



# WORLD FOODS&FLAVORS

## STANDARD OPERATING PROCEDURES (SOP) RECALL OF RAW INGREDIENT/FINISHED PRODUCT

COMPANY NAME: <b>World Foods&amp;Flavors</b>	LOCATION: <b>Barcelona, Spain</b>	ORIGINAL DATE: <b>July 7, 2013</b>
DATE CHANGED: September 13, 2015	CHANGED APPROVED BY: Jordi Riera	DATE: September 13, 2015
SECTION PREREQUISITE F:	SIGNATURE:	APPRIVED BY: RECALL/HACCP COORDINATORS DATE September 13, 2015
SIGNATURE:		
PROGRAM; RECALL	ITEM # PROCEDURE F1.1:	SUB-ITEM F1.1:
REFERENCE #F1:	SOP#RPS F1.1:	
<b>SOP</b>	RECALLED RAW INGREDIENT /FINISHED PRODUCT STATUS:	

**RECALL OF RAW INGREDIENT OR FINISHED PRODUCT PROCEDURE:**  
**Recall Coordinator** will determine production and distribution information of recalled product and any product made with recalled raw ingredient.

1. Obtain from the Technical Staff, the processing line production summary for the raw ingredient and or product to be recalled.
2. Inspect the product formulation forms including the date the recalled products containing raw ingredient was produced to current date. Make copies of all forms documenting product made with recalled product and or raw ingredient.
3. HACCP Coordinator would complete RC-2.
4. Sales/Marketing Staff will generate a sales report of customers who purchased the product code from the day of production of the recalled product to current date. Distribution Staff will fill in Form RC-3 to determine how much recalled product was returned from customers to Our Company.
5. Inspect the customer files that are kept with the Sales/Marketing. Check the Bills of Lading which lists the quantity and code dates of items shipped. Record all shipments of the recalled product containing raw ingredient.
6. If customer files show that not all recalled product containing has been purchased, then a physical inventory of recalled product in storage must be done. All product in storage must be HELD and isolated.

