

Traceability and Recall Procedures Checklist

Facility Name / Location

Date of Inspection

Inspector's Name

INSTRUCTIONS:

This checklist is designed to evaluate compliance with traceability and recall procedures in your facility. Carefully review each item and mark the corresponding checkbox to indicate compliance or note any observations and areas that require attention. Use the "Notes/Observations" section to provide additional details, necessary improvements, and any required follow-up.

PRODUCT IDENTIFICATION

Unique Identifiers: Verify that products are assigned unique identifiers for traceability purposes.

Yes No NA

Lot/Batch Numbers: Check if lot or batch numbers are used to track production runs.

Yes No NA

Packaging Identification: Ensure that packaging materials are properly labeled for easy identification.

Yes No NA

Observations / Notes /
Corrective actions, if any:

RECORDS AND DOCUMENTATION

Production Records: Check that production records include detailed information on materials used and production dates.

Yes No NA

Supplier Information: Verify that records include information about the suppliers of raw materials and ingredients.

Yes No NA

Distribution Records: Ensure that distribution records are maintained for products leaving the facility.

Yes No NA

Observations / Notes /
Corrective actions, if any:

TRACEABILITY SYSTEM

Traceability System Implementation: Check if the facility has a comprehensive traceability system in place.

Yes No NA

Tracking Capabilities: Verify that the traceability system can track products throughout the supply chain.

Yes No NA

Record Retention: Ensure that traceability records are retained for the required duration.

Yes No NA

Observations / Notes /
Corrective actions, if any:

MOCK RECALL

- Mock Recall Procedures: Verify that procedures for conducting mock recalls are established. Yes No NA
- Frequency of Mock Recalls: Check if mock recalls are conducted at regular intervals. Yes No NA
- Evaluation of Mock Recalls: Ensure that mock recall exercises are thoroughly evaluated for effectiveness. Yes No NA

Observations / Notes /
Corrective actions, if any:

RECALL PLAN

- Recall Plan Development: Check if the facility has a written product recall plan. Yes No NA
- Key Personnel and Roles: Verify that key personnel and their roles during a recall are identified. Yes No NA
- Contact Information: Ensure that contact information for regulatory agencies and customers is up to date. Yes No NA

Observations / Notes /
Corrective actions, if any:

RECALL NOTIFICATION

- Customer Notification Process: Verify that procedures for notifying customers during a recall are established. Yes No NA
- Regulatory Notification: Check if procedures for notifying regulatory agencies are in place. Yes No NA
- Media Communication: Ensure that media communication procedures are established if necessary. Yes No NA

Observations / Notes /
Corrective actions, if any:

EFFECTIVENESS EVALUATION

- Recall Effectiveness Metrics: Verify that metrics are used to evaluate the effectiveness of recalls. Yes No NA
- Corrective Actions: Check if corrective actions are implemented based on recall evaluations. Yes No NA
- Continuous Improvement: Ensure that the recall process is continuously improved based on lessons learned. Yes No NA

Observations / Notes /
Corrective actions, if any:

TRAINING AND AWARENESS

Staff Training: Check that personnel involved in the recall process receive appropriate training.

Yes No NA

Recall Awareness: Ensure that all relevant staff members are aware of their roles during a recall.

Yes No NA

Record of Training: Verify that training records are maintained and up to date.

Yes No NA

Observations / Notes /
Corrective actions, if any:

ADDITIONAL NOTES / OBSERVATIONS

[Insert any additional notes or Traceability and Recall Procedures checklist observations made during the inspection]

STATEMENT OF INSPECTION

I hereby certify that I have conducted the above Traceability and Recall Procedures checklist and that the facility has been assessed for compliance with traceability systems and recall procedures. Any identified issues have been documented, and necessary improvements have been recommended.

Inspector's Name :

Signature :

Date :

APPROVED BY

Name :

Signature :

Date :