 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION <small>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</small></p>	<p>Document No: HUB.HP.POL.104 Effective Date: 01-Jun-22 Revision Date: New</p>
<p>HACCP Team Meeting Notes</p>	<p>Revised By: MDaskis Approved By: NRoss Reason for Revision: New</p>

Organization Name

Food Safety / HACCP Meeting

Date of meeting


Present:

Next meeting:

1. Purpose: Non-conformances, review of corrective actions for Food Safety / HACCP audit

2. Discussion

- Actions from previous meeting
- Updates and changes to Safe Food for Canadians Regulations
 - a. abc
- Results from any internal audits, external party audits, Customer and/or Regulatory agency.
 - a. None at this time
- Customer complaints and results of any feedback. Update of root cause analysis and preventative actions and closure of customer complaints.
 - a. None
- Reporting on food safety incidents including recalls, customer complaints, and product withdrawals, corrective actions, out of specification results and non-conforming materials.
 - a. Lighting inventory – lights covered with plastic to be listed with both the lights and the plastic coverings
- Review of the effectiveness HACCP Management system
 - a. Currently correcting issues from initial audit

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- Further actions to occur: XXX to take HACCP industry training course and exam, date
- Resource requirements, including personnel, materials, equipment, and repairs.
 - a. Personnel: example: Job Descriptions update; New Products
 - b. Outside contractors – Pest Control, Maintenance/ HVAC Contractors, Scale Calibration/Verification, etc.
 - c. Materials: Document Review required for sanitation
- Any other issues to be raised
 - a. Not at this time
- Date of next meeting: 3rd Monday of each month dedicated to Food Safety
 - a. The next meeting we will have a schedule for Internal Audits.

Meeting adjourned at 11:45am

Approved by _____

Date: _____

Other periodic reviews:

- Customer Complaint trends
- Vendor/ supplier reviews
- Pest Control trends
- Customer Procedure Review