

	Annamrita-Food as pure as nectar		
	Document Name	Handling a Food Recall	
	Document Number	AF/SOP/12	Date of Issue 01/10/2018
	Version	1.00	Page 1 of 1

❖ **PURPOSE & SCOPE:**

To prevent food borne illness in the event of a product recall. This procedure applies to all employees who prepare or serve food.

❖ **Responsibility**

- **Supervisor/Cooking team:** follow the procedure and instruct the team for proper implementation, inform BM/ABM for any variation..
- **BM/ABM:** To review records and practices and provide necessary resources for implement the procedure

❖ **PROCEDURE**

Following instruction provided to the team for perform a food recall.

INSTRUCTIONS:

1. Train all employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Communicate the food recall notice to all schools / vehicles/ route coordinators.
4. Hold the recalled product using the following steps:
5. Physically segregate the product, including any open containers, and leftover product.
6. Collect and send control samples for analysis.
7. Mark recalled product and Inform the entire staff not to use the product.
8. Write down sequence of events ,with time leading to the recall action.
9. Inform the school /ward / project coordinator of the recalled product.
10. Obtain accurate inventory counts of the recalled products from every school/route including the amount in inventory and amount used.
11. Account for all recalled product by verifying inventory counts against records of food prepared and distributed.
12. Keep all relevant data of recipe / Gin / daily report, for ready reference.(Traceability report to be made).

MONITORING: All drivers and delivery assistants. will visually observe that schools have segregated and secured all recalled products.

CORRECTIVE ACTION:

1. Retrain any employee found not following the procedures in this SOP.
2. Determine if the recalled product is to be destroyed and by whom.
3. Notify school staff of procedures, and other specific directions to be followed for the return of the recalled product.
4. Conform to the recall action using the following steps:
5. Complete and maintain all required documentation related to the recall including:
6. Sequential Recall procedure followed:
7. Records of how food product was returned or destroyed
8. Public notice and media communications
9. Correspondence to and from the public health department and State agency.

VERIFICATION AND RECORD KEEPING

Supervisors will record the name of the contaminated food, date, time, and the reason why the food was discarded in the daily report. The branch manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Daily report each day. Maintain the daily report records for a minimum of 1 year.