



CANADAGAP¹ PROGRAM MANAGEMENT MANUAL

COMPONENT 6: CanadaGAP Addendum for Pollinator Health

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¹ *CanadaGAP is an operating name of CanAgPlus, a Canadian not-for-profit (Corporation Number 822397-1)*

Component 6 – CanadaGAP Addendum for Pollinator Health

6.1 Purpose and Scope

The purpose and scope of this section is to establish:

- The need for a Pollinator Health addendum for the CanadaGAP program, to address retailer requirements for fresh fruit and vegetable growers to provide third party assurance about Integrated Pest Management (IPM) practices;
- The means by which the technical content of the CanadaGAP Addendum for Pollinator Health checklist (hereinafter referred to as “the addendum”) was developed and is maintained on an ongoing basis;
- The qualification and training requirements for auditors and reviewers of the addendum;
- The parameters for delivery of audits against the addendum by CanadaGAP-licensed certification bodies;
- The associated corrective actions and certification processes; and,
- The procedures for the training, education or communication required by this component.

6.2 Roles and Responsibilities

The Executive Director or designate is responsible for:

- Managing oversight of certification bodies involved in delivery of audits and certification against the addendum;
- Handling complaints received in connection with the addendum and its delivery by licensed certification bodies;
- Approving the addendum requirements;
- Approving the auditor and reviewer requirements for CB personnel auditing and reviewing the addendum;
- Providing approval to certification bodies seeking to qualify new auditors and reviewers for the addendum; and
- Establishing a timeline for annual review of the addendum requirements and training unit.

Program staff are responsible for:

- Assisting with maintenance and revision of the addendum checklist;
- Maintaining the addendum training unit materials and making modifications to the materials as needed;
- Monitoring the training delivery platform and making modifications to training delivery and/or the platform as needed; and
- Completing an annual review of the addendum requirements and training unit according to the established timeline.

A Licensed Certification Body is responsible for:

- Recruiting and qualifying trained auditors and reviewers to deliver audits and certification against the addendum;
- Obtaining approval from CanadaGAP for all auditors and reviewers involved in delivering the addendum;
- Scheduling audits, and assigning qualified personnel to perform audits and to review completed addendum reports (checklists);
- Managing corrective action requests and review of corrective actions evidence from operations seeking to comply with the requirements of the addendum; and

- Making certification decisions and issuing certification to operations who are compliant with the requirements of the addendum.

An Auditor for the addendum is responsible for:

- Possessing the basic qualifications and training required for a food safety auditor as set out in *Section 3.3.1.2, Program Auditor Requirements*;
- Successfully completing the CanadaGAP Auditor Training Program;
- Maintaining current competencies and participating in ongoing evaluation as required by CanadaGAP and the certification body to maintain their approved auditor status for certification options C and/or E with CanadaGAP;
- Successfully completing the CanadaGAP training unit specific to the addendum; and
- Conducting impartial audits of an operation's IPM practices against the requirements of the addendum.

A Reviewer for the addendum is responsible for:

- Possessing the basic qualifications and training required for a food safety auditor as set out in *Section 3.3.1.2, Program Auditor Requirements*;
- Successfully completing the CanadaGAP Auditor Training Program;
- Maintaining current competencies and participating in ongoing evaluation as required by CanadaGAP and the certification body to maintain their approved auditor status for certification options C and/or E with CanadaGAP;
- Successfully completing the CanadaGAP training unit specific to the addendum; and
- Conducting impartial reviews of addendum reports generated by certification body auditors.

An Applicant for certification to the addendum is responsible for:

- Identifying to the certification body its desire to be assessed against the addendum;
- Cooperating with the certification body in audit planning and scheduling;
- Where applicable, submitting corrective actions evidence directly to the certification body (or auditor) for review within the required timeframe; and
- Payment of all certification body fees associated with the addendum (e.g., audit fees, auditor travel costs, corrective actions review, certificate fees).

6.3. Technical Content of the CanadaGAP Addendum for Pollinator Health

The technical content of the addendum is based upon the principles of Integrated Pest Management (IPM). The addendum has been designed to meet buyer (e.g., major retailer) requirements for protection and promotion of pollinator health. Content is subject to annual review by CanadaGAP. The addendum may also be subject to periodic review by the IPM Institute of North America and/or other interested parties.

[Form 6.1] is the current version of the CanadaGAP Addendum for Pollinator Health checklist.

6.4 Auditor and Reviewer Requirements for the Addendum

6.4.1 Base requirements

- Auditors and reviewers of the addendum must be employed or contracted by a CanadaGAP-licensed certification body.
- Auditors and reviewers must be currently active auditors who are approved by CanadaGAP to audit certification options C and/or E.

- Auditors and reviewers must have successfully completed the CanadaGAP training unit specific to the addendum and possess (retain) a valid record of successful training completion.
- Auditors and reviewers must receive approval from CanadaGAP to audit or review the addendum. Request for approval must come through the certification body prior to the auditor or reviewer auditing/reviewing the addendum. The request must be accompanied by a valid credential demonstrating the auditor or reviewer's successful completion of the CanadaGAP training unit specific to the addendum.

6.4.2 Auditor and Reviewer Training for the Addendum

- Training is provided online, on demand by CanadaGAP and is offered at no cost to interested and eligible auditors and reviewers (see 6.4.1 to ensure base requirements are met).
- To receive a record of successful completion, auditors and reviewers must attend the training in full and must pass the quizzes integrated into the training unit. Quizzes may be attempted multiple times.
- Auditors and reviewers interested in being approved to audit/review the addendum **must** complete the CanadaGAP training on the addendum. No equivalencies will be granted by CanadaGAP, nor will candidates be grandfathered in for any reason (e.g., prior IPM training or experience).
- A credential is automatically issued to the auditor or reviewer by the training platform upon successful completion of the CanadaGAP training unit. The auditor or reviewer, not CanadaGAP, is responsible to retain a copy of the issued credential.
- Training content is developed and maintained by CanadaGAP and is subject to annual review. Training content will be revised as determined by CanadaGAP. From time to time, at its sole discretion, CanadaGAP may offer update or refresher training to auditors and reviewers.
- Auditors and reviewers are not required to recomplete the training program each time content is updated. Should update training become mandatory, CanadaGAP will communicate with all affected auditors, reviewers and certification bodies.
- Auditors and reviewers must keep CanadaGAP apprised of any changes to their contact details for the above purpose.

6.5 Delivery of the Addendum by Certification Bodies

6.5.1 Audits and Audit Duration

- Assessment of compliance against the requirements of the addendum shall occur in conjunction with a full CanadaGAP audit. The addendum cannot be audited on its own.
- The CanadaGAP audit held in conjunction with the addendum may be of any type (e.g., regular, scheduled, announced, unannounced, random, triggered, etc.).
- With respect to audit planning, scoping, timing, scheduling, communication with the auditee, etc. all requirements in Component 3 of the *CanadaGAP Program Management Manual* are applicable to the CanadaGAP audit during which the addendum is assessed.
- With respect to the CanadaGAP audit during which the addendum is also assessed, minimum audit duration shall be in accordance with the requirements in Component 3 of the *CanadaGAP Program Management Manual*. Audit duration is expected to increase by an additional 30 to 60 minutes, to provide sufficient time for the auditor to assess the auditee's compliance with the addendum. The additional time spent by the auditor assessing compliance with the addendum shall be recorded by the auditor at the top of the addendum checklist.

- The addendum must be audited annually. For producers enrolled in CanadaGAP certification options A1 or A2, the addendum cannot be completed as a self-assessment. Producers who need annual renewal of the addendum certificate validity annually are encouraged to switch to CanadaGAP certification option E or C.

6.5.2 Compliance Criteria

- To achieve compliance with the requirements of the addendum, the auditee must achieve a passing score on the addendum AND meet all mandatory requirements.
- Auditees who do not achieve a passing score on the addendum and/or who do not fulfill all mandatory requirements will have the opportunity to take corrective action to pass the addendum. See Section 6.5.4 below for further information on the corrective actions process.

6.5.3 Certification Body Review

- The auditor shall submit the completed addendum report to the certification body for review.
- The certification body shall review the addendum in accordance with the review process described in Component 3 of the *CanadaGAP Program Management Manual*.
- Reviews of reports cover two aspects: confirmation of the auditor's evaluation of an operation's level of compliance with the requirements of the addendum, and a quality control check on the auditor's completion of the checklist (e.g., ensuring all fields are completed properly and findings are clearly documented, resolving typos or inconsistencies, etc.).
- Insofar as possible, certification bodies shall strive for addendum review timelines that are consistent with those described in Component 3 of the *CanadaGAP Program Management Manual* for review of the CanadaGAP audit checklist.
- As described in Section 6.4, reviewers must meet the auditor/reviewer requirements and be approved by CanadaGAP in advance of performing reviews.

6.5.4 Corrective Actions Process

- Failure to achieve a passing score on the addendum and/or failure to meet all mandatory requirements of the addendum will result in an opportunity for the auditee to take corrective action(s) to bring themselves up to a passing score and/or to fully meet mandatory requirements.
- To initiate the corrective actions process, the auditee must complete the CAR Form specific to the addendum, identifying the failed items that the auditee is seeking to remedy.
- The auditee must submit the completed CAR Form and evidence of corrective actions to the certification body (and/or auditor) for review.
- The timeframe for the auditee to submit the completed CAR Form and evidence of corrective actions to the certification body is within 45 days of receipt of the audit report, or before the end of the season, whichever date is sooner. Corrective action evidence must be reviewed and CARs closed out by the certification body within 60 days of sending the audit report.
- A corrective action plan may be acceptable depending on the nature of the nonconformity; determination of the acceptability of a corrective action plan is at the discretion of the certification body. Implementation of a corrective action plan must be assessed and confirmed at the following audit. To close a given nonconformity, the

same corrective action plan cannot be presented by the auditee or accepted by the certification body more than once.

- The certification body (or auditor) shall review the corrective actions evidence, and notify the auditee of the sufficiency of the evidence submitted or request additional information as needed. CARs must be closed out by the certification body within 60 days of sending the audit report.
- The certification body (or auditor) shall complete the required fields on the CAR Form specific to the addendum, and return a copy to the auditee with their final result.

6.5.5 Certification Decision and Issuance

- Upon review of the completed addendum checklist, the completed CAR Form (if applicable), and any associated corrective actions evidence, the certification body shall make a positive or negative decision regarding certification to the addendum.
- Operations receiving a positive decision regarding certification must meet the compliance criteria as described above in Section 6.5.2.
- Operations certified to the requirements of the addendum shall receive:
 - a CanadaGAP certificate indicating they also comply with the CanadaGAP Addendum for Pollinator Health requirements [i.e., an additional field “POLLINATOR HEALTH” on the regular CanadaGAP certificate]; OR
 - an annex to the regular CanadaGAP certificate indicating compliance with CanadaGAP Addendum for Pollinator Health requirements;
- Certification against the addendum has the same validity period as the CanadaGAP certificate (i.e., one year, or until the certificate is suspended, withdrawn or extended by the certification body).
- Certification against the addendum applies to the same scope of activities and crops that are indicated on the CanadaGAP certificate.
- Certification against the addendum applies to the operation address[es] listed on the CanadaGAP certificate.
- Component 3 of the *CanadaGAP Program Management Manual* applies to the addendum with regards to certificate suspension, withdrawal and extension.
- CanadaGAP (info@canadagap.ca) shall be copied on the email(s) wherein the certification body transmits to the auditee the completed addendum checklist, the completed CAR Form and the certificate/certification decision.

6.6 Application of Training/Education/Communication Plan

The Executive Director is responsible to ensure that individuals and stakeholders as indicated in this plan are trained, educated or communicated to. This procedure focuses on amendments to the technical content of the addendum by CanadaGAP, revisions to the training unit for auditors and reviewers, or any changes to delivery of the addendum by licensed certification bodies.

6.6.1 Training

The objective of training is to present pertinent information to a select number of individuals with the intent that it be understood, and that this understanding be tested in the form of a test.

Auditors and reviewers engaged by licensed certification bodies are required to have successfully completed the CanadaGAP training unit specific to the addendum.

In the event that CanadaGAP offers compulsory refresher training **with testing** to auditors and reviewers, participants must successfully complete the testing associated with the session.

6.6.2 Education

The objective of education is to present pertinent information to a select number of individuals with the intent that it will be understood. Education does not require confirmation of learning by means of a test.

The Executive Director, affected Program staff, trainers, and selected certification body personnel, must be educated about the addendum.

Education may be virtual or in person. Education methods may include meetings, information sessions, specific mailings, email, telephone or direct conversations, etc. The Executive Director or designate will produce the tools used for education and keep a record of the attendance of the individuals being educated.

When significant amendments are made to the addendum or to the associated CanadaGAP training unit, the Executive Director or designate is responsible to either provide education or ensure that the identified individuals are educated on the amendments and how the amendments will affect their role and responsibilities. Education will be provided to the selected individuals prior to the implementation of the amendments and can be done using any of the methods previously described.

The Executive Director is responsible to decide who will require education, and who will only require communication.

6.6.3 Communication

The objective of communication is to disseminate appropriate information in order to inform individuals of any amendments.

The tools used to perform this communication will be diverse and will be the decision of the individual performing the communication. The methods of communication can include meetings, webinars, specific mailings, emails, articles in newsletters, special bulletins to program participants, telephone or direct conversations, etc.

The Executive Director may decide, based on *Section 6.6.2, Education*, that certain individuals only need communication, rather than education. This communication must occur prior to the required implementation of the new amendments, although communication can continue after this date. When such communication occurs, evidence of the communication (e.g. copies of the newsletter, meeting agendas, etc.) should be retrievable during an audit.

The Executive Director or designated Program staff will evaluate incoming communication to ensure CanadaGAP remains up to date with issues/information relevant to this section.

Form 6.1 CanadaGAP Pollinator Health Addendum

The most recent revision is filed on S:\CanadaGAP Program\Pollinator Health Addendum\Addendum Checklist