

## Recall Preparedness Self-Assessment

The following survey will help assess your current preparedness for a recall. Go through each question and consider who in your business is responsible for each task. There's no right or wrong answer, but these questions will help identify any potential gaps in your current food recall plan.

Question	Answer	Person/s responsible
<b>Who is responsible for identifying the customers you have supplied a recalled product to?</b>	<input type="checkbox"/> Not applicable to my business <input type="checkbox"/> No one currently assigned <input type="checkbox"/> Someone already assigned (list who in the next column)	
<b>Who will contact FSANZ to notify them about the recall?</b>	<input type="checkbox"/> Not applicable to my business <input type="checkbox"/> No one currently assigned <input type="checkbox"/> Someone already assigned (list who in the next column)	
<b>Who is responsible for identifying the batch size of your affected product?</b>	<input type="checkbox"/> Not applicable to my business <input type="checkbox"/> No one currently assigned <input type="checkbox"/> Someone already assigned (list who in the next column)	

Question	Answer	Person/s responsible
<b>Who currently maintains the contact details for all your customers?</b>	<input type="checkbox"/> Not applicable to my business <input type="checkbox"/> No one currently assigned <input type="checkbox"/> Someone already assigned (list who in the next column)	
<b>Who will write a media release about your recall?</b>	<input type="checkbox"/> Not applicable to my business <input type="checkbox"/> No one currently assigned <input type="checkbox"/> Someone already assigned (list who in the next column)	
<b>Who will coordinate logistics for product retrieval/disposal?</b>	<input type="checkbox"/> Not applicable to my business <input type="checkbox"/> No one currently assigned <input type="checkbox"/> Someone already assigned (list who in the next column)	
<b>Who will keep records of all the retrieved/disposed product?</b>	<input type="checkbox"/> Not applicable to my business <input type="checkbox"/> No one currently assigned <input type="checkbox"/> Someone already assigned (list who in the next column)	

Question	Answer	Person/s responsible
<b>Who is responsible for locating any affected product still onsite?</b>	<input type="checkbox"/> Not applicable to my business <input type="checkbox"/> No one currently assigned <input type="checkbox"/> Someone already assigned (list who in the next column)	
<b>Who will answer calls from the general public?</b>	<input type="checkbox"/> Not applicable to my business <input type="checkbox"/> No one currently assigned <input type="checkbox"/> Someone already assigned (list who in the next column)	
<b>Who will coordinate product refunds?</b>	<input type="checkbox"/> Not applicable to my business <input type="checkbox"/> No one currently assigned <input type="checkbox"/> Someone already assigned (list who in the next column)	
<b>Who will communicate with staff about the recall?</b>	<input type="checkbox"/> Not applicable to my business <input type="checkbox"/> No one currently assigned <input type="checkbox"/> Someone already assigned (list who in the next column)	

Question	Answer	Person/s responsible
<p><b>Is your business covered for product recall insurance? Who will contact your insurance provider to find out?</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Not applicable to my business</li> <li><input type="checkbox"/> No one currently assigned</li> <li><input type="checkbox"/> Someone already assigned (list who in the next column)</li> </ul>	
<p><b>Who is responsible for coordinating the recall overall?</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Not applicable to my business</li> <li><input type="checkbox"/> No one currently assigned</li> <li><input type="checkbox"/> Someone already assigned (list who in the next column)</li> </ul>	