

User Guide for Updating Certification Body and Food Sector Categories

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This guide will demonstrate how a user can update their Certification Body and Food Sector Categories

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Change Certification Body and Food Sector Categories During Annual Registration

Suppliers can update their Certification Body and/or Food Sector Categories during the last two steps of the annual registration process.

The supplier will be presented with the option below right after choosing their payment method.

Step 1: Choose your new food sector category and click on the “Save” button. (The image below shows all available Food Sector Categories.)

Certification Scope	
FOOD SECTOR CATEGORY	SELECT FOR AUDIT
1. Production, Capture, and Harvesting of Livestock and Game Animals, and Apiculture	<input type="checkbox"/>
2. Indoor Growing and Harvesting of Fresh Produce and Sprouted Seed Crops	<input type="checkbox"/>
3. Growing and Production of Fresh Produce and Nuts	<input type="checkbox"/>
4. Fresh Produce, Grain, and Nut Packhouse Operations	<input type="checkbox"/>
5. Extensive Broad Acre Agricultural Operations	<input type="checkbox"/>
6. Intensive Farming of Seafood	<input type="checkbox"/>
7. Slaughtering, Boning, and Butchery	<input type="checkbox"/>
8. Manufactured Meats and Poultry	<input type="checkbox"/>
9. Seafood Processing	<input type="checkbox"/>
10. Dairy Food Processing	<input type="checkbox"/>
11. Honey Processing	<input type="checkbox"/>
12. Egg Processing	<input type="checkbox"/>
13. Bakery and Snack Food Processing	<input type="checkbox"/>
14. Fruit, Vegetable, and Nut Processing, and Fruit Juices	<input type="checkbox"/>
15. Canning, UHT, and Aseptic Operations	<input type="checkbox"/>
16. Ice, Drink, and Beverage Processing	<input type="checkbox"/>
17. Confectionery Manufacturing	<input type="checkbox"/>
18. Preserved Foods Manufacturing	<input type="checkbox"/>
19. Food Ingredient Manufacturing	<input type="checkbox"/>
20. Recipe Meals Manufacturing	<input type="checkbox"/>
21. Oils, Fats, and the Manufacturing of Oil or Fat-based Spreads	<input type="checkbox"/>
22. Processing of Cereal Grains	<input type="checkbox"/>
25. Repackaging of Products Not Manufactured On Site	<input type="checkbox"/>
26. Storage and Distribution	<input type="checkbox"/>
27. Manufacture of Food Packaging	<input type="checkbox"/>
31. Dietary Supplements Manufacturing	<input type="checkbox"/>
32. Pet Food Manufacturing	<input type="checkbox"/>
33. Food Processing Aids Manufacturing	<input type="checkbox"/>
34. Animal Feed Manufacturing	<input type="checkbox"/>
Preventive Controls for Human Food	<input type="checkbox"/>
Produce Safety Rule	<input type="checkbox"/>
SPSF - 9.1 Compliance with Safe Feed/Safe Food Seal Licensing Agreement	<input type="checkbox"/>
ICT Addendum	<input type="checkbox"/>

Step 2: Choose your new "Certification Body" and click on the "Save" button.

Certification Body

Certification Body: Validus (42252)

Type to search

- AIBI Certification Services (42240)
- ASI Food Safety (42254)
- Asociacion de Normalizacion y Certificacion ANCE A.C (60882)
- AsureQuality Limited (42255)
- AUS-QUAL Pty Ltd (42256)
- bQb-Cert LLC (57888)
- BSI Group (42257)
- ...

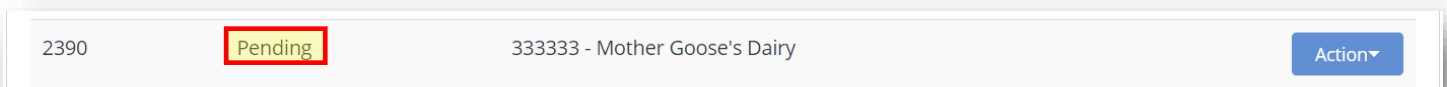
Changing Certification Body After Registration

The supplier will also have the ability to update the Certification Body after the registration has been completed and the audit request is in pending.

Step 1: Log into ReposiTrak and click on the "Audit Compliance" tab, then click on "Audit Requests"



Step 2: Find the pending audit request and click on the action button.



Step 3: Click on "Change Certification Body".

2390	Pending	333333 - Mother Goose's Dairy	Action ▾
2388	Payment Pending	FOOD - Food Production Facility	MANAGE/UPDATE SQF FOOD SAFETY AUDIT Change Certification Body MISCELLANEOUS View Audit Request Details Add Note for SQF Food Safety Audit View Notes for SQF Food Safety Audit
2387	Pending	1357 - Bigelow Peak	
2386	Pending	1356 - Pikes Port	

Step 4: Click on the drop-down list next to the "Certification Body" and choose the new "Certification Body" to conduct the audit and click on the "Save" button.

Certification Body

Certification Body: ▾

1 →

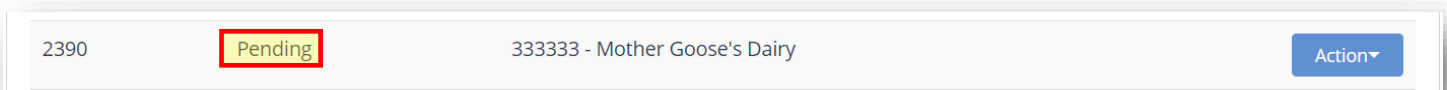
2 →

Changing Food Sector Category After Registration

Step 1: Log into ReposiTrak and click on the "Audit Compliance" tab, then click on "Audit Requests"



Step 2: Find the pending audit request and click on the action button.



Step 3: Click on "Change Food Sector Category."

MANAGE/UPDATE SQF FOOD SAFETY AUDIT

Change Certification Body

Change Food Sector Categories

Update Audit Request

Download Template for HACCP-based Food Safety

MISCELLANEOUS

View Audit Request Details

Add Note for SQF Food Safety Audit

View Notes for SQF Food Safety Audit

Step 3: Choose your new "Food Sector Category" and click on the "Save" button. (The image below shows all available food sector categories)

Certification Scope	
FOOD SECTOR CATEGORY	SELECT FOR AUDIT
1. Production, Capture, and Harvesting of Livestock and Game Animals, and Apiculture	<input type="checkbox"/>
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11. Honey Processing	<input type="checkbox"/>
12. Egg Processing	<input type="checkbox"/>
13. Bakery and Snack Food Processing	<input type="checkbox"/>
14. Fruit, Vegetable, and Nut Processing, and Fruit Juices	<input type="checkbox"/>
15. Canning, UHT, and Aseptic Operations	<input type="checkbox"/>
16. Ice, Drink, and Beverage Processing	<input type="checkbox"/>
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18. Preserved Foods Manufacturing	<input type="checkbox"/>
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34. Animal Feed Manufacturing	<input type="checkbox"/>
Preventive Controls for Human Food	<input type="checkbox"/>
Produce Safety Rule	<input type="checkbox"/>
SPSF - 9.1 Compliance with Safe Feed/Safe Food Seal Licensing Agreement	<input type="checkbox"/>
ICT Addendum	<input type="checkbox"/>

FAQ's

How do I contact SQFI?

Toll Free Number: 1-877-277-2635

Telephone: +1 202-220-0635

Fax: +1 202-429-4519

Email: info@sqfi.com

Australia Contact Information

Telephone: +61 (0) 408 328 674

Email: info@sqfi.com.au

What is my username?

Your email address is your username.

I am a new employee for an SQF/AFIA-certified company. How do I get added as a user to the database?

Send an email to support@repositrak.com requesting to be added as a user for your site. In your email, include Full name, email address, telephone and the site (name).

Or call support: at 888-842-5465, press option 1, then option 2.

How do I sign into my company account?

Click this [link](#), then enter your username and password. If you are having problems remembering your password, please [click here](#).