

Product Recall RCA Checklist

Recall Information

Product Name

Product Code / SKU

Recall Initiation Date

Lot / Batch Number(s)

Reported Issue / Defect

Initial Actions

Action Item	Status	Notes
Confirm defect and risk		
Quarantine all affected stock		
Notify relevant departments		
Notify regulatory authorities (if required)		

Root Cause Analysis

Description of Issue

Root Cause(s) Identified

Supporting Evidence

Team Members Involved

Corrective & Preventive Actions

Action	Owner	Deadline	Status

Communication

Internal Communication Steps

External Communication Steps (Customers, Public, Authorities)

Recall Effectiveness Check

Description

Method Used

Result

Closure

Recall Closure Date

Final Comments / Lessons Learned

Approved By