

SOP 01-003.9



Attachment 1

Mock Recall/Traceability Exercise Report

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Mock Recall

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Traceability Exercise

Date: _____

Start Time: _____

End Time: _____

Product Description:	Lot #:	Item #:
Date of receipt/production:	Manufacturer:	
*Starting Quantity of Product:		Total quantity of Product recovered:
*Quantity of product packaged/distributed:		
*Quantity remaining in stock:		
Product Description:	Lot #:	Item #:
Date of receipt/production:	Manufacturer:	
*Starting Quantity of Product:		Total quantity of Product recovered:
*Quantity of product packaged/distributed:		
*Quantity remaining in stock:		
Product Description:	Lot #:	Item #:
Date of receipt/production:	Manufacturer:	
*Starting Quantity of Product:		Total quantity of Product recovered:

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*Quantity of product packaged/distributed:		
*Quantity remaining in stock:		
Product Description:	Lot #:	Item #:
Date of receipt/production:	Manufacturer:	
*Starting Quantity of Product:		Total quantity of Product recovered:
*Quantity of product packaged/distributed:		
*Quantity remaining in stock:		
If Mock Recall, attach additional requirements:		
• Example of Recall Letter • Example of return post card • Example of customer effectiveness check • Customer contact Information		
Comments:		

Effectiveness (99.5-101.5% Recovery):

$$\frac{\text{Amount Recovered}}{\text{Amount Recelved/Produced}} * 100 = \text{_____} * 100 = \text{_____} \%$$

Completed by/date: _____

Reviewed and Closed by/date: _____



BodyBio Inc

Request For Document Action

Doc. Name: Mock Recall-Traceability Exercise Report

Doc. Code: BBI-QA/QC-003

Publish Date: 05/06/2026

Document Info

Doc. Code: BBI-QA/QC-003

Doc. Ref: SOP 01-003 Attachment 1

Document Name: Mock Recall-Traceability Exercise Report

Doc Description:

Document Type: Form

Department: Quality

Document Owner:

Document Category: Other Form

Revision Info

Requestor: Alexandra Dittus

Resp. Party: Alexandra Dittus

Status: Active

Previous Revision: 8

Current Revision: 9

Document Location: QT9

Document Author:

Physical Location:

Description of change to document

☐ Training Required

Updated BodyBio logo for consistency.
Added completed by signature for traceability

Comments

Entry Date	Author	Entry
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Collaboration

Collab User	Status	Date Completed	Notes
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Affected Departments

Dept Code	Department	Inactive
QA/QC	Quality	☐

Affected Documents

Doc. Code	Name	Department	Doc. Type	Site	Relation
BBI-QA/QC-003	Recall Strategy	Quality	SOP	BodyBio Inc	Parent Of

Approvals

Approvers

Approver	Approved	Date Approved
John Kim	☒	04/08/2026



BodyBio Inc

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Doc. Name: Mock Recall-Traceability Exercise Report

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Approver	Approved	Date Approved
Jignesh Soni	☒	04/08/2026

Approval Notes

Entry Date	Author	Entry
05/06/2026 12:15:52 PM -04:00	Alexandra Dittus	Approved from new document queue
04/08/2026 3:40:18 PM -04:00	Jignesh Soni	Document Approved With the following notes: Approved
04/08/2026 3:29:42 PM -04:00	John Kim	Document Approved With the following notes: approved

User Defined Fields

Related Files

File Name
Mock Recall-Traceability Exercise Report - redline.DOCX

Affected Products

Product Name	Part Number	Description	Inactive
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