



Ongoing Training for CanadaGAP Auditors

DATE: April 4, 2011

TO: CanadaGAP Certification Bodies and Auditors
CanadaGAP Program Participants
CHC Member associations, OFFS Committees & Working Groups

FROM: Heather Gale, CanadaGAP National Program Manager

SUBJECT: CanadaGAP Updates for April 2011

Manual Differences Summary

Attached is an updated version of the *Manual Differences* summary document, which outlines the main differences between the six commodity-specific OFFS Manuals. It can also be found on the CanadaGAP website, at <http://www.canadagap.ca/en/manuals/off-manualdownloads.aspx>, along with the latest versions of all the CHC OFFS Manuals.

Change of Status Form

CanadaGAP program participants are required to use the attached *Change of Status* form when they wish to make changes to their program or certification status. This includes changing certification options, transferring to a different certification body, updating contact information, providing new information about the operation or the scope of the audit, etc. All such changes must be communicated **to the CHC in writing** (using the form) before expiry of the current certificate. Certification bodies who receive such notification from their clients must direct program participants to the *Change of Status* form.

The *Change of Status* form has been updated for 2011. A copy is attached and is also available on the CanadaGAP website at <http://www.canadagap.ca/en/canadagap-program/program-participants.aspx>.

IMPORTANT NOTE: Changes to certification options **for 2011 audits** must be communicated to the CHC no later than May 15, 2011. No changes for 2011 will be permitted after May 15.

Corrective Actions Report

The *Corrective Actions Report* has been updated to reflect the change in the audit passing score from 75% to 80%. It can also be found at <http://www.canadagap.ca/en/tools/audit-checklist.aspx>.

Corrective Actions Follow-Up

The *Corrective Actions Follow-Up* procedures have been updated. This document outlines the process for CanadaGAP program participants and certification bodies to follow up on corrective action requests after a failed audit. The document is also available on the website at <http://www.canadagap.ca/en/canadagap-program/auditors.aspx>.

Audit Checklist Version 5.1 - Effective Date

A reminder that the newly released CanadaGAP Audit Checklist (Version 5.1) takes effect on April 1, 2011 and is to be used for *all* CanadaGAP audits on and after April 1.

Questions?

Please contact the CHC National Office:

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Attachments:

- *Manual Differences* summary
- *Change of Status* form
- *Corrective Actions Report*
- *Corrective Actions Follow-up* procedure