

Compulsory SQF Unannounced Audits

Please be reminded, as per communications from SQFI, that effective from 1 July 2014, the SQF Code Edition 7.2 published a requirement for unannounced re-certification audits. This means that between now and 30 June 2017, your business will be subject to one of these unannounced audits.

BSI has commenced the scheduling of the unannounced re-certification audits and would like to provide you with an update on the process and specific requirements of the SQF Code.

As outlined in Part A, Section 4.5 – Unannounced Re-certification Audit (SQF Code Page 39):

- There will be one (1) unannounced re-certification audit within every three (3) year certification cycle within an agreed pre-determined unannounced audit year.
- The unannounced audit will occur within the sixty (60) day re-certification window on a date determined by BSI
- The window dates are calculated from the anniversary date of the initial certification audit +/- 30 days
- The unannounced audit will not take place at a surveillance (6 monthly) or initial certification audit
- Immediate suspensions will occur if a site refuses entry to the auditor for an unannounced audit

Please note you have an opportunity to provide BSI with a defined blackout period(s). This blackout period is a formal notification that will prevent BSI from scheduling the unannounced audit when your facility is not operating or producing certified product. The blackout dates must fall within the 60 day re-certification window. Blackout dates are only to be used when a site is not running product due to legitimate business or seasonal reasons.

Please contact the BSI Food Planning team at Foodplanning.Au@bsigroup.com before 1 July 2015 to negotiate your unannounced audit year and nominate this blackout period (within the 60 day window). Please be mindful that the year of choice will be a first-in best-dressed situation as BSI needs to spread announced audits amongst years.

If production schedules change, it's the site's responsibility to communicate any new blackout dates to BSI during the pre-determined unannounced audit year.

Please note that in the event a site refuses entry for an unannounced audit or the auditor is unable to conduct the audit because production is not available (outside a blackout period), the full cost of that audit will be charged to the site, a suspension of the SQF certificate will be issued and another unannounced audit will be scheduled.



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We confirm that other key standard owners support the SQF unannounced audits by agreeing to allow their audits to be conducted concurrently. These standards are ALDI Addendum, Coles Supplier Requirements, and WQA for low and medium risk supplier sites.

We appreciate your support with the SQF unannounced audit program, please do not hesitate to contact BSI should you have any queries or concerns.

Yours sincerely



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