

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: _____