

Change Management Examples & Actions (SQF Edition 10 – Clause 2.3.5)

Examples of Different Types of Change

Temporary Changes

Definition: A short-term change with a plan to return to normal

Example	What to Do
- Using a backup ingredient supplier for 2 weeks due to delays - Switching to manual temperature checks while a probe is being repaired - Using alternative packaging due to stock shortage	- Risk assess the temporary change - Put controls in place - Set a clear end date - Review before returning to normal

Emergency Change

Definition: A change that must happen immediately to keep production running

Example	What to Do
- Using an unapproved supplier because the approved one failed delivery - Switching fuel source due to supply outage - Adjusting cook time/temperature on the spot to prevent product loss	- Do a quick risk assessment immediately - Get fast approval (QA/technical) - Document ASAP (even after the change if needed) - Review and validate after implementation

Unplanned Change

Definition: A change that was not expected but not necessarily urgent

Example	What to Do
- Equipment breakdown requiring process adjustment - Ingredient variation causing process tweak - Label stock error requiring last-minute label change	- Assess food safety impact before continuing - Update instructions if needed - Document the change - Communicate to relevant staff

Change from Corrective Action (CAPA)

Definition: A change made to fix a problem and prevent it happening again

Example	What to Do
- Increasing cook temperature after a CCP deviation - Changing cleaning chemical or procedure after contamination issue - Updating supplier approval process after a failure - Adding extra allergen controls after a near miss	- Identify root cause - Implement controlled change - Validate that the fix works - Update procedures and train staff

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Types of Changes and How to Manage Them

Change Category	Examples of Changes	Food Safety Risks	What You Should Do (Required Actions)
Product formulations & manufacturing processes	- Recipe change (e.g. new ingredient or reformulation) - Change in cook time/temperature - New product introduction - Process step added or removed	- Allergen introduction or cross-contact - Undercooking / survival of pathogens - Product quality/safety deviation	✓ Conduct risk assessment (HACCP review) ✓ Validate process (e.g. cooking validation) ✓ Update product specs & procedures ✓ Train staff before implementation
Materials, ingredients, labels, inputs, equipment	- New supplier or raw material source - Packaging change - Label artwork update - New or modified equipment - Change in cleaning chemicals	- Incorrect allergen declaration - Contamination risk - Equipment not meeting hygiene requirements - Chemical misuse	✓ Approve suppliers & review specs ✓ Verify label compliance (legal & allergens) ✓ Validate equipment (installation, cleaning) ✓ Update SSOPs and train staff
Specifications (raw materials, packaging, chemicals, etc.)	- Change in ingredient specification - New packaging requirements - Updated chemical concentration/use - Finished product spec change	- Product not meeting safety/legal limits - Chemical residues - Packaging contamination or failure	✓ Review and approve updated specifications ✓ Ensure alignment with regulations ✓ Communicate changes to QA, production, suppliers ✓ Update documented information and records
Food safety plan (including CCPs & limits)	- Change to CCP limits (e.g. temp, pH) - New hazard identified - Monitoring frequency change - Change to verification activities	- Loss of control at CCP - Unsafe product released - HACCP plan no longer valid	✓ Conduct full HACCP review ✓ Scientifically validate changes ✓ Update HACCP documentation ✓ Train staff and verify implementation