

MOCK RECALL ASSESSMENT

DATE & TIME

START TIME

UNANNOUNCED TEST? ☐

1. PRODUCT INFORMATION

PRODUCT NAME/DESCRIPTION

CODE/LOT/BATCH NO.

LOCATION OF PRODUCT IDENTIFICATION ON PACKAGING

SHIP DATE / EXPIRATION DATE / BEST IF USED BY DATE

QTY SHIPPED TO EACH LOCATION

PHOTOGRAPH OF LABELING?

☐ YES

☐ NO

2. COMMUNICATION & NOTIFICATION

RECALL NOTICE COMMUNICATED TO ALL SITES? ☐ YES ☐ NO

ALL NECESSARY PERSONNEL NOTIFIED? ☐ YES ☐ NO

FOLLOWED SOPs FOR COMMUNICATION? ☐ YES ☐ NO

3. SITE INVENTORY & PRODUCT ACCOUNTING

Amount of Produce Located at Each Site

IN INVENTORY

IN FOOD PRODUCTION

IN TRANSIT / SHIPPED

4. COMPARISON OF QUANTITIES RECEIVED VS. QUANTITIES FOUND

RECONCILIATION ACCURATE? ☐ YES ☐ NO

If No, Reason Identified:

- ☐ More/Less Product Than Produced
- ☐ Additional Product from Another Source Counted
- ☐ Leftovers from Previous Week Counted
- ☐ Production Records Were Inaccurate
- ☐ Other

5. FINALIZING THE MOCK RECALL

ENDING TIME

TOTAL TIME

% RECOVERED

6. REVIEW & DOCUMENTATION

MOCK RECALL RESULTS RECORDED: ☐ YES ☐ NO

FEEDBACK COLLECTED FROM PARTICIPANTS: ☐ YES ☐ NO

SOP ADJUSTMENTS NEEDED? ☐ YES ☐ NO IF YES, DESCRIBE

FOLLOW-UP TRAINING OR CORRECTIVE ACTIONS REQUIRED? ☐ YES ☐ NO