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|  | Product Recall Plan | 1004 |
| | | Revision: 01 |
| | | Effective Date: 10/05/23 |

Halal Product Recall Plan (HPRP)

1. Introduction:

This document outlines the procedure to be followed by Bocaditos Bistro in the event of a contamination, whether actual or potential, of our halal products.

2. Objective:

To promptly identify, isolate, and manage any product contamination, ensuring the safety and trust of our Halal Consumers (HC) and preserving the integrity of our Halal Product Facility (HPF).

3. Scope:

The recall plan encompasses procedures to be undertaken from the moment a contamination is suspected to the final resolution and preventive measures.

4. Identifying Contamination:

4.1. **Internal Monitoring:** Regular checks and audits will be conducted to spot potential sources of contamination.

4.2. **External Reporting:** Any reports or complaints from consumers or suppliers regarding product contamination will be immediately addressed.

5. Initial Response:

5.1. **Isolation:** Upon suspicion or confirmation of contamination, the affected batch or batches will be immediately isolated to prevent any further distribution.

5.2. **Internal Notification:** Key personnel within the HPF will be alerted to mobilize the recall team and initiate the recall procedure.

6. Forming a Recall Team:

6.1. A recall team will be established, comprising members from quality assurance, production, distribution, and communication departments.

6.2. The recall team will be responsible for overseeing the entire recall process, ensuring effective and timely execution.

7. Communication:

7.1. **Notifying Regulatory Authorities:** Necessary halal certification bodies and food safety authorities will be informed about the recall.


7.2. Public Notification:

- Press releases will be issued detailing the nature of the contamination, the affected products, and any steps consumers should take.
- Notifications will also be posted on official websites, social media channels, and sent directly to registered customers, if applicable.

8. Retrieval of Affected Products:

8.1. **Distributor and Retailer Coordination:** All distributors and retailers will be informed to pull the affected products from their shelves and return them.

8.2. **Consumer Returns:** Consumers will be provided with information on how to return the affected products and will be compensated or provided with a replacement.

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9. Investigation:

- 9.1. A thorough investigation will be conducted to determine the cause and extent of the contamination.
- 9.2. Based on the findings, corrective actions will be taken to prevent future occurrences.

10. Documentation:

- 10.1. Every step of the recall process, from identification to resolution, will be documented meticulously.
- 10.2. These documents will be stored securely and can be used for review purposes, ensuring better preparedness for any future incidents.

11. Post-Recall Review:

- 11.1. After the conclusion of the recall, a review meeting will be held to assess the effectiveness of the recall process.
- 11.2. Feedback will be taken from all involved parties to improve the recall plan for the future.

12. Approval:

This HPRP has been approved by Raymond Hernandez on 10/05/23.
 Implementing and regularly testing the recall plan will ensure that the facility remains prepared to handle such crises efficiently, maintaining consumer trust and the integrity of the halal certification.