SQF Edition 10 Readiness Checklist

Site: _____ Review date: _____ Reviewed by: _____

Status: Not started / In progress / Ready / Gap / N/A. Source column: 'Official SQFI source' = drawn from SQFI published Edition 10 information; 'General good practice' = common readiness question, not a stated Edition 10 requirement.

#	Area	Readiness question	Evidence to gather	Source of question	Owner	Status	Due date	Notes
1	Scope	Have you downloaded the current SQF Code for your sector and the SQFI transition guidance, and noted every change from your current edition?	Saved code and change list; date reviewed	Official SQFI source				
2	Scope	Does your certification body confirm the date your site moves to Edition 10 and the audit type?	Written confirmation from certification body	General good practice				
3	Scope	Is your site scope (products, processes, buildings) described accurately and still current?	Scope statement; site plan	General good practice				
4	Management	Is there a named SQF practitioner and a backup, with their training on file?	Appointment letters; training records	General good practice				
5	Management	Does senior management review food safety objectives and resources on a set schedule, with minutes?	Management review minutes	General good practice				
6	Management	Is there a way for staff to raise food safety concerns, and can you show how one was handled?	Reporting channel; example log	General good practice				
7	Management	Do you have a process to assess the effect of changes (new product, equipment, supplier) on food safety before they happen?	Change records with risk review	General good practice				
8	Documents	Is your document list current, with owners, versions and review dates?	Master document register	General good practice				
9	Documents	Are records legible, dated, signed and kept for the period you have defined?	Sample of records across 3 months	General good practice				
10	HACCP / food safety plan	Is your hazard analysis current for every product and process, reviewed after any change?	Hazard analysis; review sign-off	General good practice				
11	HACCP / food safety plan	Are critical limits, monitoring and corrective actions written for each critical control point?	CCP table; monitoring records	General good practice				
12	HACCP / food safety plan	Are monitoring devices checked for accuracy on a schedule, with records?	Device verification log	General good practice				
13	HACCP / food safety plan	Has the plan been validated, and verified at the set frequency?	Validation evidence; verification records	General good practice				
14	Prerequisites	Do cleaning, pest control, maintenance and allergen programs have schedules and completed records?	Schedules; last 3 months of records	General good practice				
15	Prerequisites	Are hygiene, glass / brittle plastic and foreign-matter controls in place and checked?	Inspection records	General good practice				
16	Suppliers	Are approved suppliers listed with the documents you require, and are those documents in date?	Supplier register; spec / COA / certificates	General good practice				
17	Suppliers	Is incoming material checked against spec at receiving, with a rule for what happens when it fails?	Receiving checks; rejection records	General good practice				

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18	Traceability	Can you trace one finished lot back to ingredient lots and forward to customers in a mock recall, and how long did it take?	Mock recall report with timings	General good practice				
19	Traceability	Is the recall / withdrawal procedure current, with contacts tested?	Procedure; contact list test	General good practice				
20	Nonconformance	Are nonconformances and complaints logged, with root cause, correction and a check that the fix worked?	Corrective action log with closure checks	General good practice				
21	People	Is food safety training matched to each role, with records and a check that it was understood?	Training matrix; sign-offs	General good practice				
22	People	Are food safety culture activities (communication, feedback, leadership) planned and recorded?	Plan; examples of activities	General good practice				
23	Audits	Are internal audits scheduled across the whole system, by trained auditors, with follow-up?	Audit schedule and reports	General good practice				
24	Audits	Have you run a mock audit against the Edition 10 Code and logged the gaps?	Mock audit gap list	General good practice				
25	Readiness	Is every open gap assigned an owner and due date before your audit window?	Action plan	General good practice				

Based on general food safety management practice and the SQF Edition 10 transition information published by SQFI (sqfi.com). Questions are paraphrased, not quoted. Always work from the official SQF Code and your certification body's guidance.

This template is a record-keeping aid. It does not make a facility compliant or certified. Your HACCP team, written food safety plan and certification body decide what applies to your plant.