

Recall Readiness Checklist

Ensure your company is prepared for an effective recall process.

1. Communication Plan

- ✓ Have a pre-defined recall communication plan in place
- ✓ Identify who communicates (internal teams, suppliers, customers, regulators)
- ✓ Prepare templates for press releases, customer notifications, and regulatory reports
- ✓ Train your crisis communication team regularly

2. Rapid Response Team

- ✓ Assign a recall coordinator with clear responsibilities
- ✓ Establish a multi-disciplinary recall team (QA, legal, PR, logistics)
- ✓ Ensure all team members understand their roles and decision-making process
- ✓ Conduct recall simulations at least once a year

3. Recall Triggers & Decision Making

- ✓ Define **clear recall triggers** (e.g., customer complaints, regulatory alerts)
- ✓ Establish a **recall decision-making protocol**
- ✓ Train teams on how to assess **risk severity** and **determine recall scope**
- ✓ Maintain up-to-date recall flowcharts and decision trees

4. Product Traceability & Documentation

- ✓ Maintain **digital batch records** with real-time traceability
- ✓ Ensure **supplier documentation is complete and accessible**
- ✓ Keep records of **distribution channels** (wholesalers, retailers, online sales)
- ✓ Regularly test your **traceability system** (can you track a product in minutes?)

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5. Root Cause Analysis & Corrective Actions

- ✓ Implement a structured **Root Cause Analysis (RCA)** process
- ✓ Use tools like **5 Whys, Fishbone Diagram, or Failure Mode Analysis**
- ✓ Document and implement **corrective actions** to prevent recurrence
- ✓ Review recall reports and update **preventive control measures**

6. Regulatory Compliance & Reporting

- ✓ Know your **regulatory reporting requirements** (FDA, EFSA, GFSI schemes, etc.)
- ✓ Have a **recall reporting system** that logs all actions taken
- ✓ Ensure **recall notifications** are submitted within the required timeframe
- ✓ Maintain compliance with **certification bodies (IFS, BRCGS, FSSC 22000, etc.)**

7. Consumer & Stakeholder Engagement

- ✓ Prepare **customer support scripts** to handle recall inquiries
- ✓ Ensure retailers and distributors receive **timely updates**
- ✓ Have a **dedicated recall information webpage** for consumers
- ✓ Monitor public perception and respond proactively to concerns

8. Post-Recall Evaluation & Continuous Improvement

- ✓ Conduct a **post-recall review** to assess effectiveness
- ✓ Identify **gaps and lessons learned**
- ✓ Update recall procedures based on **new insights**
- ✓ Schedule the next **recall training and simulation**

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