|  |  |
| --- | --- |
| **Product:** |  |
| **Date:** |  |
| **Item Code:** |  |
| **Product Batch/Expiry Date:** |  |

**STOCK HELD**

|  |  |
| --- | --- |
| Total Stock Produced: |  |
| Total Stock Sold / In Transit: |  |
| Total Stock Still on Site: |  |
| On Customer Premises: |  |
| Amount Stock Accounted For: |  |
| Stock Not Accounted For: |  |
| Have all customers who received product been advised? | [ ]  Yes[ ]  No |
| Has all product in storage been isolated / labelled? | [ ]  Yes[ ]  No |
| Has all affected product been identified / traced? | [ ]  Yes[ ]  No |
| Product Reconciliation Completed / Summary Attached (if necessary)  | **Date:** |

**ACTIONS TAKEN**

|  |  |
| --- | --- |
| Recall Coordinator (MPI) Advised? Phone: 0800 00 83 33Email: food.compliance@mpi.govt.nz | [ ]  Yes[ ]  No |
| Verification Agency notified?Email: info@qasltd.co.nz | [ ]  Yes[ ]  No |
| MPI Recall Notification statement prepared? (Attach) | [ ]  Yes[ ]  No  |
| All product recalled / labelled / disposed of? | [ ]  Yes[ ]  No  |
| Other media to be used (eg facebook, instagram) | [ ]  Yes[ ]  No  |
| All product uplifted from customers/customer warehouses/retail stores? | [ ]  Yes[ ]  No |
| Point of Sale Notice required for retail outlets? | [ ]  Yes[ ]  No |
| Approved by MPI? | [ ]  Yes[ ]  No |

**IF SUPPLIER INITIATED RECALL / WITHDRAWAL**

|  |  |
| --- | --- |
| Returned stock to supplier: | [ ]  Yes[ ]  No |
| Credit Note No: |  |
| Or, All Stock Destroyed | [ ]  Yes[ ]  No |
| Or, Supplier Representative to Uplift | [ ]  Yes[ ]  No |

**FOR ALL RECALLS / WITHDRAWALS**

|  |  |
| --- | --- |
| Problem has been investigated? | [ ]  Yes[ ]  No |
| Attach When Something Goes Wrong Form or comment here:Corrective & Preventative Actions Taken: |  |
| Recall Arrangements/Instructions for customers: |  |

**PRODUCT DISPOSAL**

**MPI Approval on file/Under Supervision Required**

|  |  |  |
| --- | --- | --- |
| **PRODUCT ID** | **QUANTITY DISPOSED TODAY** | **QUANTITY NOW ON HOLD** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Date:** |  |
| **Location of Dumping:** |  |

**The product (s) listed above were destroyed by the following method: (provide details)**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Actioned By:** |  |
| **Date:** |  |
| **Additional Comments:** |  |