



## SQF Database ReposiTrak FAQ's

### **What is the relationship between SQFI and ReposiTrak?**

The ReposiTrak platform hosts SQFI's audit management system and annual SQF registration information.

### **What is the SQF Assessment Database (SQFAD)?**

SQFI's data management and audit capture system offer a unique solution to improve the efficiency, consistency, and effectiveness of audits. The SQF Assessment Database, powered by ReposiTrak, houses SQF certified site details, exportable audit reports, and certificate information. The system also serves as a liaison between the SQF certified site, Auditor, Certification Body, and Buyers.

### **Which web browser is most suitable when using the database?**

ReposiTrak is supported on all web browsers (i.e., Mozilla Firefox, Google Chrome, Safari, and Internet Explorer).

### **Are there user guides available to assist in learning how to use the database? If so, where are they located?**

Working with a new or unfamiliar database can be challenging at times. SQFI provides user guides for the database in the Resource Center. All user guides open in printable PDF format. YouTube videos are also available to explain the process in the SQF Assessment Database.

### **Where can I retrieve my login information?**

To receive an automated email with your temporary password, select "Reset Password" on the login screen of the SQF Assessment Database powered by ReposiTrak. For security purposes, you will be prompted to change your temporary password upon successful re-entrance to the database. If you do not receive an automated email with your login information after selecting "Reset Password," contact [support@repositrak.com](mailto:support@repositrak.com) for further assistance.

### **Please note that your username is always your registered email address.**

### **How do I create a new user for my company?**

Send an email to [support@repositrak.com](mailto:support@repositrak.com) with the new user's full name, email address, telephone number, and the associated company name.

## What is the annual registration fee for the SQF audit?

The annual SQF audit registration fee is dependent upon the site's gross sales. Look at the gross sales category fee chart (below). Annual registration must occur prior to the start of the site's audit. You will receive notifications from AC Park City Group/ReposiTrak regarding registration.



### Registration Fees:

Classification	Description of Classification	Fee USD
Fundamentals	Suppliers auditing under the SQF Fundamentals Code	\$200
A	Primary Producers (farms, ranches, orchards, etc. or FSC 1, 3, 5, 6)	\$200
B	Suppliers with a gross revenue < \$5 million USD	\$350
C	Suppliers with a gross revenue > 5 million USD < 25 million USD	\$500
D	Suppliers with a gross revenue > 25 million USD < 50 million USD	\$650
E	Suppliers with a gross revenue > 50 million USD	\$750
M	Multi-site Organization	
	Central-site	\$1250
	Each Sub-site	\$50
Food Service		\$500
Retail		\$250
SQF Quality Audit (non SQF food safety site) Edition 9		\$250

*Effective as of April 1, 2021*

## I'm having an issue with the database. Who do I contact?

If you are having an issue with the database, please contact your Certification Body **CICS Americas** for assistance. [info@cics-americas.com](mailto:info@cics-americas.com)