



Power Outage Incident Assessment, Response, and Recovery Checklist

SQF 2.6.4

Date of Occurrence **Time Occurred** **What was the cause of the power outage?**

Outage Reported By:

1	System damage in the facility	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
1.1	If the power outage affects the phone, internet, or cable, can your organization operate without them?					
1.2	Were the authorities consulted to determine if the facility can enter safely?					
1.3	Can employees work without electrically supported systems: heating, venting, air conditioning (HVAC), water heating/ distribution, elevators, or lighting?					
1.4	Can you access your facility without electricity, and will safety alarm systems operate?					
1.5	Can you pay your employees' vendors or receive payments without electricity?					

1.6	Can your organization operate without production systems (e.g., assembly line machines, office computers)?					
2	Utility outages	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
2.1	Is the water supply unavailable?					
2.2	Is electricity unavailable?					
2.3	Is the waste disposal unavailable?					
2.4	Is the inventory and facility safe from water or temperature damage if environment control systems fail without electricity?					
3	Evacuation	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
3.1	On initial assessment, Is evacuation necessary?					
3.2	Have all personnel been directed to a safe place or the designated evacuation area?					
3.3	Is the operation in all food operating areas stopped?					
4	Food Operating Areas	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
4.1	Is the operation in all food operating areas stopped?					
5	Environmental safety hazards in the facility	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
5.1	Are the entrances and exits intact?					
5.2	Are all equipment and facilities operating properly, including lighting, refrigeration, hot holding, ventilation, and toilet facilities?					

5.3	Are the windows intact?					
5.4	Are the equipment/utensils/tools intact?					
5.5	Are any environmental hazards observed in the area (flooding, fire/smoke, debris, etc.)?					
6	Food products	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
6.1	Are the food products that were in the middle of the process during the crisis salvageable?					
6.2	Are the food products that were in the storage during the crisis salvageable?					
6.3	Is there a potential for spoilage and contamination during a power outage?					
6.4	Are the food products condemned in secondary containers/packaging during the crisis salvageable?					
7	Environmental safety hazards observed in each area	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
7.1	Are there environmental hazards observed in the Receiving Area?					
7.2	Are there environmental hazards observed in the Production Area?					
7.3	Are there environmental hazards observed in the Packaging Area?					
7.4	Are there environmental hazards observed in the Storage?					
8	Equipment/utensils/tools recovery	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
8.1	Is the Vacuum Elevator Conveyor intact?					

8.2	Has the Vacuum Elevator Conveyor been cleaned?					
8.3	Has the Vacuum Elevator Conveyor been sanitized?					
8.4	Is the Cooling Conveyor intact?					
8.5	Has the Cooling Conveyor been cleaned?					
8.6	Has the Cooling Conveyor been sanitized?					
8.7	Is the Counter Slacker intact?					
8.8	Has the Counter Slacker been cleaned?					
8.9	Has the Counter Slacker been sanitized?					
8.10	Is the Auto Bagger intact?					
8.11	Has the Auto bagger been cleaned?					
8.12	Has the Auto bagger been sanitized?					
8.13	Is the Counter Table intact?					
8.14	Is the Counter Table intact?					
8.15	Has the Counter Table been cleaned?					
8.16	Has the Counter Table been sanitized?					
8.17	Is the HVAC System intact?					
8.18	Has the HVAC System been cleaned?					
8.19	Has the HVAC System been sanitized?					
8.20	Are refrigerators and freezers functioning properly?					

8.21	Are all equipment used for cooking or processing functioning properly?					
8.22	Are dishwashing equipment functioning properly?					
8.23	Are facility operations functioning properly [lighting, garbage disposal]?					
8.24	Are food equipment and utensils clean and operational?					
9	Food products for disposal	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
9.1	Are food products for disposal properly documented?					
9.2	Are food products for disposal properly tagged/labeled?					
9.3	Are food products for disposal segregated?					
9.4	Have the food products been disposed of according to the approved process?					
9.5	Are potentially hazardous foods/time/temperature control for safety and frozen foods maintained at proper temperatures?					
10	Salvageable food products – products for rework, recycling, or reprocessing	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
10.1	Are salvageable food products properly documented?					
10.2	Are salvageable food products properly tagged/labeled?					
10.3	Are salvageable food products segregated?					

10.4	Are salvageable food products being reworked according to the approved process?					
11	Licenses/Permits	Yes	No	Observation/Non-Conformance	Performed by	Performed date/time
11.1	Is there an ongoing request for a temporary license/permit issued under certain conditions?					
11.2	Is there an ongoing request for a license/permit for permanent resumption of operations issued under full compliance?					

Verified By