

Apollo Global LLC (MultiCook – Handmade Frozen Food)	Halal Product Recall Plan	(Document Identification Number)
		Revision: 01
		Effective Date:

Halal Product Recall Plan (HPRP)

1. Introduction

This document establishes the recall procedure for **Multicook** in the event of suspected or confirmed contamination, mislabeling, or compromise of halal product integrity. The plan ensures that any affected halal product can be **immediately identified, isolated, and removed** from circulation to maintain consumer safety, confidence, and compliance with halal certification standards.

2. Objective

To ensure that, in the event of a halal or food safety concern:

- The affected products are identified and contained quickly.
 - Consumers, distributors, and regulatory bodies are informed promptly.
 - All necessary corrective and preventive actions are implemented effectively.
 - The halal integrity of Multicook's products and processes remains uncompromised.
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3. Scope

This plan applies to all halal-certified raw materials, semi-finished goods, and finished frozen meals produced, stored, or distributed by **Multicook**.

It covers actions taken from the initial detection of a potential issue through recall execution, product retrieval, documentation, and post-recall review.

4. Identifying Contamination

4.1 Internal Monitoring

- Regular internal audits, sanitation inspections, and halal verification checks will be performed to identify potential sources of contamination or mislabeling.
- Temperature logs, cleaning records, and storage conditions are reviewed daily.

4.2 External Reporting

- Customer complaints, supplier alerts, or feedback from halal certification bodies will be investigated immediately.
 - All reports will be logged and reviewed by the **Quality & Halal Compliance Officer**.
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5. Initial Response

5.1 Isolation

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- Upon suspicion or confirmation of contamination, the affected **batch or lot** will be immediately isolated and clearly labeled “**Do Not Use – Under Investigation.**”
- The isolation applies to all inventory locations, including freezers, production areas, and distributor stock.

5.2 Internal Notification

- The **Recall Team** will be notified within one business hour of discovery.
- The **Production Manager, Halal Compliance Officer, and Operations Director** will coordinate next steps.

6. Forming a Recall Team

6.1 Composition

The Recall Team will consist of:

- **Operations Director** – Team Lead
- **Halal Compliance Officer** – Halal integrity and certification liaison
- **Quality Assurance Manager** – Root cause and traceability tracking
- **Production Manager** – Product isolation and batch verification

6.2 Responsibilities

The Recall Team ensures swift execution of the recall, accurate recordkeeping, and proper notification of all stakeholders.

7. Communication

7.1 Notifying Authorities

- The **Halal Certification Body, Local Health Department**, and other regulatory authorities (as required) will be notified within 24 hours of recall initiation.
- Documentation including product name, batch numbers, reason for recall, and corrective actions will be provided.

7.2 Public Notification

- A public notice will be posted on **Multicook’s website**, social media channels, and at the **Cedar Park store location**.
- If necessary, local press releases will inform consumers about affected products, recall procedures, and refund/replacement options.
- Distributors and delivery platforms (**DoorDash, UberEats, Grubhub**) will receive recall communication and product removal instructions.

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8. Retrieval of Affected Products

8.1 Distributor and Retail Coordination

- Distributors and retailers will be instructed to **immediately stop sale** and return affected products.
- Returned items will be recorded, isolated, and destroyed per health and halal standards.

8.2 Consumer Returns

- Consumers can return affected products to the store for a **refund or exchange**.
- Returned products will be logged and stored separately for inspection.

9. Investigation

9.1 Root Cause Analysis

- A full investigation will be conducted to determine the source and scope of contamination (e.g., ingredient, handling, packaging, or labeling issue).
- All supporting records (supplier invoices, batch logs, sanitation records) will be reviewed.

9.2 Corrective Actions

- Implement corrective measures, such as supplier reassessment, process change, retraining, or equipment replacement.
- Findings will be reviewed and approved by the **Halal Compliance Officer** before resuming production.

10. Documentation

10.1 Recordkeeping

- All recall actions — from identification to resolution — will be logged in the **Recall Report File** (digital and printed copies).
- Records will include:
 - Product name, lot numbers, and quantities affected.
 - Description of issue and root cause.
 - Actions taken and communication history.
 - Verification of recall completion.

10.2 Retention

- All recall documents will be securely stored for **a minimum of 3 years**.

11. Post-Recall Review

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11.1 Effectiveness Review

- Within 10 days of recall closure, the Recall Team will conduct a debrief to evaluate the efficiency and communication of the process.

11.2 Preventive Improvement

- Lessons learned will be integrated into updated **SOPs**, staff training, and supplier vetting procedures to prevent recurrence.

12. Approval

Approved by: Sergii Kvitsynskyi,

Position: Owner

Date: 10/17/2025