

Additional Product Details

Purpose of the form

Please read and acknowledge

The information collected in this form will be used by Food Standards Australia New Zealand (FSANZ) to officially notify state and territory food enforcement agencies of the recall, who in turn may forward the information on to relevant agencies in their jurisdictions, such as local council, for further follow-up action. International agencies, industry organisations and other Australian Government agencies, including the Australian Competition and Consumer Commission, the Department of Health and Aged Care, and the Department of Agriculture, Fisheries and Forestry, will also receive official notification of the recall.

When notifying government agencies of the recall, FSANZ provides them with some or all of the following:

- a food recall information sheet which contains summary information about the recall;
- the product distribution list;
- an image of the affected product(s) (consumer recalls only); and
- the food recall notice (consumer recalls only).

Please inform FSANZ if any information provided throughout the recall is classified as “commercial-in-confidence”. FSANZ will only provide commercial-in-confidence information to government. The information placed on the FSANZ website and made publicly available only includes information provided in the food recall notice.

The information provided throughout the recall process will be de-identified and used to prepare reports on food recalls coordinated by FSANZ.

It is the business’s responsibility to notify all direct customers of the recall and provide them with information about the affected product (including the food recall notice).

Read and understood:

If you are recalling multiple products, please complete an [Additional Product Details](#) form for each additional product.

Product Details

Product information

1. Name of the product

What is the full name of the product as it appears on the packaging?

Must be listed in full and spelt exactly as it appears on the packaging.

2. Food type

Please select the most appropriate category from the list provided.

Alcoholic beverages	Food additives	Non-alcoholic beverages
Breads and bakery products	Foods intended for particular dietary uses (including infant food and formula, weight-loss products and other health supplements)	Nuts
Cereals and cereal products	Fruits, vegetables and herbs	Poultry and game
Confectionery	Ice cream and edible ices	Processing aids
Dairy products	Meat and meat products	Salts, stocks, sauces and condiments
Edible oils and oil emulsions	Mixed and/or processed foods	Spices
Eggs and egg products		Sugars, sweeteners and honey
Fish and fish products (including seafood and seafood products)		Other

3. Food description

Please elaborate on the food type.

E.g. cake, cream, soft drink, cake mix, tomato sauce, beer.

4. Food storage category

Please select the appropriate storage conditions for the product.

Frozen
Refrigerated
Shelf-stable

5. Type of date marking

What is the date marking as it appears on the product packaging?

Use By
Best Before
Made On
Other (Please specify):

6. Date on packaging

Please record the affected date exactly as it appears on the product packaging. E.g. 03 JUN 21, 03/06/21.

If multiple dates: please input each date. E.g. 03 JUN 21 and 26 JUN 21.

If multiple consecutive dates: use wording "all (type of date marking) up to and including (relevant date)". E.g. All best before dates up to and including 03 JUN 21.

7. Batch number/code

Please provide the batch numbers/codes of the affected product, if available.

8. GTIN (barcode)

If applicable, please provide the barcode of the affected product.

If this is an egg recall, what is the unique egg ID (identifier)?

9. Product size(s)

Please provide the size of the affected product. E.g. 60g, 120ml, 1kg, 1L.

10. Packaging description

Please provide a description of the affected product packaging. E.g. cardboard box, plastic container.

11. Image of the product in its packaging or image of the product label

Please read and acknowledge

Please provide FSANZ with an image of the affected product in its packaging or the product label. If multiple products, please provide the image or label of each product. The image must be in colour and the product must be easily identifiable in the image. Please note that the images provided to FSANZ will be used in the recall notice and may be disseminated via the internet or other electronic means.

Read and understood:

Importation information

Note: this information will be provided to the Department of Agriculture, Fisheries and Forestry. If not imported please progress to question 18.

12. Imported

Has the affected product been imported?

Yes - If yes, please go to question 13.

No - If no, please go to question 18.

13. Importer name

What is the registered name of the importer?

14. Importer address

What is the registered address of the importer?

15. Country

Which country was the affected product imported from?

16. Date of Import

On what date did the affected product arrive in Australia?

17. Customs entry number

What is the entry number for the product obtained from Customs?

Manufacturer information

18. Australian manufacturer state/territory

If the affected product was manufactured in Australia please indicate in which state or territory it was manufactured.

ACT	SA
NSW	TAS
NT	VIC
QLD	WA

19. Manufacturer name

What is the registered name of the manufacturer?

20. Manufacturer address

What is the registered address of the manufacturer?

Exportation information

Note: this information will be provided to the Department of Agriculture, Fisheries and Forestry (DAFF).

21. Exportation

Have you exported the affected product outside of Australia?

Yes - If yes, please go to question 22.

No - If no, please go to question 26.

22. Export countries and quantity

Which countries was the affected product exported to and the quantity?

Note: If the product was exported to New Zealand please include the New Zealand customer details in your distribution list.

Country	DAFF certificate (if issued)	DAFF permit (if issued)	Quantity

23. Export registered establishment

Are you an export registered establishment with the Department of Agriculture, Fisheries and Forestry?

Yes - If yes, please provide your registered establishment number.

No - If no, please provide your EXDOC or NEXDOC exporter number.

24. Notifying the Department of Agriculture, Fisheries and Forestry (DAFF)**Please read and acknowledge**

If the food exported is dairy, eggs or fish, you must also notify DAFF when the recall is first instigated.

Download the Australian exported food recall inventory table from DAFF's website to provide additional information about the exports. You need to give this information directly to DAFF (dairyeggsfish@agriculture.gov.au) when completed.

Read and understood:

25. Notifying overseas recipients**Please read and acknowledge**

The business has a legal obligation under the Australian Consumer Law (ACL) to notify overseas recipients of the recalled goods, in writing, that the goods are subject to recall. This notification needs to occur within a reasonable time. The Commonwealth Minister responsible for the ACL also needs to receive a copy of this notification within 10 days. This requirement can be fulfilled by providing FSANZ with a copy of the notification and who will then forward a copy to the Australian Competition and Consumer Commission on your behalf.

Read and understood:

26. Onsold product

Have you onsold the affected product to a business who has exported it outside of Australia? i.e have you provided a transfer certificate to another business?

Yes - If yes, please provide details (within the distribution list) of all businesses you have onsold to and details of product.

No - If no, please go to question 27.

Product distribution**27. Product recall type**

Please select the appropriate recall type for this product

Consumer

Trade

Consumer and Trade

28. Distribution method

Where has the affected product been sold to?

Direct to consumer (e.g. cellar door sales, from farm gate)

Direct to food service/caterers

Distribution centres - if yes, please see below regarding distributor customer information requirements

Retail outlets

Food manufacturers, including for export

Exporters

Other (Please provide detail):

29. Distribution list**Please read and acknowledge**

Please provide FSANZ with a distribution list which contains contact details - business name, address (including state/territory) and a contact number - for each of your customers to whom you directly sold the affected product. A distribution list template is available on the FSANZ website, or alternatively please contact FSANZ should you require a copy of the template to be sent to you.

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 affected product. You will need to check that your distributors are able to quickly notify their customers of the recall.

The completed distribution list you provide will be circulated to government stakeholders, including the State and Territory Action Officers who may use this information to ensure these businesses have been notified of the recall details.

Read and understood:

30. Customer notifications

Have you notified your customers of the recall?

Yes

No - If no, note that it is a requirement to notify each customer you have directly sold the affected product to in a timely manner and provide evidence to demonstrate that this has occurred in order to satisfy the post recall reporting requirements.

31. Time in marketplace

How long has the affected product been in the marketplace? E.g. one week, two months or enter date the product entered the market, if known.

32. Distribution quantity

In which States or Territories has the affected product been distributed and the quantity?

States/territories (Tick all that apply)	Quantity Please leave blank if unknown.
NSW	
ACT	
QLD	
VIC	
TAS	
SA	
NT	
WA	

If NSW, check if this also covers ACT

If SA, check if this also covers NT

If VIC, check if this also covers TAS

33. Distribution retailers

At what outlets is the product available for sale to the public?

States/territories (Tick all that apply)	Retail outlets E.g. Coles, Woolworths, ALDI, independent food retailers, Dan Murphy's, BWS, Liquorland, independent liquor retailers, Asian grocery stores etc. Please separate IGA from other independent grocery stores.
NSW	
ACT	
QLD	
VIC	
TAS	
SA	
NT	
WA	
National	

34. Online distribution

If you have sold the affected product online, please indicate the states and territories where it was made available?

ACT	SA
NSW	TAS
NT	VIC
QLD	WA

35. Manufactured/imported stock

How much of the affected product was manufactured/imported?

Choose one of the descriptors:

Precise
Approximate
Unknown

Quantity:

Indicate units if relevant e.g. 1 unit = 1 case = 24 bottles

36. Warehoused affected stock

How much of the affected product remains in the warehouse? i.e. not distributed.

Choose one of the descriptors:

Precise
Approximate
Unknown

Quantity:

Indicate units if relevant e.g. 1 unit = 1 case = 24 bottles

End Report

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