

---

## Overview

This standard is about the skills and knowledge required to manage processes for withdrawing food from the production process or recalling complete food products from stores or organisations further down the supply chain. This may be in response to identified faults that may present a food safety hazard.

You will need to be able to identify when food items are in breach of standard operating procedures and/or they breach food safety requirements. You will also need to be able to inform others as to your actions and check that the food items are not entered back into the food chain.

This standard is for you if you work in food and drink operations or animal feed operations and your job requires you to monitor and maintain the quality and safety of food products

---

## Performance criteria

### You must be able to:

Identify food items requiring withdrawal or recall

1. monitor feedback and information relating to food product safety data gathered through reporting and recording mechanisms

2.

analyse data to identify products that have been produced that do not meet minimum food safety standards

3. identify specific batches and items requiring withdrawal from the production process

4.

identify those products that may require recall from further down the production and supply process

5. develop a plan for implementing a withdrawal in accordance with organisational requirements

Implement withdrawal and recall processes

6. inform relevant people that the withdrawal or recall are to be implemented

7.

establish a plan that sets out how recalled food items will be obtained in accordance with organisational requirements

8. co-ordinate the provision of information relating to product recalls and take action in accordance with organisational requirements

9.

check that records relating to batches and food items are verified to check that items are withdrawn or recalled

---

10. check that withdrawn or recalled items are isolated from the manufacturing process

11.

check that withdrawn or recalled items are isolated and destroyed in accordance with organisational requirements

12. record decisions and actions relating to the withdrawal or recall in accordance with organisational procedures

---

## Knowledge and understanding

### You need to know and understand:

1. the difference between the concept of product 'recall' and product 'withdrawal'
2. the sources of information that should be referred to in order to identify whether withdrawal or recall is required
3. the relevant standard operating procedures that relate to withdrawals and recalls
4. the impact on the business and on individuals if items are not withdrawn or recalled
5. the lines of communication that need to be followed to implement recalls or withdrawals
6. how recalled or withdrawn food items should be destroyed
7. the methods used to communicate with food business further down the food supply chain in regards to the need to recall food items
8. the data that should be recorded to aid investigation
9. how to collate data for traceability purposes

|                          |  |
|--------------------------|--|
| Developed by             | Improve  |
| Version Number           | 3  |
| Date Approved            | 29 Feb 2020  |
| Indicative Review Date   | 28 Feb 2025  |
| Validity                 | Current  |
| Status                   | Original   |
| Originating Organisation | NSA FD   |
| Original URN             | IMPFS141   |
| Relevant Occupations     | Manufacturing Technologies, Process, Plant and Machine Operatives        |
| Suite                    | Food Safety for Manufacturing  |
| Keywords                 | Food; manufacture; hygiene; safety; animal; feed; guidelines; procedures |