**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**

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| --- | --- | --- | --- |
| 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 :**

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| **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.