

RouteMagic Recall Readiness Drill

One batch. Four answers. Run it cold before you ever need it live.

Product / SKU	Batch / lot	Receipt date	Qty received
Drill started	Target complete	Completed	Owner

The four questions

Question	Answer / source	Time found	Complete
1. How much arrived, and when? Receipt, quantity and date against the batch.			☐ Yes ☐ No
2. How much is still on hand? Depot + vehicles / other locations.			☐ Yes ☐ No
3. Which customers received it? Customer, delivery point, quantity and date.			☐ Yes ☐ No
4. Does the batch reconcile? Account for deliveries, returns, transfers, wastage, disposal and what remains.			☐ Yes ☐ No

Gaps, owners and corrective actions

Gap found	Owner	Action / due date

Evidence pack - could you assemble it today?

- | | |
|---|---|
| ☐ Timeline log from notice / drill start | ☐ Customer contact log |
| ☐ Goods-in record for the affected batch | ☐ Return / quarantine / disposal records |
| ☐ Outbound customer list | ☐ Final batch reconciliation |

Operational drill only - not legal advice. Use current regulator guidance and your own incident procedure.

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