

Management review meeting minutes

Date		Review Number
<input checked="" type="checkbox"/> Annual review (R)		R#01
<input type="checkbox"/> HACCP team meeting (M)		Meeting Number
		M#

FSMS elements reviewed

<input type="checkbox"/> Pending tasks and the results of any action items from the previous Management Review meeting.		<input checked="" type="checkbox"/> Suppliers / external contractors evaluation
<input checked="" type="checkbox"/> Processes' risks and opportunities review		<input checked="" type="checkbox"/> Complaints
<input checked="" type="checkbox"/> Suitability, adequacy and effectiveness of the food safety policy		<input checked="" type="checkbox"/> Incidents preparedness and response
<input checked="" type="checkbox"/> Results of internal audits		<input checked="" type="checkbox"/> Evaluation and approval of changes
<input checked="" type="checkbox"/> Non conformities		<input checked="" type="checkbox"/> Legal & statutory requirements
<input checked="" type="checkbox"/> Corrective actions status		<input checked="" type="checkbox"/> Targets & objectives
<input checked="" type="checkbox"/> Training		<input checked="" type="checkbox"/> FSMS updating
<input checked="" type="checkbox"/> Resources		<input type="checkbox"/> Other....

Participants

NAME/SURNAME	POSITION	SIGNATURE

Elements discussed – inputs

PROCESSES' RISKS & OPPORTUNITIES REVIEW
Risks and opportunities have been identified per process. There is no need for additional measures. HACCP Plan (CCPs / OPRPs plan was also reviewed and it was concluded that there is no need to be updated)
FOOD SAFETY POLICY
Food Safety Policy was reviewed. No change at the Policy is required
INTERNAL AUDITS
Internal audit was conducted as per schedule. Results were recorded at FORM 12-02. Non conformities were not identified
NON CONFORMITIES – CORRECTIVE ACTIONS
No non conformities were identified either during internal audit or during operation. Also no deviation from CCPs or OPRPs was reported
TRAINING
Training needs were identified for 2020 and documented in the relevant document. Training schedule for 2020 is approved.

SUPPLIERS / EXTERNAL CONTRACTORS
All suppliers / external contractors are approved. Annual evaluation was performed on.... (DATE) and the list of approved suppliers / contractors was updated
COMPLAINTS
No complaint was recorded
INCIDENTS PREPARDNESS AND RESPONSE
No incident related to food safety was identified. Nevertheless, a dummy recall was conducted to check the response in a hypothetical incident. It was concluded that the system in place is operated and there is no need for changes
EVALUATION & APPROVAL OF CHANGES
No change was required / proposed
LEGAL & STATUTORY REQUIREMENTS
All legal & statutory requirements are followed. The relevant register (Form 03-01) was updated on .. (DATE)
TARGETS & OBJECTIVES
All targets and objectives were accomplished (see attached Form 03-02)

Conclusions – decisions – outputs

Item	Reference	Action	Responsibility to	Schedule
Next year's targets & objectives	Form 03-02	To be approved	Top management	One week after annual review
HACCP Plan review	HACCP Studied	Re-evaluation	HACCP team coordinator	In one year
Training gap assessment	Form 08-01	Re-assessment	HACCP team coordinator	In one year
Legal / statutory requirements update	Form 03-01	Check for updates	HACCP team coordinator	In one year