1. **[Company Name]** is committed to establish and apply a traceability system that enables the identification of product batches and their relation to batches of raw materials, processing and delivery records as well as having an effective recall programme in place.
2. The traceability system identifies incoming material from the immediate suppliers and the initial distribution route of the end product. Sell-by dates on batches will be used for traceability purposes. It is our policy to maintain traceability records for three months for system assessment to enable the handling of potentially unsafe products and in the event of product withdrawal / recall.
3. A recall can be triggered by any of the following:
   1. A quality defect
   2. Food safety risk
   3. Tampering in the trade
   4. Legal non-compliance.
4. A recall procedure shall be established should product be distributed that poses a health risk to the consumer. Should a product need to be recalled the whole batch of product will be recalled. All the stores will be visited, their stock checked and all stock from the affected date will be removed.
5. A mock recall will be done annually according to the recall procedure.

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| **Executive Manager: [Name]** | **Date** | **Signature** |
|  | DD-MM-YYYY |  |