

# RECALL PLAN

Assemble the Recall Management Team

Notify the Authority

Identify all products to be recalled

Detain and Segregate all products to be recalled which are in your firm's control

Prepare and Distribute the Information of recall including the press release

Prepare the Distribution List

Verify the Effectiveness of the recall

Control the recalled products

Decide what to do with the recalled products

Fix the cause of the recall if the problem occurred at your facility

