



STEM CELL LABORATORY (STCL)



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Unacceptable Supply/Product Recall Corrective Action Log FRM3

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Control Information

Author: MSR68

Owner: WATER002

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**STCL-GEN-002 FRM3
UNACCEPTABLE SUPPLY/PRODUCT RECALL
CORRECTIVE ACTION LOG**

Initials of person initiating this form:		<input type="checkbox"/> Product Recall or <input type="checkbox"/> Unacceptable Supply
Date of Discovery:		
Supply/Product Involved:		
Manufacturer:		Manufacturer's Contact Information:
Lot Numbers Involved:		
Description of Problem:		
Corrective Action:		Performed by: (Initial/Date)
Material Disposition:		Performed by: (Initial/Date)

Attach any supporting documentation and file completed packet appropriately.

Lab Manager Review: _____

Date: _____

CQP Review: _____

Date: _____

UNACCEPTABLE SUPPLY/PRODUCT RECALL CORRECTIVE ACTION LOG - Instructions

To be completed by any staff member upon discovery of an unacceptable supply or notification of a product recall. Provide what information is possible, then forward to the STCL manager and CQP.

Field	Requirements
Product Recall or Unacceptable Supply	Check the appropriate selection.
Initials of the person initiating this form	Record the initials of the person initiating the form.
Date of discovery	Enter the date that supplies are found unacceptable or notice of recall is received. If product is recalled attach documentation to this sheet.
Product Involved	Record the name of the defective supply or recalled product.
Manufacturer	Record the name of the manufacturer of the product.
Manufacturer's Contact Information	If contact is by telephone, record the contact phone number and the name of the person spoken to. If contact is through email, record the email address and person emailed. Attach copies of all communications to this sheet.
Lot Numbers Involved	Enter all lot numbers with expiration dates of defective or recalled item(s).
Description of Problem	Describe the issue(s) with the item(s).
Corrective Action	Describe the corrective action taken.
Material Disposition	Note disposition of material.
Completed by	Sign and date to record the date the document was completed and the issue(s) resolved.
Attach supporting documentation and file	This could be an e-mail notification of recall, etc.
Lab Manager:	Enter the initials of the reviewer, which should be the STCL manager and record the date of review.
CQP review:	CQP reviewer initials and record the date of review.

Signature Manifest**Document Number:** STCL-GEN-002 FRM3**Revision:** 07**Title:** Unacceptable Supply/Product Recall Corrective Action Log FRM3**Effective Date:** 08 May 2025

All dates and times are in Eastern Time.

STCL-GEN-002 FRM3 Unacceptable Supply/Product Recall Corrective Action Log**Author**

Name/Signature	Title	Date	Meaning/Reason
Melissa Ritt (MSR68)	GMP, Quality Assurance Associate I	21 Apr 2025, 12:08:47 PM	Approved

Management

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATER002)		22 Apr 2025, 01:15:29 PM	Approved

Medical Director

Name/Signature	Title	Date	Meaning/Reason
Beth Shaz (BHS16)		22 Apr 2025, 01:22:53 PM	Approved

Quality

Name/Signature	Title	Date	Meaning/Reason
Bing Shen (BS76)	Associate Director, Quality Assurance	23 Apr 2025, 01:37:34 PM	Approved

Document Release

Name/Signature	Title	Date	Meaning/Reason
Amy McKoy (ACM93)	Document Control Specialist	24 Apr 2025, 09:50:39 AM	Approved