

<b>CONFIDENTIAL</b> <input type="checkbox"/> Initial report <input type="checkbox"/> Progress report	<b>FAMI-QS Code*:</b> (anonymous)
--	--------------------------------------

\* The grey fields will be filled in by FAMI-QS

## GENERAL INFORMATION

<b>Date and time</b>  <u>Company:</u> .....  - Site (if different): ..... - Address: ..... ..... .....  The Company for which this report form is issued is the <input type="checkbox"/> Manufacturer, <input type="checkbox"/> Distributor and/ or <input type="checkbox"/> User of the product.	<b>Contact:</b> - Name: .....  - Phone number: ..... ..... - Fax: ..... ..... - Email address: ..... ..... - Title: ..... .....
--	---

## PRODUCT

<b>Product Category:</b> <input type="checkbox"/> Feed Additive <input type="checkbox"/> Functional Feed Ingredient <input type="checkbox"/> Premixture <input type="checkbox"/> Specialty Complementary Feed <input type="checkbox"/> Specialty Complementary Dietetic Feed <input type="checkbox"/> Compound feed <input type="checkbox"/> Raw material used as an ingredient of formulation (not processed further) <input type="checkbox"/> Raw material used as an intermediate of production (processed further)	
<b>Product &amp; Commercial names:</b>	
Concerned lot / batch number of the product	
Concerned quantity / volume	
Manufacturing or reception date / selling period	

Product distribution - known	<input type="checkbox"/> YES <input type="checkbox"/> NO
Product location – currently known	<input type="checkbox"/> YES <input type="checkbox"/> NO

### NATURE OF THE PROBLEM

Nature of the hazard (anomalies, contaminants...)	
Elements leading to the accident (possible cause, confirmed or suspected)	
Which analyses have been and will be performed?	
Sampling carried out by whom? (accredited lab) / Sampling date	
Nature of the risk (effect on the health of humans, animals or plants)	
What other information is available?	

### CERTIFICATION BODY INFORMATION & MEASURES TAKEN

CB informed (name, date...)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
CB's decision about follow-up	<input type="checkbox"/> next audit <input type="checkbox"/> special audit needed	
Measures already taken	Measure 1: ..... Measure 2: .....	
<u>Corrective action</u> : Risk analysis Product Recall Laboratory analysis Client informed Supplier informed	<i>Yes</i> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>In progress</i> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Information	Have the customers already been informed? <input type="checkbox"/> YES <input type="checkbox"/> NO	

	Has the supplier already been informed? <input type="checkbox"/> YES <input type="checkbox"/> NO
Follow-up action agreed with FAMI-QS * (Deadline for the progress report)	.....
Has there been any discussion with others?	..... If so, with whom? .....

### ADVICE TO CONSUMERS OR USERS

What is to be done with the product?	
Product recall (location)	
Conditions related to the product recall	

### OTHER INFORMATION

Other Information	
CB's decision about the certificate *	
Closing date of the notification (FAMI-QS) *	
<b>Date:</b> <b>Name, job title :</b> <b>Signature</b>	..... ..... .....

### COMMUNICATION WITH THE FEED CHAIN PARTNERS

FAMI-QS maintains a mutual recognition for the exchangeability of the certificates with the following assurance Scheme Owners:


- AIC
- FCA (Feed Chain Alliance)
- GMP+ International
- QS

In the framework of the mutual recognition, a communication is required if an incident occurs, without providing any business related information. FAMI-QS will communicate the following details:

- name of the ingredient/mixtures (not a commercial name);
- lot number and quantities involved in the incident;
- root cause and the corrective actions.

## **FAMI-QS CONTACT DETAILS:**

 [notification@fami-qs.org](mailto:notification@fami-qs.org)

 **Monday to Friday:** From 09:00 to 18:00 (CET), please call +32 492 97 77 80  
From 18:00 to 09:00 (CET), please call +32 491 26 94 83

**Saturday/Sunday:** Please call: +32 491 26 94 83