

MILLGATE BAKERY · HACCP-001-R

HACCP review meeting minutes

The HACCP plan must be reviewed at least annually and whenever there is a change to the product, process, equipment, premises, supplier or legislation, or following any incident or complaint. Use this form to record the review.

Date of review**Reason for review (annual, change, incident)****Present (name and position)****Changes to products, processes, equipment or premises since the last review****Changes to legislation, codes of practice or customer requirements****Review of CCP monitoring records and any deviations****Review of corrective actions raised since the last review****Review of complaints, withdrawals and recalls**

Review of internal and external audit findings

Changes agreed to the HACCP plan

New plan version number and issue date

Chaired by (name, position, signature)