

Product Recall Crisis Activation Sheet

Incident Details

Product Name

Product Code / SKU

Batch / Lot Number(s)

Date Identified

Issue Description

Recall Activation Details

Recall Initiation Date

Contact Person

Contact Phone / Email

Regulatory Authority Notified

Recall Classification (if applicable)

Affected Product Distribution

Location / Customer	Address / Contact	Quantity Distributed	Quantity Returned

Recall Actions

Immediate Actions Taken

Instructions to Customers

Notification Method(s)

Internal Communication

Teams Notified

Meeting Notes / Decisions

Follow-up & Monitoring

Effectiveness Checks

Completion Date

Comments