

THIS REPORT CONTAINS ASSESSMENTS OF COMMODITY AND TRADE ISSUES MADE BY USDA STAFF AND NOT NECESSARILY STATEMENTS OF OFFICIAL U.S. GOVERNMENT POLICY

Voluntary Public

Date: 6/5/2015

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India

Post: New Delhi

FSSAI Publishes Draft FSS (Food Recall Procedure) Regulations 2015

Report Categories:

Sanitary/Phytosanitary/Food Safety

Exporter Guide

Food and Agricultural Import Regulations and Standards - Narrative

Food Processing Ingredients

Food Service - Hotel Restaurant Institutional

Retail Foods

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Report Highlights:

On May 29, 2015, the Government of India's (GOI) Food Safety and Standards Authority of India (FSSAI) published Draft Food Safety and Standards (Food Recall Procedure) Regulations, 2015 on its website. FSSAI has invited suggestions and comments from stakeholders through August 1, 2015.

General Information:

On May 29, 2015, the Government of India's (GOI) Food Safety and Standards Authority of India (FSSAI) published Draft Food Safety and Standards (Food Recall Procedure) Regulations, 2015. Although the GOI has still not notified the draft regulation with the World Trade Organization (WTO), FSSAI will accept suggestions and comments on these draft regulations through August 1, 2015. The full text of the draft regulation is given below and can be accessed at [Draft Food Safety and Standards \(Food Recall Procedure\) Regulations, 2015](#) on the FSSAI website.

Type of Regulation: Draft

Publication Date: May 29, 2015

Notification to WTO: Not notified to the WTO as of June 3, 2015

Final Date for Comments: August 1, 2015

Products Affected: All food products

Agency in Charge: Food Safety and Standards Authority of India, GOI

Disclaimer:

The information contained in this report was retrieved from FSSAI's website <http://www.fssai.gov.in/>. The Office of Agricultural Affairs and/or the U.S. Government make no claim of accuracy or authenticity.

Comments or suggestions from stakeholders should be emailed in the [format](#) given below to:

The Chief Executive Officer
Food Safety and Standards Authority of India
FDA Bhawan, Kotla Road
New Delhi – 110 002
Email: regulation@fssai.gov.in

Subject: Draft Food Safety and Standards (Food Recall procedure) Regulations, 2015.

FORMAT FOR SENDING THE COMMENTS AND SUGGESTIONS

Sr. No.	Name and Address of the organisation/person, contact number and E-mail	Relevant section in the draft notification on which comments are being provided	Comments/suggestion	Rationale	Remarks

Date:

Place:

Name and signature

MINISTRY OF HEALTH AND FAMILY WELFARE

(Food Safety and Standards Authority of India)

NOTIFICATION

New Delhi, the 22nd April, 2015

F. No. 1-59/FSSAI/2009.—The following draft of the Food Safety and Standards (Food Recall Procedure) Regulations, 2015, which the Food Safety and Standards Authority of India proposes to make with the previous approval of the Central Government in exercise of the powers conferred by clause (m) of sub-section (2) of Section 92 read with sub-section (4) of Section 28 of the Food Safety and Standards Act, 2006 (34 of 2006), is hereby published as required by sub-section (1) of Section 92 of the said Act for the information of all persons likely to be affected thereby and notice is hereby given that the said draft regulations shall be taken into consideration after the expiry of a period of sixty days from the date on which the copies of the Official Gazette in which this notification is published are made available to the public;

The objections and suggestions, which may be received from any person with respect to the said Draft Regulations before the expiry of the period specified above, shall be considered by the Food Authority.

Objections or suggestions, if any, may be addressed to the Chief Executive Officer, Food Safety and Standards Authority of India, FDA Bhawan, Kotla Road, New Delhi – 110 002;

Food Safety and Standards (Food Recall Procedure) Regulations, 2015.

CHAPTER-1

GENERAL

1. **Short title and commencement.** - (1) These regulations may be called as the *Food Safety and Standards (Food Recall Procedure) Regulations, 2015*.
- (2) They shall come into force on the date of their final publication in the Official Gazette.
2. **Definitions.** -
 - (1) In these regulations, unless the context otherwise requires,
 - (a) “Act” means the Food Safety and Standards Act, 2006;
 - (b) “food under recall” means the specific lot or batch or code number of food product that has been determined by the Food Authority or the Commissioner of Food Safety of the State/UT or the Food Business Operator, as unsafe food causing injury or liable to cause injury to health or even death;
 - (c) “public warning” means any alert issued to the public by the Food Authority; or the Commissioner of Food Safety of the State/UT or the Food Business Operator with the approval of the Food Authority that the food being recalled is unsafe and injurious to health;
 - (d) “recall” means and refers to the action taken to remove an unsafe food under recall from distribution, sale and consumption as appropriate;
 - (e) “recalling food business operator” means the manufacturer, importer or company engaged in wholesale supply and/ or distribution or the brand owner, who has the primary responsibility to recall the unsafe food;
 - (f) “recall plan” means a written set of procedures, practices and actions to be put in place by the food business operator for food recall;
 - (g) “regulations” means regulations made under the Act;
 - (h) “State Food Authority” means the Commissioner of Food Safety appointed under Section 30 of the Act or any other person authorised by him for the purpose; and
 - (i) “unsafe food” is food as defined under Section 3 (1) (zz) of the Act.
 - (2) All other words and expressions, used herein and not defined but defined in the Act, rules or the regulations made thereunder shall have the meanings assigned to the same in the Act, rules or regulations respectively.

CHAPTER 2

OBJECTIVES

3. **Objectives of the food recall procedure.-**
 - (i) to guide the food business operators on how to carry out a food recall process using global identification systems such as barcode and other mechanisms like email, paper, fax etc., which facilitates fast removal of the food under recall from the distribution chain and informing consumers (where necessary) of the presence of such food in the market and ensure that it is contained and destroyed or rendered safe;
 - (ii) to guide the food business operators on how to establish a written ‘Recall Plan’ for executing the food recall process in case the food is determined unsafe and to protect the health of consumers in such a situation; and
 - (iii) to lay down the complete process of recall, post-recall report, closure of the recall process and follow-up action in order to ensure the effectiveness of the recall and prevent a recurrence.

SCOPE

4. **Scope of food recall procedure.** - (1) These regulations apply to the recall of food that is determined unsafe. Recall of food is in the common interest of the industry, the government and, in particular, the consumers.
- (2) All food business operators engaged in the manufacture or importation or wholesale supply of food regulated under the Act must have an up-to-date recall plan. The food retailers alone are not required to have a Food Recall Plan, unless they are also engaged in the manufacture or importation or wholesale supply of food. Food businesses within the food service sector such as restaurants, caterers and takeaway joints are exempted from having a recall plan unless they are running multi-outlet food business chains with integrated manufacturing and distribution network.
- (3) The food retailers and food businesses within the food service sector, which do not require to have a recall plan, shall remove the recalled stock from shelves and return it to the manufacturer, importer or wholesaler and must ensure that food under recall is separated and identified from other food until it is disposed of in accordance with the instructions provided under the recall plan.
- (4) A recall plan must be available in writing and shall be made available to the Food Authority or the Commissioner of Food Safety of the State/UT, as the case may be, on request. The food business operator shall comply with the plan it has developed when it recalls food and the recall plan shall be integrated into his business. It shall also be part of the annual audit of the food business.
- (5) In the case of alcoholic beverages, pan masala, *supari*, the mandatory mention of warning “consumption of alcohol/ pan masala/ *supari* is injurious to health” may not be treated as unsafe food as part of any recall plan unless the beverage or food is determined unsafe as per the classification of recall making it injurious to health or even causing death.

CHAPTER 3**FOOD RECALL PROCEDURE**

5. **Initiation of the food recall process.** - (1) A food business operator engaged in the manufacturing, importation and wholesale supply of food shall initiate a recall process at any time to fulfill its responsibility to protect public health from food that is unsafe for the consumer.
- (2) A recall process may be initiated as a result of reports or complaints referred to the food business operator from a variety of sources. The reports or complaints may be referred by manufacturers, wholesalers, importer, exporter, distributor, retailers, consumers, media, government agencies and Food Authority or the Commissioner of Food Safety of the State/UT. Such reports or complaints shall be reviewed by the Food Authority prior to a ‘recall classification’ or ‘initiation of recall’ in consultation with food business operator in accordance with the guidelines framed thereunder. In case the food business operator does not respond to the complaint, the complainant or the consumer may report to the Commissioner of Food Safety of the State/UT or the Food Authority who will take steps to determine the need for recall and instruct the concerned food business operator accordingly.
- (3) The Food Authority or the Commissioner of Food Safety of the State/UT may direct the food business operator engaged in manufacturing, importation and wholesale supply or distribution, to initiate the recall process if a food manufactured and distributed by him is unsafe and if the food business operator, who is responsible for carrying out the recall, has not initiated a recall on its own.
- (4) It is the responsibility of all the food business operators in the entire distribution chain to implement the instructions relating to the recalling food business operator and shall conduct the recall and provide information on the distribution of the food to the recalling food business operator or the Commissioner of Food Safety of the State/UT or the Food Authority. Failure to do so shall render the FBO liable to action as provided under the Act or the rules made thereunder.

- (5) When a food business operator refuses to undertake a recall directed by the State Food Authority or Food Authority or where the State Food Authority or Food Authority has sufficient reasons to believe that a recall would not be effective, or determines that a recall is ineffective, or discovers that a violation is continuing, the State Food Authority or Food Authority will take appropriate action as provided under the Act, rules or regulations made thereunder and the food business operator shall be liable for such violation as provide under the Act or the rules made thereunder.
- (6) A recall of food manufactured overseas may also be initiated by reports of health authorities, or from information received directly from such authorities or otherwise.
- (7) Export oriented units also need to have a recall plan in place as there may be food products that can be directed to local consumers in India. Additionally, food imported into country will be checked by port authority and concerned food safety officer to ensure that in case it is a product of rejection or recall in any market, is not disbursed in local market on account of being unsafe as defined in this regulation.
- (8) The initiation of food business operator or State Food Authority or Food Authority directed recall shall not preclude the State Food Authority or Food Authority from taking further regulatory action on account of unsafe food against the concerned food business operator for the time period.
6. **Recall classification.** - The food recall is done in case the food is determined to be unsafe food by the Food Authority which may cause serious health problems or even death of a consumer.
7. **Operation of Food Recall System.** - (1) The food business operator shall maintain the food distribution records which include the names and addresses of suppliers and customers as well as the nature of food and date of purchasing and delivery, lot No. or batch code, pack size, brand name, date of manufacture and best before date, and shall maintain such records for a period of one year or the expiry of shelf life of food, whichever is later.
 - (2) The recalling food business operator shall submit a recall alert notification as specified under **Schedule I** to the State Food Authority or Food Authority immediately but not exceeding twenty-four hours from the time it comes to his notice that such food is unsafe and the recall exercise shall be initiated. To ensure speedy communication, such alert(s) may be sent by using all possible means of communication including fax, e-mail, or by speed post. The State Food Authority shall inform of such recall alerts to Food Authority within twenty-four hours of receipt of such information.
 - (3) The recalling food business operator shall stop production of food under recall and/or stop distribution, without waiting for any instructions from the Food Authority or the Commissioner of Food Safety of the State/UT so as to ensure that consumer safety is not compromised. He shall contact distributors of the affected food by written communication, phone, e-mail, fax, or a combination thereof, notify the suppliers and any other relevant retailer or trade association and immediately identify all required product details as stipulated in the recall notice as specified under **Schedule I** along with any additional details which would facilitate speedy identification and recall. The recalling food business operator may resume distribution of the identified food under recall after obtaining clearance from the State Food Authority or Food Authority, as the case may be.
8. **Recall plan.** - (1) The recalling food business operator(s) shall formulate a detailed recall plan as part of their food safety management system as specified in **Schedule-II**.
 - (2) The food business operator shall submit the recall plan to the Commissioner of Food Safety of the State/UT or the Food Authority at the time of actual recall being carried out by him taking into account result of health hazard evaluation or classification; ease or challenges in identifying the product; degree to which the deficiency in the food is obvious to the consumer and the degree to which the food remains unused in the marketplace; and supervise the recall, assemble data and report on the completion of recall.
 - (3) The Commissioner of Food Safety of the State/UT or the Food Authority will review the adequacy of the proposed recall plan developed by the recalling food business operator and recommend the changes as deemed appropriate. The food business operator shall conduct the recall in accordance with the recall plan submitted to the State Food Authority or Food Authority without waiting for the response of the State Food Authority or

Food Authority. However, the suggestions received from any of these Authorities at any stage, shall be duly taken into account while executing the recall plan.

9. **Recall communication.** - (1) The recalling food business operator shall be responsible for promptly notifying each of its affected downstream food business operator(s) and individuals about the recall. The format, content, and extent of a recall communication shall be commensurate with the hazard of the food being recalled and the plan developed for the recall.
- (2) Such recall communication shall be accomplished by written communication, phone, e-mail, fax, electronic media (TV or Radio or Internet or combination) or a combination thereof; conspicuously marked "Food Recall" preferably in bold red type. The communication shall also be marked "urgent". Telephone calls or other personal contacts shall ordinarily be confirmed by one of the above methods and documented in an appropriate manner.
- (3) Food business operator, who receive a recall communication, shall immediately carry out the instructions set forth by the recalling food business operator and, wherever necessary, extend the recall to its own downstream food business operators and individuals in accordance with sub-regulation (1) and (2) and the format as specified in **Schedule-III**.
- (4) In case of food recall, the recalling food business operator shall inform the consumer (Public Notice) in the affected area of the recall at the earliest possible moment which may be in the form of press release, letters to the concerned parties or paid advertisement in the media. Such press release, letter or advertisement shall be in the form of 'Food Recall Notice' and shall contain the following information:
- (a) Name of the Food Business Operator recalling the food.
 - (b) Name of the food, brand name, Pack size, Batch and Code Number, date of manufacture, used by date or best before date, unique product code number (EAN or UPC number).
 - (c) The contamination or violation in the food or reason for such recall.
 - (d) The "do not consume message, if the food is unsafe".
 - (e) Health warning and action.
 - (f) The places or outlets where the food is found.
 - (g) The action to be taken by the consumer.
 - (h) A contact number for queries.
- (5) The recalling food business operator shall respond to each and every query from the State Food Authority or Food Authority within twenty-four hours of the receipt of the query.
10. **Recall status report.** - (1) It is the responsibility of the recalling food business operator to determine whether the recall is progressing effectively and shall submit periodic status reports to the Commissioner of Food Safety of the State/UT or the Food Authority after the notification of the recall for assessing the progress of the recall. The frequency of such reports will be determined by the relative urgency or gravity of the recall and will be specified by the Commissioner of Food Safety of the State/UT or the Food Authority for each recall. However, in any case the reporting interval shall not be more than one week.
- (2) Unless otherwise specified or not applicable in a given recall case, the recall status report shall contain the information as specified in **Schedule- IV**.
- (3) Recall status reports are to be discontinued when the recall is terminated by the State Food Authority or the Food Authority, as the case may be.
- (4) The recalling food business operator shall retain proper and complete documentation on food recall for inspection and verification by the State Food Authority or the Food Authority, as the case may be.

11. **Food recovery.** - (1) The recalling food business operator shall store the recovered food in an area which is separated from any other food and is identified by a label plate with prominently written "RECALLED PRODUCT".
- (2) The recalling food business operator shall maintain accurate records of the recovered food and their lot No. or batch code, pack size, brand name, date of manufacture, best before date, unique product code number (EAN or UPC code), etc. Proper recording system shall be available to ensure that recalled food is retrieved and its details are recorded.
- (3) The recalling food business operator may correct or re-process the recovered food, if appropriate, in consultation with the State Food Authority and ensure that it is fit and safe for human consumption before it is released again in the market. In all other cases, the recalling food business operator shall ensure appropriate destruction of such food in consultation with the State Food Authority or its representative. A complete record of the disposal of such product shall be maintained.
12. **Post-Recall report.** - (1) The recalling food business operator shall submit a post-recall report after the completion of the recall process to assess the effectiveness of the recall.
- (2) The effectiveness of a recall shall be assessed by the recalling food business operator after taking into the account the retail turnover of the food and on the basis of the quantity or amount of food returned as a proportion of the quantity or amount of food that was left.
- (3) In addition to assessing the effectiveness of a recall, it is necessary to follow up by investigating the reasons for such recall and taking action to prevent a recurrence of the problem.
13. **Termination of a recall.** - (1) The recalling food business operator may request termination of its recall by submitting a written request to the Commissioner of Food Safety of the State/UT or the Food Authority along with latest recall status report or post-recall report stating that the recall was effective. The request may be made in the form specified in Schedule-V.
- (2) A recall may be terminated when the Commissioner of Food Safety of the State/UT or the Food Authority determines that all reasonable efforts have been made and it is reasonable to assume that the food under recall has been removed and proper disposition or correction has been made.
- (3) Written notification to the effect that a recall is terminated shall be issued by the Food Authority or the State Food Authority to the recalling food business operator within two weeks of the request submitted by the recalling food business operator.
- (4) In case of unsatisfactory reports, the Commissioner of Food Safety of the State/UT or the Food Authority may consider further action like stepped-up inspection, seizure or any other legal action against the recalling food business operator.
14. **Follow-up action.** - (1) Recalling food business operators shall provide the the Commissioner of Food Safety of the State/UT or the Food Authority with an interim report as soon as a recall is completed, in any case not later than 30 days after the completion of a recall, covering the following information, namely:-
- (a) the circumstances leading to the recall ;
 - (b) the action taken by the recalling food business operator including details of any publicity;
 - (c) the extent of distribution of the relevant batch in the country and overseas;
 - (d) the results of the recall (quantity of stock returned, corrected, outstanding, etc.);
 - (e) the proposed method of disposal or otherwise of recalled stock with record of destruction; and
 - (f) the action proposed to be implemented in future to prevent a recurrence of the problem.
15. **Responsibility of the food business operator.** - (1) It is the responsibility of the food business operator to have procedures and systems in place to identify other food business to whom they have supplied their food.

- (2) Food business operator shall collaborate with the the Commissioner of Food Safety of the State/UT or the Food Authority on action taken to avoid or reduce risks posed by the specific batch or lot or code of food, which they supply or have supplied.
- (3) It is the responsibility of the food business operator to remove the food from sale or distribution, when requested by the Commissioner of Food Safety of the State/UT or the Food Authority, as the case may be.
- 16. Responsibility of the Commissioner of Food Safety of the State/UT. -** (1) The Commissioner of Food Safety of the State/UT shall supervise the recall by the food business operator and inspect the food business operator's capability of recall after receiving the recall alert notification. The responsibility of the Commissioner of Food Safety of the State/UT shall include the following -
- (i) Inspect the suspected or determined unsafe food after receiving complaint from the consumer, take action as per the provisions contained in the Act and advise the food business operator, in consultation with the Food Authority wherever required, to recall such food.
 - (ii) To prepare and issue a media release for immediate use by the media in recalls involving consumers, and where required, in consultation with the food business operator.
 - (iii) Conduct audit checks selectively when it determines that the food business operator is unable to ensure the effectiveness of its recall.
 - (iv) Advise the food business operator who has submitted an incomplete recall proposal to make improvements.
 - (v) Give instructions on the frequency of reporting the condition of recall, subject to the urgency of the case, and to monitor the recall progress of the food business operator(s).
 - (vi) Supervise the food business operator in completion of recall and assess their recall report.
 - (vii) Offer follow-up guidance to the food business operator; conduct periodic inspections to ascertain the extent of recall accomplished; file relevant recall information and issue the necessary press releases.
 - (viii) Monitor the effectiveness of the recall notification, correction or removal, verify appropriate food disposal and terminate the recall.
 - (ix) As for the foods imported into India which are recalled products in other markets or where Indian made foods are subject to recall or rejection in country of export and returned to India, the Food Authority or the Commissioner of Food Safety of the State/UT shall, in consultation with the concerned food business operator, determine the fate of such products for disposal or reprocessing at port or otherwise; and shall review recall plan for the exported foods and advise the health authorities in the importing countries about such recall.
- (2) The Food Authority shall be kept informed by the Commissioner of Food Safety of the State/UT in execution of the above process and shall be guided by such instructions as the Food Authority may deem appropriate.
- 17. Responsibility of the Food Authority. -** (1) The Food Authority shall guide and supervise the Commissioner of Food Safety of the State/UT in the execution of the Recall Plan and, where necessary, it may assess the relevant reports submitted by the food business operator and give instructions as may be required.
- (2) The Food Authority may establish a web based facility titled 'Food Recall' on its website with a unique identification number assigned to each recall for monitoring and to provide information to the consumers about such recall. The Food Authority may also publicise about the recall when it considers that the public need to be alerted about the health hazard depending upon seriousness of the situation and it shall keep the concerned food business operator(s) aware of the same.

Schedule – I

[See Regulation 7 (2)]

Format of Food Recall Alert Notification

To

The Commissioner of Food Safety of the State/UT _____, or
The CEO of the Food Authority

Sr. No.	Subject	Particulars																		
1.	Name and Address of the recalling food business operator																			
2.	Name, Designation and Contact details of person who should be contacted																			
3.	Identity of the implicated food	<table border="1"> <tr> <td>(a)</td><td>Food Type</td><td></td></tr> <tr> <td>(b)</td><td>Brand Name</td><td></td></tr> <tr> <td>(c)</td><td>Date of Manufacturing</td><td></td></tr> <tr> <td>(d)</td><td>Quantity/ No. of Food affected:</td><td></td></tr> <tr> <td>(e)</td><td>Unique Product Code (EAN/UPC number)</td><td></td></tr> <tr> <td>(f)</td><td>FSSAI License / Registration No.</td><td></td></tr> </table>	(a)	Food Type		(b)	Brand Name		(c)	Date of Manufacturing		(d)	Quantity/ No. of Food affected:		(e)	Unique Product Code (EAN/UPC number)		(f)	FSSAI License / Registration No.	
(a)	Food Type																			
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(c)	Date of Manufacturing																			
(d)	Quantity/ No. of Food affected:																			
(e)	Unique Product Code (EAN/UPC number)																			
(f)	FSSAI License / Registration No.																			
4.	Reason for Recall																			
5.	Date and circumstances under which food deficiency was discovered																			
6.	Nature of hazard																			
(a)	Name and address & tel. No. of person reporting the problem																			
(b)	Has any testing been under taken:																			
(c)	Nature of problem																			
(d)	Results:																			
7.	Total quantity/ amount of implicated food produced																			
8.	Time span of production																			
9.	Amount of implicated product sold to the food business operator/ individual in the distribution channels																			
10.	Extent of distribution of the food (Level of distribution, No. of direct accounts, Identity of direct accounts if possible)																			
11.	Copy of Recall Communication (if already issued) otherwise proposed communication and means/ proposed means of communication																			
12.	Action already taken and Proposed plan for recall.																			
13.	Any other relevant information																			

* Please attach extra sheets if space is insufficient

Signature and title

Date:

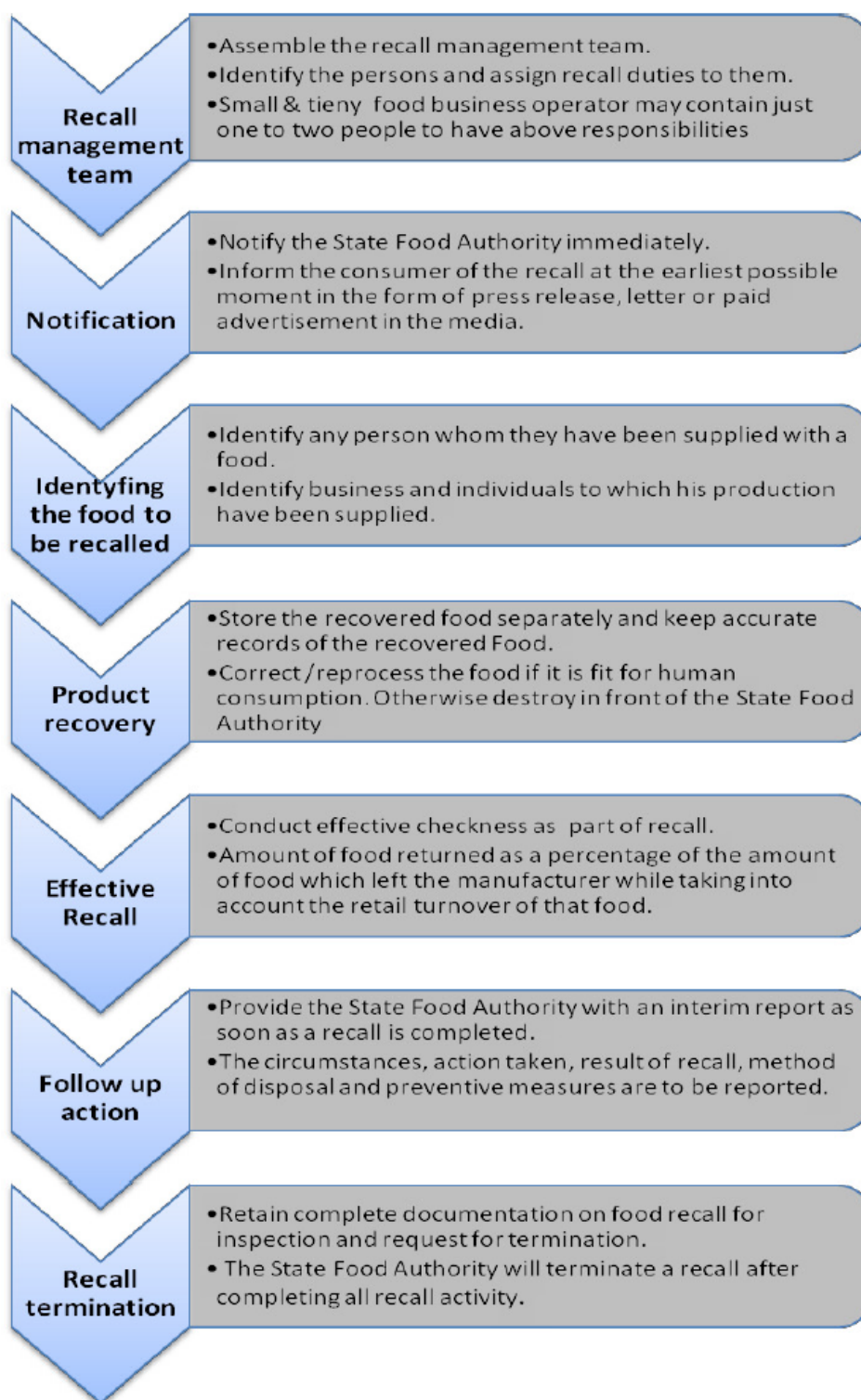
Schedule – II
[See Regulation 8 (1)]

Recall Plan

The following elements shall be included in the recall plan:

<u>Elements</u>	<u>Purpose</u>	<u>what to do?</u>
RECALL MANAGEMENT TEAM	Allows you to action your recall plan smoothly	Appoint responsible people from production, Quality, Sales/Purchasing, Insurance, legal, technical, media where appropriate Responsibilities of each committee member shall be plan defined with recall plan
COMPLAINT FILE	Allows you to identify unsafe food and correct problems in food safety systems.	identifying unsafe food with unique product code () lot no, expiry/ manufacturing / best before dates Recording investigating the complaint and taking action based on the investigation findings
RECALL NOTIFICATION CONTACT LIST	The State Food Authority staff can assist you with your investigations and safety corrective action decisions	Name of the State Food Authority contact telephone number and fax number
IDENTIFYING THE FOOD	limit the scope of the recall and remove the food from distribution quickly and accurately	Link all raw ingredients from suppliers and to finished product. Code your finished products using unique product code.
PRODUCTION AMOUNTS	Allows you to know how much of the food is in your company control and how much has been sold	Record the amount of each lot code of each food produced
DISTRIBUTION RECORDS	Allows you to limit your recall to the specific accounts that received the food being recalled	Record name and type of the account, address, food name, lot and expiry date & product code, telephone number, amount of food shipped /distributed
RECALLED FOOD RECORDS	Allows you to know that the food has been controlled and has not reentered the market.	Record brand and food name, size, unique product codes, amount, date of recall
RECALL PROCEDURES	contain a step-by-step description of what to do when you have to recall a food	Follow step by step procedure given in the flowchart enclosed

STEPS IN RECALL PROCEDURE



Schedule- III

[See Regulation 9 (3)]

FOOD RECALL COMMUNICATION FORMAT

By FAX/ Letter Template

To

All Food Business Operator(s) of Recalled Food

(Distributors/ Wholesalers/ Retailers/ Restaurants)

URGENT !**FOOD RECALL** (should be in bold red type)

Date: _____

Food Authority's Unique Identification No. for Recall (when available): _____

1. Our company is voluntarily recalling ____ <food name> due to ____ <reason for recall> ____.
It may not meet food safety & quality standards, and/or may represent a small/ moderate/ serious
(CHOOSE one word) health or safety threat to people who use it.

2. Please follow these instructions to ensure a successful recall:

(i) Immediately discontinue distribution/ sale of your existing stock of _____ (brand, name,
code of food, package size, etc.) _____.

(ii) Inform us of the quantity of food you have on hand by completing the bottom portion of this
form. Sign the form and return it by FAX to _____ <Contact person & FAX
number> ____ as soon as possible.

(iii) DO NOT dispose of the food. Instead (Choose one of the following two options):

(a) Wait for further instructions from _____ <their sales rep> _____; OR

(b) Return the recalled food to _____ <name of the company/ company's contact
person> _____ as soon as possible.

3. If you have distributed any of the recalled food, please immediately:

(i) Contact your downstream food business operator/individuals by telephone and in writing to
advise them about the recall.

(ii) Instruct them to return their unused, undestroyed stock to <company or supplier>.

(iii) Instruct them to also notify any of their Food business operator/ individuals, which may have
received the recalled food.

4. If you have any questions regarding this recall, please feel free to contact _____ <company's
contact person> _____ at _____ <phone> _____.

Sincerely,

(Recalling Food Business Operator)

CUSTOMER NAME: _____

QUANTITY ON HAND: _____ Cases / Cans / Packages Circle One)

Owner's Name: – Please Print Owner's name and affix the Signatures

Schedule- IV
[See Regulation 10 (2)]
FOOD RECALL STATUS REPORT FORMAT

Date: _____

Food Authority's Unique Identification No. for Recall _____

1.	Name of the food	_____ <Unique Product Code> (EAN/UPC Code) _____
2.	Brand Name:	
3.	Batch/ Code Number:	
4.	Date of Mfg/ Packaging (PKD):	
5.	Food Authority/ the Commissioner of Food Safety of the State/UT Contact:	
6.	Phone:	
7.	Email address:	

Dear _____,

_____ <Name of the recalling food business operator> _____ hereby submit the following Recall Status Report regarding the above-listed food:

1. Quantity related details of the implicated product before recall initiation:

(a)	Total Produced:	
(b)	Total sold to Food Business Operator/ individual in distribution channel:	
(c)	Total to be recalled:	

2. Notification:

(a)	Total number of Food Business Operator / individual identified:	
(b)	Number of Food Business Operator / individual notified:	
(c)	Method of notification (check all that apply):	
(i)	Letter	
(ii)	Phone	
(iii)	Fax	
(iv)	Email	
(v)	Other(s): Please specify	

3. Food business operator response:

(a)	Total number of food business operator /	
-----	--	--

	individual responding:				
(b)	Total number of food business operator / individual not responding:				
(c)	Total quantity of food dispatched at Non-responding food business operator/individual end:				
(d)	Number of packaged units and its amount sold to and returned by each responding food business operator/ individual:	Sold		Returned	
		Number	Quantity	Number	Quantity
(i)	Food business operator/ individual				
(ii)	Food business operator/ individual				
(iii)	Food business operator/ individual				
(iv)	Food business operator/ individual				
(v)	Food business operator/ individual				
	Add more, as required				
	Total				

Quantity of implicated product accounted for (Total amount in custody of recalling firm, including that recalled, expressed as percentage of total produced:

4. Effectiveness Checks:

(a)	Total number required:	
(b)	Total number completed:	
(c)	Completion date:	

5. Estimated Recall Completion Date: _____

6. Proposed method of disposal of recovered stock / record of destruction:

7. Actions proposed to avoid recurrence in future

Sincerely,

Signature and title
Recalling Food Business Operator

Note:

1. Provide cumulative information.
2. The final status report to be attached with the Recall termination request shall provide decided method of disposal / records of destruction in point 6.

Schedule- V
[See Regulation 13 (1)]
FOOD RECALL STATUS REPORT FORMAT

Date: _____

To

The Commissioner of Food Safety of the State/UT _____

The CEO, Food Authority _____

Food Authority's Unique Identification No. for Recall: _____

FBO Name & License No. & Registration No.: _____

Product Brand: _____

Food Name: Unique Product Code (EAN/UPC number): _____

Date Code: _____ Batch No. _____ Manufacturing Date / Packaging Date _____

Best before / Expiry date _____

Food Authority Contact: _____ Phone: _____ Email: _____

Ref: Request for Recall Termination

Dear _____

_____ <Food Business Operator> _____ initiated a Class _____ recall of the above-listed product on ____ <date> ____ that extended to the _____ level. Proper notifications were made by phone, fax, email, mail and personal visits, and records of these notifications have been provided to your office.

2. All requested Status Reports have been filed (indicated if or not within the proper time-frames), and the latest report is being submitted with this communication. _____ <Food Business Operator> _____ believes the above-listed product has been successfully recalled.

3. In light of this successful and conscientiously executed recall, ____ <Food Business Operators> _____ hereby requests that this food product recall be terminated, and that _____ <Food Business Operator> ____ be provided with written confirmation of the termination.

Thank you for your assistance.

 Signature and title (Food Business Operator)

YUDHVIR SINGH MALIK, Chief Executive Officer
 [ADVT-III/4/Exty./187-O/24/15]