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	Document: SQF Recall Procedure	

Purpose

The purpose of this procedure is to ensure there is a systematic approach to SQF customer recalls.

Responsibility

VP of Operations & Technical Director

Procedure

Once a facility identifies that a recall is needed they have 24 hours to contact the FDA or USDA, SQFI and ASI Food Safety (See contact information below).

Organization	Phone	Email
FDA	1-866-300-4374	
USDA	1-888-674-6854	
SQFI		foodsafetycrisis@sqfi.com
ASI Food Safety	1-800-477-0778	recalls@asifood.com

ASI shall obtain the following information to submit to the SQF Compliance Manager:

- i. Summary of the event including date of notification and products involved.
- ii. Ongoing communication regarding the activities conducted by the certification body to determine the scope of the food safety event.
- iii. Follow up activities conducted by the certification body that addresses the reason behind the food safety event, implemented corrective action, and/or other follow up activities as appropriate.

All recalls shall be logged on the Recall Log and should include the following:

- i. Date the recall was initiated
- ii. Brief summary of the recall
- iii. Corrective actions, preventative actions and other follow up activities
- iv. Date of follow up activities submitted to SQFI

Forms & Records

Recall Log