



**CIRCULAR**

QID/IERD/2012

27 Feb 2012

To all Food Importers

*[All declaring agents are requested to inform the importers on the contents of the circular]*

Dear Sir/Mdm

**FOOD RECALL PLAN AND EMERGENCY CONTACT DETAILS**

As part of our work plan to enhance collaboration with the food industry for operational readiness for food recalls, AVA is requesting all food importers to provide us with a copy of your company's food recall plan. Please also provide us with your company's emergency contact details (format as in appendix A). We strongly encourage email addresses and handphone numbers of the contact person(s) to be provided as we need to be able to reach out to all involved parties as soon as possible in a food recall event. Please rest assure that all contact details will be kept confidential.

2 For companies that do not have a food recall plan ready, we have attached the standard recall procedure (Appendix B) to assist you to draw up your food recall plan. We would appreciate your returns by 31<sup>st</sup> May 2012 either by fax to 62215091 or through email to [AVA\\_Import&Export\\_Foodstuff@ava.gov.sg](mailto:AVA_Import&Export_Foodstuff@ava.gov.sg).

3 You may contact Mr Lim Tiong Peng or Mrs Koh-Ho She Luan at Tel: 63258496 and 63257623 if you need further clarification.

Yours faithfully

Chua Lay Har  
Assistant Director (Food Section)  
Import & Export Regulation Division  
Quarantine & Inspection Department  
for Director-General  
Agri-Food & Veterinary Services

*This is a computer generated circular, no signature is required.*

<b>Establishment</b>	<b>Details</b>
Name of establishment	
Address	
Postal code	
Operating hours	
Fax No.	
<b>Contact person (overall in-charge of the establishment, e.g. CEO, Managing Director, General Manager)</b>	
1) Name	
2) Job Title	
3) Office Tel No.	
4) Handphone No.	
5) Email address	
6) Fax No., if any	
<b>Alternate contact person 1</b>	
1) Name	
2) Job Title	
3) Office Tel No.	
4) Handphone No.	
5) Email address	
6) Fax No., if any	
<b>Alternate contact person 2</b>	
1) Name	
2) Job Title	
3) Office Tel No.	
4) Handphone No.	
5) Email address	
6) Fax No., if any	

## Standard Recall Procedures (SRP)

for imported food products including meat, seafood, fresh fruits and vegetables and processed food

