



# Management Review Record

Management Review Meeting - Date xx month YEAR

Meeting Objective

To review and assess the effectiveness of the Food Safety Quality Management System and to formulate action plans for improvement.

Attendees

- General Manager - Chairman
- Operations Manager
- Engineering Manager
- Supply Chain Manager
- Distribution Manager
- Technical Manager

Review Inputs		
	Performance, Review Comments & Details	Corrective or Preventative Action Required
Review of the Food Safety & Quality Policy	-	-
Review of Management Changes	-	-
Minutes and Follow-up actions from previous review meetings	-	-
Outstanding Non-conformances as a result of internal and external audits	-	-
Trends analysis of the results of internal and external audits	-	-
Results of internal, second and third-party audits	-	-
Trend analysis of Customer and Supplier complaints	-	-

Document Reference **Management Review Record QMR 001**

Revision 1 31st July 2011

Owned by: Technical Manager

Authorised By: General Manager



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Review Outputs		
	Performance, Review Comments & Details	Corrective or Preventative Actions Raised
Corrective and Preventative Actions identified as a result of analysis of the review inputs	-	-
Improvement in management system effectiveness	-	-
Opportunities for improvement	-	-
Product food safety or quality enhancement	-	-
Change or elimination of non-productive elements	-	-
Change or elimination of non-productive systems or procedures	-	-
Supply of resource needed for further improvements.	-	-

Minutes copied to all managers and available to all staff via notice boards.