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Example Record

MANAGEMENT REVIEW

Audit Review

Provide a summary of all audits (Internal, Customer and Certification) conduct by or on [Insert Company Name] in the period since last Senior Management Review.

Internal Audits

These are audits conducted by internal and trained staff to assess the healthy function of the QFSMS. Generally each internal audit will focus on a specific area such as a GMP.

Process or GMP	Date	Auditor	Audited person	Non-conformities and Correctove Actions

External Audits (2nd Party)

Second Party Audits are generally conducted by customers as part of said customer's approved supplier program. Second Party Audits may include self-assessment forms and also on-site visits. Second Party Audits usually support continuation of sales and do not provide certification.

Process	Date	Auditor	Audited person	Non-conformities

Authority Audits (3rd Party)

Third Party Audits are conducted by independent and certified auditors and are a requirement for accreditation to a recognised quality and/or feed safety system such as FeedSafe, FAMI-qs, SQF, ISO22000, etc.

Process	Date	Auditor	Audited person	Non-conformities

Approved Supplier Audits

These audits are conducted by [Insert Company Name] on its approved suppliers. These may include supplier self-assessment forms and actual on-site audits of the supplier.

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Process	Date	Auditor	Audited person	Non-conformities

Other Feedback from Audits.

Customer Complaints

New complaints reported	
Open complaints	
Complaints to be approved	
Approved complaints	
Open "urgent" complaints	
Overdue complaints	
Reporter	
Description of complaints	

Other customer feedback

Process performance and product conformity

OH&S Issues and Accidents

Kind of accident	Date	Person	Days of sick leave	Description

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HACCP Plan Review (Have any significant changes to the HACCP Plan taken place?)

Process Non-conformities (Have any System or Process issues occurred that require change to Policy and/or Procedures?)

Supplier Performance

Product Recall

Others

Status of preventive and corrective actions (Are there any significant outstanding corrective actions that need to be addressed?) The Corrective and Preventative Action Register should be a part of this review step.

Safety and Quality Training

Title of training	Date	Trainer	Number of participants

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Follow-up actions from previous management reviews QM

Changes that could affect the quality management system or the safety of the product or the employee

Recommendation for improvement