

Senior Management Commitment Module for Food Operations

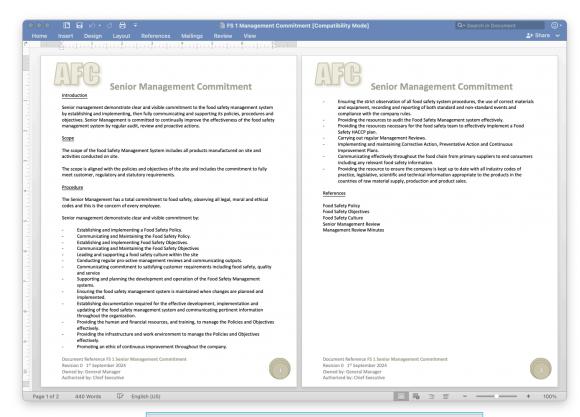






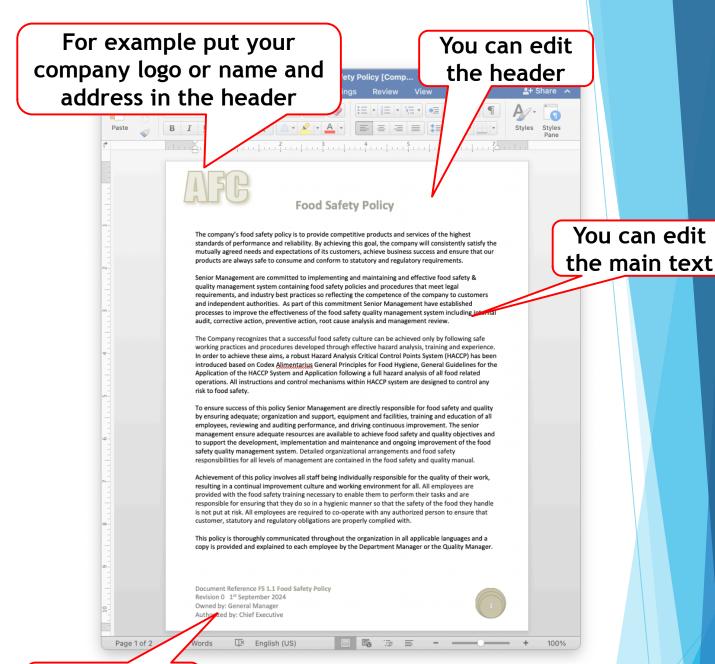


The Senior Management Commitment Module includes top-level management documentation and tools





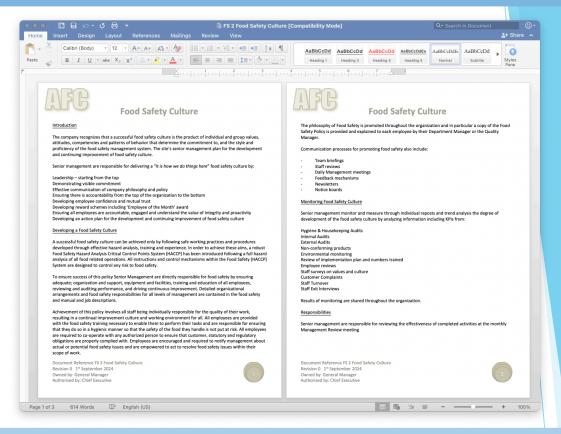
Editable Procedures and Records in Microsoft Word format



You can edit the footer

These templates give you the foundations to establish your Senior Management documentation including policy, objectives, review and organizational responsibilities and authorities.

The Module contains documents and tools to assist with creating a Food Safety Culture



<u>Assisting Senior Management Role in Food Safety Culture Development</u>

Leadership – starting from the top

Demonstrating visible commitment

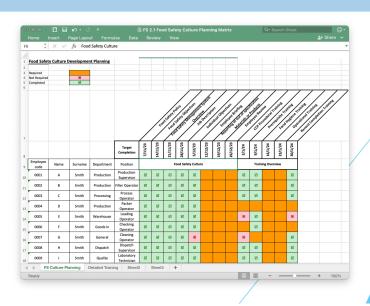
Determine & communicate expected behaviours

Effective communication of company philosophy and policy on food quality and safety Ensuring there is accountability from the top of the organisation to the bottom

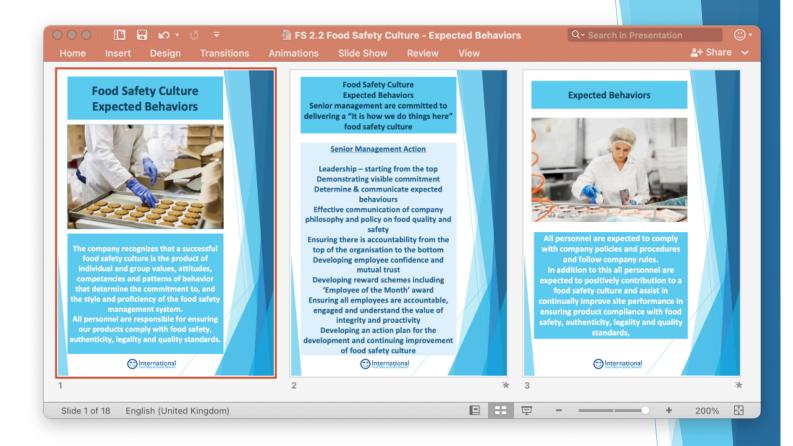
Developing employee confidence and mutual trust

Developing reward schemes including 'Employee of the Month' award
Ensuring all employees are accountable, engaged and understand the value of integrity and
proactivity

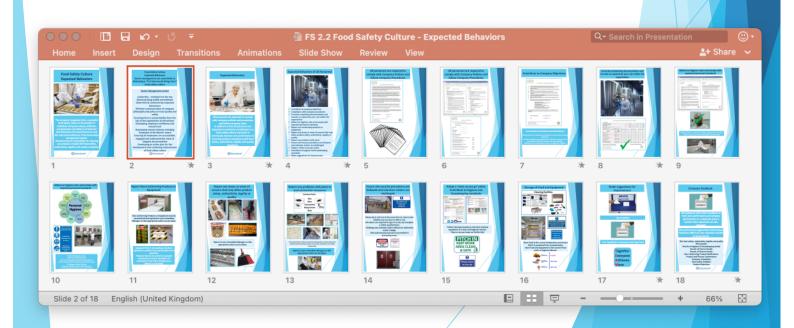
Developing a plan for the development and continual improvement of food safety culture



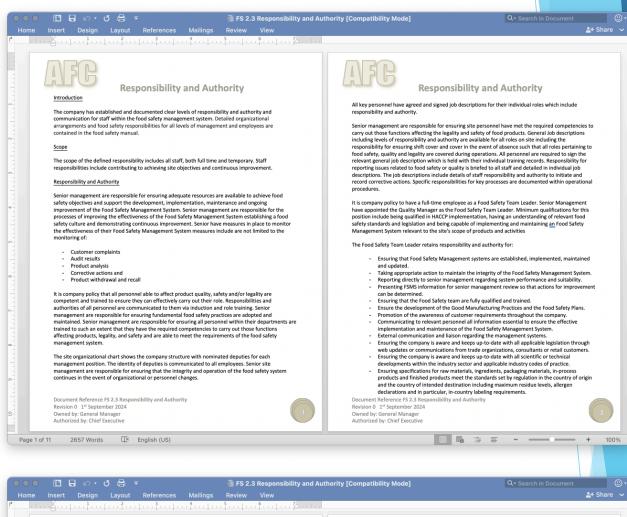
The module also contains a Food Safety Culture - Expected Behaviors PowerPoint presentation



Food Safety Culture - Expected Behaviors PowerPoint presentation can be used for staff briefings and to generate posters for staff notice boards



The Module contains documents and tools to assist with establishing Responsibilities and Authority





Responsibility and Authority

The Quality Manager retains responsibility and authority for external communication and liaison with food authorities and any other organizations that may have an impact on the Food Safety Quality Management System. Any food safety related requirements are documented by the Quality Manager.

The Senior Management Team is responsible for ensuring that appropriate communication pro are established, implemented and maintained regarding the effectiveness of the quality, food s (including any food safety issues) and environmental control systems.

- Team briefings Staff reviews Daily Management meetings Shift Handover meetings

Regular communication is important to keep all employees aware of company performance policies and objectives. Senior management recognize the importance of communicating to personnel all information essential to ensure the effective implementation and maintenanc Safety Management System. The following key information is communicated regularly:

- New product authors.

 Changes in aw materials, ingredients and services
 Changes in processes, production systems, packaging, equipment and/or products
 Changes in cleaning and disinfection procedures
 Customers or customer requirement changes
 Changes in production premises, equipment (including location), storage systems,
 distribution systems and the surrounding environment
 Management Changes and changes in levels of responsibility and authority

Revision 0 1st September 2024





Responsibility and Authority

The following additional key information is communicated promptly to the food safety team so that they can ensure the information is included in updating the food safety quality management system where appropriate:

- Results of inspections by Regulatory Authorities and any changes in regulatory requirements New information regarding Food Safety Hazards and Control Measures Food Safety Issues and Health Hazards associated with the product Anything else considered likely to have an impact on food safety

By communicating effectively with all employees, the company believes that all employees will be able to contribute to the effectiveness of the Food Safety Quality Management System.

Requirement for the Food Safety Team Leader

Senior Management are responsible for ensuring that the nominated Food Safety Team Leader meets the following requirements:

- Is a full-time employee is responsible for management of the Food Safety Management System Has completed a HACCP training course is competent to implement and maintain HACCP based food safety plans and food quality plans. Has an understanding of the food safety standards and the requirements to implement and maintain the Food Safety Management System

 The Food Safety Fama Leader is required to have knowledge of and compliance to all applicable legislation for all products included within the scope of certification.

Requirement for the Owner, Operator, or Agent in charge of the Facility

Management Review minutes
Site and Departmental Annual Objectives and targets
Appendix 1 Site Management Teams
Appendix 2 Food Safety Responsibilities
Appendix 3 Key Personnel and Nominated Deputies
Appendix Organizational Chart









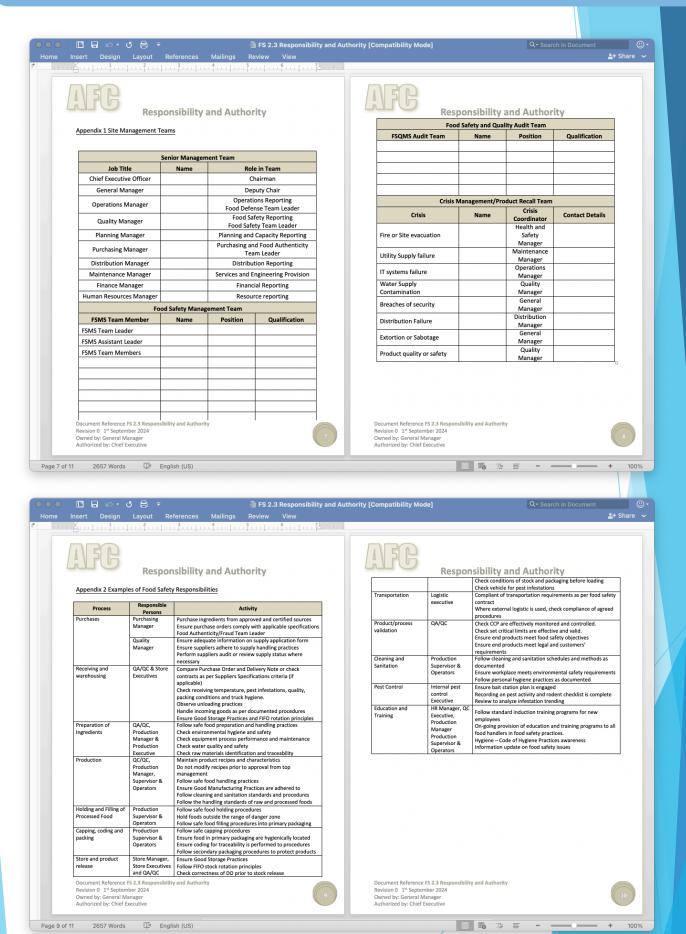




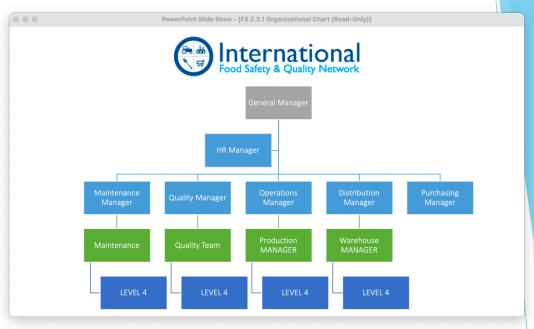


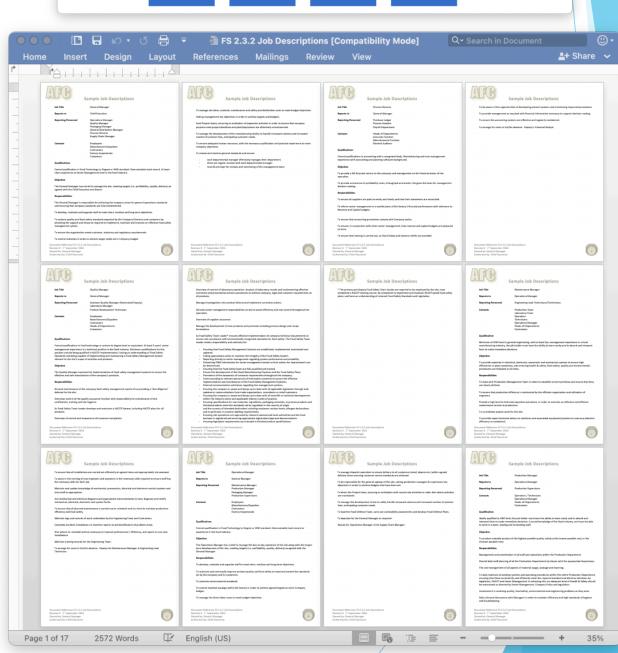


The Module contains documents and tools to assist with establishing Responsibilities and Authority



The Module includes an Organizational Chart Template and Example Job Descriptions





The Senior Management Commitment Module includes a Management Review Procedure and Record

♣ FS 2.4 Management Review [Compatibility Mode]

Management Review

The company has established, documented and implemented a management review system for the site. Regular reviews are conducted in order to assess the suitability; adequacy and effectiveness of the Food Safety Management System with the aim of continually improve site effectiveness at meeting international standards and exceed customer expectations

The scope of the Management Review includes all activities conducted on site and products handled on

Procedure

Senior management review the entire food safety management system, at a minimum, annually to ensure its continuing suitability, adequacy and effectiveness.

The review includes assessing opportunity for improvements, the need for amendments to the systems, the effectiveness of the food safety management system including Food Safety Plan (s).

The review meeting is chaired by the Chief Executive and includes Senior Management from Technical, Operations, Engineering, Planning, Distribution and Quality departments.

- Review of the Food Safety Policy
- Review of the Food Safety Objectives

- Review of the Food Safety Objectives
 Review of Management Changes
 Minutes and Follow-up actions from previous management review meeting
 Review of changes to food safety management system documentation including policies,
- procedures, specifications, food safety plan(s) Hazard and risk management system review
- Food Safety Culture performance review
- Results and Outstanding Non-conformances from internal and external audits Review and trend analysis of Customer and Supplier complaints Analysis of the results of validation and verification activities

1 2 3 4 5 6

- Key Performance Indicators Review **Emergencies and Accidents**
- Process and product conformity
- Corrective and preventive action status
- FS 2.4R Management Review Record [Compatibility Mode]

Management Review

- Food Safety incidents including allergen control and labelling non-conformances, recalls, withdrawals, safety or legal issues
 Review of changes to legislation and food safety related scientific information
- Review of Resources and effectiveness of Training
- Recommended Improvements
- Customer feedback and Sales levels are reviewed to give an indication of trends

- Environmental performance and incidents
- Health and Safety performance and accidents

- Revisions of the Food Safety Policy and Objectives
- Corrective and Preventative Actions identified as a result of the review
- Actions for Improvement in food safety management system effectiveness
- Decisions and actions related to the assurance of food safety
- Decisions and actions related to the assurance of food safety Opportunities for improvement Change or elimination of non-productive elements, systems or procedures Supply of resource needed for further improvements.

The results of the Management Review meetings are documented in the minutes of the meeting and include a summary of all review outputs. All reviews and major changes to the food safety manageme system are recorded by the Quality Manager, including the reasons for any changes and the actions taken as a result of changes or reviews.

Additional review activities to ensure compliance with objectives include:

- Management meeting (daily) to review recent -performance and issues arising by exception
- Key Performance Indicator Reviews (monthly) to review previous month's perfo HACCP verification reviews

The Quality Manager updates site management on a monthly basis on matters impacting the implementation and maintenance of the food safety management system. Updates and management responses are documented

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

Attendees Chief Executive Officer - Chairman General Manager – Deputy Chair Operations Manager Engineering Manager Supply Chain Manager Distribution Manager Quality Manager

Review Inputs			
	Performance, Review Comments & Details	Corrective or Preventative Action Required	
Review of the Food Safety Policy	•		
Review of the Food Safety Objectives	-	-	
Review of Management Changes	•	•	
Minutes and Follow-up actions from previous management review meeting	-	•	
Review of changes to food safety management system documentation including policies, procedures, specifications, food safety plan(s)	-	-	
Hazard and risk management system review	-	-	
Food Safety Culture performance review		-	
Results and Outstanding Non- conformances from internal and external audits	-	-	

Document Reference FSR 2.1.2 Management Review Record Revision 0 1st September 2024 Owned by: General Manager Authorized by: Chief Executive





Management Review Record

Review and trend analysis of Customer and Supplier complaints	•	-
Analysis of the results of validation and verification activities	•	-
Key Performance Indicators Review	•	•
Emergencies and Accidents	-	-
Process and product conformity	-	-
Corrective and preventive action status	-	-
Food Safety incidents including allergen control and labelling non- conformances, recalls, withdrawals, safety or legal issues	•	-
Review of changes to legislation and food safety related scientific information	-	-
Review of Resources and effectiveness of Training	•	-
Recommended Improvements		-
Customer feedback and Sales levels are reviewed to give an	-	-

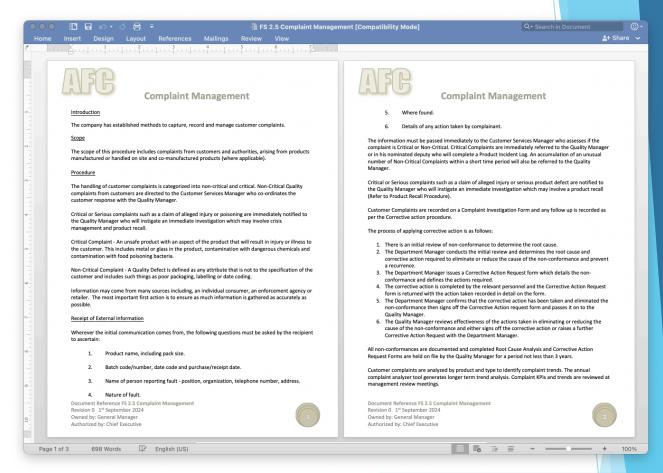
Review Outputs				
	Performance, Review Comments & Details	Corrective or Preventative Actions Raised		
Revisions of the Food Safety Policy and Objectives	-	-		
Corrective and Preventative Actions identified as a result of the review	-	-		
Actions for Improvement in food safety management system effectiveness	-	-		
Decisions and actions related to the assurance of food safety		-		

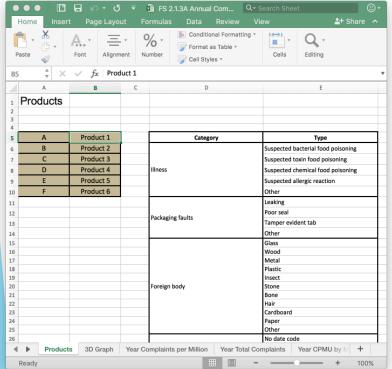
Revision 0 1st September 2024

Owned by: General Manager Authorized by: Chief Executive



The Module includes an Complaint Management Template, a Complaints Analyzer & Instructions and Guidance on reducing Complaint Levels







Reducing Complaint levels

I have been involved in many projects to improve product quality and reduce food complaint levels. One of the best tools for indicating where action for improvement needs to be applied is by analyzing your complaint data appropriately.

Whilst you can identify faults in your factory your customers are your 100% inspection service so respect their feedback. Whilst all of your customers will not complain when they find a problem so you will not capture all of your product faults you will however identify trends.

The first step is to collate all of your complaint data. Your data should then be categorized by product type, complaint type and size. Analyzing complaints by numbers alone will not give you a real picture of your performance. What you need to know is the proportion of complaints you are getting for each product. By far the most practical way of doing this is by using the sales volumes to calculate the proportion of complaints you get for each product. Some people use weight or volume such as complaints per ton or 1000 Liters. My preference is to use complaints per million units.

So, you analyze your complaint data product type, complaint type and size per million units. From this data, you can easily spot the worst performing product lines.

You should then analyze the results for the worst performing products:

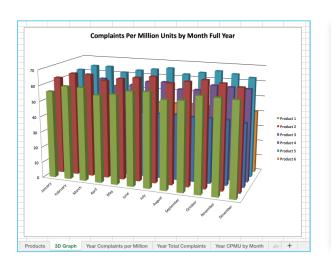
Are they all the same size?

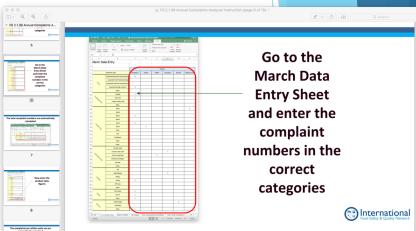
Are they produced on the same filling machine/production line?

Is it the same type of complaint?

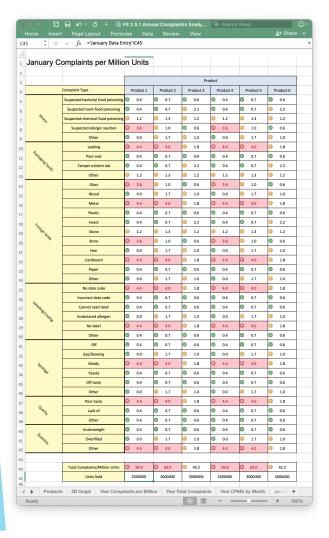
The answers to these questions will generate your corrective action plans. If products with the highest complaint levels are all the same size it could be a particular problem with that size of packaging. If it is all the same type of complaint then why are some product lines worse than others?

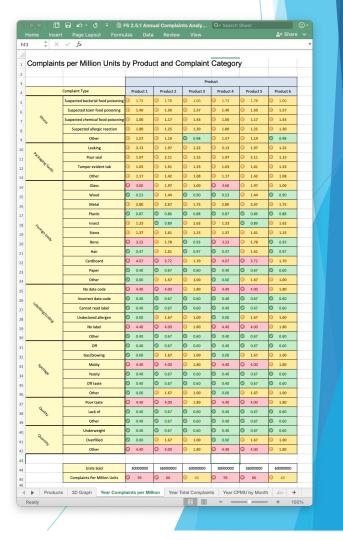
The Module includes an Complaint Management Template, a Complaints Analyzer & Instructions and Guidance on reducing Complaint Levels



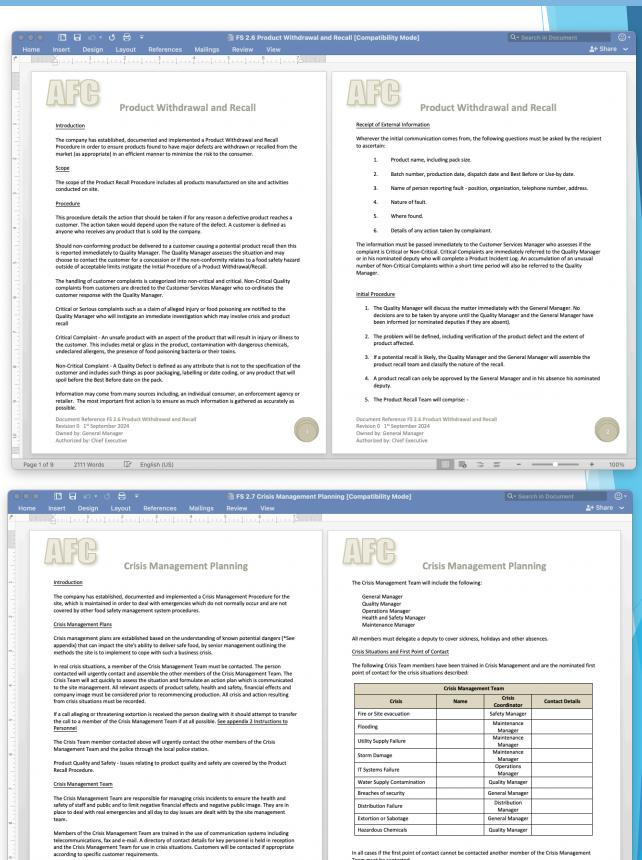


The Complaints Analyzer enables you to identify trends, the worst performing products and reason for the complaints thus enabling investigation and action to reduce Complaint Levels





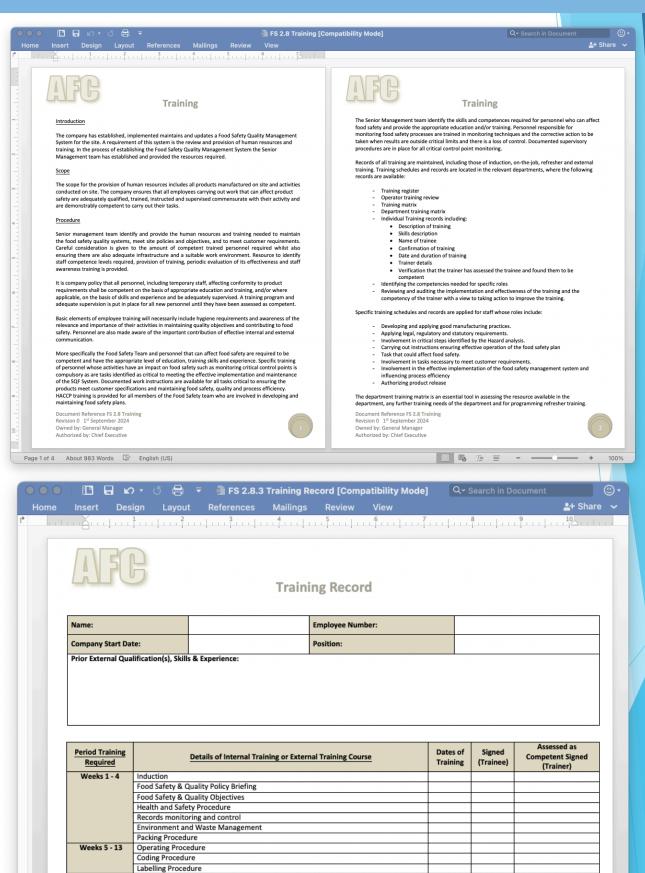
The Senior Management Commitment Module includes a Product Recall Procedure and a Crisis Management **Planning Procedure**



In all cases if the first point of contact cannot be contacted another member of the Crisis Management

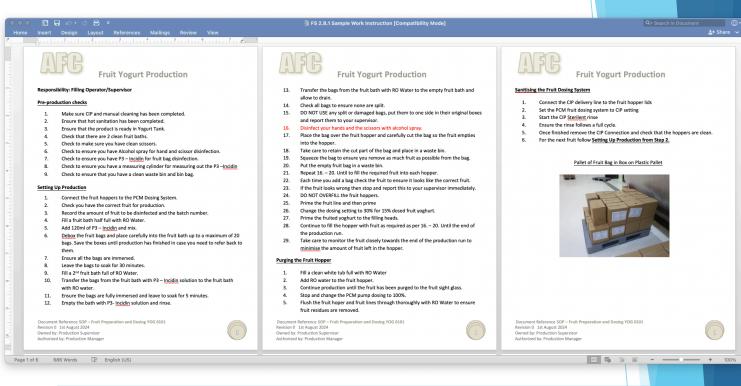
Document Reference FS 2.7 Crisis Management Planning Revision 0 1st September 2024 Owned by: General Manager Authorized by: Chief Executive

The Senior Management Commitment Module includes a Training Procedure and Record



Revision 0 8th August 2024 Owned by: Operations Manager Authorised by: General Manager

The Senior Management Commitment Module includes a Training Procedure and Record





Fruit Bath



RO Water Supply



Filling RO Water into Fruit Bath

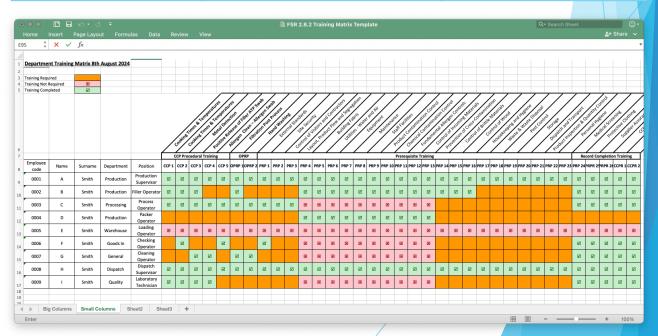


Alcohol Spray for Hand and Scissor Disinfection



Scissors for Cutting Fruit Bags Open







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