As per SQF Code Edition 8.1, blackout date/s must be provided to BSI in preparation for your unannounced audit (once per 3 year cycle). Failure to provide blackout dates will result in a minor non-conformance which will be raised at your audit under clause 2.1.2.11.

A blackout date 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 (+/- 30 days of the recertification due date found on your current certificate).

Blackout dates are only to be used when a site is not running product due to legitimate business or seasonal reasons. Annual leave is not considered a valid justification for blackout dates.

Please note that BSI will never schedule your unannounced audit on a weekend or Nationwide public holiday however if there is a public holiday specific to your state/region please ensure to specify this within your blackout dates.

If you have no blackout dates, please fill in your company information and state ‘no blackout dates’ in the justification section below.

All blackout dates must be submitted with a minimum of 1 month prior to the start of your unannounced audit window, late submissions will not be accepted.

**Site Details**

|  |  |
| --- | --- |
| **BSI Client Reference Number** |  |
| **Company Name** |  |
| **Site Address** |  |
| **Site Contact Name & Email** |  |
| **SQF Certificate Number** |  |
| **SQF Re-audit Due Date** |  |

|  |  |  |
| --- | --- | --- |
|  | **Blackout Date** | **Justification** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |

Please complete the above information and sign below.

|  |  |
| --- | --- |
| **Full Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Position:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |