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: