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**Reviewing Risks and Mitigation Plans Periodically**

**1. Introduction**

This document outlines the procedure for the periodic review and update of risk mitigation plans within food manufacturing operations under NIC Code 10101. Regular review is crucial for maintaining food safety, operational efficiency, and regulatory compliance. Failure to proactively identify and address emerging risks can lead to product recalls, production downtime, legal penalties, and reputational damage.

**2. Scope**

This procedure applies to all personnel involved in risk assessment and management within the food manufacturing facility. This includes, but is not limited to, production managers, quality control personnel, safety officers, and senior management.

**3. Frequency of Review**

Risk mitigation plans should be reviewed at least annually, or more frequently if significant changes occur, such as:

* New Equipment or Processes: Introduction of new technologies or alterations to existing processes necessitate a reassessment of potential hazards.
* Regulatory Changes: Updates to food safety regulations, industry best practices, or legal frameworks require immediate review and potential plan adjustments.
* Incident/Accident Occurrence: Any near-miss, accident, or product recall triggers an immediate review of the relevant risk mitigation plans to identify gaps and improve preventative measures.
* Supplier Changes: Changes in raw material suppliers or packaging providers may introduce new risks requiring reassessment.
* Significant Changes in Personnel: Loss of key personnel with critical risk management knowledge warrants a review to ensure continuity.

**4. Review Process**

The review process should involve a multidisciplinary team with relevant expertise. The following steps should be followed:

* Step 1: Document Retrieval: Gather all relevant risk assessment and mitigation documents, including hazard analysis and critical control points (HACCP) plans, safety data sheets (SDS), and previous review records.
* Step 2: Risk Re-assessment: Re-evaluate the identified hazards and their associated risks, considering any changes in the internal or external environment. Utilize appropriate risk assessment methodologies.
* Step 3: Effectiveness Review: Evaluate the effectiveness of existing mitigation strategies in controlling identified risks. Analyze historical data, such as incident reports, audit findings, and production records, to assess their performance.
* Step 4: Gap Identification: Identify gaps in the existing risk mitigation plans. This may involve pinpointing areas where risks are inadequately controlled or where new risks have emerged.
* Step 5: Plan Update: Develop updated mitigation strategies to address identified gaps and improve the overall effectiveness of the risk management system. This may involve implementing new controls, refining existing ones, or enhancing training programs.
* Step 6: Documentation: Document all changes and updates to the risk mitigation plans, including the rationale behind the modifications. Maintain a clear audit trail.
* Step 7: Communication & Training: Communicate the updated risk mitigation plans to all relevant personnel through appropriate channels, such as training sessions, memos, and updated SOPs.

**5. Compliance Notes**

This process must comply with all relevant food safety regulations and industry best practices. Documentation should be clear, concise, and readily accessible to auditors. Records of risk assessments, mitigation strategies, and review outcomes should be meticulously maintained.

**6. Practical Guidelines**

* Utilize a structured risk assessment methodology, such as HACCP or a similar recognized framework.
* Engage employees in the risk assessment and mitigation process. Their insights are invaluable.
* Regularly update safety data sheets (SDS) for all hazardous materials.
* Implement a system for promptly reporting and investigating near misses and incidents.
* Regularly conduct internal audits to assess the effectiveness of risk mitigation strategies.

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