

	<p align="center"><b>RAMADAN HALAL MEAT MARKET</b> 4750 Cypress Creek Pkwy Houston, TX 77069 P: 832-705-8694      ramadan.1960hmm@gmail.com</p>	Effective Date:	11/18/22
		Approval:	HED
		Product Recall and Traceability Plan	

**A. Policy**

Ramadan Halal Meat Market will maintain a high level of product quality and safety in the marketplace by ensuring product recall and traceability is effective and implemented.

Ramadan will have the ability to promptly and effectively remove from the marketplace product that is deemed hazardous or defective.

Ramadan will maintain product traceability thereby enabling us to promptly respond to a product recall.

**B. Statement of Objectives**

To be able to quickly and effectively remove from the marketplace and distribution systems product which is considered by our Corporation, the USDA, FDA or other authorities to be hazardous to the public.

To provide a recall team with clearly defined roles thereby enabling the team to execute an effective recall.

To comply with all applicable government regulations.

**C. Ramadan Recall Team Organization**

Position	Name	Title	Cell Phone	Home Phone	Email
Recall Coordinator 1	Ramadan Khairallah	GM	979-985-7797	Cell	Ramadan.Khairallah4@gmail.com
Recall Coordinator 2	Usman Latif	HED	515-708-4408	Cell	usman@mianinc.com

**C.1. Recall Team Responsibilities**

Recall team members are listed in the notification list, operate under the same description and rules of the corporation but on the local level of action.

**C.2. Product Recall Procedures**

**a. INVESTIGATION**

1. In coordination with the meat and grocery market, Step 11 “Initiation of Product Recall, the Recall Team Coordinator will assemble all members of the team to determine the following:

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- a.) Nature of hazard in product
- b.) Whether a recall is warranted
- c.) Whether to include related team members.
- d.) Whether hazard poses a health threat to the consumer. Reportable Food Registry Information can be found at: [..\..\FDA Reportable Food Registry \(RFR\).pdf](#)  
If a health threat exists, it must be reported to the regulatory agencies within **24 hours** of determining that it is a reportable food.
- e.) The recall will be classified as Class I, Class II, or Class III as described in the Corporate Procedure.
- f.) Amount of product to be recalled
- g.) Locations of all products to be recalled
- h.) Exact production date codes for product to be recalled
- i.) The brands, sizes, flavors, and packaging of all products to be recalled
- j.) Whether hazard is the result of product tampering. If tampering is suspected, a report must be made to the police or other relevant authorities
- l.) What is the root cause, so error does not continue to occur.

2. The Recall Team Coordinator will keep a record of all activities related to the product recall and will collect and track all related product data.
3. The GM will serve as liaison to marketing and customer service.
4. The GM will investigate location and return of recalled product and segregate appropriately.

**b. APPROVAL**

1. The local Recall Coordinator will present the results of the investigation.
2. The local Recall Coordinator 1 will obtain approval from the Recall Coordinator 2 before contacting any regulatory agencies.
3. The Recall Coordinator 2 will determine the necessary involvement/communication to other Management and handle the Media.

**c. NOTIFICATION**

1. The Recall Coordinator will notify appropriate regulatory agencies, if deemed necessary and as per the Reportable Food Registry. [..\..\FDA Reportable Food Registry \(RFR\).pdf](#)

Required information includes:

- Identity of product involved

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- Reasons for removal and date and circumstances under which the product problem was discovered
  - Evaluation of the risk related to the problem
  - Total amount of product produced and production dates
  - Total amount of product distributed
  - Distribution information (direct accounts and their identity)
  - Copy of firm’s recall communication or proposed communication
  - Proposed strategy of recall
  - Name and Telephone number of firm contact
2. The Recall Coordinator will advise the Recall Team of any direction given by regulatory agencies.
  3. The Recall Coordinator will notify police if tampering is suspected.

**D. IMPLEMENTATION**

1. Any recalled product remaining in the market must be segregated.
  - The GM prepares a log of all recalled product and updates log as product is returned from the field.
  - The GM designates an area of the storage where recalled product may be kept physically separate from other inventory.
  - The GM audits the store, verify counts and proper labeling

**E. FOLLOW UP**

1. Root cause will continue to be investigated and monitored until control is fully established.
2. The GM will document response initiatives.
3. The GM will carefully log all recalled product as it returns, and the Recall Coordinator will audit this log and verify product isolation.
4. The GM will provide feedback to the Team on the quantities and condition of the product returned.
5. The Supply Chain will continue follow up with customers as needed and will continue to communicate with any customers who have not responded.
6. The GM will coordinate media response.

**F. COMPLETION**

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1. The Recall Coordinator will notify the Corporate and Local Team when recall is complete.
2. The Recall Coordinator will advise the Team of disposition of recalled product and any direction given by regulatory agencies regarding its disposition.
3. The Recall Coordinator will call a final meeting of the Recall Team to discuss the overall success of the product recall.
4. The Supply Chain will review responses for future improvements to the system and instructs the Recall Coordinator on these matters.
5. The Recall Coordinator will prepare a final report of the product recall. This report will contain:
  - a.) The reason for the recall; root cause and corrective action
  - b.) The success of the recall, in terms of quantities retrieved
  - c.) An evaluation of the response given by all brokers, distributors and direct customers involved in the recall
  - d.) The total cost of the product recall
  - e.) Suggestions as to how the entire recall program can be improved

**E. Vendor List**

All suppliers and customers of Ramadan Halal Meat Market.

**F. FDA and State Personnel List – see online resources for most recent contacts.**

This manual has been compiled to facilitate a rapid response to a recall situation. The manual is reviewed annually by the GM and the recall team members. Internal phone lists are updated as warranted.

**Traceability Plan:**

- Product labels and vendor invoices are on the below pages.
- Traceability log is being used to capture all product information and vendor details. Mix-up with non-halal meats.
- The Meat Market exclusively processes and served only Halal meats and therefore there is no chance of
- Preventative measures aiding against mislabeling, or mix-up of halal products.
- Continuity is maintained with the halal meat market, such as the use of pre-defined floor map and process map.
- Halal signage and designated locations are utilized in the traceability plan along with documented traceability logs.



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Vendor Invoices:

