



QMR 001 Management Review

Management Review Meeting - Date xx month YEAR

Meeting Objective

To review and assess the effectiveness of the Food Safety Management System and to continually improve site effectiveness at meeting international standards and exceeding customer expectations.

Attendees

Site Director - Chairman
Operations Manager
Engineering Manager
Planning Manager
Distribution Manager
Technical Manager

Review Inputs		
	Performance, Review Comments & Details	Corrective or Preventative Action Required
Review of the Food Safety and Quality Policy and Objectives	-	-
Review of Management Changes	-	-
Minutes and Follow-up actions from previous review meetings	-	-
Outstanding Non-conformances as a result of internal and external audits	-	-
Trends analysis of the results of internal and external audits	-	-
Results of internal, second and third-party audits	-	-

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Authorised By: Site Director

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Trend analysis of Customer and Supplier complaints	-	-
Key Performance Indicators Review and trend analysis	-	-
Food Safety incidents including allergen control and labelling, recalls, withdrawals, safety or legal issues	-	-
Process performance and product conformity	-	-
Corrective and Preventive action status	-	-
Review of planning and development of the processes needed for the realisation of safe products including changes which could affect food safety and the HACCP Plan (including legislation changes and scientific information)	-	-
Analysis of the results of verification activities including internal hygiene and HACCP plan verification audits	-	-
Communication activities and effectiveness of communication	-	-
Changes to policies and objectives	-	-
Review of Resources	-	-
Review of	-	-

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Management Structure, Responsibility and Authority		
Recommended improvements	-	-
Waste Management Review	-	-
Environmental performance and incidents	-	-
Health and Safety performance and Incidents	-	-
Customer Feedback and Sales levels are reviewed to give an indication of trends	-	-

Review Outputs		
	Performance, Review Comments & Details	Corrective or Preventative Actions Raised
Corrective and Preventative Actions identified as a result of analysis of the review inputs	-	-
Improvement in management system effectiveness	-	-
Opportunities for improvement	-	-
Product quality enhancement	-	-
Change or elimination of non-productive elements	-	-

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Change or elimination of non-productive systems or procedures	-	-
Supply of resource needed for further improvements.	-	-

Minutes copied to all managers and available to all staff via notice boards.

Revision Number	Summary of Changes made from previous revision	Requested By:	Authorised By:
2	Update to meet the requirements of Global Food Safety Standards	Quality Manager	Site Director

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