1. SCOPE
2. This procedure applies to the Tijule leadership team responsible for providing direction for food safety within the factory.
3. PURPOSE
4. To ensure all relevant and applicable inputs relative to the functioning of the food safety management system are discussed with the management team for appropriate actions to ensure its continuing suitability, adequacy and effectiveness.
5. DEFINITIONS
6. Management reviews the organization's Food Safety Management System during the monthly production/Food safety meeting with the attendance of management (Managing Director and/or Factory Manager, Production Manager and Line Supervisors, Maintenance Manager and Supervisor, Quality and Food Safety Manager and Assistant, Food Safety Coordinator and Sales and Marketing Representative and Secretary). A Semi- annual meeting is also conducted to which the input to management review shall include, but is not limited to, information on;
7. **Review Inputs**
8. Follow-up actions from previous management reviews,
9. Analysis of results of verification activities
10. Changing circumstances that can affect food safety
11. Emergency situations, accidents and withdrawals
12. Reviewing results of system-updating activities
13. Review of communication activities, including customer feed-back and external audits or inspections.
14. **Review output**

The output from the management review shall include decisions and actions related to;

1. Assurance of food safety (see 4.1),
2. Improvement of the effectiveness of the food safety management system (see 8.5),
3. Resource needs (see 6.1), and
4. Revisions of the organization's food safety policy and related objectives (see 5.2).
5. PROCEDURE
   1. **Responsibilities**
6. **Managing Director/Functional Manager**
   * 1. Call monthly and bi-annual review meetings or out of schedule meetings.
     2. Chair the meeting
     3. Assign actions to be done as output from the reviews
     4. Assign Follow-up actions.
7. **Food Safety Team Leader/Food Safety Coordinator/Functional Manager**
   * 1. Reporting on Analysis of Results of Verification Activities.
     2. Performance of the Food Safety Management System
     3. Schedule Semi-Annual Management Review Meetings in conjunction with the Factory Manager to coincide with monthly production meetings.
     4. Take minutes of meetings
8. **Food Safety Coordinator /Functional Manager**
   * 1. Entering the Verification activities in the Database to provide information for discussion in both the Food Safety and Management Reviews.
9. **Factory Manager**
   * 1. Report on Food Safety issues in Production and Warehouse
10. **Management Team**
    * 1. Assess opportunities for improvement of the Food Safety Management System
11. RECORDS

Minutes/Agenda

[..\..\..\Records\Management Review](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\Records\Management%20Review)

1. REFERENCES

Internal Audit Report

[..\..\..\Records\Internal Audit Report](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\Records\Internal%20Audit%20Report)

Non-Conformity Report/Log

[T:\Verification\_Tool\Template\Audit\_Verification\_Action Platform.xlsm](file:///T:\Verification_Tool\Template\Audit_Verification_Action%20Platform.xlsm)

1. DOCUMENT CONTROL INFORMATION
2. APPROVAL AUTHORITY

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| --- | --- | --- | --- |
| Authored by; | Revised By | Approval By | Date |
| Owen Glave and Food Safety Team |  | Food Safety Team | May 28, 2015 |