

MOCK RECALL CHECKLIST

1. PRE-RECALL PREPARATION

- ☐ Establish cross-functional **Recall Team(s)** (Corporate & Facility)
- ☐ Assigns **Roles & Responsibilities**
- ☐ Develop, test, and maintain a regulatory-compliant **Recall Plan** (FDA, USDA, CFIA)
- ☐ Create a **Contact List** (Management, GFSI, Regulatory, Distributors, Removal Companies)
- ☐ Train employees in **recall procedures** and **crisis communication**
- ☐ Verify that **lot coding & batch tracking** are up to date

2. INITIATION OF MOCK RECALL

- ☐ **Notify & activate** Recall Teams (Corporate & Facility)
- ☐ Define **mock recall scenario** (contaminant type, affected product, reason for recall)
- ☐ Simulate a **consumer complaint** or **regulatory notification trigger**
- ☐ Identify **impacted product lot codes, batch numbers, production dates**
- ☐ Conduct **traceability exercises** (forward & backward) quarterly
- ☐ Track **inventory status** (in production, warehouse, distribution, retail)

3. INTERNAL COMMUNICATION & RESPONSE

- ☐ Draft an **internal notification** (clear, concise, action-oriented)
- ☐ Secure **all affected product** (quarantine and hold procedures)
- ☐ Conduct a **root cause investigation** and document findings

4. EXTERNAL & REGULATORY COMMUNICATION

- ☐ Simulate **contacting regulatory bodies** (mock submission reports, if applicable)
- ☐ Prepare **mock recall press release** (if required)
- ☐ Draft **customer notification letter** (B2B, distributors, retailers)
- ☐ Simulate communication with **supply chain partners**
- ☐ Notify **GFSI Teams** as Required
- ☐ Activate **product removal** companies

5. EFFECTIVENESS CHECK

- ☐ Assess **mock traceability exercise** (Can all affected products be accounted for?)
- ☐ Confirm recall **accuracy & speed**: retrieval of at least XX% of affected product
- ☐ Validate **customer & distributor response** (are they following procedures?)
- ☐ Ensure **proper recordkeeping** (traceability logs, mock recall report)

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6. POST-MOCK REVIEW

- ☐ Conduct an **after-action review** (AAR)
- ☐ Document mock recall **lessons learned**
- ☐ Review **effectiveness & efficiency** of recall procedures
- ☐ Create an **action plan** & make necessary **updates** to the recall plan
- ☐ File all mock recall **documentation** for future reference
- ☐ **Set goals** for next mock recall

KEY PERFORMANCE METRICS TO TRACK

- Recall Completion Time – How long did it take to retrieve 100%?
- Product Traceability Success Rate – Were all products accurately identified?
- Recall Readiness – Was the process followed correctly?
- Internal & External Communication Effectiveness – Did stakeholders respond as expected?
- Corrective Actions Identified – What gaps need to be addressed?

NOTES



Manning Resource LLC, founded by Robert (Bob) Manning, is a specialized consulting firm focused on failure prevention, recall management, and operational excellence. With deep experience in Leadership, Strategy, Operations, Food Safety, and Quality, we deliver practical, hands-on solutions that transform manufacturing operations and protect businesses from costly risks.