



SQF Module 2 Checklist

Requirements	Observations	In Compliance	
		Yes	No
<p>This checklist has been prepared to use as a tool for an initial gap analysis or as an internal audit checklist for your SQF Food Safety System. For each of the following requirements, determine if your processes are in compliance. Be sure to reference the SQF Code for the specific, detailed requirements. This checklist is prepared based on SQF Edition 8, Module 2 for Manufacturing.</p> <p>For the GMPs you will use the additional checklist provided for the module that applies to your organization.</p> <p>Put the number code identified below in the Yes or No column; if you are doing an initial gap analysis, each “no” should be added to a task list for your implementation project. If you are performing an internal audit, each “no” should trigger a nonconformance report and corrective action. Put notes in the observation column to explain the findings.</p> <p>Use these codes: 1- No process in place to address requirements 2- Partially compliant process needs modifications 3- Incompliance, process needs to be documented 4- Incompliance and documented</p>			
2.1 Management Commitment			
2.1.1 Management Policy Is there a food safety policy in place? Is it evident that it came from top management? Does it include: Your commitment to supplying safe food? A statement on how your company will ensure compliance with customer and regulatory requirements? A plan for continual improvement of the FSMS System? A reference to your food safety objectives			
Is the policy statement: Signed by senior management? Displayed in a prominent position and communicated to all staff in languages understood by all staff?			



SQF Module 2 Checklist

Requirements	Observations	In Compliance	
		Yes	No
<p>2.1.2 Management Responsibility</p> <p>Is the organizational reporting structure defined and communicated? For all positions with responsibility for food safety</p>			
<p>What provisions been made to: Adopt food safety practices Maintain food safety practices</p>			
<p>Are adequate resources provided to: Achieve food safety objectives Support the maintenance and ongoing improvement of the SQF System?</p>			
<p>Who has been designated as the SQF Practitioner for your site? Where is this documented? Have they been given the responsibility and authority to: Oversee the SQF System? Development Implementation Review Maintenance</p> <p>Ensure the integrity of the SQF System? Communicate all information essential to ensure the effective implementation and</p>			