

**Form 18.1: Recall Policy Evaluation Checklist**

100 Barr Harbor Dr. P.O. Box C700 West Conshohocken, PA 19428

Phone: (703) 442-5732 Email: Info@SEInet.org

Date: 12.20.2024

<b>SEI Participant Name:</b>	
<b>SEI Participant Contact:</b>	
<b>Recall Procedure Designation/ Date:</b>	

<b>Item</b>	<b>Description</b>	<b>Acceptable</b>	<b>Needs Improvement</b>
<b>1.</b>	<b>Company Personnel Responsibilities</b>		
<b>2.</b>	<b>Circumstances under which Recall Strategy would be applied</b>		
<b>3.</b>	<b>Evaluation &amp; Recall Strategy Decision-Making</b>		
	a. Evaluation of product nonconformance- degree of hazard (See Specific Program Sections for Attributes & Variables)		
	b. Ease in identifying product		
	c. Degree to which product remains unused in marketplace (unsold)		
	d. Depth of Recall- determination of the level in distribution chain recall to extend		
	1) Public Warning Overview		
<b>4.</b>	<b>Recall Communications</b>		
	a. Identify affected customers who should be contacted: OEM, distributors, retailers, end-users		
	b. Communication should include: Product identification, Distribution or use of product to cease immediately, Notify customers if applicable, Instructions on disposition of recalled product.		
	c. Implementation- how will communication be sent?		
	d. Sample Letter/ User Notice which should include the following:		
	1) Identify product, size, lot number, code, serial no., etc.		
	2) Explain reason for recall and the hazard involved.		
	3) Specific instructions provided regarding disposition of recalled product.		

	4) Provide convenient means for customer to reply.		
	e. Follow-up procedure for customers who do not respond (effectiveness checks)		
<b>5.</b>	<b>Responsibility of Recipient of Recall Notice</b>		
<b>6.</b>	<b>Recall Status Report</b>		
	a. Frequency of required reports specified by SEI		
	b. Report to contain the following items:		
	1) Number of consignees notified, date and method.		
	2) Number of consignees responding, quantity of product on hand & date received.		
	3) Number of consignees that did not respond.		
	4) Number of products returned or corrected by consignee and quantity of product accounted for.		
	5) Number and result of effectiveness checks made.		
	6) Estimated time frame for completion of recall.		
	c. Status reports discontinued when recall terminated.		
<b>7.</b>	<b>Termination of Recall</b>		
	a. Recall is terminated when SEI determines reasonable efforts have been made to remove or correct the product.		
	b. A recalling manufacturer may request termination of its recall by submitting written request and pertinent status report.		

**Additional Comments/ Explanation:**

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**Initial Review**

<b>Reviewed by:</b>		<b>Date:</b>	
<b>Approved by:</b>		<b>Date:</b>	

**Subsequent Review**

<b>Reviewed by:</b>		<b>Date:</b>	
<b>Approved by:</b>		<b>Date:</b>	

**Subsequent Review**

<b>Reviewed by:</b>		<b>Date:</b>	
<b>Approved by:</b>		<b>Date:</b>	