

Documents Required for a Document Review

Please note that this list is NOT exhaustive and depends on the SQF Code along with the level of certification requested for the Code. If you are unsure prior to the audit, please contact the ASI Office or the Auditor prior to the audit date.

- Food Safety and Quality Policy
- Responsibilities/Organization Chart (summary/job descriptions)
- Food Safety Manual
- HACCP Manual
- Quality Manual (**Level 3 only**)
- Summary of Food Safety Objectives (**and Quality for Level 3**) and Management Review
- Customer Complaint Procedure
- Business Continuity Plan (might be linked with Crisis Management)
- Document Control Procedure
- Product Development Procedures
- Specification (raw materials, packaging materials, final product, co-manufacturers, contract services)
- Supplier Approval
- Non-conforming Product and Corrective Action Procedures
- Traceability and Product Withdrawal Procedures
- Site Security and Food Defense Procedures
- Allergen Control
- Training Procedures
- Prerequisite Program Procedures/Policies or Overviews:
 - 1) Personnel Practices
 - 2) Personnel Processing Practices
 - 3) Calibration Procedures
 - 4) Management of Pests and Vermin
 - 5) Premises and Equipment Maintenance
 - 6) Cleaning and Sanitation
 - 7) Monitoring Water and Microbiology and Quality
 - 8) Control of Physical Contaminants
 - 9) Transport and Delivery
 - 10) Waste Management and Disposal