



Title: Management Review

Objective And Scope

WHAT

This Procedure shall be followed for conducting Management Reviews to establish the continued suitability and effectiveness of the Quality Management System and the HACCP Plan.

WHEN

This Procedure shall be followed when required due to an incident or special issue, but as a minimum reviews shall be conducted quarterly.

WHERE

This procedure shall be followed by the Directors, the Quality Manager and Senior Management. The location of the Management Review meeting will be Head Office unless otherwise notified with the agenda.

WHY

This procedure shall be followed in order to ensure that the Company's Quality Management System and its HACCP Plan is maintained efficiently, is effective and is meeting management objectives. In addition, reviews shall take into consideration the effectiveness of the system in meeting changes in the organisation, economic, industry, community, legal and other changes.

VERIFICATION

Compliance with this procedure shall be verified as part of the company Internal Audit Program.

PROCEDURE DETAILS

STEP ACTIVITY OUTLINE

**RESPONSIBLE
OFFICER**

- 1 Prepare the Management Review Meeting agenda and distribute to each attendee one week prior to the meeting.

Quality Manager .

D1 Detailed Instructions

For Management Reviews dealing with a specific problem or issue, circulate an Agenda identifying details of the problem or the issue to be discussed. Circulate a copy of the agenda to all personnel to attend the meeting if possible one week before the meeting. These reviews shall be conducted on an as required basis.

Management Reviews shall be conducted as a minimum on a quarterly basis and shall cover the following aspects and any other issues that may be considered relevant by the Directors, Quality Manager or Senior Management.

- Business performance,
- Management objectives, improvement goals and key performance indicators (e.g. a key performance indicator for OH&S may be the number of lost time or external complaints related to OH&S),
- The adequacy and effectiveness of the company's Quality Policy,
- The adequacy and effectiveness of the company's HACCP plan.
- Results of Internal Audits,
- Results of Certification body assessment and six monthly audits,
- Results of Non conformances, including Trend Analysis if relevant.
- Approved Suppliers Register,
- Staff feedback,
- Customer complaints and changes in their requirements. Including Statistical Analysis if relevant.
- Actual or potential community concerns (including trends) and the effectiveness of community relations (including identifying any new

PROCEDURE DETAILS

STEP **ACTIVITY OUTLINE**

**RESPONSIBLE
OFFICER**

community contacts),

- Review of incidents and near misses, including trends, and the review of the implementation of recommendations resulting from incidents/near misses or lessons learned,
- Review of potential emergency situations and strategies,
- Review of hazards, associated risks, their priority and management,
- The adequacy and effectiveness of HACCP Procedures, and other safety programs,
- The adequacy and effectiveness of the maintenance system,
- Operational, maintenance and breakdown costs,
- Review of emission and waste reduction objectives, priorities, trends and opportunities (raw material or process changes, recycling, reducing quantity and/or toxicity) changes in the Dangerous Materials and Wastes Register,
- Review of the Food Defence Strategy.
- Changes with OH&S and other legislation and compliance to such legislation - consider the benefit of inviting relevant agencies to advise, survey or audit the company,
- New products and services,
- Technological changes and the need for new equipment,
- New instructions or procedures issued by the Managing Director

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| 2 | Chair the Management Review Meeting and assign to the attendees of the Management Review (members of the Quality Committee) the actions arising, ensuring that documentation required to monitor progress, where required, is clearly identified. | Managing Director . |
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D2 Detailed Instructions

The Quality Steering Committee members are:

- Managing Director.
- Quality Manager.
- Production Manager.

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| 3 | Record minutes of the Management Review Meeting (Form No 425-01 Management Review Meeting Minutes). Identify by name who is responsible for each action item. | Quality Manager . |
| 4 | Issue the Management Review Meeting Minutes under the Managing Directors' signature within two weeks of the date of the meeting to all attendees. File a signed copy in the "Management Review Minutes" folder. | Quality Manager . |
| 5 | If necessary, advise all relevant personnel of decisions and/or issues arising out of the Review. | Quality Manager . |
| 6 | Follow-up the action arising from the meeting and keep the Managing Director informed of all progress. File the details of the actions taken in the applicable file and as minimum in "Management Review Minutes" folder. | Quality Manager . |

Forms attached to this procedure

Form No.	Form Name (Consult Master Document Register for Issue and Revision status)
425-01	Management Review Meeting Minutes