

# 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

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

## 7. Next Steps & Timeline

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

## 8. Contact Information

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

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

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