Management Review Agenda Template for Food Safety Management System (FSMS)

XYZ Corporation

Management Review Meeting Agenda

Date: [Insert Date]
Time: [Insert Time]
Location: [Insert Location]
Attendees: [List of Attendees]

1. Opening Remarks

- **Chairperson:** [Name]
- **Introduction and purpose of the meeting**

2. Review of Previous Management Review Meeting

- **Minutes approval from the last meeting**
- **Status of actions from previous management reviews**

3. Changes in External and Internal Issues

- **External issues (e.g., regulatory changes, market conditions)**
- **Internal issues (e.g., changes in organization, processes)**

4. Performance and Effectiveness of the FSMS

- **System updating activities**
- **Monitoring and measurement results**
- **Analysis of verification activities related to PRPs and the hazard control plan**
- **Nonconformities and corrective actions**
- **Audit results (internal and external)**
- **Inspection results (e.g., regulatory, customer)**

5. Review of Risks and Opportunities

- **Assessment of current risks and opportunities**

- **Effectiveness of actions taken to address risks and opportunities**

6. Review of Objectives and Targets

- **Progress towards FSMS objectives**

- **Review of key performance indicators (KPIs)**

7. Adequacy of Resources

- **Review of current resource allocation**

- **Identification of additional resource needs**

8. Emergency Situations, Incidents, and Withdrawals/Recalls

- **Review of any emergency situations or incidents**

- **Status and effectiveness of withdrawals/recalls**

9. Communication and Feedback

- **Summary of external communication (e.g., customer feedback, regulatory notifications)**

- **Summary of internal communication (e.g., employee feedback)**

10. Opportunities for Continual Improvement

- **Identification of potential improvements**

- **Planning for implementation of improvements**

11. Decisions and Actions

- **Documenting decisions made during the review**

- **Assigning actions to responsible persons**

- **Setting deadlines for actions**

12. Closing Remarks

- **Summary of key points discussed**

- **Confirmation of next meeting date**

- **Closing comments by the chairperson**

Minutes Prepared By: [Name]

Minutes Approved By: [Name]

Date: [Insert Date]