**OBJECTIVE:**

This policy articulates senior management’s commitment and active involvement in reviewing the effectiveness of the SQF system. The Management Review process is intended to ensure the continued integrity and improvement of the Food Safety Management System.

**PURPOSE:**

The purpose of this policy is

* To ensure that the SQF system is reviewed a minimum of annually by senior management,
* To verify the effectiveness of the SQF System against food safety objectives,
* To verify the site’s food safety culture plan and its performance,
* To verify the effectiveness of the corrective action/preventive action program,
* To verify the effectiveness of pre-requisite programs and the HACCP/Preventive Control (PC) Plan,
* To review and update the SQF system once changes are implemented that may impact food safety and quality,
* To ensure that reviews are documented and serve as written justifications for document revisions, process changes and food safety plan and pre-requisite program re-validation.

**SCOPE:**

This policy applies to our company’s SQF system which includes our SQF Policy Manual (QM 006 Food Safety Management System), HACCP/Food Safety Plan(s), Pre-Requisite Programs, internal and external audit reports, corrective action/preventive action plans and customer complaints.

**Training:**

The management team, as defined in QM 002 Management Commitment, is trained on this procedure.

The HACCP Team, as defined in QM 016 Food Safety Plan(s), is trained on this procedure. The company’s SQF Practitioners hold a valid HACCP certificate. Where applicable, they must also hold a valid Preventive Control Qualified Individual (PCQI) certificate to meet US FDA requirements.

**RESPONSIBILITY**

* The Company President is responsible for leading the management review, for setting and approving food safety objectives towards continuous improvement.
* The SQF practitioner/PCQI prepares the necessary reports for the review and maintains minutes of the meetings.
* The HACCP team/PCQI reviews changes to the HACCP/Food Safety Plan(s) that may impact food safety.

**PROCEDURE**

* The management review takes place a minimum of once annually and is scheduled before a surveillance or re-certification audit.
* The following items will be reviewed at the meeting:
* SQF Policy Manual
* Internal and External Audit Findings
* Corrective Actions/Preventive Action records
* Customer complaints
* Hazard and Risk Management Systems such as HACCP/Preventive Controls for human food plan(s)
* Pre-requisite Programs
* Follow-up action items from previous management reviews

**In addition, the following items will also be reviewed and discussed:**

* Company objectives (KPIs)
* The Performance of the Food Safety Culture Plan
* Trends (Pest Control, GMP, Equipment Failures and Non-Conforming Material and Product Reports)
* Change Management (Legislation, Product and Process Changes)
* Human Resources/Employee Training Needs
* Building or Equipment Upgrades
* Any changes to process or product must be reviewed by the HACCP team/PCQI. The HACCP/food safety plan(s) are updated. CCP/Preventive Controls are validated to ensure that the SQF system continues to produce safe food. HACCP/Food Safety Plan changes are documented.

**REFERENCE DOCUMENTS**

**This document complies with the requirements of SQF Food Safety Code, Food Manufacturing Section 2.1.2**

Management Review Meeting Minutes

QM 016 HACCP Plan(s)

HACCP Plan Meeting Minutes and Change Log

Preventive Control Plan Records (where applicable)

**Revision Record:**

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| --- | --- | --- | --- |
| **Date Revised** | **Version #** | **Revised by** | **Reason for revision** |
|  | Initial |  | Initial document |
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| **DEVELOPED BY:** | **Date:**  **Signature:** |
| **APPROVED BY:** | **Date:**  **Signature:** |