|  |  |
| --- | --- |
| **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 33  Email: [food.compliance@mpi.govt.nz](mailto:food.compliance@mpi.govt.nz) | Yes  No |
| Verification Agency notified?  Email: [info@qasltd.co.nz](mailto: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:** |  |