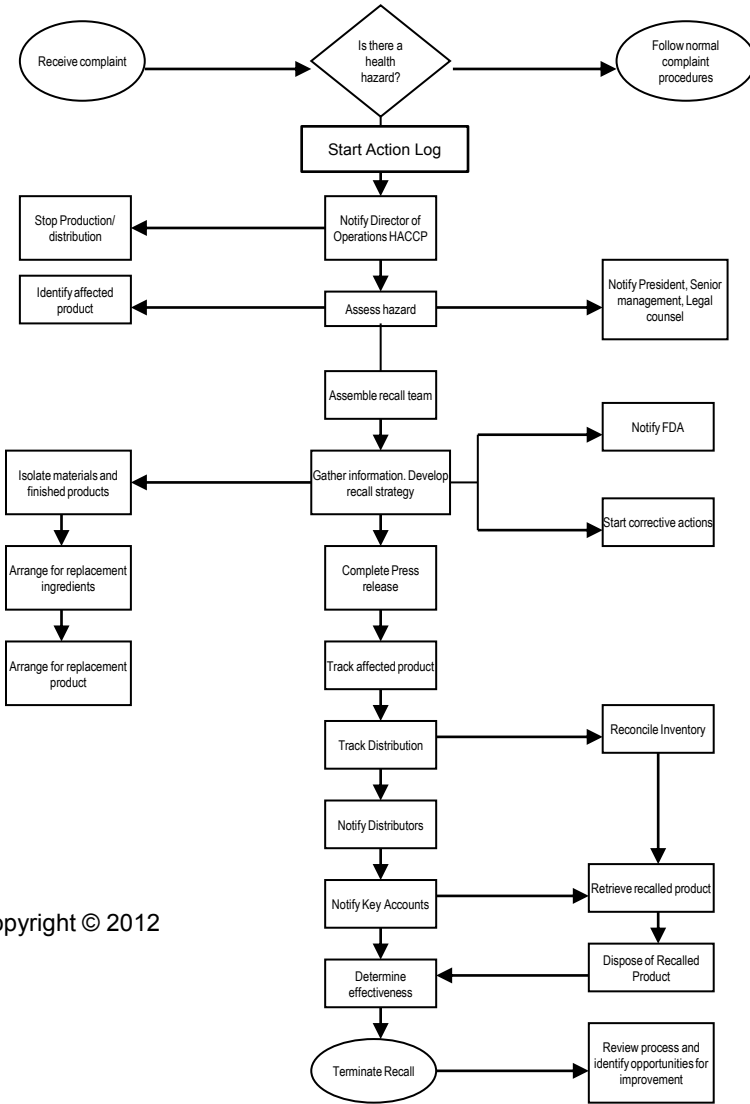


Food Manufacturing Mock Recall (Team) Exercise[©]

Practical Application Exercise

Mock Recall/Traceability

Recall Process Flow Diagram – Key Activities



Recall Activities Checklist For Crisis Team Lead

Completed By: _____ Date: _____

Steps	Procedures	Completed By
1	Verification of test results, customer complaints and other information to determine potential health hazard	
2	Recall log started to record decisions, actions and rationale	
3	Notified Executive Leadership	
4	Notified FDA for classification of recall	
5	Notified Director of Operations	
6	Press Release form filled in and sent to Crisis Management Team for review and release within 2 hours	
7	Recall Summary and Evaluation Form completed	
8	Crisis Management Team kept informed of all actions taken	
9	Fill out Mock Recall Results and Review Form	
10	Mock Recall Forms and crises management logs filed	

Recall Procedures Checklist For HACCP Coordinator

Completed By: _____ Date: _____

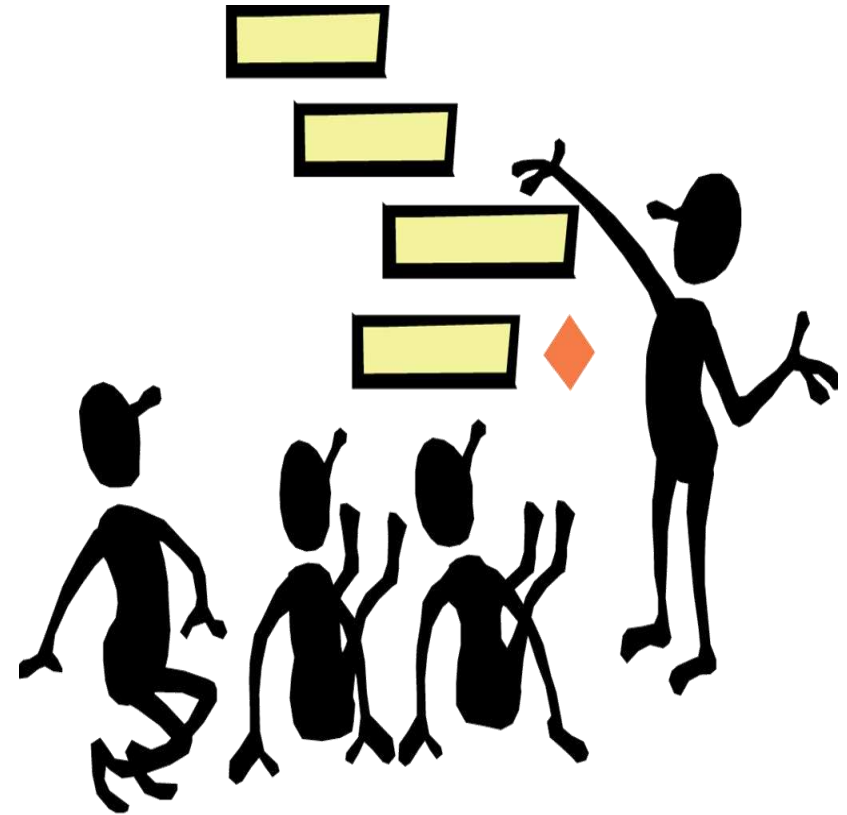
Steps	Procedures	Completed By
1	Separated and isolated all affected batches of ingredients/products – put On Hold signs and log information	
2	Investigated and gathered all records of raw materials, mixing sheets, production sheets, lot identification and test results	
3	Completed product identification using the Recall Product Information Form	
4	Determined product distribution and identified affected customers and completed Customer Distribution Record Form	
5	Set up appropriate test program to provide technical information and analytical support using in-house lab and 3 rd party lab	
6	Logged and verified product return and isolation	
7	Supervised corrective actions and disposition of the recalled product	
8	Completed Product Return Form	

Recall Procedures Checklist For Recall Coordinator

Completed By: _____ Date: _____

Steps	Procedures	Completed By
1	Advised recall committee and director of operations of product recall, assemble team	
2	Coordinated and verified implementation of recall activities and communications including: cause of problem and corrective action	
3	Completed Recall Procedures Checklist Form	
4	Completed and sent out Urgent Product Recall Form	
5	Reviewed production requirements and available staffing to replace product	
6	Arranged for product replacement for the customer	
7	Ensured that corrective action is effective and communicated to all supervisors to prevent reoccurrence of recall	
8		

SET TEAM GOALS FOR
EXPECTED OUTCOME,
KEY EXPECTATIONS
FOR THIS EXERCISE



- Swiftly identify 100% of affected product
- Develop Team Strategy
- Learn from the Exercise
- Strengthen Recall Plan

***** MOCK RECALL EXERCISE *****

Factory Team:

At 09:05 am we have received notification from the FDA that they have received multiple reports of illness tied to a recent shipment of cheese Danishes manufactured in our Salt Lake factory with a manufacture code date of:

BEST IF PURCHASED BY 03/09/13, 249-32 002 21:31 2LAP

Preliminary cultures have come back presumptive for Listeria Monocytogenes.

We must assume that any product from this run CIP to CIP is suspect.

Please commence “MOCK” recall exercise for the finished product associated to this product run CIP to CIP including all lots produced.

Candy Dweyer, Corporate QSM
Dandy Danishes
129 Anytown, RI USA
candy@dandy.com
C:510.555-7825 P: 510-555-1395.

Copyright © 2012

The “SCENARIO”

Code Date above decoded for purpose of exercise:

(Julienne date 249 = Sept 6, 2012 at 21:31pm – factory 32, line 2, wrap line 2)

FIRST STEPS

1. **START THE CLOCK** (Based on Scenario Announcement)

- Two Hour Goal
- Four Hour Maximum



2. COORDINATE YOUR TEAM

3. IDENTIFY A RECORD KEEPER

4. LOCATE TRACE PROCEDURE/FORMS

5. START ACTION LOG

6. UTILIZING LOT CODE, IDENTIFY

PRODUCTION DATE

7. COLLECT PRODUCTION DOCUMENTS

INCLUDING LOT CODE RECORD FOR

EACH INGREDIENT*

RECALL COMMITTEE AND ALTERNATES

Contact	Function	Home Phone	Cell Phone
	Recall Coordinator		
	Alternate		
	Technical Staff		
	Alternate		
	Production/Supply Chain		
	Alternate		
	Distribution		
	Alternate		
	Sales/Marketing		
	Alternate		
	Purchasing		
	Alternate		
	Finance		
	Alternate		
	Legal/PR		
	Alternate		
	Customer Services		
	Alternate		

The president of the company calls

“We have never had a pathogen outbreak in the 25 year history of our Company what went wrong?”

As the Quality Manager with Food Safety ownership you are in the cross hairs.

- Your company recently added cheese Danishes to the product line.
- In order to expand into this new product line you needed to update the HACCP ingredient Hazards Analysis and add a new HACCP study as this was a new production line to your facility which was rated at medium risk while all others were low risk.
- You attended a Micro in Foods Symposium last year in preparation for this development task to learn of the risks and critical limits to mitigate.
- What might you have learned about *Listeria Monocytogenes* and other soft cheese? Do they have a special food safety risk? Did you capture this in your risk assessment and hazards analysis?

Is this what you should be focusing on right now?

Stay on point!

Assure Senior Management that root cause analysis to determine cause and initiate preventative action will be a part of your investigation, however minimizing exposure for the company and eliminating the risk of injury to the public is your fiduciary and primary.

Start the investigation and don't be derailed by others' priorities or objectives. There will be time after removing the risk to identify root cause and develop corrective and preventative measures.

In an actual RECALL, an event of this nature would be a CLASS I recall if the product had made it to the consumer shelves. You will have an FDA officer in your factory to "assist" with the investigation shortly – timing depends on how far away they live.

NEXT STEP – PERFORM MOCK EXERCISE

UTILIZING LOT NUMBER FROM IMPLICATED PRODUCT

- a) Identify exactly how much product was manufactured from the start of run to end of run.
- b) Identify how much product was lost to waste
- c) Identify if any product samples were retained
- d) Identify if any product was consumed in CCP verification tests.
- e) Identify how much product was transferred from production to distribution

$$(B + C + D + E) = A$$

PERFORM MOCK EXERCISE (continued)

- iv. Identify where all product was shipped, again, remember any sales samples which may have gone out.
- v. (**Mock**) – contact all logistics carriers who delivered product to determine if any loads on hold or still in transit. Obtain physical count
- vi. (**Mock**) – contact all distribution warehouses that may have identified lot code in inventory. Obtain physical count.
- vii. Contact all route drivers* for DSD (Direct Store Delivery) have them (**Mock**) contact their customers to physically check shelves for any effected product.

* it is critical that sales be involved in mock recall exercises as they are the faces on the front line with customers. It is also critical that they understand this is a MOCK exercise. Table top exercises are recommended in the initial training phase.

Warehouse Documentation: Receiving Log

		RECEIVING LOG		Form B01
				Page 1 of 1
Issued on:	5/23/2012	Version:	1	Revised:
Issued by:	skk	Supersedes:		

†Check the temperature of a product from the middle of the pallet by using the laser thermometer. Take the temperature of the truck using the laser thermometer. Temperatures must be $\leq 4^{\circ}\text{C}$.

*S- Satisfactory, U- UnSatisfactory (Inform QA Department; may compromise food safety, place on HOLD). UnSatisfactory condition is when... Carrier is not clean. CR- There is evidence of contamination. CP- There is evidence of pests.

Date Received	Description (Please attach a copy of the Receiving Slip)		Supplier and/or Carrier	PO#	†Temperature °C (If applicable)		Condition of (S/U)*		Receiver Initial	Comments / Action Taken
	Ingredients / Returned Products / Packaging Materials (pails, plastic bags, boxes)	Packaging			Product	Truck	Product	Truck		
5/23/2012	Cheese, Cream	Case, 50#	Hutamaki	5551212	51	55	S	S	SKK	
5/23/2012	Butter, Sweet Cream	Case, 36ea 1#	Hutamaki	5551212	52	55	S	S	SKK	
5/23/2012	Garlic Puree	Pail, 1 Gal	GILROY GARLIC	5550879	38	36	S	S	SKK	
5/23/2012	Yeast	Bag, 50#	FLEISHMAN	5551097	40	40	S	S	SKK	
5/23/2012	Butter Flavor, Embassy 6081	Pail, 8 Litre	CHALLENGE	5551295	NA	NA	S	S	SKK	

QA Department ONLY	Verified By:	Date Verified:
--------------------	--------------	----------------

Receiving Documentation: Certificate of Analysis

Date: November 1, 2007
Revised Date:

PRODUCT SPECIFICATION

PRODUCT NAME:

CHEESE, CREAM

DESCRIPTION:

LOW FAT DAIRY BASED CREAMED NEUFCHATEL CHEESE

INGREDIENT DECLARATION:

ALLERGEN – made from Dairy

SPECIFICATIONS: MICROBIOLOGICAL

Total Plate Count:	NTE 85 cfu/g
Coliforms:	<5 cfu/g
Yeast & Molds Count:	<40 cfu/g

PHYSICAL & CHEMICAL

pH:	3.8
-----	-----

ORGANOLEPTIC

Colour:	OFF WHITE
Flavour:	SLIGHTLY TART
Texture:	CREAMY, SMOOTH

SHELF-LIFE: 180 DAYS

CODE DATE: Manufactured 05/01/2012:B

PACKAGING: Brown Kraft Corrugated
with inner food contact
8 ml Liner

STORAGE & DISTRIBUTION: Transport store at >35<-40<

GENERAL: The product is manufactured, stored, and shipped according to government regulations and with Good Manufacturing Practices.

Product Specification and or Information Form.doc

Do the specifications on the product spec meet government requirements?

<http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELDEV3006743>

Warehouse Documentation: Temperature Log

Form B03 DAILY TEMPERATURE LOG

DATE:	TEMPERATURE (°C)									
	Monitoring						Deviation			Verification
Time	09/01/12	09/02/12	09/03/12	09/04/12	09/05/12	09/06/12				
Finished Goods Cooler ($\leq 4^{\circ}\text{C}$)	3.0	3.1	3.0	3.3	3.3	3.1				
Freezer ($\leq -18^{\circ}\text{C}$)	-22.0	-21.1	-21.7	-22.0	-22.1	-18.9				
Freezer Floor ($\geq 40^{\circ}\text{F}$)	41.0	41.0	42.2	41.1	41.1	42.0				
Shipping Dock ($\leq 10^{\circ}\text{C}$)	9.9	9.8	9.9	9.7	10.8	9.2	08:45	Above Temp	Engineer Adjusted	SKK
Packaging Room ($\leq 10^{\circ}\text{C}$)	9.8	8.8	8.9	8.9	9.1	9.2				
Ingredient Cooler 1 ($\leq 4^{\circ}\text{C}$)	3.0	3.1	3.0	3.3	3.2	3.0				
Ingredient Cooler 2 ($\leq 4^{\circ}\text{C}$)	3.4	3.8	4.1	4.7	3.2	3.2	15:50	Above Temp	Engineer Adjusted	PM
Receiving Dock ($\leq 10^{\circ}\text{C}$)	9.9	9.8	9.8	9.7	9.9	9.9				
Initials	Skk	Skk	cb	cb	skk	skk				
<p>Cooler Deviations: If during monitoring the temperature is $> 4^{\circ}\text{C}$, check within the hour. If the Cooler temp is above 6°C for more than 2 hours, inform Plant Manager and Q.A. Manager. All ingredients and/or products must be moved to the next cooler immediately.</p> <p>Freezer Deviations: If during monitoring the temperature is $> -18^{\circ}\text{C}$, check within the hour. If the Freezer temp is above -18°C for more than 2 hours, inform Plant Manager and Q.A. Manager. All ingredients and/or products must be moved to the next freezer immediately.</p> <p>Freezer Floor Deviations: If during monitoring the temperature is $< 40^{\circ}\text{C}$, inform Plant Manager. Keep freezer door closed. Entry to the freezer should only be allowed when temperature is back to $> 40^{\circ}\text{C}$.</p>										
Sign-off	Q.A. Manager: John Rogers									
Skk/CB	Date: 09/06/12									

Batch Recipe

(to be provided at workshop)

Batch lot code record

(to be provided at workshop)

Production Record: Downtime Log

5803-MFG-FOR-CVC.007

Revision 4 1/29/11

PRODUCTION DOCUMENTATION

Production Run Date:		Product:		Page:				
Operator(s):	1	2	3					
Line: (circle)	1	2	3	4	6	8	Finished Gallon Run Size:	
Start (date and time)				End (date and time)				

Downtime Documentation

Downtime Minutes	D.T. Start Time	D.T. End Time	DPM Change	Mechanical	Non Mechanical	Minor Stop	Process Upset	Mechanical Breakdown
Problem (in detail):								
Problem (in detail):								
Problem (in detail):								
Problem (in detail):								
Problem (in detail):								
Problem (in detail):								

EOR Information (documented on last page only)				Cup Weights (start of run and every 3 hours)						
Ingredient 1 W#:	Pounds:			Start	Barrel 1		Barrel 2		Barrel 3	
Ingredient 2 W#:	Pounds:				Target	Actual	Target	Actual	Target	Actual
Ingredient 3 W#:	Pounds:				Hour 3					
Mix Gallons:	S/W Count:									
EOR Count Data				Hour 6						
Scale	Accepts	Rejects	Total	Hour 9						
Computer				Hour 12						
EOR C.P.K.:	Average Weight:			Hour 15						
Standard Deviation:				Hour 18						
Equipment Name & # (Sauce pump, graco, magnet)	Cleaned	Verified		Hour 21						
				Hour 24						

Production Record: Mix Room Schedule

DAILY MIX ROOM SCHEDULE

START DATE	9/5/2012	END DATE	9/6/2012	JULIENE	249	IN		# OF PAGES	1 of 1
BATCH CODE	FLAVOR	SKU	BATCH WEIGHT	UNIT WT	LOSS %	ESTIMATED YIELD	PLANNED START	RUNTIME START	RUNTIME FINISH
			<small>(BW - varied by variety, reference WW Standards chart)</small>						
Preflight Inspection (40min)							15:00	15:00	
X40029	CHERRY	433-7	1,780	1.75	32.04	998.83	15:45	15:45	16:00
X40030	CHERRY	433-7	1,788	1.75	32.18	1,009.32	16:00	16:00	16:15
X40031	CHERRY	433-7	1,780	1.75	32.04	998.83	16:15	16:15	16:30
X40032	CHERRY	433-7	1,785	1.75	32.15	1,002.20	16:30	16:30	16:45
X40033	CHERRY	433-7	1,788	1.75	32.18	1,009.32	16:45	16:45	17:00
X40034	CHERRY	433-7	1,790	1.75	32.22	1,004.48	17:00	17:00	17:15
X40035	CHERRY	433-7	1,799	1.75	32.35	1,008.90	17:15	17:15	17:30
Changeover							17:30	17:45	
X40036	LEMON	433-2	1,775	1.72	31.95	1,013.40	17:45	17:45	18:00
X40037	LEMON	433-2	1,775	1.72	31.95	1,013.40	18:00	18:00	18:15
X40038	LEMON	433-2	1,778	1.72	32.00	1,015.11	18:15	18:15	18:30
X40039	LEMON	433-2	1,778	1.72	32.00	1,015.11	18:30	18:30	18:45
X40040	LEMON	433-2	1,775	1.72	31.95	1,013.40	18:45	18:45	19:00
X40041	LEMON	433-2	1,778	1.72	32.00	1,015.11	19:00	19:15	19:30
X40042	LEMON	433-2	1,775	1.72	31.97	1,013.97	19:30	19:36	19:51
X40043	LEMON	433-2	1,779	1.72	32.02	1,015.68	19:36	19:51	20:00
Changeover							20:10	20:40	
X40044	CR CHEESE	433-4	1,795	1.88	32.31	937.60	19:30	20:40	20:55
X40045	CR CHEESE	433-4	1,798	1.88	32.35	939.17	19:45	20:55	21:00
X40046	CR CHEESE	433-4	1,798	1.88	32.35	939.17	20:00	21:10	21:25
X40047	CR CHEESE	433-4	1,795	1.88	32.31	937.60	20:15	21:25	21:40
X40048	CR CHEESE	433-4	1,798	1.88	32.35	939.17	20:30	21:40	21:55
X40049	CR CHEESE	433-4	1,797	1.88	32.35	938.65	20:45	21:55	22:00
SANITATION CHANGEOVER (ALLERGEN) FULL CIP							21:00	22:00	END OF RUN
Verified by: Susan K Kingsbury 12/5/2012 23:40pm NO UNPLANNED DOWN TIME RECORDED									

Production Record - Wrap Room Record

WRAP ROOM RECORD																
9/5/2012		END DATE	9/5/2012		JULIENE		349						# OF PAGES		1 of 1	
FLAVOR	BATCH	SKU	WRAP	UNIT WT	VERIFICATION RECORD								PLANNED START	RUNTIME START	RUNTIME FINISH	
	CODE		LOT CODE	VERIFICATION	WT/CODE/WRAP SKU (MIN BX/SHIFT)											
(A 0.04) Overfill													19:00	19:00		
CHERRY	X40029	433-7	4711-PC	1.75	1.77	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.77	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.76	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16:15	16:15	16:30
CHERRY	X40030	433-7	4711-PC	1.75	1.75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.77	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16:30	16:30	16:45
CHERRY	X40031	433-7	4711-PC	1.75	1.76	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.77	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.77	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16:45	16:45	17:00
CHERRY	X40032	433-7	4711-PC	1.75	1.77	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17:00	17:00	17:15
CHERRY	X40033	433-7	4711-PC	1.75	1.76	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.76	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.76	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17:15	17:15	17:30
CHERRY	X40034	433-7	4711-PC	1.75	1.77	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.77	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.77	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17:30	17:30	17:45
CHERRY	X40035	433-7	4711-PC	1.75	1.76	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.76	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17:45	17:45	18:00
AVERAGE				1.76	<input checked="" type="checkbox"/>									Changeover	18:00	18:00
LEMON	X40036	433-2	4712-PC	1.72	1.72	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.73	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.78	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17:45	18:20	18:35
LEMON	X40037	433-2	4712-PC	1.72	1.73	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.76	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.72	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18:00	18:35	18:50
LEMON	X40038	433-2	4712-PC	1.72	1.76	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.78	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.73	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18:15	18:50	19:10
LEMON	X40039	433-2	4712-PC	1.72	1.71	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.72	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.76	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18:30	19:10	19:25
LEMON	X40040	433-2	4712-PC	1.72	1.71	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.73	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.72	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18:45	19:25	19:40
LEMON	X40041	433-2	4712-PC	1.72	1.73	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.76	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.72	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19:00	19:40	19:55
LEMON	X40042	433-2	4712-PC	1.72	1.74	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.71	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.73	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19:30	19:55	20:10
LEMON	X40043	433-2	4712-PC	1.72	1.75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.73	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.76	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19:36	20:10	20:25
AVERAGE				1.74	<input checked="" type="checkbox"/>									Changeover	20:25	20:45
CR CHEESE	X40044	433-4	4715-PC	1.88	1.87	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.86	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.91	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19:30	20:45	21:00
CR CHEESE	X40045	433-4	4715-PC	1.88	1.86	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.87	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.89	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19:45	21:00	21:15
CR CHEESE	X40046	433-4	4715-PC	1.88	1.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.86	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.87	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20:00	21:15	21:30
CR CHEESE	X40047	433-4	4715-PC	1.88	1.89	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20:15	21:30	21:45
CR CHEESE	X40048	433-4	4715-PC	1.88	1.90	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.89	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.89	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20:30	21:45	22:00
CR CHEESE	X40049	433-4	4715-PC	1.88	1.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.91	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.90	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20:45	22:00	22:15
AVERAGE				1.88	<input checked="" type="checkbox"/>	SANITATION CHANGEOVER (ALLERGEN) FULL CIP								21:00	22:15	END OF RUN
Susan Kingsbury			CASE PACK - 12 UNITS			AVERAGE UNIT			1.79 OZ	CASE MINIMUM			1.783 OZ	AVERAGE CASE		21.48 OZ
Verified			12/9/2012 23:40pm													

Production Record: Waste Log

WRAP ROOM WASTE LOG

Product Name: Danishes: fruit and cheese filled
 Production Date: 9/6/2012
 Number of Lots Produced: 21

FLAVOR	BATCH CODE	SKU	UNITS	AVE WT (POUNDS)	TOTAL UNITS		COMPACTOR	INITIALS
					WASTE/SKU	ANIMAL		
CHERRY	X40029	433-7	67	7.37000				
CHERRY	X40031	433-8	17	1.87000				
CHERRY	X40034	433-9	112	7.37000				
CHERRY	X40035	433-10	14	7.37000	210	X		DW
LEMON	X40041	433-2	41	4.45875				
LEMON	X40043	433-2	9	0.97875	50	X		AMB
CR CHEESE	X40047	433-4	22	2.585				
			2	0.235	24	X		SK

Filled in by: Dock upon dispatch

Verified by: ___ Susan Kingsbury 9/12/2012

Transfer Log: Distribution to customers

Customer Distribution Record RC-3

Product Name:

Production Date:

No. Cases Produced:

Dandy Danishes - Cherry 9/6/2012	Dandy Danishes - Lemon 9/6/2012	Dandy Danishes - Cheese 9/6/2012
564	644	467

Customer Name	Customer No.	Order No.	Date Shipped	No. Cases Shipped	No Cases Shipped	No. Cases Shipped	No. Cases Shipped	No. Cases Returned	Sales Samples
JOES MARKET	14345	322	09/09/12	60	72	60	192		
KMART-122	35878	326	09/09/12	65	72	40	177		
KMART-123	32467	318	09/09/12	60	65	60	185		
KMART-148	86245	333	09/09/12	65	72	60	197		
KMART-196	98406	354	09/09/12	65	72	0	137		5 Cheese
SUPERVALUE	36784	327	09/09/12	60	65	60	185		
MARKET #22	33409	328	09/09/12	60	72	0	132		5 Cheese
MARKET #45	76988	367	09/09/12	60	80	80	220		
MARKET #18	23422	38	09/09/12	65	72	60	197		

				560	642	420			
		Sales Samples		0	0	10			
		Total		560	642	430			
Filed in by: Receiver		In Inventory		0	2	37			

Verified by: _____ Tony Tomato 9/6/2012

Recall Reconciliation Report

Recalled Reconciliation Report

Date: _____ Recall Class: _____
 Time: _____ Product Code: _____
 Product Name: _____ Code Date: _____
 Production Date: _____
 Reason for Recall: _____

PRODUCTS CONTAINING RAW INGREDIENT OF RECALLED PRODUCT

No. of CASES Returned Used	Product Name	Product Code	Production Date	Code Date	No. of CASES Produced

Recalled Product Customer Distribution Record RC-3

Product Name: _____ Product Code: _____
 Production Date: _____ Code Date: _____
 No. Cases Produced: _____

Customer Name	Customer No.	Order No.	Date Shipped	No. Cases Shipped	No. Cases Returned

Filled In by: Receiver _____
 Verified by: _____ Date: _____

Final Steps

1. Discuss Product disposition options
 - Destruction
 - Animal Feed
 - Secondary Market
 - Employee Store
 - Donation
2. After Action Review
 1. Identify what went right
 2. Identify what went wrong
 - Discuss corrective actions
 - X-check with other FS systems
3. Discuss proper method in dealing with FDA
4. Discuss proper method in dealing with RFR
5. Review other elements of Recall Plan
 - Release Method
 - Method of Communication
 - Customer Relations
 - Medial policy
6. Discuss overall effectiveness of drill and frequency rate



After the Battle

AFTER ACTION REVIEW

Date: _____ Time: _____

Attendees:

Why was there a recall?

Root Cause:

Contributing Cause:

What course of action was taken to resolve the issue?

What actions have been taken to ensure this issue does not reoccur?

Who is responsible for verifying and monitoring this plan?

Total length of time for recall: _____

How can we improve next time and be quicker, more accurate?



Total cost of recall: _____