

## Management Review Lesson

### 1. Policy

- 1.1. Global Food Services, Inc. reviews the SQF System annually and when any changes occur that impact food safety. This may include changes to product lines, materials, operations, or changes to personnel.
- 1.2. The SQF practitioner is responsible for managing changes, however, Senior Management is responsible for authorizing and approving the changes.
- 1.3. The review and update of the changes in the SQF System are communicated at a minimum of a monthly basis to the Senior Management as part of the review of all operational activities. A full review of the SQF system is completed annually by the Senior Management.

### 2. Procedure

#### 2.1. Review of SQF System

- 2.1.1. Review based on the changes in raw or packaging materials, packaging equipment, or personnel.
- 2.1.2. Review frequency
  - 2.1.2.1. Monthly - SQF reviews and updates changes monthly to senior site management as part of the review of operational activities.
  - 2.1.2.2. Annually - Full review of SQF System by the Senior Management
- 2.1.3. Management review meetings attended by the Senior Management are undertaken at the appropriate planned interval, annually at a minimum, to review the site performance against the standard and objectives.
- 2.1.4. Management review output
  - 2.1.4.1. The outputs of the management review include;
    - 2.1.4.1.1. Decisions and actions related to continual improvement opportunities;
    - 2.1.4.1.2. Any need for updates and changes to the FSMS, including resource needs and revision of the food safety policy and objectives of the FSMS.
- 2.1.5. Procedure documenting how the review of the SQF System is conducted by utilizing the *Internal Audit and Inspection*.
  - 2.1.5.1. The review is conducted by 3rd party auditor or compliance personnel to ensure the continued integrity of the FSMS.
- 2.1.6. The review measures the effectiveness of the SQF System against the food safety objectives established by senior management and the effectiveness of corrective actions taken in response to deficiencies in the System and effectiveness of pre-requisite programs, and the ongoing accuracy and validation of the Food Safety Plan(s).
- 2.1.7. All reviews and major changes to the SQF System are recorded by the SQF practitioner, including the reasons for any changes and the actions taken due to changes or reviews.
- 2.1.8. Major changes to a process, process control, or any changes that could impact the ability of the System to deliver safe food trigger a review of the Food Safety Plan and the annual review. Any major changes to Food Safety Plans are validated and verified before implementation.
- 2.1.9. Food Safety Culture Survey
  - 2.1.9.1. The Food Safety Culture Survey results are highlighted in the Management Review.
- 2.1.10. Food Safety Objectives
  - 2.1.10.1. Refer to *Food Safety Objectives Monthly Action Report* and *Food Safety Objectives Performance Monitoring*.
- 2.1.11. Customer Complaints
  - 2.1.11.1. Customer Complaints such as:
    - 2.1.11.1.1. Product Quality
    - 2.1.11.1.2. Food Safety
- 2.1.12. Audit Results
  - 2.1.12.1. Internal and External Audits

2.1.13. Corrective and Preventive Actions

2.1.13.1. Results and status from Internal and External Audits

2.1.13.2. Monitoring of implementations from the Corrective and Preventive actions raised from customer complaints, nonconformities from internal and external audits, product and quality issues, food safety issues, training, etc.

3. Responsibility

3.1. SQF Practitioner

3.1.1. Managing changes.

3.2. Senior Management

3.2.1. Authorizing and approving changes.

4. Corrective Action

4.1. If the Management Review does not comply or deviate from the SQF standard requirement, conduct an FSMS Management Review to align and update the program.

4.2. A review of the program must be documented upon the update.

5. Review – Quality

5.1. Review of the management review procedure.

5.2. SQF System reviews by senior management and the depth of coverage of the review meetings (e.g., food safety objectives, food safety measures, customer complaints, test records, product, and process changes, etc.).

5.3. Identified actions from review meetings and followed up on corrective actions' progress and outcomes.

5.4. Changes to the products and/or operational processes since the last audit and the extent to which these changes are reflected in the food safety manual.

5.5. The extent to which changes in materials or products have been validated.

5.6. Records of product and process changes and their validation.

6. History

Revision No.:	Revision Date:	Description of Change:	Originator / Author Name:	Title / Department:
0	20220922	Original	Arnel Ryan	PCQI / Compliance

**Requirements:**

- (1) The trainee has read or received a verbal translation of all or part of the policy, procedure, method, and or SOP for which they are being trained.
- (2) The trainee has demonstrated the task they are to perform or the procedure for which they are being trained as required.
- (3) The trainee has demonstrated the ability to perform the task with acceptable proficiency and with minimal supervision as required.