

# Product Recall Stakeholder Briefing Document

Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_

## 1. Overview

This document provides a briefing for stakeholders regarding the ongoing recall of [Product Name], including key information, actions being taken, and stakeholder responsibilities.

## 2. Product Information

Product Name	[Insert product name]
Product Code(s)	[Insert product codes]
Batch/Lot Numbers	[Insert batch/lot numbers]
Date Range Sold	[Insert date range]

## 3. Reason for Recall

[Briefly describe the issue prompting the recall, e.g., a manufacturing defect, mislabeling, contamination, safety risk, etc.]

## 4. Risk Assessment

[Summarize the potential impact on customers, end-users, and stakeholders. Describe the severity and likelihood of harm, if known.]

## 5. Actions Taken

- [Action 1: e.g., Notification sent to distributors]
- [Action 2: e.g., Product removed from shelves]
- [Action 3: e.g., Communication issued to consumers]
- [Action 4: e.g., Regulatory bodies notified]

## 6. Stakeholder Responsibilities

1. [Responsibility/Action for stakeholders 1]
2. [Responsibility/Action for stakeholders 2]
3. [Responsibility/Action for stakeholders 3]

## 7. Next Steps & Timeline

Milestone	Responsible	Deadline
[e.g., Product retrieval]	[Name/Dept]	[Date]

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[e.g., Issue public statement]

[Name/Dept]

[Date]

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## 8. Contact Information

Recall Coordinator: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_