GWSI

Mock Recall Procedures

Scope

This document is the standard operating procedure (SOP) for all GWSI food-grade facilities in conducting a Mock Recall (MR) triggered by the Food Safety Team (FST). Each facility is responsible for holding an MR triggered by the FST at least every six (6) months, and all documentation must be uploaded to the shared drive.

Required Participating Parties

Food Safety Team

Name	Title	Contact Info	Role
Jason Ryser	Director of Operations PCQI FDC	904-377-1985 jryser@mgeraceinc.com	Trigger recall and review results
Matt DeLuca	Chief Operating Officer	484-494-5777 mdeluca@mgeraceinc.com	Trigger recall and review results
Kevin Burke	Chief Commercial Officer	484-494-5777 kburke@mgeraceinc.com	Trigger recall and review results

Additional required parties will be the facility warehouse manager as well as the operational support team in the office, or warehouse team (WT).

Procedure

1. At a pre designated date recurring on or within six (6) months of the previous MR, the FST will designate the SKU(s), Lot(s), and date range to be included in the MR and trigger the start of the process with the WT. The FST will document parties involved, their contact information, and the start time on the Mock Recall Report (MRR) summary tab.
2. The WT will begin collecting all pertinent data for the SKU(s) and Lot(s) designated by the FST.
   a. A summary of all inbound transaction records reflecting transaction #, container/trailer #, receipt date, quantity, lot, and unit of measure (UoM).

b. GWSI receipt documentation.

c. A summary of all outbound transaction records reflecting GWSI transaction #, cargo owner release/PO#, quantity, lot, and ship date.

d. All available GWSI shipping documentation from the outbound transactions.

e. A summary of the current inventory on hand for the designated SKU(s) and Lot(s) in the MR that includes; SKU, lot, UoM, quantity, customer, facility, and location.

f. The current inventory in the system must be verified by a physical count of the units on hand in the warehouse and the results must be included in the report submission to the FST. Submitting the MRR to the FST without a verified physical count of inventory on hand will be considered an automatic unsatisfactory result.

3. Once the WT has collected all of the required summary information and records, they will fill out the Inbound Receipts, Outbound Shipments, and Current Inventory (including physical verification) tabs of the MRR as well as upload all of the inbound and outbound records to the designated Mock Recall Folder on the shared drive.

4. After filling out the MRR and uploading records, the WT must submit the MRR to the FST signaling that the MR is complete.

Review Procedure

1. The FST will review the information submitted on the MRR for completion and accuracy. Any missing or inaccurate information does not constitute an unsuccessful MR on the part of the WT, but the FST cannot confirm the MR is complete. The FST will return the MRR to the WT and ask that missing or inaccurate data be provided. Once the FST has verified completion and accuracy, the MR is complete and the FST will record the Mock Recall Completion Time.

2. The target completion time for the collection of data on an MR is two (2) hours or less. Any MR taking longer than six (6) hours will result in an unsuccessful MR by the WT. In the event of an unsuccessful MR the FST will review the procedure with the WT and issue a new MR.

3. The FST will confirm the success rate as the difference of total units received against total units accounted for in both outbound shipments and current inventory.

    a.   The target for the MR success rate is always 100% and a score of 98% or less will constitute an unsuccessful MR on the part of the WT. In the event of an unsuccessful MR the FST will review the procedure with the WT and issue a new MR.

4. The FST will check the shared drive folder for the MR and verify that all inbound receipt and outbound shipment documentation has been uploaded to the drive.

5. After reviewing all of the information and records submitted by the WT, the FST will notate if the MR has been successful or unsuccessful, print, sign, and date the Mock Recall Information tab, and upload the signed copy to the shared drive.

Mock Recall Template

Customer Details	
Name	
Address	
Phone Number	
Email	
GWSI Warehouse Location	
Name	
Address	
Phone Number	
Email	

Mock Recall Team		
Name	**Title**	**Contact Information**
Jason Ryser	Director of Operations Food Defense Coordinator Preventive Controls Qualified Individual	Office: 904-337-1985 Mobile: 630-362-1780 Email: jryser@mgeraceinc.com
Matt Deluca	Chief Operations Officer	Office: 484-494-5777 Mobile: 610-842-7437 Email: mdeluca@mgeraceinc.com
Kevin Burke	Chief Commercial Officer	Office: 484-494-5777 Mobile: 484-955-4228 Email: kburke@mgeraceinc.com
	Warehouse Manager	Office: Email:
	Operations Support	Office: Email:

To be filled out by the Food Safety Team

Problem Reported By	Mock recall procedure
SKU	
Lot	
Description	
Experation Date	
Recall Date	
Mock Recall Start Time	
Mock Recall End Time	
Mock Recall Duration	
Mock Recall Review Complete Time	
Traceability Success Rate (%)	
Mock Recall Successful or Unsuccessful	

FST Member (print)	
FST Member (sign)	
Date	