



SQF Module 11 Checklist

Requirements	Observations	In Compliance	
		Yes	No
<p>This checklist has been prepared to use as a tool for an initial gap analysis or as an internal audit checklist for your SQF Food Safety Management System (FSMS) food safety fundamentals. For each of the following requirements, determine if your processes are in compliance. Be sure to reference the SQF Code for the specific, detailed requirements. This checklist is prepared based on SQF Edition 7, Module 11 for food processors.</p> <p>Check the yes or no box; if you are doing an initial gap analysis, each “no” should be added to a task list for your implementation project. If you are performing an internal audit, each “no” should trigger a nonconformance report and corrective action.</p>			
11.1.1 Premises Location			
Are adjacent and adjoining buildings, operations and land interfering with the premises' safe and hygienic operations?			
Have measures been established to maintain a suitable external environment?			
11.1.2 Construction and Operational Approval			
Has the relevant authority approved the construction and ongoing operation of the premises on the site?			
11.2.1 Materials and Surfaces			
Are surfaces constructed of materials that will not contribute a food safety risk? <ul style="list-style-type: none"> • Product contact surfaces? • Surfaces in food handling areas? • Raw material storage? • Packaging material storage? • Cold storage areas? 			
11.2.2 Floors, Drains and Waste Traps			
Are floors constructed of			



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smooth, impact resistant material that can be easily cleaned?			
Are floors sloped to floor drains?			
Are drains located so they can be easily cleaned and do not present a hazard?			
Are waste trap systems located away from food handling areas and entrances to the premises?			
11.2.3 Walls, Partitions, Doors and Ceilings			
Are all walls, partitions, doors and ceilings of durable construction? Are all internal surfaces smooth and impervious with a light color finish?			
Are wall to wall and wall to floor junctions designed to be easily cleaned? Are they completely sealed to prevent the accumulation of food debris?			
Does the design and construction of all ducting, conduit and piping allow ease of cleaning?			
Are doors, hatches and their frames of a solid construction? Are windows made of shatterproof glass or a similar material?			
Is the ceiling constructed and maintained to prevent the contamination of products?			



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Have drop ceilings been added to enable monitoring for pest activity, facilitate cleaning and provide access to utilities?			
11.2.4 Stairs, Catwalks and Platforms			
Are stairs, catwalks and platforms designed and constructed as to not present a product contamination risk? Are they kept clean?			
11.2.5 Lighting and Lighting Fixtures			
Is lighting of an appropriate intensity to enable the staff to carry out their tasks effectively?			
Are all light fittings where product is exposed: <ul style="list-style-type: none"> • Shatterproof, manufactured with a shatterproof covering or fitted with protective cover? • Recessed into or fitted flush with ceiling? 			
Are all light fittings where product is protected designed to: <ul style="list-style-type: none"> • Prevent breakage? • Prevent product contamination? 			
11.2.6 Inspection Area			
Has a suitable area been provided for inspection of the product?			
Does the inspection area have: <ul style="list-style-type: none"> • Easy access to hand washing 			



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facilities? <ul style="list-style-type: none"> Sufficient lighting intensity? 			
11.2.7 Dust, Fly and Vermin Proofing			
Have all external openings such as windows, doors and vents been proofed against dust, vermin and flies? Are they effectively sealed when closed?			
Are all personnel access doors fly-proofed and fitted with a self-closing devise?			
Are all external doors fly-proofed by at least one or more of the following methods? <ul style="list-style-type: none"> A self-closing devise? An effective air curtain? A fly-proof screen? A fly-proof annex? Sealing around trucks in docking areas? 			
Are all traps and baits located so as not to present a contamination risk to the product or processing equipment? (Bait shall not be used inside ingredient or food storage areas or processing areas)			
11.2.8 Ventilation			
Is adequate ventilation provided in enclosed processing and food handling areas?			
Are extractor fans and canopies provided in areas where cooking operations are carried out?			