

Form K

Recall Plan Checklist

Describe methods for each on following page or attachments

- Source(s) of receiving Recall notices
- Communicating with other stores/ units (methods)
- Traceforward / traceback of products (methods)
- Notifying customers of food recall (methods)
- Handling customer complaints/ illness (methods)
- Procedures for product removal, disposal, segregation, return

Recordkeeping forms (check all that apply)

- Recall team members
- Recall actions (for internal documentation of recall actions)
- Recall effectiveness feedback (for checks with other company units)
- Notice of Recall (to notify other establishments about recall)
- Customer complaint/Illness form
- Product distribution record
- Product disposition records (including disposal, segregation, return)
- Recall response form (Provides feedback to health department)
- Communications log
- Press release form

OTHER _____

Planned Recall Activities

Source(s) of receiving Recall notices:

Communicating with other stores/ units (describe methods):

Traceforward / traceback of products (describe methods)

Notifying customers of food recall (describe methods)

Handling customer complaints/ illness (describe methods)

Procedures for product removal, disposal, segregation, return

Other planned actions taken in response to a Food Recall: