Management Review Lesson

1. Policy
    1.1. The company reviews its SQF System when any changes occur that impact food safety. This includes product lines, materials, operations, or personnel changes. The SQF practitioner is responsible for managing such changes, but senior management is responsible for authorizing and approving these changes.
    1.2. The review is conducted by Senior Management to ensure the continued integrity of the Food Safety Management System.

2. Procedure
    2.1. Review of SQF System
        2.1.1. Changes to raw or packaging materials, packaging equipment, or personnel changes. – Refer to *Management Review-SQF System Review*
        2.1.2. Review
            2.1.2.1. Monthly – SQF reviews and updates changes monthly to senior site management as part of the review of operational activities.
                2.1.2.1.1. Refer to *Food Safety Meeting Minutes-Management Review*
            2.1.2.2. Annually – Review of SQF System by senior management.
                2.1.2.2.1. Refer to *Internal Audit and Inspection* – Annual
        2.1.3. Annual review, including monthly updates for site management, includes the policies outlined in the company's policy statement, findings from the regularly scheduled internal and external audits, customer complaints, test records, deviation reports, and outcomes of corrective actions.
        2.1.4. Management review meetings attended by the site's senior management are undertaken at the appropriate planned interval, annually at a minimum, to review the site performance against the standard and objectives. The review process includes the evaluation of:
            2.1.4.1. Previous management review action plans and timeframes
            2.1.4.2. The results of internal, second party, and/or third-party audits
            2.1.4.3. Any objectives that have not been met to understand the underlying reasons. This information is used when setting future objectives and to facilitate continual improvement.
            2.1.4.4. Any customer complaints and the results of any customer feedback
            2.1.4.5. Any incidents (including both recalls and withdrawals), corrective actions, out-of-specification results, and non-conforming materials
            2.1.4.6. The effectiveness of the systems for HACCP, food defense, and authenticity
            2.1.4.7. Resource requirements
            2.1.4.8. Information on the performance and the effectiveness of the FSMS, including trends in:
                2.1.4.8.1. monitoring and measurement results
                2.1.4.8.2. analysis of the results of verification activities related to PRPs and the hazard control plan
                2.1.4.8.3. inspections (e.g., regulatory, customer)
                2.1.4.8.4. the performance of external providers
                2.1.4.8.5. the review of risks and opportunities and of the effectiveness of actions taken to address them
        2.1.5. Management review output
            2.1.5.1. The outputs of the management review include;
                2.1.5.1.1. decisions and actions related to continual improvement opportunities

2.1.5.1.2. any need for updates and changes to the FSMS, including resource needs and revision of the food safety policy and objectives of the FSMS.

2.1.6. Procedure documenting how the review of SQF System is conducted by utilizing the *Internal Audit and Inspection*

    2.1.6.1. The review is conducted by 3rd party auditor or compliance personnel to ensure the continued integrity of the FSMS.

2.1.7. 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).

    2.1.7.1. Refer to *Validation and Effectiveness*

2.1.8. 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.

2.1.9. 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.

    2.1.9.1. Refer to *Food Safety Plan*

2.1.10. Food Safety Culture Survey

    2.1.10.1. The Food Safety Culture Survey results are highlighted in the Management Review.

    2.1.10.2. Refer to *Food Safety Culture Survey*

2.1.11. Food Safety Objectives

    2.1.11.1. Refer to *Food Safety Objectives Monthly Action Report* and *Food Safety Objectives Performance Monitoring.*

2.1.12. Customer Complaints

    2.1.12.1. Customer Complaints such as:

        2.1.12.1.1. Product Quality

        2.1.12.1.2. Food Safety

        2.1.12.1.3. Refer to *Customer Complaints Report*

        2.1.12.1.4. Refer to *Customer Complaints Trend Analysis*

2.1.13. Audit Results

    2.1.13.1. Internal and External Audits

        2.1.13.1.1. Refer to *Trend Analysis- Audit Results*

        2.1.13.1.2. Refer to *Corrective and Preventive Action Report*

        2.1.13.1.3. Refer to *Supplier Corrective Action Report*

2.1.14. Corrective and Preventive Actions

    2.1.14.1. Results and status from Internal and External Audits

    2.1.14.2. Refer to *Corrective Action Preventive Action (CAPA) Report*

    2.1.14.3. Refer to *SCAR Supplier Corrective Action Request*

    2.1.14.4. 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.

    2.1.14.5. Refer to *Trend Analysis – Corrective Action*

    2.1.14.6. Refer to *Trend Analysis- Product Withdrawal and Recall*

3. Responsibility

    3.1. SQF Practitioner

        3.1.1. Implements the SQF System

        3.1.2. Manages the review and updates changes monthly to senior site management

        3.1.3. Responsible for records of all reviews and changes to the SQF System

3.2. Senior Management

      3.2.1. Annual review of SQF System

      3.2.2. Monthly updates for site management

      3.2.3. Review and evaluation of site performance

      3.2.4. Authorizing and approving changes in SQF System

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	20220713	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 minimal supervision.