

Great Performances	Product Recall Plan	(Document Identification Number)
		Revision: 01
		Effective Date: 1/1/2024

## Halal Product Recall Plan (HPRP)

### 1. Introduction:

This document outlines the procedure to be followed by **Great Performances** 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, any affected product still within the HPF 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.

- Recall team will ideally be comprised of the Halal Enforcer on duty at the time of notification, the Director of Transportation, and the Event Chef, Event Producer, and Event Director in charge of the affected event.

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

### 7. Communication:

7.1. **Internal Notification:** The Halal Enforcer on duty when a contamination incident is suspected or discovered will be responsible for communicating with all teams.

- The Halal Enforcer will immediately notify the Event Producer and/or Event Director, as well as the Event Chef, of the affected event.
- The Halal Enforcer will then notify the Director of Transportation to begin the recall process

7.2. **Notifying Affected Events:** The Event Producer and/or Event Director of the affected event will immediately notify the event client.

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**8. Retrieval of Affected Products:**

8.1. **Receiving and On-Site Team Coordination:** All Event Chefs, Event Directors, and Event Producers of affected events will be informed to pull the affected products, and put in contact with the HPF receiving team to coordinate immediate return of the affected products to the production kitchen for disposal.

**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, beginning with re-education of any staff found to be at fault and potentially culminating in dismissal of staff based on the severity and/or frequency of any noncompliance with halal guidelines.

**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 **Stratos Georgedakis**, Executive Production Chef, and **Andrew Smith**, Culinary Director, on [1/1/2024].  
 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.