|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Progress Report of Food Recall Exercise** | | | | | | | | | | | | **Appendix B** |
| (Part 1) | | | | | | | | | | | | |
| **Name of \*Local producer /Importer / Distributor / Retailer :** | | |  | | | | | **Submission Date:**  (for CFS staff use only) | |  | | |
| **Address :** | | |  | | | | | |  |  |  |  |
| **Name and Address of warehouse :** | | |  | | | | | | ***(if appropriate)*** | |  |  |
| **Name and telephone of Person-in-charge :** | | |  | | | | | | ***(or any other means of contact)*** | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Affected Product Brands and Names** | **Affected Batch Information** | **\*Local production/ Import / Acquisition Date** | **\*Locally produced/ Imported / Acquired Quantity (A=B+C+D)** | **\*Stock Quantity (B)** | **Quantity sold to downstream customers (C)** | **Quantity destroyed before notifying/ notified by CFS (D)** | **Recall Exercise** | | **Destroy/Dispose of/Repatriate recalled product in the presence of CFS staff (if applicable)** | | **Remarks** | |
| **Recall Date** | **Quantity recalled from downstream** | **Date** | **Quantity** |
| e.g. AAA Brand UHT milk (200ml) |  |  |  |  |  |  |  |  |  |  |  | |
| **Affected Product Brands and Names** | **Affected Batch Information** | **\*Local production/ Import / Acquisition Date** | **\*Locally produced/ Imported / Acquired Quantity (A=B+C+D)** | **\*Stock Quantity (B)** | **Quantity sold to downstream customers (C)** | **Quantity destroyed before notifying/ notified by CFS (D)** | **Recall Exercise** | | **Destroy/Dispose of/Repatriate recalled product in the presence of CFS staff (if applicable)** | | **Remarks** | |
| **Recall Date** | **Quantity recalled from downstream** | **Date** | **Quantity** |
| e.g. AAA Brand Fresh milk (1 litre) |  |  |  |  |  |  |  |  |  |  |  | |
| ***\* Delete as appropriate*** | | | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | Signature : |  |
|  |  |  | Name & Post : |  |
| Company Chop : |  |  | Date : |  |

|  |  |
| --- | --- |
| **Progress Report of Food Recall Exercise** | **Appendix B** |
| (Part 2) | |

1. The circumstances leading to the recall :

(b) The action taken by the trader including details of any publicity:

(c) The extent of distribution of the relevant batch in Hong Kong and overseas:

(d) The quantity of product not distributed to other traders:

(e) The result of the recall (quantity of product returned, outstanding, etc.) :

(f) The method of disposal for returned food:

(g) The investigation report on cause of defects and the action proposed to be implemented in future to prevent a recurrence of the problem (if applicable) :