COA Recall Prevention Checklist

- ☐ Top Leadership Commitment and Alignment – Corporate and Facility
- ☐ Company and Supplier Alignment – High-Risk Items
- ☐ Establishment and Alignment of Testing Criteria and Acceptable Ranges
- ☐ Industry Trend and Risk Assessment on Critical Items or Regions (Ingredients & Packaging)
- ☐ Customer and Consumer Complaint Review
- ☐ Internal Collaboration with Key People for Improvement (Ops, QA, Engineering, Procurement)
- ☐ COA Training and Education for Key Employees
- ☐ Standardized Review Process for Each COA (Includes Records Management)
- ☐ Assessment of COA to Actual Item Received – Random Spot Check
- ☐ Retain / Retention Program for Critical or High-Risk Components
- ☐ Calendar of 3rd Party Analysis and Supplier Visits
- ☐ Quality Testing Procedures – Ingredients, Packaging, and Process
- ☐ Employee Feedback on Components Used in Manufacturing (Ops, QA, Sanitation, Receiving, etc.)
- ☐ Supplier Management Review – Supplier Assessment, Qualifications, Testing Criteria, etc.
- ☐ New Item Introduction & Label Management Process
- ☐ Validation and Verification of the COA Process with Specific Review Dates and Status Reporting
- ☐ Employee Communication of New Items or Substitutions
- ☐ Electronic and Recordkeeping System Assessment – Scanners, Automated Systems, etc.
- ☐ Change Management Program
- ☐ Failure Review Program, Action Plans, and Follow Up's
- ☐ Communication and Escalation Procedures

Observations & Notes:

Follow-Up Action Plans / Items: (What, Who, and When):