



SQF Deep Dive Review Action Items

Define Project Scope and Objectives

- **Action Item:** Establish the goals and scope of the SQF Deep Dive Review.
- **Deliverables:**
 - **Project Scope Document:** Outlines objectives, boundaries, and deliverables.
 - **Project Objectives Report:** Details specific goals and expected outcomes.

Gather Initial Documentation and Data

- **Action Item:** Collect relevant SQF documentation, operational data, and input from stakeholders.
- **Deliverables:**
 - **Documentation Collection Report:** Summary of collected documents and data.
 - **Stakeholder Input Summary:** Insights and feedback from key stakeholders.
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Conduct Preliminary Review and Gap Analysis

- **Action Item:** Perform an initial review to identify major compliance gaps and areas for deeper investigation.
- **Deliverables:**
 - **Preliminary Gap Analysis Report:** Highlights initial findings and major compliance gaps.
 - **Gap Identification Summary:** Lists specific areas needing further review.

Develop Detailed Review Plan

- **Action Item:** Create a detailed plan for the deep dive review process, including methodologies and timelines.
- **Deliverables:**
 - **Review Plan Document:** Details the approach, methodologies, and schedule for the review.
 - **Assessment Checklist:** List of criteria and processes to be evaluated.

Execute In-Depth Review

- **Action Item:** Conduct the comprehensive SQF review based on the developed plan.
- **Deliverables:**
 - **Detailed Review Report:** Provides a thorough analysis of compliance, including findings and evidence.
 - **Compliance Status Report:** Outlines current compliance status and areas needing improvement.

Perform Risk Analysis

- **Action Item:** Analyze risks associated with current SQF practices and develop mitigation strategies.
- **Deliverables:**
 - **Risk Analysis Report:** Identifies potential risks and their impacts, with recommended mitigation strategies.



- **Risk Mitigation Plan:** Detailed plan for addressing identified risks.

Provide Actionable Recommendations

- **Action Item:** Develop and deliver recommendations to address compliance gaps and improve practices.
- **Deliverables:**
 - **Recommendations Report:** Includes actionable steps to close gaps and enhance compliance.
 - **Action Plan:** Prioritized actions and timelines for implementation.

Review and Revise Documentation

- **Action Item:** Review existing SQF documentation and recommend necessary updates.
- **Deliverables:**
 - **Revised Documentation Package:** Updated policies, procedures, and records.
 - **Documentation Enhancement Report:** Summary of revisions and rationale.

Develop Training Materials

- **Action Item:** Create training materials to address gaps identified during the review and educate staff.
- **Deliverables:**
 - **Training Materials Package:** Manuals, presentations, and guides.
 - **Training Schedule:** Planned dates and formats for training sessions.

Conduct Training and Workshops

- **Action Item:** Deliver training sessions to educate staff on new procedures and SQF standards.
- **Deliverables:**
 - **Training Session Reports:** Details of training content, participant feedback, and outcomes.
 - **Workshop Feedback Summary:** Analysis of participant feedback to assess training effectiveness.

Implement Corrective Actions

- **Action Item:** Support the implementation of corrective actions based on review findings and recommendations.
- **Deliverables:**
 - **Remediation Action Plan:** Detailed plan for implementing corrective actions.
 - **Progress Tracking Reports:** Monitor and report on the status of remediation efforts.

Conduct Follow-Up Reviews

- **Action Item:** Perform follow-up reviews to ensure that corrective actions have been effectively implemented.
- **Deliverables:**
 - **Follow-Up Review Report:** Evaluates the effectiveness of implemented changes and ongoing compliance.



- **Final Improvement Summary:** Documents final status and further recommendations if needed.

Finalize Project Documentation

- **Action Item:** Complete and finalize all project documentation.
- **Deliverables:**
 - **Project Closure Report:** Comprehensive summary of the project, including outcomes and lessons learned.
 - **Final Documentation Package:** Complete set of deliverables including revised SOPs, training materials, and review reports.

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