Food Production SQF Audit Checklist

Quality Control

DATE	FACILITY	SQF PRACTITIONER	AUDITOR
____ / ____ / _____			

MANAGEMENT COMMITMENT (MODULE 2)

	CONFORMING	NON-CONFORMING		CONFORMING	NON-CONFORMING
SQF policy documented and communicated	○	○	Management review conducted	○	○
Management responsibility defined	○	○	Document and record control effective	○	○
SQF Practitioner qualified and responsible	○	○	Complaint management process active	○	○

GOOD MANUFACTURING PRACTICES (MODULE 11)

	CONFORMING	NON-CONFORMING		CONFORMING	NON-CONFORMING
Site standards and grounds maintenance	○	○	Cleaning and sanitation programme	○	○
Building construction and equipment design	○	○	Pest prevention and management	○	○
Personal hygiene practices observed	○	○	Utilities (water, air, steam) monitored	○	○

FOOD SAFETY FUNDAMENTALS (MODULE 2.4)

	CONFORMING	NON-CONFORMING		CONFORMING	NON-CONFORMING
Food safety plan based on HACCP	○	○	Monitoring procedures implemented	○	○
Hazard analysis complete for all products	○	○	Corrective actions documented and effective	○	○
CCPs identified with critical limits	○	○	Validation and verification activities current	○	○

ALLERGEN, TRACEABILITY & FOOD DEFENCE

	CONFORMING	NON-CONFORMING		CONFORMING	NON-CONFORMING
Allergen management plan implemented	○	○	Food defence plan documented and current	○	○
Product identification and traceability system	○	○	Food fraud vulnerability assessment	○	○
Mock recall completed within past 12 months	○	○	Supplier approval programme	○	○

TRAINING & VERIFICATION

	CONFORMING	NON-CONFORMING		CONFORMING	NON-CONFORMING
Training programme for food safety	○	○	Previous audit findings closed	○	○
Training records current for all staff	○	○	CAPA system effective	○	○
Internal audit programme effective	○	○	SQF system review and update current	○	○

AUDIT FINDINGS

Critical non-conformities

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Major non-conformities

Minor non-conformities

Auditor signature

SQF Practitioner signature

Notes

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