



Food Supplier Approval, Traceability & Mock Recall Kit

Approved supplier program, lot traceability log (KDE/CTE style) and timed mock recall.

What's inside

File	What it is / how to use it
01_Food_Supplier_Traceability_Workbook.xlsx	Approved supplier list, lot trace log and mock recall calculator.
02_Supplier_Questionnaire.docx	Supplier approval questionnaire.
03_Mock_Recall_Procedure.docx	Procedure template.

Templates, not regulatory advice. Public regulation text (e.g., 21 CFR, EU 2017/745, CDC/OSHA guidance) is summarized with sources named. ISO, IEC and AAMI standards are copyrighted; this kit paraphrases and cites clause numbers only, so buy the standards from their publishers. Confirm current requirements for your market, and use qualified regulatory support for submissions and compliance decisions.

Food safety plans must be prepared or overseen by a Preventive Controls Qualified Individual (PCQI) where 21 CFR 117 applies, and HACCP plans by trained staff. Validate critical limits with scientific sources for your product.

About the author

Built by Matt Norman, US Navy veteran and former SpaceX Falcon 9 quality inspector and QA supervisor. (Not affiliated with or endorsed by SpaceX.) Norman Quality Tools is Veteran-Owned & Operated. Contains no SpaceX, government, or customer proprietary information; all example data is made up.

License

One company license: use and edit at all sites of the purchasing company. Do not resell or redistribute. Works with Word/Excel 2016+, Microsoft 365, LibreOffice; no macros. Norman Quality Tools (Veteran-Owned & Operated), 600 W Santa Ana Blvd, Ste 114-A3064, Santa Ana, CA 92701. Support: normanqualitytools.com/support.html

Food Supplier Approval, Traceability & Mock Recall Kit v1, Rev A (2026-10). Independent guidance. Not affiliated with or endorsed by the U.S. FDA, USDA, Codex Alimentarius, SQFI, BRCGS, FSSC 22000, GFSI, ISO, SAE International, IAQG, ISO, or any current or former employer of the author. Standard clause numbers are for navigation only; buy standards from their publishers. Not legal advice; does not guarantee certification or approval. Templates, not regulatory advice. © 2026 Norman Quality Tools. All rights reserved. Licensed for use within the purchasing company; do not resell or redistribute.

Food Supplier Questionnaire

Food Supplier Approval, Traceability & Mock Recall Kit - Document 02 - Rev A (2026-10)

Supplier		Address	
Contact		Date	

Question	Answer
GFSI-benchmarked certification? Scheme, grade, expiry	
FDA facility registration number	
HACCP / food safety plan in place?	
Allergens present on site and on shared lines	
Lot coding and traceability system	
Recall plan and last mock recall result	
Environmental monitoring program	
Food fraud / food defense assessment	
Change notification commitment	

Role	Name	Signature	Date
Supplier			
Approved by			

Template, not regulatory advice. Standards cited by clause number only; buy them from the publisher.