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SERVICES
Setting the standard for sustainability™

SQF Food
Safety Code
for Retail

Resource Center - for recorded sessions:
https://www.scsglobalservices.com/resources/all

About SCS Global Services

- International leader in third-party environmental, sustainability and food quality certification, auditing and testing since 1984

- Worldwide network of staff, trainers, auditors and affiliates

- Areas of Expertise:

Food Safety, Certified Claims & Testing	Sustainable Agriculture	Sustainable Seafood
Green Building	Responsible Sourcing	Responsible Forestry
Climate Change	Life Cycle Assessment	Ecolabels

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Training

- FSMA PC and PSA Grower ■ Internal Auditor   ■ HACCP

Training & Certification

SQF INSTITUTE   GLOBALG.A.P.   GAP/GMP   BRC APPROVED PROFESSIONAL

Certification Services

primusGFS™   NON GMO Project VERIFIED nongmoproject.org   USDA ORGANIC   SUSTAINABLY GROWN CERTIFIED™   FAIR TRADE CERTIFIED

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Preparation of Certification

SCScertified™

Training
Learn about Food Safety Code for Retail
Select Relevant Modules
Register in SQFI Assessment Database System
Use of Consultants
Designate an SQF Practitioner
Prepare Documents
Implement the code requirements
Select a Certification Body
Conduct a Preassessment (recommended)

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Training
'Implementing SQF course'

via SQFI website

OR
licensed SQF training center

OR
Train yourself by downloading the code from SQFI website

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Relevant Modules and
Food Sector Category

FSC for Retailers is 24
and modules are
2 and 15

Module 2-Systems Elements
Module 15-Good Retail Practices

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Mod 2-System Elements Example:

Management Responsibility
Food Safety and Quality Management
Food Safety Policy
Management Review
Resource Management
Document Control/Record Keeping
Food Safety Plan
Hazard and Risk Management Plan
Product Identity and Traceability
Product Withdrawal and Recall
Internal Audit
Corrective Action

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Mod 15-Good Retail Practices Example:

Building condition and design

Fundamental programs such as:
Water testing
Maintenance
Pest control
Sanitation
Calibration
Personnel hygiene
Employee welfare areas
Personnel processing practices
Storage and transportation practices
Chemical handling

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Register on SQFI Database

Annual Registration

Fee for initial and renewal based on-
Size of organization
Total number of stores
Gross annual sales revenue

Fee structure is available on SQFI website

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Development

Prepare your own program

OR

Use Consultants

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Designate an SQF Practitioner Qualifications

Development

Implementation

Review

Maintenance

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Initial Certification

2 stages-Document Audit and Site Audit

Stage 1- DOC Audit

Preparation of documents 'say what you do'

Implementation of documents 'do what you say'

Record Keeping: Minimum 2 months of records

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Selecting a Certification Body (CB)

Licensed by SQFI

Available on SQFI website

The site must have an AGR with CB

Application Form issued to determine the scope

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Preassessment (Optional)

**Not mandatory ,
but recommended to provide
' Health check'**

Identify gaps in the system

Address corrective actions

Internal Resources, SQF Consultant, SQF Auditor

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Scope Confirmation
Very Important

Corporate office
Brands
Banners
Franchises
Stores

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Scope Confirmation
Very Important

All food products for sale
Raw materials processed in-store
Finished products
Pet foods for domestic animals
All premises
Support buildings
Silos, loading and unloading bays, external grounds

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Scope Confirmation
Very Important
Exemptions (part of the store)

Exclusions permitted
(non-food product, commissonary, warehouse
and distribution operations covered by
alternative certifications)

Exemptions and Exclusions must be approved
by Certification Body

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Scope Confirmation
Very Important

Exclusions not permitted
Individual departments
Food categories
In-store processing

Exemptions and Exclusions must be approved
by Certification Body

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Scope Confirmation
Very Important
Risk Levels

Low Risk Products
Pre-packaged foods sold as ambient stable or refrigerated, frozen

Bulk whole produce

Home delivery of ambient stable food

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Scope Confirmation
Very Important
Risk Levels
High Risk Products
Display of unpackaged foods excluding bulk
Produce
On-site food preparation
Restaurant with food preparation
Cut produce
Off –site food preparation
Home delivery of food-refrigeration, frozen or hot food

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Scope Confirmation
Very Important

Scope cannot change once document Audit has begun

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Audit Duration

Scope of the Audit
Size and number of corporate office, brands, banners, franchise, stores
Number of departments in each store

Complexity of the processes
Number of low and high risk stores
language barrier

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Audit Duration

Desk Audit-Stage 1
2 days /corporate office location

Site Audit-Stage 2
Low Risk Products 0.5 day/store
High Risk Products 1 day/store
0-30,999 ft = no extra time needed
31,000 – 75,999 ft = 0.5 extra day
76,000 – 150,000 ft = 1 extra day

Additional days based on complexity of processes
(canning, fermenting, pickling, etc.)

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Corrective Actions

Minor NCR-Must be closed within
30 calendar days

Major NCR-Must be closed within
30 calendar days

Critical NCR-Automatic failure

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Audit Score

Minor-1 point is deducted

Major-10 points are deducted.

Critical-50 points are deducted.

(100-N) determines the rating. N= Total points deducted.

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Audit Rating

96 – 100 = Excellent (yearly audit) Cert issued

86-95 = Good (yearly audit) Cert issued

70-85 = Complies (6 month surveillance Audit) Cert issued

0-69 = Fails to comply . Cert not issued

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Suspension

Fails to permit recertification or surveillance audit

Receives F rating

Not closing corrective actions on time

Fails to permit unannounced store audit

Suspension status is updated in SQFI database by CB

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How to get out of Suspension status

Store inspection within 30 calendar days upon receiving CAR plan from the store-48 hrs

Re-instate once CARs are successfully implemented

Not more than 6 months after suspension, CB to conduct UAA audit at the store

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Withdrawal Certification

Fails to provide CA Plan when under suspension within 48 hrs. from receiving suspension letter from CB

Falsification of records

Fails to maintain the integrity of certificate

Bankrupt/site closure

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Notification of Product Recalls and Regulatory Infringements

If the store initiates a recall

**Notify SQFI and CB
within 24 hours of the event
foodsafetycrisis@sqfi.com**

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Compliance and Integrity Program

Monitoring of CB and their Auditors Performance

Validation or witness audits.

SQF authorized staff or auditors

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Questions and Answers

Thank You!

Heena Patel

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