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Reference SQF Food Safety Codes, edition 8, Part A, section 4.7

*A site may forgo the three-year certification cycle requirement and voluntarily elect to have annual unannounced re-certification audits, i.e. all recertification audits unannounced. If annual unannounced re-certification audits are conducted on the site then the protocol outlined for the three-year certification cycle audit shall be followed.*

*Sites with annual unannounced re-certification audits shall be recognized on the SQF certificate as an "SQFI Select Site."*

1. The SQFI Select Site program applies to all sites audited under edition 8.0 who commit to an unannounced audit for every re-certification audit.
2. An SQF certified site can apply for SQFI Select Site status at any time with their first unannounced re-certification audit under edition 8.0 or subsequent editions.
3. The site is to declare their intent to hold SQFI Select Site status prior to their unannounced re-certification audit under edition 8.0 or subsequent editions.
4. A letter of intent (see appendix 1), provided by SQFI, which outlines the site's commitment to an annual unannounced re-certification audit is to be provided by the certification body to the site. The letter is to be signed by the site prior to the completion of the site's first unannounced audit to demonstrate their commitment to participating in annual unannounced recertification audits for a minimum of 3 certification cycles.
5. The certification body will notify SQFI when a site agrees to participate in the Select Site program and will provide SQFI with a copy of the signed letter of intent. Upon successful completion of the unannounced audit, the CB shall inform SQFI that a certificate with the Select Site designation has been issued.
6. SQFI will maintain a list of all sites in the SQFI Select Site program on the SQF website. This list will be updated monthly, on the first Monday of the month, and include the sites that are participating in the Select Site program.
7. This SQFI Select Site designation is added to the SQF certificate next to audit type.
8. The protocol for the SQFI Select Site program is to follow the unannounced re-certification audit protocol outlined in the SQF Food Safety Codes, edition 8, part A, section 4.7, for every unannounced recertification audit.
9. If a site fails to allow any of the unannounced re-certification audits to occur, or fails to allow entry of an SQF auditor for an unannounced recertification audit during the unannounced recertification audit window, then the protocol under the unannounced re-certification will apply and immediate suspension of the site certificate will occur in facilities.
10. Sites can elect to leave the Select Site program early and will need to provide written notice to SQFI and the certification body that includes the justification for leaving the program (i.e. change in

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ownership or upper management, change in the scope of certification, etc.). Once a site leaves the program, the certificate status will change on the SQFI website and the site can no longer represent them as a SQFI Select Site. Sites that leave the program early will not be allowed to re-apply for the SQFI Select Site program until their next unannounced recertification audit cycle.

11. If a site changes certification body, and wishes to continue in the Select Site program, a new letter of intent is to be issued by the new certification body and signed by the site.

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## Appendix 1:

### **Select Site Program Agreement**

This is an Agreement by and between (Certification Body), SQFI certified site (Site) and the Safe Quality Food Institute (SQFI) on this day (Date). (Please note: a certification cycle is defined as a period during which 3 recertification audits take place). Based on mutual consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

#### **1. Term**

- a. The site agrees to forgo the current mandatory cycle (2 announced and 1 unannounced audit) every 3 recertification audits, and voluntarily elect to have annual unannounced recertification audits upon the signing of this agreement.
- b. The term of the agreement will start with the first unannounced audit following execution of this agreement and will not include unannounced audits conducted prior to this agreement.
- c. The signed agreement between the two parties, (Certification Body and Site) must be sent to and approved by SQFI 90 days prior to the initiation of the program between the two parties.
- d. The term of this Agreement shall begin with the approval of SQFI and will continue without interruption unless the site, or its designated parent company, notifies the Certification Body that it does not intend to continue to be in the Select Site program. Either Party may terminate this Agreement with or without cause upon ninety (90) days written notice.
- e. Sites that transfer to a new certification body must notify their CB and SQFI if they wish to continue the program and must sign a new agreement with that CB.

#### **2. Compliance Management**

- a. If annual unannounced recertification audits are conducted on the site the “Unannounced Recertification Audit” protocol shall be followed (Reference SQF Food Safety codes, edition 8, Part A, section 4.7).
- b. Sites with annual unannounced re-certification audits shall be recognized by the Certification Body and the Safe Quality Food Institute as an “SQFI Select Site”.

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- c. CBs and Select Sites will follow all requirements as outlined in the 2018-2020 Certification Body License agreement and the Edition 8 Code as both pertain to each party and the Select Site program in general.

### **3. Notification Procedures**

- a. The Certification body will keep a copy of the agreement and will email ([compliance@sqfi.com](mailto:compliance@sqfi.com)) a copy of the agreement and receive approval by the SQFI Compliance Manager prior to initiation by the two parties.
- b. The Certification Body upon completion of the Select Site unannounced audit will check the appropriate box on the audit form that will electronically designate the site as an SQFI Select Site in the SQFI public search.
- c. Upon notification that the site, or designated parent company, will no longer participate in the Select Site program, the Certification Body will notify the SQFI Compliance Manager within 48 hours that the site will no longer participate in the program.
- d. If the site opts out of the Select Site Program, the SQFI certified site cannot rejoin the program until the start of the next 3-year audit cycle. (This will be determined by the first unannounced audit conducted after the execution of this agreement.)

### **4. Use of the SQFI Select Site Tag Line**

- a. Following its first unannounced audit subsequent to execution of this agreement and continuing, if and until the aforementioned site or parent company opts out of this agreement, the CB certificate issued will include the tag line as an SQFI Select Site. The tag line, "SQFI Select Site" should be placed in the top right portion of the site's Certificate.
- b. The tag line should be no smaller than 18 mm long and 8 mm high.
- c. The site will also be able to use the tag line on stationary, business cards, brochures etc., similar to that as outlined in the SQFI Code, Edition 8, Appendix 3, SQF Logo Rules of Use, Schedule 1.
- d. The SQFI website public search will automatically list the participating site as an SQFI Select Site.

5. **Amendment and Modification Waiver** The Agreement may only be amended, modified, or supplemented by an agreement in writing signed by each party and submitted to the Safe Quality Food Institute.

