Retail Chain Product Recall Incident Report

1. Basic Information

Store Name / Location:

Date of Report:

Reported By (Name & Position):

Contact Information:

2. Product Details

Product Name:

SKU/Barcode:

Batch/Lot Number:

Supplier/Manufacturer:

Quantity Affected:

3. Incident Description

Date & Time Incident Discovered:

Detailed Description of Incident:

How was the issue discovered?

Potential or Actual Hazards:

4. Actions Taken

Product Removal Date:

Actions Carried Out (e.g. products isolated, signage posted, staff briefed):

Notified Parties (supplier, authorities, etc.):

5. Product Disposition

Item	Quantity	Location/Storage	Final Disposition

Details of Final Disposition:

6. Follow-Up & Recommendations

Further Action Required:

Recommendations / Preventive Measures:

_____

Name & Signature

_____

Date