

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.

Applicable Code Requirements

- 2.1.2

Review Glossary Terms

- None

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

A full review of the SQF System must be completed at a minimum of annually by senior management. This review shall include the policies outlined in the company's policy manual and major changes to the SQF System, findings from internal, external, and customer audits, customer complaints, test records, deviation reports, and outcomes of corrective actions. Food safety culture performance shall be reviewed. The site shall review trend reports for items such as audit findings, customer complaints, test deviations, etc.

The review must be conducted by senior management with the objective of ensuring the continued integrity of the food safety management system. The review shall measure 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. The focus shall also be on the effectiveness of pre-requisite programs and the ongoing accuracy and validation of the Food Safety Plan(s).

A meeting record is required and should include attendees, agenda, discussion points, and follow-up actions. The site should demonstrate how follow-up actions are tracked to completion.

Monthly Senior Site Management Update

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.

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

2.1.2 is a mandatory clause.

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