



**DATE:** May 3 2011  
**TO:** CanadaGAP Certification Bodies and Auditors  
**FROM:** Heather Gale, CanadaGAP National Program Manager  
**SUBJECT:** Frequently Asked Questions for Auditors  
and other CanadaGAP Website Updates

Attached is a new set of **Frequently Asked Questions** (FAQs) for CanadaGAP auditors. These FAQs are also posted on the website at:

English: [www.canadagap.ca/en/canadagap-program/auditors/frequently-asked-questions.aspx](http://www.canadagap.ca/en/canadagap-program/auditors/frequently-asked-questions.aspx)

French: [www.canadagap.ca/fr/canadagap-program/auditeurs/frequently-asked-questions.aspx](http://www.canadagap.ca/fr/canadagap-program/auditeurs/frequently-asked-questions.aspx)

Please also note the following updates on the CanadaGAP website relative to certification:

#### **1. Audit Checklist, Version 5.1**

A few editorial corrections have been made to the checklist to fix typos, clarify wording and insert automatic scoring formulas. Please download and use the latest file from the website at:

English: <http://www.canadagap.ca/en/tools/audit-checklist.aspx>

French: <http://www.canadagap.ca/fr/tools/liste-de-controle-de-laudit.aspx>

The revisions document is also available at the link above.

#### **2. Group Certification (Options B and A3)**

The updated version of the Group Management System Checklist (Version 3.0, 2011) is now available on the website by clicking on the "Tools" menu.

The webpages describing certification Options B and A3 have also been updated:

English: <http://www.canadagap.ca/en/becoming-certified/certification-options.aspx>

French: <http://www.canadagap.ca/fr/becoming-certified/options-pour-la-certification.aspx>

In addition, Component 3 of the CanadaGAP (CHC OFFS) Program Management Manual has been posted for those wishing more information on certification rules. In particular, Appendices III.1 and III.2 of the Management Manual describe Options B and A3 in greater detail and may be helpful to those contemplating group certification. Please note that currently this document is available in English only.

### **3. Reminder to Certification Bodies – Change of Status**

When CanadaGAP program participants make changes to their certification scope or status (crops audited, contact information, change of option, etc.) they often inform the CB but not the CHC.

CB personnel, when advised of any such changes, are required to direct program participants to fill out and send CHC a completed *Change of Status Form* so we can keep our database as current as possible. Program enrollees signed an agreement with CHC which commits them to keeping us informed of any changes.

The form is available through the CHC office or on the CanadaGAP website at:

English: <http://www.canadagap.ca/en/canadagap-program/program-participants.aspx>  
French: <http://www.canadagap.ca/fr/canadagap-program/participants-du-programme.aspx>

Asking program participants to advise us directly of these changes allows CHC to limit administration costs and streamline information management. Other schemes may require CBs to enter client information in a centralized database, which can increase administrative overhead and infrastructure costs, leading to higher program fees.

Please encourage program participants to help us contain costs by taking a few minutes to advise CHC directly of any changes to their status.

Thank you for your assistance. We wish you a successful season ahead!

Please direct any questions to the CHC National Office or your Certification Body, as appropriate.

Heather Gale  
CanadaGAP National Program Manager  
Canadian Horticultural Council  
9 Corvus Court, Ottawa, ON K2E 7Z4  
Tel: 613-226-4880 Ext. 206  
Email: [offs@hortcouncil.ca](mailto:offs@hortcouncil.ca)

Encl.