

Product Recall Action Response Form Sample

1. Company Information

Company Name

Contact Person

Phone

Email

Address

2. Product Identification

Product Name

Product Description

Batch/Lot/Serial Number

Recall Notification Date

3. Quantity Information

Total Units Received

Units Located and Isolated

Units Already Used/Distributed

4. Actions Taken

Describe the actions taken upon receipt of this recall notification:

Are further actions required?

5. Comments / Additional Information

6. Acknowledgement

Signature

Date