

Sample J: Recall Procedure Plan

Written practice for:	Recall Procedure Plan
Who needs to do it:	Owner shall be responsible. Each worker aware of plan.
How often it should be reviewed:	After a recall incident; When there are any major changes to your operation.
Why you are doing it:	To remove the risk of contaminated products being sold to consumers.
Tools and equipment used (if applicable):	None
Step-by-step instructions:	<ol style="list-style-type: none">1. Define what a Recall means: A Recall will be initiated when a product contains a hazard that may cause serious adverse health consequences or death to a consumer.2. Recall Initiation is started when one or more of the following happens. MANDATORY RECALL when<ol style="list-style-type: none">1. a call from a public health inspector, or CFIA (Canadian Food Inspection Agency) telling you to recall your product;VOLUNTARY RECALL (initiated by you but you should contact your local inspector)<ol style="list-style-type: none">2. a lab result from testing product, results in a positive test of pathogen contamination; or3. if a breakdown of your good agricultural practices occurs and the safety of your product is compromised. Use the Flow Charts to help identify hazards to determine your decision on how to handle a known risk. Such as:<ul style="list-style-type: none">• Overuse of sanitation chemicals,• Broken glass in packing/storage area,• Irrigation water tests are positive at harvesting,• Employee who handled product is confirmed with contagious illness.

Step-by-step instructions (cont'd):

Note: your company may receive complaints, if you do, document the information about the complaint and consult an appropriate consultant if you do not know how to handle.

3. Have a list of important persons' phone numbers – especially when you leave staff in charge while you are away.
4. Keep a logbook of ALL Recall activities.
5. Determine all affected products. Determine how many units were produced and if any are left in storage on your farm. Your Harvesting Log Record (Form #7A) and Product List Record (Form #7B) are very useful at this point to know who needs to be contacted on the Recall Notice form (Form #7C).
6. Fill in the Recall Notice (Form #7C) and fax to your customers, follow up with a phone call. Have them put aside all affected product and mark clearly for pick up.
7. Pick up and count all recalled units. Determine why units are missing.
8. Dispose of defective product as per inspectors' instructions.
9. Debrief. When the hazard is under control, try to determine what went wrong, and how can this be prevented from happening again. Learn from this experience.

What records need to be filled out:

Harvest Log Record (see BC GAP Guide Form #7A)
Product List Record For Recall Purposes Record (see BC GAP Guide Form #7B), and
Recall Notice (see BC GAP Guide Form #7C)
Recall Log Activities

Last updated on:

January 15, 2008

By:

Farmer Don