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| **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 : |  |

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| **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) :