SHIFTBINDER

# SQF Edition 10 Readiness Checklist

For the plant where food safety is one person's second job — work down the list before your January 2, 2027 audit.

Plant: _____ Checked by: _____ Date: _____

- [ ] Food safety culture assessment plan written, survey run, and results tracked. **(SQF 2.1.1.3)**
- [ ] Change management procedure in place; the register has a record for every recent change — including temporary and emergency ones. **(SQF 2.3.5)**
- [ ] EMP risk assessment on file, with the sampling plan visibly built from it. **(SQF 2.4.8)**
- [ ] Hazard analysis and CCP records current, with corrective actions closed out. **(HACCP)**
- [ ] Allergen changeovers documented, with label checks and reconciliation records. **(Allergen control)**
- [ ] Master sanitation schedule current; pre-op inspections actually being recorded. **(Sanitation)**
- [ ] Internal audit completed in the last 12 months, with findings followed up. **(Internal audit)**
- [ ] Mock recall run, with lot records retrieved inside your target time. **(Recall & traceability)**

## Also on an auditor's list — no ShiftBinder pack for these, said plainly

- [ ] Management review & commitment, run as a standing cycle.
- [ ] Document control & records management.
- [ ] Corrective action / CAPA as a standalone program.