Recall Hazard/Risk Analysis (Form A)

Date Notified: _____

Using this Form:

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.

1. Brand/Product Name	
2. Company Contact Details Company Name Address Phone Number Email	
3. Contact Person	
4. Product Information • What batch(es) is suspected? • Are batches before and after affected? • Quantity of product? • Product / pkg size/ weight? • Use-by or best before date?	
Is ALL the 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	
5. Details of Hazard/Non Compliance ☐ Microbiological contamination ☐ Chemical contamination ☐ Foreign matter ☐ Undeclared allergen ☐ Labelling incorrect ☐ Other Has any testing been done? Does the product violate a regulatory limit or standard?	
Does the hazard/non-compliance have the potential to cause risk to health? ☐ Yes – recall possible, proceed with risk analysis ☐ No – recall not required, unless other factors indicate otherwise (see section 10). Company's own commercial risk to recall or not. Corrective action to prevent reoccurrence to be undertaken and documented.	
6. Distribution Data (Note 2) • Where is product sold? • Has product entered the retail chain? • Approximately how much product has been sold?	
7. Consumption Information (Note 3) • How is this product commonly used (e.g eaten immediately, stored for a few days, stored for a long period of time in freezer/pantry)? • How much of this product is eaten and how often? • Is it Ready-To-Eat?	
8. Consumer/Medical Reporting (Note 4) • Have there been consumer complaints relating to this product? • Any reports of illness?	

9. Expert Opinion (Note 5) Note experts consulted, and results of consultation.	
10. 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 finalized scope of the recall (batches, distribution etc))* **and key reasons:**