

Food Product Recall Exercise

A food recall exercise record covering the simulated issue, affected batches, traceability evidence, contact routes, reconciliation and improvement actions.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This is a simulated food recall exercise, not a public recall notice, an assessment of whether food is unsafe or an automatic notification tool. It does not cover all non-food product regimes.

FSA guidance covers planning for food withdrawals and recalls, including traceability and incident response. An exercise can test those arrangements; an actual food incident requires the business to follow the applicable reporting and response process.

2. Simulation brief

Simulated issue, product and batches *

Approved recall procedure reference *

Exercise leader and participants *

How exercise communications are clearly marked as simulation *

3. Response timeline

Exercise event (copy this block for each one)

Date/time *

Decision or simulated contact *

Responsible role *

Evidence or contact-list reference *

Delay or gap identified

4. Batch reconciliation

Traceability exercise/report reference *

Distributed quantity and unit *

Quantity located, held or simulated recovered *

Unreconciled quantity and explanation *

Simulated disposition plan reference

5. Debrief

Contact, decision and retrieval weaknesses *

Label the record as an exercise and compare the simulated response with the plan. Avoid accidentally issuing a real recall communication.

Retest scope and responsible person

Reviewer

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.