The decision to recall can be somewhat subjective at times. There are some situations where the hazard is known to be potentially life threatening, and the decision to recall is clear. In other situations it may be necessary to separate public perception of risk from scientific analysis of risk, and the decision to recall can be more difficult. This form is designed to clarify the thought process when making a decision to recall, and to provide a record of recall decisions for future reference.

|  |  |
| --- | --- |
| **DATE NOTIFIED:** |  |
| **BRAND / PRODUCT NAME:** |  |
| **COMPANY CONTACT DETAILS**  **(Address, Email, Phone** |  |
| **CONTACT PERSON**  **(Name, Position, Email, Phone)** |  |

**PRODUCT INFORMATION**

|  |  |
| --- | --- |
| What batch or batches are suspected? |  |
| Are batches before and after suspected / affected? (if yes what batches) | Yes  No |
| Quantity of product per batch including quantity of individual consumer packs per batch |  |
| Product weight/volume |  |
| Batch identification details (date mark, batch code, or ID as is stated on label) |  |

**DETAILS OF HAZARD / NON COMPLIANCE**

|  |  |
| --- | --- |
| **PLEASE TICK APPLICABLE** | **DESCRIBE** |
| Microbiological Contamination |  |
| Chemical Contamination |
| Foreign Matter |
| Undeclared Allergen |
| Labelling Incorrect |
| Other |
| Has any testing been done?  (If Yes attach a copy of test results) | Yes  No |
| Does the product contravene a regulatory limit or standard? (If Yes which limit or standard?) | Yes  No |
| Does the hazard / non compliance have the potential to cause risk to health? | Yes – recall possible, procced with risk analysis  No – recall not required, unless other factors indicate otherwise (see any other relevant factors). Company’s own commercial risk to recall or not. Corrective action to prevent reoccurrence to be undertaken and documented. |

**DISTRIBUTION DATE (see Note 2)**

|  |  |
| --- | --- |
| Where is the affected product? |  |
| Is ALL product still in company/distribution control (not yet with consumers)? | Yes – Product Hold or Withdrawal (see Note 1)  No – Recall possible, proceed with risk analysis |
| Where is product sold? (Please list all customers / retailers and include their location) |  |
| Approximately how much product has been sold? |  |
| Has product been exported? This includes all product sold outside of NZ including exports to Australia & the Pacific Islands | Yes  No  If Yes Which Countries? |

**CONSUMPTION INFORMATION**

|  |  |
| --- | --- |
| How is this product commonly used (eg, eaten immediately, stored for a few days, stored for a long period of time in freezer/pantry? |  |
| How much of this product is usually eaten in one sitting and how often? |  |
| Is it ready to eat? | Yes  No |

**CONSUMER / MEDICAL REPORTING (Note 3)**

|  |  |
| --- | --- |
| Have there been consumer complaints about this product? If Yes give details | Yes  No |
| Any reports of illness or injury?  If Yes give details | Yes  No |
| **EXPERT OPINION (Note 4)**  Note experts consulted, and results consultation |  |
| **ANY OTHER RELEVANT FACTORS**  This section should be used to record anything else that influences the recall decision. |  |
| **Hazard / Risk Assessment indicates Recall Required?** | Yes  No  Maybe – insufficient information to make accurate scientific assessment. Precautionary principle to be used. |

|  |
| --- |
| **Precautionary Principle:**  **Where assessment of available information indicates the possibility of harmful effects on health but scientific uncertainty exists, assume the product presents a risk to human health and take appropriate control action.** |
| **Final Recall Decision: (Including the extent of the finalised scope of the recall (batches, distribution etc) and key reasons:** |
| **Please attach photos of product including an image of batch identification details and its location on the label when returning this form:** |

NOTES:

1. Risk analysis may be required to determine whether product is suitable for reconditioning and release for sale or must be disposed of (destroyed). Disposal actions must be discussed with MPI
2. Distribution contributes to the risk analysis, as it assists in identifying the potential exposure of consumers to the hazard. Third party distributors and their customers must be considered also.
3. Consumer/Medical reporting: Where two or more consumer complaints or reports of illness or injury implicate the same product or manufacturer the likelihood of a hazard being associated with the product is high and therefore likelihood of recall is high, particularly if the reports have originated from different households or otherwise unrelated sources. Recall is not automatic on suggestion off illness, unless there is additional evidence that confirms a causal link with a particular food product, however reports of illness must be taken seriously. Product may need to be put on hold, or withdrawn pending further investigation.
4. Expert Opinion becomes very important when differentiating between “real” risk based on scientific evidence versus perceived risk. Expert opinion may also be a source of recent, unpublished, advances in scientific understanding of risks associated with particular hazards that may impact on the decision to recall.