert, Disposal)** |
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|  |  |
| --- | --- |
| **Mock Recall Exercise Results** | |
| Percent Recovery (%) |  |
| Percent unaccounted for (%): |  |
| Reason for unaccountable product/material: |  |
| Corrective Action (if failed result): |  |
| Reviewed & Approved By: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Enter Company Logo Here  Enter Company Address Here | | **Batch Record Form** | | | | | | |
| Document #: | | | | Effective Date: | | |
| Author: Kellerman Consulting | | | | Supersedes: N/A | | |
| Approved By: | | | | Revision #: Original | | |
| **Batch Information** | | | | | | | | |
| Date: |  | | | | Batch Quantity: | | |  |
| Finished Product Name: |  | | | | Batch Lot Code: | | |  |
|  | | | | | | | | |
| **Ingredient/Material** | | | | **Supplier Lot Code** | | | **Quantity/Weight** | |
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| **Batch Prepared By: (name/date)** | | |  | | | | | |
| **Record Reviewed By: (signature/date)** | | |  | | | | | |