

Example of HACCP System Performance Reporting Procedure

The HACCP Team Leader must meet with [specify senior management representative title] on a [specify frequency (weekly, monthly, quarterly)] basis.

The input to management meetings must include information on:

- a) follow-up actions from previous management meetings
- b) overall results of HACCP system monitoring, verification and reassessment activities
- c) changing circumstances at the establishment that can affect food safety
- d) food safety related emergency situations, accidents and recall
- e) food safety related customer complaint
- f) CFIA verification results and external audit results

The output from the meeting must include decisions and actions related to the issues addressed.

Records of management meetings must be signed and dated by [specify senior management representative title] and maintained on file [specify where the records are kept].