



A commitment to safe, quality food.

SQF PROGRAM VOCABULARY

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Preface

The following document provides a list of definitions to be used in conjunction with the relevant publications within the SQF program.

A Technical Committee reviews and makes recommendations on changes to the "SQF Program - Vocabulary" in line with the current requirements and expectations of the global food sector. Amendments are posted on the SQF web site. The document is reissued when warranted or after a five year comprehensive review.

Suggestions for improvements to "SQF Program - Vocabulary" are encouraged from all users. They should be submitted in writing and be sent to SQFI, 655 15th St., N.W., Washington DC, 20005, USA.

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Care should be taken to ensure that material used is from the current edition of the "SQF Program - Vocabulary" and that it is updated whenever the document is amended or revised. The date of the "SQF Program - Vocabulary" should therefore be clearly identified.

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Introduction

The SQF Institute created this document to be used as a supporting document in order to define terms frequently used throughout documents in the SQF Program.

Scope

This document is to be used in conjunction with documents used in the SQF Program.

Definitions

Accreditation means accreditation by an Accreditation Body confirming that the management system of a Certification Body complies with the ISO/IEC Guide 65 1996 and the General Requirements and that the Certification Body is suitable to be granted a licence to provide the Service in the Territory and that the Certification Body is suitable to continue to provide the Service.

Accreditation Audit means a systematic and independent examination of a Certification Body's management system to determine whether its procedures comply with the ISO/IEC Guide 65 1996 and the General Requirements and to verify whether these requirements are implemented effectively in the Territory.

Accreditation Body means a body Licensed by FMI to undertake an Accreditation Audit of Certification Bodies that require a licence to Audit and Certify SQF Systems.

Accreditation Surveillance Audit means a systematic and independent examination of a Certification Bodies management system to determine whether its procedures, and the Certification Bodies delivery of the Service Product in the Territory, continue to comply with the ISO/IEC Guide 65 1996 and the General Requirements and to verify whether these requirements are implemented effectively.

Advisory Finding means an observation found during an Audit that identifies an opportunity for improvement to the SQF System but is not binding on the Supplier to implement.

Applicant (s) means SQF Expert (s) or SQF Auditor (s).

Approved Supplier (s) means an entity that has implemented a management system, approved by its customer. The management system shall document the controls, verification procedures and product analysis, and include all records necessary to satisfy the customer's food safety and quality requirements.

Audit means a systematic and independent examination of a Supplier's SQF System by a Auditor to determine whether food safety, hygiene and management activities are undertaken in accordance with that system documentation and comply with the requirements of the SQF Codes, as appropriate, and to verify whether these arrangements are implemented effectively.

Auditor means a person or persons registered by the SQFI to Audit a Supplier's SQF System. An Auditor must work for a Licensed Certification Body. SQF Auditor and SQF Sub-contract Auditor shall have the same meaning.

Central Site means a SQF 2000 Certified Supplier at which activities are planned to control and manage a network of SQF 1000 Certified Suppliers within an SQF Multi-site Certification arrangement.

Certificate of Registration means a certificate which includes a Registration Schedule (in a format provided by the SQFI), issued to a Supplier by a Licensed Certification Body following the successful completion of a Certification Audit and a Re-certification Audit.

Certification means Certification by a Certification Body of a Supplier's SQF System as complying with the SQF Code, as appropriate, following a Certification Audit or Re-certification Audit, and Certify, Certifies and Certified shall have a corresponding meaning.

Certification Audit means an Audit of a Supplier's whole SQF System, including a Desk Audit, where the Supplier's SQF System:

- a) has not been previously certified; or
- b) has been previously certified but requires certification as the earlier certification has been revoked or voluntarily discontinued by the Supplier.

Certification Body means an entity which has entered into a licence agreement with the FMI authorizing it to certify its Supplier's SQF System in accordance with the ISO / IEC Guide G5 1996 and General Requirements

Certification Body License Agreement means an agreement between FMI and a Certification Body whereby the Certification Body is licensed to provide a Certification and Audit service in accordance with the criterions set out in the General Requirements.

Certification Number means a unique numerical number provided by the SQFI and included on the Certificate of Registration and issued to a Supplier that has successfully completed a Certification Audit.

Certification Period means the period from a Supplier's Certification to Re-Certification or from Re-Certification to the following Re-Certification, as appropriate.

Certified Supplier means any food business involved in the production, manufacture, processing, transport, storage, distribution or sale of food, beverages, packaging or fibre the quality management systems of which have been certified and Supplier shall have the same meaning.

Certification Trade Marks means all certification trade marks and service marks already lodged and registered in relation to the SQF Codes and all applications for certification trade marks applied for and registered in the future by FMI.

Codex Alimentarius Commission means the internationally recognized entity whose purpose is to guide and promote the elaboration and establishment of definitions, standards and requirements for foods, and to assist in their harmonization and, in doing so, to facilitate international trade. The Commission Secretariat comprises staff from the Food and Agriculture Organization and the World Health Organization.

Desk Audit means a review of the Supplier's SQF System documentation, forming part of and being the initial stage of the Certification Audit to ensure the system documentation substantially meets the requirements of the SQF Code, as appropriate.

FMI means the Food Marketing Institute, a District of Columbia not-for-profit corporation, having its principal offices at 655 15th Street, N.W., Suite 700, Washington, DC, 20005, United States of America.

Food Quality Plan means as described in the relevant SQF Code.

Food Safety Plan means as described in the relevant SQF Code.

Food Sector Category means those food industry , manufacturing, production, processing, storage, wholesaling, distribution, retailing and food service activities and other food sector services as defined by the SQFI.

General Requirements means the current edition of the document entitled "SQF Program: General Requirements for Certification Bodies", published by FMI.

Good Agricultural Practices (GAPs) means practices on farms which define the essential elements for the development of best-practice for production, incorporating integrated crop management, integrated pest management, and the integrated agricultural hygiene.

Good Manufacturing Practices (GMPs) means the combination of management and manufacturing practices designed to ensure food products are consistently produced to meet relevant legislative and customer specifications..

Gross Turnover means the amount of business transacted by a Supplier during the previous financial year.

HACCP means the Hazard Analysis Critical Control Point and refers to the following two universally accepted guidelines and definitions contained therein:

- a) HACCP guidelines developed and managed by the Food and Agriculture Organization's CODEX Alimentarius Commission. Hazard Analysis and Critical Control Point (HACCP) System and Guidelines for its Application – Annex to CAC/RCP 1 – 1969, Rev. 4-2003), – "A system, which identifies, evaluates and controls hazards which are significant for food safety."
- b) HACCP guidelines developed and managed by the National Advisory Committee on Microbiological Criteria for Foods (NACMCF). Hazard Analysis and Critical Control Point Principles and application Guidelines, Adopted August 14, 1997. "A systematic approach to the identification, evaluation, and control of food safety hazards" together referred to as the HACCP Guidelines.

HACCP Method means the implementation of Prerequisite Programs and the application of HACCP principles in the logical sequence of the twelve steps as described in the current edition of the CODEX Alimentarius Commission Guidelines, or the current edition of the HACCP guidelines developed and managed by the NACMCF. Both the SQF 1000 Code and the SQF 2000 Codes utilize the HACCP Method to control food safety and other quality hazards in the segment of the food chain under consideration

HACCP Plan means a document prepared in accordance with the HACCP Method to ensure control of hazards which are significant for food safety in the segment of the food chain under consideration.

High Risk Food means a food that has a significant likelihood of causing illness or injury to a consumer if not properly produced, processed, distributed and/or prepared for consumption, or food deemed high risk by a customer or declared high risk by the relevant food regulation.

High Risk Food Process(es) means the production, handling, storage, processing, manufacturing and/or preparation of food that, if not properly controlled, leads to a significant likelihood of a food causing illness or injury to a consumer. Also extends to processing systems deemed high risk by a customer or declared high risk by a relevant food authority.

Licensed Certification Body or LCB means an entity which has entered into a license agreement with FMI authorizing it to manage the auditing and certification of SQF Systems.

Licensee means a Certification Body or Training Body licensed by the FMI SQFI to provide a Certification or Recognized SQF Systems Training as the case may be.

Low Risk Food means a food that is not classified as High Risk.

Low Risk Food Process(es) means a process that is not classified as a High Risk Food Process(es).

Multi-site Organization means a SQF 2000 Supplier at which activities are planned to control and manage a network of Certified SQF 1000 Suppliers under a legal or contractual link.

NACMCF refers to the National Advisory Committee on Microbiological Criteria for Foods of the United States of America.

Non conformity refers to the following definitions:

Critical Non-conformity Includes but is not limited to:

- i) A break down of control(s) at a critical control point, Pre-requisite Program or other process step and judged likely to cause a significant public health risk whereby product safety is compromised and judged likely to result in a Class 1 or Class 2 recall and effective corrective action is not taken.
- ii) Falsification of records relating to food safety controls and the SQF System.
- iii) A series of three (3) Major Non-Conformities that collectively result in a systems element breakdown.
- iv) More than four (4) Major Non-Conformities identified across the total system.

Major Non-conformity means:

- i) A lack or deficiency in the SQF System producing unsatisfactory conditions that carry a food safety or quality risk and likely to result in a systems element breakdown; or
- ii) five (5) Minor Non-Conformities that collectively cause a systems element breakdown; or
- iii) More than 10 Minor Non-conformities identified across the total system.

Minor Non-conformity means a lack or deficiency in the SQF System that produces unsatisfactory conditions that if not addressed may lead to a risk to food safety and quality but not likely to cause a systems element breakdown.

Number of Employees means the number of staff employed by a Supplier and includes individual temporary or seasonal workers that have been employed for at least three months each year.

Pre-requisite Program means a procedural measure that when implemented reduces the likelihood of a food safety or a food quality hazard occurring, but one that may not be directly related to activities taking place during production.

Primary Producer or Producer means a **sole** entity involved in the pre-farm gate production, field packing, storage and supply of food produced and/or harvested under their exclusive control.

Processing means the processing of food through one or more steps in which the nature of the food is changed. Processing includes but is not limited to repacking, over bagging and re-labeling of food, slaughtering, dismembering, sorting, grading, cleaning, treating, drying, salting, smoking, cooking, canning, purifying and the pasteurization of food.

Product means those Products that apply to a specific Food Sector Category as defined by the SQFI.

Re-Accreditation means Re-accreditation by an Accreditation Body of a Certification Body's management system as a result of a Re-Accreditation Audit, and Re-Accredited shall have a corresponding meaning.

Re-Accreditation Audit means an Audit of the Certification Body's management system by an Accreditation Body.

Re-certification means a means Re-certification by a Certification Body of a Supplier's SQF System as a result of a Re-certification Audit, and Re-certified shall have a corresponding meaning.

Re-certification Audit means an Audit of the Supplier's SQF System within 30 days of the anniversary of Certification.

Recognized HACCP Training means training that meets the CODEX guidelines outlined in the "WHO (1996). Training aspects of the hazard analysis critical control point system (HACCP). Report of a Workshop on Training in HACCP with the participation of FAO, Geneva, 1–2 June 1995. Geneva, World Health Organization". And this training is:

1. Recognized as a HACCP training course used extensively in a country.
2. Administered and delivered by an institution recognized as a food safety training center of excellence.
3. Must be a minimum of three days (24 hrs) in duration.
4. Must be examinable.

Recognized SQF Systems Training means a training course for SQF Practitioners and SQF Auditors, designed to provide detailed knowledge and understanding of requirements applicable to the implementation and auditing of the SQF Codes. The training is delivered by training providers licensed by FMI (See "SQF Program: Criteria for Training Bodies, Trainers and Training Courses").

Registration Schedule means the portion of the Certificate of Registration setting out the Scope of and the nature and extent of the rights of use of the Certification Trade Marks granted to the Supplier.

Requirements mean the Requirements and procedures contained in this document, and include the Schedule and any modification, variation or replacement of this document.

Review Panel means a body appointed by the SQFI to aid in the assessment of Applicants within their territory of operation.

Rules mean the rules and procedures contained in this document, and include the Schedule and any modification, variation or replacement of this document.

Rules for Use means the SQF 1000 Certification Trade Marks – Rules for Use as amended from time to time or the SQF 2000 Certification Trade Marks – Rules for Use as amended from time to time as the case may be.

Scope of Accreditation outlines the Food Sector Categories to be covered by the Certificate of Accreditation.

Scope of Certification outlines the Food Sector Categories and those Products to be covered by the Certificate of Registration.

Season or Seasonal refers to a period in which the major activity is conducted over not more than five consecutive months in a calendar year, for example harvesting and packing during the "apple season".

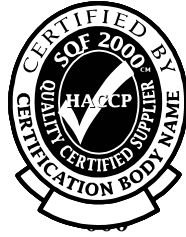
SQF means Safe Quality Food.

SQF Auditor has the same meaning as Auditor.

SQF 1000 Certification Trade Mark means the letters and numerals "SQF 1000" and the logo depicted below.



SQF 2000 Certification Trade Mark means the letters and numerals “SQF 2000” and the logo depicted below.



SQF Code(s) means the SQF 1000 Code and the SQF 2000 Code as the case may be.

SQF 1000 Code means a HACCP based Supplier assurance code for Primary Production.

SQF 2000 Code means a HACCP Supplier assurance code for the food industry.

SQF Consultant means a Person who is registered by the SQFI to develop, validate, verify, implement and maintain SQF Systems on behalf of client Suppliers and in the food industry categories appropriate to their scope of registration.

SQF Expert means either SQF Practitioner as SQF Consultant.

SQF Plan means either a SQF 1000 Plan or SQF 2000 Plan as the case may be.

SQF Practitioner means an individual, designated by a Producer/Supplier to develop, validate, verify, implement and maintain that Producers/Suppliers own SQF System. The SQF Practitioner details shall be verified by the SQF Auditor as meeting the following requirements:

- i. be employed by the company and hold a position of responsibility in regard to the management of the company's SQF System;
- ii. have completed recognized HACCP training and be experienced and competent to implement and maintain HACCP based Food Safety Plans;
- iii. have demonstrated knowledge and experience of the product and its process; and
- iv. have completed and passed a SQF Systems Training Course (Implementing SQF Systems).

SQF Program means the SQF Codes and all associated systems, rules, Certification Trade Marks, intellectual property and documents.

SQF Sub-contract Auditor means an Auditor who is engaged by a Licensed Certification Body under a sub-contract arrangement.

SQF System(s) means either the SQF 1000 System or the SQF 2000 System as the case may be.

SQF 1000 System means a risk management and preventive system that includes a Food Safety Plan and Food Quality Plan implemented and operated by a Primary Producer to assure food safety and quality. It is designed by a SQF Expert, audited by a SQF Auditor and certified by a licensed Certification Body as meeting the requirements of the SQF 1000 Code.

SQF 2000 System means a risk management and preventive system that includes a Food Safety Plan and Food Quality Plan implemented and operated by a Supplier to assure food safety and quality. It is designed by a SQF Expert, audited by a SQF Auditor and certified by a licensed Certification Body as meeting the requirements relevant to the SQF 2000 Code.

SQF Systems Development Team means a group of appropriately skilled and experienced individuals working as a team under the direction of a team leader (SQF Expert) to develop a Food Safety and Food Quality Plan according to the HACCP Method for a process and its associated product under study.

SQFI means SQF Institute, a division of the Food Marketing Institute.

Sub-site means a SQF 1000 Certified Supplier which operates under a contractual link to an SQF 2000 Certified Supplier (Central Site) within a SQF Multi-site Certification Arrangement.

Supplier means any food business involved in the production, manufacture, processing, transport, storage, distribution or sale of food, beverages, packaging or fibre, or providing support services to the food sector and run by a person, company, cooperative, partnership, joint venture, business or other organization who has, or agrees to have, a Certification Body carry out Audits and Certification of its SQF System.

Surveillance Audit means a six monthly Audit (or more frequently as determined by the Certification Body) of part of a Supplier's SQF System where that system has previously been Certified or Re-Certified and whose Certification is current.

Technical Expert is an individual engaged by a Certification Body to provide a high level of technical support to the audit team. The Technical Expert shall demonstrate a high degree of expertise and technical competence in the Food Sector category under study, a sound knowledge and understanding of the HACCP Method and where possible be registered as a SQF Expert.

Trademarks mean all Certification and Service marks filed or registered in the name of FMI and the Licensor in relation to the SQF Program.

Training Centre means an entity which has entered into a license agreement with the SQFI to deliver SQF Systems Training.

Verification as defined in the NACMCF Hazard Analysis and Critical Control Point Principles and Application Guidelines, Adopted August 14, 1997 as amended from time to time and the Food and Agriculture CODEX Alimentarius Commission Hazard Analysis and Critical Control Point (HACCP) – Guidelines for Implementation and Use, ALINORM 97/13A as amended from time to time.

Verification Schedule means a schedule outlining the frequency and responsibility for carrying out the methods, procedures or tests additional to those used in monitoring, to determine that the HACCP study was completed correctly, that the relevant SQF System is compliant with the relevant Food Safety and Food Quality Plan and that it continues to be effective.