**Section A: Initiation**

|  |  |
| --- | --- |
| **Mock Recall No.:** | **Initiation Date:** |
| **Market (Sale/Export/PS):** | **Country:**  |
| **Product Details:** |
| Brand Name | Generic Name | Mfg. Lic. No. |
|  |  |  |
| Batch No. | Batch Size | Dispatch Qty. | Pack Size | Mfg. Date | Exp. Date |
|  |  |  |  |  |  |
|  **Initiated By (QA)** | **Name** | **Sign** | **Date** |
|  |  |  |

 **Section B: Review & Approval of Recall**

|  |  |
| --- | --- |
| Review & Approval by Plant Head | Comments:Mock Recall: Approved Not Approved |
| **Name** | **Signature** | **Date** |
|  |  |  |
| Review & Approval by Head-QA | Comments:Mock Recall: Approved Not Approved |
| **Name** | **Signature** | **Date** |
|  |  |  |

**Section C: Contact details of Mock Recall co-ordination committee**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Designation** | **Name** | **Telephone No.** | **Fax No.** | **Mobile No.** |
|  | Head QA (Site) |  |  |  |  |
|  | Head Production |  |  |  |  |
|  | Head Warehouse |  |  |  |  |
|  | Head Plant  |  |  |  |  |
|  | Head Distribution |  |  |  |  |
| Any Other: |
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| **Details updated By (QA)** | **Name** | **Sign** | **Date** |
|  |  |  |

**Section D: Mock Recall Communication:**

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| --- |
| Mock Recall communication to be sent to all the stakeholders to whom the product is distributed. If required attach annexure for more details. |
| Communicated to | Contact No. | Communication Means (Phone, Fax, E- mail, other means) |
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| **Communicated By (Sign/ Date):** |

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| --- |
| **Section E: Mock Recall Intimation:** |
| **Mock Recall No.: Date:**  |
| **Part A:** |
| **Brand Name** | **Generic Name** |
|  |  |
| **Batch No.** | **Batch Size** | **Pack Size** | **Mfg. Date** | **Exp. Date** |
|  |  |  |  |  |
| **Quantity Released for Distribution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Received Quantity from Production: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Location**  | **Dispatch Qty.** | **Reference Invoice/ bill No.** | **Invoice Date** |
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| **TOTAL** |  | **Not Applicable** |
| **Part B** (To be filled by the branch / depots/ distribution location) |
| **Name of Branch/Depots/Distribution Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** |
| **STOCK DETAILS** |
| **Product Name** |  |
| **Batch No.** |  |
| **Pack**  |  |
| **Quantity received**  |  |
| **Quantity distributed**  |  |
| **Stock Quantity**  |  |

Please attach the distribution record with signature & stamp

**Details given by:**

**Name:**

**Signature :**

|  |
| --- |
| **Section F: Reconciliation:** |
| **Mock Recall No.: Date:**  |
| **Brand Name** | **Generic Name** |
|  |  |
| Date | Name of Branch | Quantity | Variance | Remark |
| Dispatched | Received |
| Batch No. |
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|  **Total** |  |  |  |  |
| **Reconciled By- WH (Sign/ Date):** | **Sign/Date (Verified by – QA):** |
|  |
| **Verified By (Sign/Date): Head-QA/ Designee** |

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| **Section F:** **Evaluation and Closure of Mock Recall:** |
| **Sr. No.** | **Checkpoint** | **Yes**  | **No** |
| **1.** | Did all the recipients receive notification of this recall & understood the latter and followed the instructions?  |  |  |
| **2.** | Recall has reached upto the level (If No, give details):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **3.** | Did whole distributed batch reconciled successfully? |  |  |
| Summary Report of Recall/ withdrawal: |
| Mock Recall: Satisfactory Not Satisfactory |
| **Closure Approved By Head-QA/ Designee** | **Name** | **Signature** | **Date** |
|  |  |  |

**Note:** Mock Recall process shall be completed within 30 working days from the date of initiation.