

# 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	<input type="text"/>
Initial Investigation	<input type="text"/>
Contributing Factors	<div><div></div><div><input type="text"/></div><div><input type="text"/></div><div><input type="text"/></div></div>
Root Cause(s) Identified	<input type="text"/>
Supporting Evidence	<input type="text"/>

## Corrective & Preventive Actions

Action	Responsible	Due Date	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Lessons Learned

Summarize insights and recommendations for prevention in the future.

## Report Sign-Off

Prepared by:

Reviewed by:

Date: