1.0 PURPOSE
   To have a process in place to trace product to the customer (one up) and back to the material supplier (one back).
   The product trace system accounts for raw materials, packaging materials and processing aids used that may impact
   on food safety and quality.

2.0 SCOPE
   This SOP applies to all ingredients, packaging and finished products utilized and/or produced at
   ___company name____.

3.0 SAFETY & ENVIRONMENTAL CONSIDERATIONS
   - This SOP complies with the Code of Federal Regulations, Title 21, section 7.40, the “Recall Policy”.
   - Care has been taken to indicate to all participants that this is a MOCK recall.

4.0 FREQUENCY
   Bi-annually.

5.0 RESPONSIBILITY
   - TASK
     Recall Team- may include all listed below:
     - QA Manager/HACCP Team Leader: All steps within the procedure.
     - Company Owner: 6.1, 6.2, 6.3, 6.13, 6.14, 6.15, 6.16
     - Sales Department/ Consumer Affairs
     - Production Manager: 6.4, 6.5, 6.6, 6.7, 6.8, 6.9, 6.13, 6.14, 6.15, 6.16
     - Shipping Supervisor: 6.10, 6.11, 6.12, 6.13, 6.14, 6.15, 6.16
     - Outside Consultants
     - Legal

   - VERIFICATION
     All steps are documented in Mock Recall Log.

   - PAPERWORK REVIEW
6.0 PROCEDURE

6.1 Start the clock based on scenario. Two-hour goal within a four hour maximum.
6.2 Coordinate your recall team.
6.3 Identify a record keeper.
6.4 Locate trace procedure/forms.
6.5 Identify production date.
6.6 Collect production documents for each ingredient, which could include COAs and Batch Sheets.
6.7 Identify how much product was manufactured from the start of the run to the end of the run.
   6.7.1 How much product was lost to waste?
   6.7.2 Were product samples retained?
   6.7.3 Check CCP verification logs.
6.8 Identify where all product was shipped, taking any sales samples into account.
6.9 Goal is 100% recovery of the product
6.10 Discuss overall effectiveness of drill and frequency rate
6.11 Document all steps in Mock Recall Log and maintain records.
6.12 Non-conformances identified during the exercise must be investigated by the facility and required corrective action completed, with a follow up test completed to ensure that corrective actions are effective.

Note: A recall and withdrawal exercise should be able to demonstrate linkage of raw materials through the process to the facilities first customer.

7.0 ATTACHMENT/DOCUMENTATION

8.0 SIGNATURES AND APPROVALS

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