

T&N Manufacturing Recall Procedure v2

Should the need arise to recall a manufactured product from T&T Manufacturing, the following procedures shall be followed:

The CEO, Operations Manager(s), Director of Human Resources, and the GMP Compliance Officer(s) shall be contacted immediately.

The GMP Compliance Officer and/or the CEO will be the lead investigator(s) and responsible for initiating, coordinating, and executing the recall process.

The investigation leaders will use verbal communication as well as phone and electronic communication to gather information and to keep executive teams, regulatory agencies, customers, vendors, and company internal teams and departments.

The recall shall be documented to include at least date/time/retailer, complainant's name and contact information, product identification and lot number, and concern.

The Operations Manager, with the aid of the Production Manager, shall pull out all documents and manufacturing records for the product(s) in question.

With the information from the complainant, the Operations Manager will use Odoo (warehouse management system) to print invoice reflecting sales to retailer, Sales Order, manufacturing orders, Batch Record(s), extraction records, hopper and packaging documents, retained samples, testing results, and shipping documentation.

Once the product in question is crossed with manufacturing documents, lot(s) are identified, and the retained samples are identified, a sample shall be sent out for lab testing.

If lab results are found to have no signs of a health risk, the complainant will be notified with the investigation finding.

If lab results have adverse results, T&T manufacturing will test all related finished products and recall products as needed, notify Governing authorities, all employees, customers, and vendors

T&T Manufacturing is prepared to recall all questionable product(s) in the marketplace should there be a need.

A root cause analysis shall be performed by the GMP Compliance Officer, documented, and communicated.

Products manufactured by TNT Manufacturing/MitSciences/MitWellness are labeled with the date of expiration and batch number before being released to the shipping department.

6/10/2025 DM reviewed and updated document. Updates included removing formal names and replacing them with job titles.