

Petrolia Plant	UNIT STANDARD OPERATING PROCEDURES TITLE: MATERIAL RETURNS AND MATERIAL RECALLS FOR THE PETROLIA PLANT Q 770A/047		
References:	<ol style="list-style-type: none"> 1. ICH Harmonised Tripartite Guideline-GMP Guide for Active Pharmaceutical Ingredients Q7: Current Version 2. ISO 9001: Current Version 3. ISO 22000: Current Version 4. ISO/TS 22002-1: Current Version 		
Purpose:	To designate the procedure to be followed for Returned goods and Recall (or Withdrawal) of product, if necessary.		
Scope:	This procedure documents the requirements for the return of products shipped from the Petrolia location or its distributors. It also provides an accounting system used to document Returns and Recalls (Withdrawals).		
Responsibilities:	The Customer Care Group is responsible for arranging the returns with the customers. Department Superintendents of the appropriate departments are responsible for ensuring that the goods are returned to the proper location, and that the identity, test status, and documentation of actions taken on those goods are recorded and maintained in an appropriate way. The Quality Management Coordinator is responsible for keeping records summarizing the Return or Recall (Withdrawal) of the materials.		
Revised by:	Ashley McNany		
VERSION:	9		
REVISION DATE:	January 24, 2023		
DATE	REVIEWED/APPROVED	DATE	QUALITY APPROVED
	Tim Yasika		Ashley McNany
<u>AMENDMENT RECORD</u>			
<p>Updated Part B Section 10 to include a review of the HACCP plans in case of a recall or withdrawal. Updated Part C Section 1.5 to include our current certifying body and including a withdrawal in the notification process. Changes in bold print.</p>			