Part A — Mock recall worksheet

Pick a finished-product lot, start the clock, trace back to ingredients and forward to customers, then reconcile the quantities.

Step	What to record	Entry
1. Exercise details	Date, who ran it, scenario (what was the reason for the mock recall)	
2. Lot selected	Finished product name, lot / batch code, production date, quantity produced	
3. Start time	Time the exercise started (clock starts when the scenario is announced)	
4. Trace-back: ingredients	Each ingredient and packaging lot used, supplier, receiving date, quantity	
5. Trace-forward: customers	Each customer or consignee, quantity shipped, ship date, contact reached (Y/N)	
6. Quantity reconciliation	Produced = ____ Shipped = ____ On hand = ____ Other (waste, samples) = ____ Accounted for = ____ %	
7. End time	Time all of the above was complete. Total time = ____	
8. Gaps found	Missing records, unreadable lot codes, unknown customers, delays	
9. Actions	Corrective action, owner, due date. Re-test date	
10. Sign-off	Name, role, signature, date	

Set your own target for time and % accounted for. Many customers and GFSI schemes expect a timed exercise; check your scheme and customer requirements for the figure they expect.

Part B — Recall plan skeleton

A one-page starting point. Write the procedures and name the people for your own facility.

Section	What the plan says	Our answer / owner
1. Purpose and scope	Which products and sites the plan covers. When it is triggered.	
2. Recall team and contacts	Names, roles, 24-hour phone numbers: recall coordinator, QA lead, plant manager, sales / customer service, communications, legal. A named back-up for each.	
3. Decision and classification	Who decides to start a recall and how the health hazard is assessed. Who contacts FDA or USDA FSIS and when.	
4. Notify direct consignees	How direct customers are told (call, email, letter), what the notice says (product, lot codes, hazard, action required, how to return or dispose of the product) and who sends it.	
5. Notify the public	When public notification is appropriate to protect public health, who drafts it, who approves it, and which channels are used.	
6. Effectiveness checks	How you verify that the recall was carried out: follow-up calls or emails, response tracking, % of consignees confirmed, how non-responders are chased.	
7. Disposition of recalled product	Whether recalled food is reworked, diverted to a safe use, or destroyed; who authorizes it; how it is recorded.	
8. Records and review	Where recall records are kept. Mock recall schedule. Plan review date and owner.	

Based on: 21 CFR 117.139 (recall plan: notify direct consignees, notify the public when appropriate, conduct effectiveness checks, dispose of recalled food); 21 CFR Part 7, Subpart C (recall policy and strategy, incl. 7.42). Accessed Oct 2026.

This template is a starting point. Adapt it to your own food safety plan, your product risks and your certification body or customer requirements. It does not make a facility compliant or certified.