



SQF Audit Duration Guidance

The tables below provide a guide to the duration of an SQF1000/2000 certification program.

Table A: Document Review Duration Table

Standard	Basic duration (days)
SQF 1000Level 1	0.5 days
SQF 1000Level 2	0.5 days
SQF 1000Level 3	1.0 days
SQF 2000Level 1	0.5 days
SQF 2000Level 2	1.0 days
SQF 2000Level 3	1.0 days

Table A-1: Facility Audit Duration Table

Step 1	Step 2	Step 3	
Standard	Basic duration (days) (includes three HACCP studies)	Number of employee additional time	Size of Facility (sq ft.)
SQF 1000Level 1	0.5	1 to 200 = 0	0 – 200,000 = 0
SQF 1000Level 2	0.5	201 to 400 = 0.5	200,000 – 300,000 = 0.5
SQF 1000Level 3	1.0	401 to 600 = 1.0	300,000 – 500,000 = 1.0
SQF 2000Level 1	1.0	601 to 1000 = 1.5	> 500,000 = 2.0
SQF 2000Level 2	1.5	1001 to 2500 = 2.0	
SQF 2000Level 3	2.0	2501 to 4000 = 2.5	
		> 4,000 = 3.0	
Additional time for each HACCP plan(s) (where there are multiple / different plans) *	0.5 day per additional 3 plans or processes included		

To use this guidance, one must start with the scope of certification, add in the number of food safety plans to be reviewed and determine the number of employees of the facility or size of the facility.

For example, a SQF 1000 level 2 initial certification audit with less than 200 employees would have a 0.5 day document review audit and a 0.5 day facility audit.

Another example would be a SQF 2000 level 3 facility recertification audit with 300,000 sq ft. would be 2.5 days facility audit.

A variety of factors can influence these guidelines in the determination of audit time within a facility. A certification body should be prepared to justify a greater than 30% alteration to these guidelines to SQFI on demand or the accreditation body during accreditation activities.