

Document Title	Internal Audit & Management Review Meeting Schedule	Insert Company Logo
Document Type	Form & Template	
Document No:	FSMS-FT-019	
Version No:	1	
Author:	Insert Company Name	

Internal Audit & Management Review Schedule – January – December Insert Year

SCHEDULED ITEMS		Starting from Insert Month and Year											
		J	F	M	A	M	J	J	A	S	O	N	D
MANAGEMENT REVIEW MEETING													
AUDITS													
ISO 22000:2018	ELEMENT	J	F	M	A	M	J	J	A	S	O	N	D
1. Scope and Objectives	As stated from the Audit Plan												
2. ISO 22000:2018 Clauses	Food Safety Management System as per ISO 22000:2018												
3. List company Processes	Procedures and process relating to the department												
3.1	Procedures and process relating to the department												
3.2	Procedures and process relating to the department												
3.3	Procedures and process relating to the department												
3.4	Procedures and process relating to the department												
3.5	Procedures and process relating to the department												
3.6	Procedures and process relating to the department												
3.7	Procedures and process relating to the department												
3.8	Procedures and process relating to the department												
3.9	Procedures and process relating to the department												
3.10	Procedures and process relating to the department												
3.11	Procedures and process relating to the department												
3.12	Procedures and process relating to the department												

Insert Effective Date

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OTHER: <u>STATUS & IMPORTANCE OF THE PROCESSES AND AREAS TO BE AUDITED</u> These items may be included in a detailed checklist: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">1. Results of previous audits</td> <td style="width: 33%;">4. Client complaints</td> <td style="width: 33%;"></td> </tr> <tr> <td>2. Special Meetings</td> <td>5. Management review issues</td> <td></td> </tr> <tr> <td>3. Recommendations for improvement</td> <td>6. Improvement Reports (CAR)</td> <td></td> </tr> <tr> <td></td> <td>7. Statutory & Regulatory Requirements</td> <td></td> </tr> </table>			1. Results of previous audits	4. Client complaints		2. Special Meetings	5. Management review issues		3. Recommendations for improvement	6. Improvement Reports (CAR)			7. Statutory & Regulatory Requirements	
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2. Special Meetings	5. Management review issues													
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	7. Statutory & Regulatory Requirements													
LEGEND; X – ISO 22000:2018 - AUDITS SCHEDULED O – MANAGEMENT REVIEW	AREAS TO BE AUDITED:	Approved By: _____												
	1. List areas	Date: _____												

Insert Effective Date