

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.

5.1. 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.