Free Template

Mock Recall Report Template

Timed mock recall or traceability exercise report with mass balance and corrective actions

Editable templates to adapt to your site, your standard and your customers. A traceability exercise tests your records upstream and downstream, with a mass balance. A mock recall also tests decision making, notification and communication under time pressure. Neither term is defined in UK or US regulation; IFS Food Version 8 treats them as two separate tests (4.18 and 5.9).

Template only. IFS Food Version 8: traceability test at least every 12 months, within four hours (4.18.2, 4.18.3); recall test planned within a 12-month period, with execution not exceeding 15 months (5.9.2). For other standards, for example BRCGS, use the current version or your customer code. Confirm current FSA, FSS (Scotland) and FDA guidance before use.

Document Control

Field	Entry
Site	
Prepared by (role)	
Version	
Date	
Review date	
Approved by (role)	

1. Test Details

Field	Entry
Test type (traceability test, IFS 4.18, or recall test, IFS 5.9)	
Scenario and trigger	
Product and lot selected	
Direction (upstream, downstream, both)	
Start time	
End time	
Elapsed time	
Target time (IFS Food v8 4.18.3: four hours maximum; or your standard or customer code)	

Demo template is for illustrative purposes. Not intended for legal advice. Adapt to your site.

2. Trace Results

Stage	Records found? (Y/N)	Quantity	Reference	Time taken
Raw materials and packaging in (upstream)				
Production and work in progress				
Finished goods in stock				
Dispatched to customers (downstream)				

3. Mass Balance

Quantity produced	Quantity shipped, held and used	Difference	Accounted for	Explanation

4. Notification Walk Through (Mock Recall Only)

Do not contact real customers or regulators unless your test plan says so.

Contact (role or organisation)	Order	Information prepared? (Y/N)	Issues

5. Corrective Actions and Retest

Finding	NC or CAPA reference	Action	Owner (role)	Due date	Retest date

Sign Off

Role	Signature	Date
Recall coordinator		
Site manager		

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