

# Management Review

## Definition

Management review is a method used to ensure that senior site management is updated on the food safety system and takes action to ensure the food safety system is fully implemented and maintained.

## Implementation & Audit Guidance

### What does it mean?

This clause consists of two elements that are meant to demonstrate management commitment to the food safety system:

#### Annual Management Review

The SQF System shall be reviewed by senior site management at least annually to ensure its continued suitability, adequacy, and effectiveness. The annual management review shall include, at a minimum, the following elements:

- Changes to Food Safety Management System Documentation

A review of all updates or revisions to food safety management system documentation, including but not limited to policies, procedures, specifications, food safety plans, hazard controls, and the site's food safety policy.

- Results of Annual System Tests

Evaluation of outcomes from required system tests such as food defense testing, crisis management exercises, product traceability tests, recall simulations, and other applicable system performance tests.

- Trends Related to the Food Safety Management System

Assessment of trend data covering internal and external audit findings, regulatory inspection results, customer complaints, non-conformances, deviations, pest prevention monitoring, environmental monitoring (if applicable), and other indicators relevant to food safety performance.

- Performance Toward the Food Safety Culture Assessment Plan

Review of progress against the site's food safety culture objectives, including results of assessments, employee engagement activities, training participation, communication effectiveness, and any corrective or improvement actions.

- Performance Against Food Safety Objectives and Measures

Measurement of the site's performance in achieving established food safety objectives, key performance indicators, and other operational metrics that demonstrate ongoing system effectiveness.

- Review of Recalls and Regulatory Issues

Examination of any product recalls, market withdrawals, reportable incidents, and regulatory actions or interactions, including root cause analyses and the effectiveness of implemented corrective actions.

- Updates to All Hazard Analyses and Risk Assessments

Verification that hazard analyses, risk assessments, and preventive controls have been reviewed, updated, and validated as necessary to reflect changes in processes, materials, equipment, regulations, or emerging risks.

- Follow-Up on Previous Management Review Action Items

Confirmation of completion and effectiveness of action items identified during previous management reviews, including documented evidence of implementation and verification.

#### Monthly Senior Site Management Update



# Management Review

## Guidance Document

At a minimum of monthly, the SQF Practitioner shall update senior site management on current activities that are impacting or potentially could impact the food safety system. The monthly update meetings require a record that the update occurred. The monthly update is often less formal than the annual management review and may not have an agenda. However, follow-up actions may need to be identified and tracked to completion.

The monthly update shall include, at a minimum:

- Matters Impacting the Implementation or Maintenance of the SQF System

A summary of any issues or developments that may affect the effectiveness, implementation, or maintenance of the SQF System, including but not limited to deviations of CCPs, label or formulation changes, regulatory concerns, emerging or adverse trends, or other events with potential food safety impact.

- Corrections, Corrective Actions, and Preventive Actions

A review of all identified corrections, as well as corrective and preventive actions initiated, implemented, or verified since the previous update, including status updates and any areas requiring management support.

- Results from Internal and External Audits and Inspections

A summary of findings, observations, non-conformances, or commendations from internal audits, customer audits, certification audits, and regulatory inspections occurring since the last monthly update.

- Food Safety Complaints

A review of all food safety-related customer complaints, including trend analysis, investigation outcomes, root cause determinations, and corrective or preventive actions taken.

## Why is it in the Code & why is it important?

Senior site management must be committed to supporting the food safety system. The annual management review and monthly update meetings demonstrate this support through the review of the results of the SQF system and action plans to support its continued implementation and maintenance.

### RIO Road to Audits (Records, Interviews, and Observations)

Records	Interviews	Observations
<p>The following are examples of records and/or documents to assist in the implementation and review of this topic:</p> <ul style="list-style-type: none"> <li>■ <i>Annual management review meeting minutes</i></li> <li>■ <i>Monthly update meeting minutes</i></li> <li>■ <i>Follow-up action plan</i></li> <li>■ <i>Trend Reports</i></li> <li>■ <i>Management Review Slide Presentation</i></li> <li>■ <i>Food safety objectives</i></li> </ul>	<p>The following are examples of people to interview to assist in the implementation and review of this topic:</p> <ul style="list-style-type: none"> <li>■ <i>SQF Practitioner</i></li> <li>■ <i>Senior site management</i></li> </ul> <p>The following are examples of interview questions to ask to assist in the implementation and review of this topic:</p> <ul style="list-style-type: none"> <li>■ <i>What topics are reviewed during the annual management review?</i></li> <li>■ <i>How are follow-up actions completed and communicated?</i></li> <li>■ <i>What is the difference between the annual management review and the monthly update meetings?</i></li> <li>■ <i>Who is required to attend each meeting?</i></li> </ul>	<p>The following are examples of observations to assist in the implementation and review of this topic:</p> <ul style="list-style-type: none"> <li>■ <i>Observe the results of completed follow-up actions</i></li> </ul>