

Form - Supplier Notification (Incident)

Food Safety & Quality Template · Provided by GIFSQ

When an incident traces back to a supplied material, the supplier needs to know fast - what, which lots, and what you need from them. This form keeps that notification sharp and tracked.

Be specific and honest in every field; vague records help nobody during an investigation. If a field doesn't apply, write N/A rather than leaving it blank.

1. Document control

Field	Details
Document title	Form - Supplier Notification (Incident)
Document no.	[QA-FORM-036]
Version	[1.0]
Effective date	[YYYY-MM-DD]
Prepared by	[Name / Title / Date]
Approved by	[Name / Title / Date]
Review date	[YYYY-MM-DD]

1. Notification details

- Date: [YYYY-MM-DD] | Notified by: [Name]
- Supplier: [] | Contact: [] | Method: []
- Your QA contact: []
- Urgency: [immediate / routine]
- Material: [] | Supplier lot(s): [] | Your PO(s): []
- Quantity of material received/used: []
- Issue description: []
- Your investigation findings: []

- Photos/samples available? [Y/N - ref]
- Other customers of the supplier potentially affected? [Y/N - unknown is acceptable]

2. Supplier response

Set a response deadline and follow it up. A supplier who goes quiet on a safety issue is telling you something about the future of that relationship. If the deadline passes with no response, escalate - don't just extend it quietly. Keep copies of everything sent; the notification trail gets examined in every serious incident review.

- Response required by: [YYYY-MM-DD]
- Follow-up date: [YYYY-MM-DD]
- Your QA contact for supplier queries: []
- Commercial contact informed? [Y/N]
- Escalation if no response: []
- Response received? [Y/N - date]
- Supplier's findings: []
- Supplier's corrective action: []
- Preventive action to avoid recurrence: []
- SCAR raised? [Y/N - ref:]

Approval and control

Role	Name	Signature	Date
Prepared by	[Name]	[Signature]	[Date]
Reviewed by (QA)	[Name]	[Signature]	[Date]
Approved by	[Name]	[Signature]	[Date]

Keep completed forms for Retain [5 years] minimum. at [defined location] - and make sure someone besides you knows where that is.

General use: This template contains no country-specific laws or regulator names and suits any food business — restaurant, catering, food manufacturing, retail, or food service. Adapt temperature limits, legal references, and record-retention periods to your local regulations. Provided by GIFSQ · v1.0 · September 2026