

**Distribution list template****Instructions**

When a product is recalled, it is the Sponsor's responsibility to notify all customers to whom they have sold the affected product. The Sponsor will also need to retain evidence of this notification in order to satisfy post recall reporting requirements.

To ensure that the distribution of recalled food is stopped the Sponsor needs to provide FSANZ with a detailed list of the businesses to whom they have directly supplied the affected product.

This distribution list needs to include business name, business address including State/Territory, contact person and phone number.

Please note that if you use distributors you will also need to work with them to provide FSANZ with the contact details for each of their customers to whom they directly sold the recalled product. You will need to check that your distributors are able to quickly notify their customers of the recall.

The distribution list will be circulated to government agencies. The relevant State/Territory Health Departments or local government may investigate to ensure these businesses have been notified of the recall details and the product has been removed from sale/destroyed. This template can be used by the Sponsor to provide FSANZ with the detailed information required.

Step 1	If there are multiple products, you will need to fill out a separate worksheet (tab) within this workbook for each product affected by the recall.
<b>For each product you will have to repeat the following steps</b>	
Step 2	Write the Product Name in the space provided
Step 3	In the space provided record the Total Qty Manufactured/imported ensuring to specify what unit of measurement you use i.e. Kg, grams, litres <b>OR</b> identify how many items each unit contains i.e 1 unit = 1 case = 24 bottles (base units)
Step 4	In the space provided record the Total Qty Distributed
Step 5	In the space provided record the Total Qty remaining in Warehouse
Step 6	For each direct customer you will need to provide the business name, the business address, a contact number and if possible a contact person.
Step 7	If you have exported any product, please identify the country in the business address details. If there has been no exported product you do not have to fill out the country column
Step 8	In the space provided please record the quantity of stock distributed to each customer (if known) - <b>DO NOT DELAY THE PROVISION OF THIS DISTRIBUTION LIST IF YOU DO NOT HAVE THE BREAK DOWN OF QTY FOR EACH CUSTOMER</b> , this can be provided to FSANZ at a later date
Step 9	Select another worksheet (tab) and repeat for each product affected by the recall
Step 10	Send this list to Food.Recalls@foodstandards.gov.au with any other recall information required.





