

FOOD RECALL ALERT NOTIFICATION FORMAT
(to be given on Food Business Operator's letterhead)

To
Food Authority/State Food Authority

1. Name and Address of the Recalling Food Business Operator		
2. Name, Designation and Contact details of person who should be contacted		
3. Identity of the implicated food	a. Food Type:	
	b. Brand Name:	Pack Size:
	c. Date of Manufacturing:	Batch/Number code:
	d. Quantity/No. of Food Affected:	
4. Reason for recall		
5. Date and circumstances under which Food deficiency was discovered		
6. Nature of Hazard a. Name and address & tel. No. of person reporting the problem b. Has any testing been under taken: c. Nature of problem d. Results:	Date of reporting:-	
7. Total quantity /amount of implicated food produced		
8. Time span of production		
9. Amount of implicated product sold to the Food Business Operator / individual in the distribution channels		
10. Extent of distribution of the food (Level of distribution, No. of direct accounts, Identity of direct accounts if possible)		
11. Copy of Recall Communication (if already issued) otherwise proposed communication and means/proposed means of communication		
12. Action already taken and Proposed plan for recall.		
13. Any other relevant information		

* Please attach extra sheets if space is insufficient

Signature and title

Date: