

## Notification of an Incidence on Food-Feed Sector

### 1. General Information of the incidence

TÜV NORD CERT is obliged to investigate all incidents concerning the integrity of the certificate. In the event of a recall or withdrawal, we require the following information to assess the situation, which must be provided to us **directly** with the report of the incident to the following e-mail: [tncert-food-recall@tuev-nord.de](mailto:tncert-food-recall@tuev-nord.de)

<b>Location</b> _____	
Name and company type	
Street/house number	
Postcode/city/country	
Crisis manager/Contact person/position	
Tel-no.	
Email-adress	
Homepage	
Type of the Incident	
Outline the Incident	
Date of the Recall/withdrawal initiated	
Products recalled / withdrawn	
Mass balance: affected batch numbers, produced quantity, delivered quantity, returned quantity	
Immediate correction	
Site or supplier caused	
Notification to the competent authority (if applicable) and when?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Notification of an Incidence on Food-Feed Sector

Existing certifications (please enclose certificates)	<input type="checkbox"/> IFS	COID:
	<input type="checkbox"/> BRCGS	Side Code:
	<input type="checkbox"/> FSSC	
	<input type="checkbox"/> ISO 22000	
	<input type="checkbox"/> HACCP	
	<input type="checkbox"/> FAMI-QS	
	<input type="checkbox"/> QS	
	<input type="checkbox"/> MSC	
	<input type="checkbox"/> Others:	

**Note: All fields above are compulsory**

### 2. Required submitted documents for the assessment of the incident

Please send the required documents to us within 7 days. If, based on the documents submitted, it is not possible to make an assessment and confirm the integrity of the certificate, the certification body reserves the right to carry out an unannounced audit.

Required documents	Description	Attachemends
Protocol of crisis management		
Internal procedure for crisis management <i>(not compulsory)</i>		
Cause of the recall / withdrawal		
Affected Customers		
Root cause analysis		
Corrective and preventive actions taken		
Additional Information <i>(not compulsory)</i>		

**Note: All fields above are compulsory**

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Name