RESTAURANT NAME	RESTAURANT ADDRESS

Withdrawal and recall log

Open an incident record when an alert is received.

Follow the site’s incident procedure promptly. Notify the person in charge, stop use of the affected food and identify the batches. Follow the notification and recall duties that apply to your location and situation.

Incident reference

Alert received date / time

Person in charge

Alert source / reference

Supplier / contact

Product / pack size

Batch(es) / date mark(s)

Reason for alert / reported hazard

Quantity received / unit

Quantity held / unit

Quantity used / distributed

Location of held stock

Affected preparations / batches

Contacts notified / time / reference

Attach relevant delivery records, labels, supplier notices and correspondence. Use page 2 to track actions, communications and the disposition of affected stock.

FR | Identifier le lot et les quantités, bloquer l’utilisation et suivre la procédure d’alerte du site.

RESTAURANT NAME

RESTAURANT ADDRESS

Action log and close-out

Record contacts, decisions, checks and the movement or disposition of affected stock.

Incident reference

Product / batch

Person in charge

Date / time	Action / decision	Quantity / unit	Destination / contact	Evidence / reference	Owner / initials

Quantity reconciliation / outstanding items

Close-out date / owner / sign-off

File the completed record with the site incident procedure and supporting documents.