



Blackout Dates Policy Lesson

1. Policy

- 1.1. Blackout Dates are submitted to SQF with justification at a minimum of one (1) month before the sixty (60) day recertification window of an agreed-upon unannounced audit.

2. Procedure

2.1. SQF Unannounced Audit

- 2.1.1. The initial unannounced audit year is determined between the company and the certification body.
- 2.1.2. The unannounced audit is every three years.
- 2.1.3. The date of the unannounced audit is determined by the certification body within the sixty (60) day re-certification audit window.

2.2. Blackout Periods

- 2.2.1. A date nominated by the company and agreed upon by the certification body when an unannounced audit cannot occur due to a legitimate business reason (such as maintenance, raw material shortage, etc.,).
- 2.2.2. A blocked-out seasons or periods during the year where a company is not in full operation and therefore, unable to have a fully comprehensive unannounced audit conducted.

2.3. Blackout Dates List

2.3.1. Blackout dates identified are:

- | | | |
|--|---|-------------------|
| 2.3.1.1. New Year's Day | - | January 2, 2023 |
| 2.3.1.2. Memorial Day | - | May 29, 2023 |
| 2.3.1.3. Independence Day | - | July 4, 2023 |
| 2.3.1.4. Thanksgiving Day | - | November 22, 2022 |
| 2.3.1.5. Christmas Day | - | December 26, 2022 |
| 2.3.1.6. Refer to <i>Blackout Dates Schedule</i> | | |

2.3.2. Justifications for the said blackout lists are also indicated in the list above.

2.3.3. Submissions of Blackout dates are submitted by SQF practitioners annually and will be reviewed and updated as needed with the approval of Senior site management.

3. Responsibility

3.1. Senior Site Management

- 3.1.1. Senior Site Management and SQF shall assess the blackout dates
- 3.1.2. Senior Management must identify blackout dates and update them annually.
- 3.1.3. Create and designate defined blackout periods & identify specific days per calendar year when hours of operation are unavailable.
- 3.1.4. If there are adjustments needed, the list shall be updated along with its justification

3.2. SQF Practitioner (Primary/Alternate)

- 3.2.1. Submit the approved list of blackout dates to the certification body a minimum of one (1) month before the (60) day re-certification window of the unannounced scheduled audit.

4. Corrective Action

- 4.1. To prevent the re-certification audit from occurring out-of-season or when the company is not operating for legitimate business reasons submit the approved list of blackout dates to the certification body before the
- 4.2. If fail to submit the blackout dates list of the given period of submission to the certification body, the unannounced audit will be conducted by the Certification body.

5. Review Quality



5.1. SQF Practitioner/ Senior site management shall conduct an annual review and update blackout dates for submission to the SQF certification body.

6. History

Revision No.:	Revision Date:	Description of Change:	Originator / Author Name:	Title / Department:
0	20220915	Original	Arnel Ryan	PCQI / Compliance

Requirements:

- (1) The trainee has read or received a verbal translation of all or part of the policy, procedure, method, and or SOP for which they are being trained.
- (2) The trainee has demonstrated the task they are to perform or the procedure for which they are being trained as required.
- (3) The trainee has demonstrated the ability to perform the task with acceptable proficiency and with minimal supervision as required.