



Example Procedure

MANAGEMENT REVIEW

1. PURPOSE

This procedure describes the sound Management Review practices of [Insert Company Name] quality and feed safety system at regular intervals.

The Senior Management team of [Insert Company Name] is committed to building a sustainable quality and feed safety management system, to ensure its effectiveness and suitability to meet specified requirements at all times and to provide the required level of resources and staff to achieve this goal.

To confirm its commitment to quality and feed safety, the Senior Management Team will regularly review and verify the effectiveness of the quality and feed safety system. All Management review will be documented and recorded.

2. SCOPE

This procedure includes all review activities to the quality system from planning to execution.

The Company is committed to building a sustainable quality and safety management system and will provide the required level of resources and staff to achieve this goal.

3. TERMS & DEFINITIONS

NIL

4. REFERENCES

Australian Code of Good Manufacturing for the Feed Milling Industry

5. PROCESS

PLANNING MANAGEMENT REVIEW

- The Operations/Quality Manager is responsible for planning management review activities. The schedule of these activities is recorded in the Yearly Plan - Reviews and Audits.
- At least once a year every element of FeedSafe standard and all levels of the quality system (as defined in Quality Manual, are scheduled for the above management review.
- Quality System Review meetings (Quality Meetings) are scheduled every week and convened by the Production/Quality Manager.
- The General Manager or delegate, Department Managers and Processing Operators not on shift duty attend quality meetings. Other persons are invited as required.

QUALITY MEETINGS

- Quality meetings are chaired by the person selected at the meeting.
- The meeting will be conducted following the Meeting Agenda to ensure that all relevant activities are reviewed.
- Minutes of the previous quality meeting are reviewed and updated for any changes that occurred since last meeting.
- Quality meetings will review the following items if applicable:
 - Findings of Internal Quality Audits on elements reviewed.
 - Proposed changes to quality system
 - Changes to organisational structure affecting Job Descriptions
 - Training needs
 - Performance of new and existing suppliers
 - New non-conformances and pending actions
 - Plant and equipment requirements - including test equipment calibrations
 - Plant maintenance and parts
 - Proposed corrective and preventive actions
 - Other issues such as changes in industry standards, government regulations, WH&S, etc.
- All comments and pending actions with person responsible are recorded. These records become the minutes of the meeting.
- Minutes of the quality meeting are distributed to participants as soon as possible after the meeting by person assigned at the meeting. The Quality Manager keeps copy of the Minutes.

INTERNAL AUDITS

- An Internal Audit Schedule shall be maintained.
- Each section of the Quality Manual and associated Procedures shall be audited at least annually as an internal verification that the quality and safety system is working as documented.
- Where non-conformances are identified, corrective and preventative actions will be initiated.
- The Management Review shall include review and sign-off of all non-conformances (NCs) and corrective actions/preventative actions (CAPA).

REVIEW OF COMPANY SUPPLIERS

- At least once a year, every supplier of products, consumables and quality related services on the Approved Suppliers List is reviewed for its ability to meet quality system and specific quality assurance requirements (as defined in Quality Manual section).
- The review is the responsibility of Quality Manager with the participation of the Office Manager, Maintenance Manager and other personnel involved in purchasing.
- All incoming non-conformances recorded on the Non-Conformance Log are considered since the last suppliers' review.
- Records of this review are kept in the minutes of the quality meeting.
- A new Supplier Stop List is generated by the Production/Quality Manager and distributed to persons responsible for purchasing.

6. DOCUMENTATION & RECORDS

The following records shall be maintained to assure this program was conducted according to the Quality Policy.

- Management Review meeting minutes
- Internal Audit checklists
- Quality Team meeting minutes
- Non Conformance and Customer Complaints
- Corrective and Preventative Action reports



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7. DOCUMENT HISTORY

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