

Product Recall Root Cause Analysis Report

General Information

Report Date:

Prepared by:

Retail Chain:

Product Name/Code:

Supplier/Manufacturer:

Recall Start Date:

Recall End Date:

Recall Description

Describe the recall event, how it was discovered, and scope (e.g. affected SKU, locations, dates, quantities).

Root Cause Analysis

Step	Details
Incident Description	
Initial Investigation	
Contributing Factors	
Root Cause(s) Identified	
Supporting Evidence	

Corrective & Preventive Actions

Action	Responsible	Due Date	Status

Lessons Learned

Summarize insights and recommendations for prevention in the future.

Report Sign-Off

Prepared by:

Reviewed by:

Date: