



SQF Special Visit Report – COVID - 19

Audit Details			
Reason for Visit		COVID-19 RISK ASSESSMENT for extension to certificate.	
Company Name on Repositrak:		Placon IM	
Country:	USA	Re-Audit Due Date:	
Certificate Expiry Date:	January 18, 2021	SQF Certificate #:	641403
Contact Name:	John Gagne	Contact Email:	jgagne@placon.com
Telephone:	413-495-1470	Other certification:	
Certification Scope:	Food Sector Category:	27. Manufacture of Food Packaging	
	Products:	Products made include Polypropylene and HDPE cup and LLDPE Lids. The development and manufacture of packaging and components for the retail and food markets. Process: Injection molding, dry offset printing and labelling	
	Food Sector Category:	Choose an item.	
	Products:		
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Products:			
Risk Assessment Date:	20/04/20	Remote Visit Duration: (Minimum 2 hours)	8 hours that included opening meeting, closing meeting, emails, phone calls, face time, downloading multiple attachments in email, review of records and documents, report completion. This was completed incrementally with first email on 4/14/2020, phone call on 4/15/202 and then incrementally



SQF Special Visit Report – COVID - 19

			completion from opening meeting on 4/20/2020 to closing meeting on 4/24/2020 and completion and submission of report.
Auditor:	Mark Landers	Auditor Email:	QABUDMAN@gmail.com
Scope:	Products made include Polypropylene and HDPE cup and LLDPE Lids. The development and manufacture of packaging and components for the retail and food markets. Process: Injection molding, dry offset printing and labeling This purpose of this audit was to reduce risk to apply for extension of certificate.		

Opening and Closing Meeting Attendance Record

Name	Position	Opening	Closing
John Gagne	Quality Manager/SQFP	YES	YES
Brian Witkowski	General Manager	NO	YES
Dave Coyle	Director of Quality	YES	NO
June Monahan	QA	YES	NO
Mark Landers	Lead Auditor	YES	YES

Auditor Recommendation

The organization has implemented all required contingencies based on the COVID-19 pandemic and maintained its management system in line with the requirements of the audit standard and demonstrated the ability of the system to systematically achieve agreed requirements, products or services within the scope and the organization’s policy commitments. Extension should be granted.	YES
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Comments –
 The facility is compliant Based on the observations during a video walkthrough of the facility and review of documents and records that include the HACCP plan, training records, CCP monitoring, maintenance, pest control and review of implemented CAR’s from NC’s from the previous audit.



SQF Special Visit Report – COVID - 19

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Summary of Findings – Special Visit

Section / Element Reviewed	Findings
Are the organization being able to function normally?	The organization is able to run daily, however, all non-essential staff working from home, and anyone who has child care issues, relatives who have come in contact or are being tested for Covid-19 are staying home for 14 days. Furthermore, workers who are concerned about the current situation are also allowed to stay home. There are some suppliers and customers who are closed, but have not experienced any challenges as a result.
When will the organization be able to ship products or perform the service defined within the current scope of certification?	Facility is able to ship product as defined in the scope.
Is the organization required to use alternative manufacturing and/or distribution sites? If so, are these currently covered under the Current certification or will they need to be evaluated?	Not using alternative manufacturing or distribution sites.
Does existing inventory still meet customer specifications or will the certified organization contact its customers regarding possible concessions?	Yes.
Has the certified organization implemented the disaster recovery plan or emergency response plan and was it effective?	Yes. Facility had to move and act on daily changes and new information. The facility has not had to shut down for an extended period of time, but have documented steps



SQF Special Visit Report – COVID - 19

	for ensuring product and personnel safety as well as how facility has responded.
Will some of the processes and/or services performed or products shipped be subcontracted to other organizations? If so, how will the other organizations' activities be controlled by the certified organization?	No
To what extent has operation of the management system been affected?	Had to add information due to shifting of PPE. All other changes were deemed enhancements based on the visitor policy. No longer accept walk in or drop by appointments.
Has the Certified organization conducted an impact assessment?	Yes
Has the Certified organization conducted an Internal Audit since the COVID-19 Epidemic after March 10 th , 2020?	Yes, an internal audit was done 4/9/2020.
Has the Certified organization conducted a Management Review since the COVID-19 Epidemic after March 10 th , 2020?	Yes 4/21/2020.
Has the Certified organization amended the visitor Policy since the COVID-19 Epidemic after March 10 th , 2020?	Yes, several times since the crisis to include pandemic related responses.
Any other additional information collected during the risk assessment and discussion with the client - consider if any other audit trails were followed or anything that may affect our decision-making process to grant a certificate extension	The facility appears to be operating normally with implementations of changes as a result of COVID-19. The management team is engaged and reacting promptly to new information and data as it becomes available.
Review of the key changes since the last audit e.g. HACCP plans, product recalls and significant complaint levels.	No key changes. Added a section about Covid-19
Targeted areas for review, based off the previous audit results. This includes a review of the correction and corrective	The facility demonstrated objective evidence for implementation of CAR for previous audit NC's.



SQF Special Visit Report – COVID - 19

action closed out during the previous audit to determine verified effectiveness.

Document review of processing records including but not limited to the monitoring and corrective actions linked to OPRPs and CCPs hygiene and pest control records and maintenance records over the last 6 months, Auditor to randomly select 3 dates per month and supply to the client.

Reviewed the following records/documents.
Internal audit. Management review.
Review of processing records including but not limited to the monitoring and corrective actions linked to OPRPs and CCPs hygiene and pest control records and maintenance records over the last 6 months. 3 dates per month were randomly selected for review.
Records for CCP monitoring on the Tootsie Roll line for all shifts, including the most recent procedure for CCP monitoring and training records for those individuals performing the activity.
All sanitation and or GMP records for these dates to include any pre-op inspections.
Pest control records.

Maintenance records showing evidence of completion of planned PM's.

For the following dates:

November 5, 13, 21, 2019

December 2,10,18, 2019

January 7, 15, 23, 2020

February 7, 14, 21, 2020

March 9, 16, 23, 2020

April 6, 7, 8, 2020



SQF Special Visit Report – COVID - 19

	No issues were observed with these records and or documents.
Emergency preparedness and response including the impact of the Corona virus on the supply chain of the organization and the potential impact on resources, this is the updated Business Continuity Plan and the actual conducted response to the COVID-19 Pandemic and the actions and risk as a result.	PLACON POLICIES & PROCEDURES Coronavirus (COVID-19) Response, 4/14/20 REV. NO: 60,
Remote GMP inspection via live streaming technology such as Skype, Whats App, IQQI, Facetime, ZOOM.	Facetime was used for the virtual tour. Reception and internet were good.

Corrective Action Summary

Clause (Refer to SQF Standard)	Description / Non-conformity	Corrective Action	Root Cause	Verification of Close Out	Close Out Date

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Date Issued; 31/03/2020
 Page 6 of 7
 Issue 1
 GP5808a



AGRICULTURE, FOOD & LIFE SCIENCE QUALITY WORK INSTRUCTION

GP5808a - Issue 1 – 31st March 2020

**MAKING THE
DIFFERENCE**

SQF Special Visit Report – COVID - 19

Program Manager /
Delegate Signature:

Domenic Rossitto

28/04/20

Notes: Certificate Extension Granted.