

Effective Date: May 13, 2025  
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Approved By: Tammie Van Buren

Sites can voluntarily elect to have annual unannounced re-certification audits.

1. An SQF certified site can declare their intent to hold SQFI Select Site status prior to any unannounced re-certification audit.
2. A letter of intent, provided by SQFI, which outlines the site's commitment to an annual unannounced re-certification audit is to be provided by the certification body to the site. The letter is to be signed by the site prior to the completion of the site's unannounced audit to demonstrate their commitment to participating in annual unannounced recertification audits.
3. The certification body will notify SQFI when a site agrees to participate in the Select Site program and will provide SQFI with a copy of the signed letter of intent.
4. The certification body will designate the site as a Select Site in the SQF assessment database. This designation option will only appear once the audit type of unannounced is selected.
5. The SQFI public database on the SQF website will identify all sites in the SQFI Select Site program.
6. This SQFI Select Site designation is added to the SQF certificate next to audit type.
7. The protocol for the SQFI Select Site program is to follow the unannounced re-certification audit protocol outlined in the SQF Food Safety Codes for every unannounced recertification audit.
8. If a site fails to allow any of the unannounced re-certification audits to occur or fails to allow entry of an SQF auditor for an unannounced recertification audit during the unannounced recertification audit window, then the suspension protocol in the SQF Food Safety Codes will apply.
9. Once a site leaves the program, the certificate status will change on the SQFI website, and the site can no longer represent themselves as a SQFI Select Site.
10. If a site changes certification bodies, and wishes to continue in the Select Site program, a new letter of intent is to be issued by the new certification body and signed by the site.

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### Select Site Program Letter of Intent

This is an Agreement by and between (Certification Body) and SQFI certified site (Site) on this (Date). Based on mutual consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

#### 1. Term

- a. The site agrees to forgo the current mandatory 1 unannounced audit in every 3 recertification audits and voluntarily elects to have annual unannounced recertification audits upon the signing of this agreement.
- b. The term of the agreement will start with the first unannounced audit following execution of this agreement and will not include unannounced audits conducted prior to this agreement.
- c. The term of this agreement will continue without interruption unless the site, or its designated parent company, notifies the Certification Body that it does not intend to continue to be in the Select Site program. Either Party may terminate this Agreement with or without cause upon thirty (30) days written notice.
- d. Sites that transfer to a new certification body must notify their new CB if they wish to continue the program and must sign a new agreement with that CB.

#### 2. Compliance Management

- a. If annual unannounced recertification audits are conducted on the site the "Unannounced Recertification Audit" protocol shall be followed.
- b. Sites with annual unannounced re-certification audits shall be recognized by the Certification Body and the Safe Quality Food Institute as an "SQFI Select Site".

#### 3. Notification Procedures

- a. The Certification Body will email a copy of the agreement to [compliance@sqfi.com](mailto:compliance@sqfi.com).
- b. The Certification Body upon completion of the Select Site unannounced audit will check the appropriate box on the audit form that will electronically designate the site

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as an SQFI Select Site in the SQFI public database.

4. Use of the SQFI Select Site Tag Line

- a. The site will be able to use the Select Site tag line on stationary, business cards, brochures etc., similar to that as outlined in the SQF Logo Rules of Use.
- b. The SQFI website public database will list the participating site as an SQFI Select Site.

Execution page

EXECUTED in, (City, State, Country), on, (Date)

Signed for and on behalf of (Certification Body) by its authorized signatory:

.....

Signature of authorized person

Office held

Signed for and on behalf of (SQFI Certified Site) by its authorized signatory:

.....

Signature of authorized person

Office held