

Recall Registration Form

What to do in the event of a product recall or food safety alert

Central Registration

Use this form for the central registration and follow-up of a product recall or food safety alert.
Record all affected locations, measures taken and follow-up actions in full.

Notification

Date of notification

Time

Received from

Reason for the recall

.....

Product Details

Product name

Supplier

Batch/Lot code

Best before / Use-by ☐ THT ☐ TGT

Affected Locations and Location-Specific Actions

Location	Locatie informed	Stock Available	Already Used/Served	Stock Quarantined	Client/Guests Informed
.....	☐ Yes ☐ No			☐ Yes ☐ No	☐ Yes ☐ No ☐ N/A
.....	☐ Yes ☐ No			☐ Yes ☐ No	☐ Yes ☐ No ☐ N/A
.....	☐ Yes ☐ No			☐ Yes ☐ No	☐ Yes ☐ No ☐ N/A
.....	☐ Yes ☐ No			☐ Yes ☐ No	☐ Yes ☐ No ☐ N/A
.....	☐ Yes ☐ No			☐ Yes ☐ No	☐ Yes ☐ No ☐ N/A

Central Handling

NVWA Notification Submitted ☐ Yes ☐ No

☐ Yes ☐ No

Product Returned/Destroyed

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Comments

Recall Completed On

Responsible Person Signature