

Corrective Actions/Plan (CAP) Guide

Version 2.0 2023

The CanadaGAP Corrective Actions/Plan (CAP) Guide provides guidance on how to correct a non-conformance. The operation may be able to take corrective action or they may be able to develop a corrective actions plan.

Key Points:

1. The potential non-conformances listed below are examples ONLY. This is not an exhaustive list of ALL non-conformances.
2. The corrective actions and plans listed below are examples ONLY. This is not an exhaustive list of ALL corrective actions or plans.
3. Each individual operation/scenario may be different. The guidance is given to help an operation determine what steps they might be able to take. Actions and plans can differ due to a number of different circumstances. For example, if the season has ended, there may be no choice for some operations but to develop a corrective actions plan.
4. CanadaGAP program participants enrolled in Options A1 and A2 (four-year audit cycle) cannot be certified based on a corrective actions plan. **Corrective actions must be taken** to achieve a passing score and address **all autofail items** before Options A1 and A2 operations can be certified.
5. The primary method of closing out non-conformances should always be corrective actions. If that is not possible then it is up to the operation to develop a corrective actions plan, which will be assessed by the auditor/Certification Body (CB) who will determine if the plan is acceptable.
6. It is assumed throughout the document that corrective actions and corrective action plans will require employee training. Evidence/records of this will need to be supplied to the auditor/CB.
7. Non-conformances can be closed out only when sufficient evidence is provided to and approved by the Certification Body.
8. If an operation uses a corrective action plan to close out a non-conformance: after the corrective action plan has been approved by the CB, the operation is awarded full points for that non-conformance (this scoring correction should be indicated on the Corrective Actions Report NOT in the original Audit Report).

Notes for the chart on the following pages:

- Question #'s are referring to the CanadaGAP Audit Checklist.
- **Items highlighted in yellow are autofails.**

<u>Question #</u>	<u>Potential Non-Conformance</u>	<u>Corrective Action(s)</u>	<u>Corrective Actions Plan</u>
Food Safety Program Maintenance and Review (Section 24 of the CanadaGAP Food Safety Manuals)			
A1	1) CanadaGAP manual has not been updated 2) CanadaGAP manual has not been completed	1) The current version of the CanadaGAP manual is downloaded and completed 2) The current version of the CanadaGAP manual is completed in full	No corrective action plan
A2	Annual review of the CanadaGAP program has not been completed	The CanadaGAP manual is completed and all confirmation logs are signed off	No corrective action plan
A3	1) Internal audit was not completed 2) Internal audit was not completed at the appropriate time	1) The internal audit is completed 2) The internal audit is completed if timing allows	1) No corrective action plan 2) Corrective action plan may be to complete the internal audit next season at the appropriate time
A4	CanadaGAP program was not fully maintained as evidenced by missing records from the previous season	No corrective action	Corrective action plan may be to outline the plan for program maintenance NOTE: If the score is 0/6 - a triggered re-audit will be conducted later in the season
A5	Non-conformances from the previous season's audit were not corrected	All non-conformances from the current season are corrected	No corrective action plan
Commodity Starter Products (Section 1 of the CanadaGAP Food Safety Manuals)			
B1	Commodity starter product varieties that are genetically modified have not been approved	No corrective action	Corrective action plan may be to ensure all varieties are approved
B2	No evidence that potato varieties are registered in Canada or have been tested for total glycoalkaloids	Evidence of registration or testing is obtained	No corrective action plan
Premises (Section 2 of the CanadaGAP Food Safety Manuals)			
C1	New production sites have not been appropriately assessed for the presence of heavy metals and other contaminants	Assessment is conducted	No corrective action plan
C2	Production sites were not assessed for hazards prior to use	No corrective action	Corrective action plan may be to assess production sites before use next season
C3	Growing medium was not received with a letter of assurance from the supplier	Letter of assurance is obtained	No corrective action plan

Question #	Potential Non-Conformance	Corrective Action(s)	Corrective Actions Plan
C4	Building sketch has not been completed or items are missing from the building sketch	Building sketch is created or updated to include missing items	No corrective action plan
C5	Hazards are not assessed for the exterior of the building(s)	Hazards are assessed and action is taken for those are identified	No corrective action plan
C6	Hazards are not assessed for the interior of the building(s)	Hazards are assessed and action is taken for those that are identified	No corrective action plan
C7	1) Monthly inspection of the buildings is not conducted or is not recorded on Form G 2) Hazards/maintenance that are identified on Form G have not been addressed	1) Inspection is conducted and recorded on Form G 2) Identified hazards/maintenance are addressed and completed	No corrective action plan
C8	Pre-season product storage inspection not been completed, has not been fully completed, or was not completed prior to first use of the storage(s)	No corrective action	Corrective actions plan may be to conduct the pre-season storage assessment in full and prior to first use the following season
Equipment (Section 8 in the CanadaGAP Food Safety Manuals)			
D1	Production site equipment is not inspected, cleaned or maintained appropriately	Production site equipment is inspected, cleaned and maintained appropriately. Evidence is provided	No corrective action plan
D2	Production site equipment records or SOP/SSOPs are missing and/or are incomplete	Records are completed in detail and/or SOP/SSOPs are modified to include all required information and appropriate detail	No corrective action plan
D3	1) Sprayer was not calibrated prior to first use 2) Sprayer was calibrated prior to first use but results or written instructions are missing	1) No corrective action 2) Results and written instructions are provided	1) Corrective action plan may be to ensure agricultural chemical application equipment is calibrated prior to first use for the next season 2) No corrective action plan
D4	1) Agricultural chemical application equipment is cleaned, used for mixing, rinsed or flushed where contamination may occur 2) There is no or there is an incorrect backflow prevention method being used	1) Cleaning, mixing, rinsing and flushing currently takes place where no contamination may occur 2) An approved method of backflow prevention is implemented	No corrective action plan

Question #	Potential Non-Conformance	Corrective Action(s)	Corrective Actions Plan
D5	1) Retractable blades are used 2) Cleaning of hand-held cutting and trimming tools is either not completed or it is not recorded	1) Non-retractable blades are used 2) Cleaning is completed and records are kept	No corrective action plan
D6	Hoses are observed laying on the ground, are not flushed out with potable water before each use or are stored inappropriately	Hoses are kept off the ground, flushed out with potable water before each use and are stored appropriately	No corrective action plan
D7	Building equipment is not inspected before use, cleaned weekly or in good condition	Building equipment is inspected, cleaned weekly and in good condition	No corrective action plan
D8	Building equipment records or SOP/SSOPs are missing and/or are incomplete	Records are completed in detail and/or SOP/SSOPs are modified to include all required information and appropriate detail	No corrective action plan
D9	Records are absent for the calibration of building equipment	Building equipment is calibrated and records are kept	No corrective action plan
D10	Equipment storage is not separate from product, water, or packaging materials	Equipment is stored appropriately	No corrective action plan
<u>Agronomic Inputs (Sections 3,4,5 and 6 in the CanadaGAP Food Safety Manuals)</u>			
E1	Sewage sludge has been applied to the production site	No corrective action (sewage sludge may never be used)	No corrective action plan
E2	Letter of assurance or written instructions are not available for compost/compost tea	Letter of assurance is obtained from the supplier	No corrective action plan
E3	Pulp sludge/soil amendments do not meet prevailing legislation	Evidence is gathered from the supplier that the pulp sludge/soil amendments meet prevailing legislation	No corrective action plan
E4	Records for agronomic input applications are not complete or accurate	Records for agronomic input applications occurring after the audit are documented accurately and completely	No corrective action plan
E5	1) Product was harvested before the 120-day manure PHI had elapsed 2) Records for manure applications are not complete or accurate	Product must be removed from the scope of certification	No corrective action plan

Question #	Potential Non-Conformance	Corrective Action(s)	Corrective Actions Plan
E6	Manure was not stored separately	Manure is stored separately	No corrective action plan
E7	Agronomic inputs are not stored separately	Agronomic inputs are stored separately	No corrective action plan
E8	1) Agricultural Chemicals are purchased from an unlicensed dealer 2) An agricultural chemical is applied that is not registered for use	1) Evidence is provided that chemicals are currently being purchased from licensed dealers 2) Product must be removed from the scope of certification	1) If chemicals are no longer being purchased, a corrective action plan may be that only licensed dealers will be used 2) No corrective action plan
E9	Agricultural chemical applicator has not followed prevailing legislation and/or does not have formal training	The applicator must follow prevailing legislation and complete formal training	If the corrective action cannot be completed, then a corrective action plan may be that the applicator will complete the corrective action the next season
E10	One or more agricultural chemical application rates were exceeded	If agricultural chemical applications are still being completed, evidence is provided that the label is being followed	If the corrective action cannot be completed, a corrective action plan may be created confirming that all rates will be verified and not exceeded
E11	<i>See guidance in the Auditor's Key of the CanadaGAP Audit Checklist</i>		
E12	1) Agricultural chemicals are stored in a manner that poses a risk of contamination 2) Agricultural chemical storage is not dedicated	1) The agricultural chemical storage is adjusted to ensure that there is no risk of contamination 2) All items that are not allowed to be in the agricultural chemical storage are removed	No corrective action plan
E13	Product is exported; however, evidence is not sufficient to confirm how export MRLs are being met	Evidence is provided showing how the operation is meeting the destination MRL limits	No corrective action plan
<u>Agricultural Water (refer to Section 7 in CanadaGAP Food Safety Manuals)</u>			
F1	1) Untreated sewage water is used	No corrective action (untreated sewage water may never be used)	No corrective action plan
F2	Water source has not been assessed	Water source is assessed	No corrective action plan
F3	Risk was identified and no follow up (corrective or preventative) actions were taken	Evidence is submitted showing that all necessary/applicable corrective actions or preventative maintenance have been completed	No corrective action plan
F4	Evidence is missing to show that water is potable	Water tests are completed and results are submitted showing potability	A corrective action plan may be submitted if prior to use tests were not taken

<u>Question #</u>	<u>Potential Non-Conformance</u>	<u>Corrective Action(s)</u>	<u>Corrective Actions Plan</u>
F5	Agricultural water storage containers are not cleaned (or test completed) prior to first use OR records are not available to confirm cleaning/testing	Agricultural water storage containers are cleaned or testing is conducted	No corrective action plan
<u>Cleaning and Maintenance Materials (refer to Section 9 in the CanadaGAP Manual)</u>			
G1	Cleaning or maintenance materials are used that are not appropriate for intended use, their use does not avoid cross-contamination, or label instructions are not followed (if applicable)	Only appropriate materials are used and their use avoids cross-contamination and label instructions are followed (if applicable)	No corrective action plan
G2	Cleaning or maintenance materials are stored inappropriately	Storage of cleaning and maintenance materials is appropriate	No corrective action plan
<u>Waste management (refer to Section 10 in CanadaGAP Food Safety Manuals)</u>			
H1	Garbage is not in dedicated containers nor in appropriate areas	Garbage is cleaned up, in appropriate containers and these are placed in appropriate locations	No corrective action plan
H2	Garbage containers are observed to be overflowing	Garbage containers are emptied at an appropriate frequency	No corrective action plan
H3	Empty agricultural chemical containers were not disposed of or stored appropriately	The containers are disposed of and stored appropriately	No corrective action plan
H4	Waste from the toilets is not appropriately disposed of and directly causes contamination	The contamination is dealt with immediately	No corrective action plan
H5	Wastewater for handwashing facilities and production wastewater is not disposed of properly	The contamination is dealt with immediately	No corrective action plan
<u>Personal Hygiene Facilities (refer to Section 11 in CanadaGAP Food Safety Manuals)</u>			
I1	<p>1) Washrooms provided for production site employees are not accessible through transportation and are further than a 5-minute walk</p> <p>2) Toilet paper is missing from the portable washroom</p> <p>3) Hand sanitizer is missing from Option 2 or Option 3</p>	<p>1) Transportation is provided whenever employees are in the production site OR a portable toilet is added to the production site</p> <p>2) Toilet paper is added, and additional stock is provided</p> <p>3) Hand sanitizer is added, and additional stock is provided</p>	No corrective action plan

Question #	Potential Non-Conformance	Corrective Action(s)	Corrective Actions Plan
I2	1) Signage is missing OR does not match the handwashing option 2) Signage is not understood by all employees	1) New signage is posted that matches the handwashing option 2) Signage is posted in appropriate languages or formats (e.g., pictures)	No corrective action plan
I3	1) Packinghouse handwashing facilities are not located IN the packinghouse 2) Soap is missing from the handwashing station in the packinghouse	1) Handwashing facilities are put IN the packinghouse 2) Soap is added, and extra stock is provided	No corrective action plan
I4	1) Signage is missing OR does not match the handwashing option 2) Signage is not understood by all employees	1) New signage is posted that matches the handwashing option 2) Signage is posted in appropriate languages or formats (e.g., pictures)	No corrective action plan
I5	1) Personal hygiene facility inspection is not done or is not recorded 2) Personal hygiene facility was observed to be unclean or not stocked properly	1) Weekly/Daily inspection and/or cleaning is completed and is recorded on Form J 2) Personal hygiene facility is cleaned and stocked properly	No corrective action plan
I6	1) Gloves (waterproof coverings) are missing for wounds 2) First aid kit is missing bandages 3) Employees are observed not removing working effects (gloves, aprons) prior to entering the washroom or break area	1) Gloves (waterproof coverings) are purchased and supplied to employees 2) Bandages are purchased and supplied within the first aid kit 3) Employees are retrained to remove all working effects prior to entering the washroom or break area	No corrective action plan
Employee Training (Section 12 in the CanadaGAP Food Safety Manuals)			
J1	1) Employees were not trained 2) Employees were not trained in a manner that allowed appropriate comprehension (language)	1) Employees are trained 2) Employees are re-trained using a method that allows for comprehension of the materials	No corrective action plan

<u>Question #</u>	<u>Potential Non-Conformance</u>	<u>Corrective Action(s)</u>	<u>Corrective Actions Plan</u>
J2	1) Form C/D (or appropriate substitute) training is incomplete or has not been completed 2) Training records are missing for an interviewed employee	1) Form C/D (or appropriate substitute) training is completed 2) The employee is re-trained and a record is kept	No corrective action plan
J3	No one is responsible for training	An individual is designated for all food safety-related training as well as for compliance	No corrective action plan
J4	1) An employee was observed leaving the break area and returning to work without washing their hands 2) An employee is observed wearing jewellery	1) The employee is re-trained on handwashing 2) The employee is re-trained on the jewellery policy	No corrective action plan
J5	There is no designated policy for employee illness	A policy for employee illness is created and employees are trained on it	No corrective action plan
<u>Visitor Policy (Section 13 in the CanadaGAP Food Safety Manuals)</u>			
K1	Controlled-access areas are not determined within buildings	Designated controlled-access areas are created	No corrective action plan
K2	Visitors are not informed of the visitor policy or asked to sign in	Policy is created to ensure that visitors are informed and required to sign in	No corrective action plan
K3	U-pick customers are not provided with the required items	The missing items are identified and supplied	No corrective action plan
<u>Water (for Fluming and Cleaning) and Ice (Section 15 and 16 in the CanadaGAP Food Safety Manuals)</u>			
L1	Untreated sewage water is used	No corrective action (untreated sewage water may never be used)	No corrective action plan
L2	Form F was incomplete or not completed	Form F is completed in full	No corrective action plan
L3A	1) Water tests were not taken or were taken at the incorrect time 2) Water tests were taken but were returned showing positive counts for <i>E.coli</i> or Total Coliforms	1) Two water tests are completed for each applicable item (e.g., per source, per final rinse, etc.) and both tests show 0 <i>E.coli</i> and 0 Total Coliforms. A corrective action plan may also be required 2) Corrective action is taken to fix the issue and water is re-tested to confirm potability. A corrective action plan may also be required	A corrective action plan may be created that outlines when and where the tests will be taken for the following season
L3B	See L3A		

<u>Question #</u>	<u>Potential Non-Conformance</u>	<u>Corrective Action(s)</u>	<u>Corrective Actions Plan</u>
L4	Cantaloupes/Musk Melons are fully submerged in water during the washing/fluming/ cooling process	New process is implemented where cantaloupes/musk melons are not fully submerged in water	No corrective action plan
L5	Water treatment is not being monitored	Water treatment is monitored daily	No corrective action plan
L6	Daily water treatment records are not being maintained	Water treatment monitoring records are maintained daily	No corrective action plan
L7	Water and product temperature differential is not being monitored or maintained	Evidence is provided of the temperature differential being maintained	No corrective action plan
L8	1) Water storage (cistern/tank/container) is not cleaned monthly while in use 2) There are no cleaning records available	1) Cleaning is completed monthly and records are kept 2) Cleaning records are kept	No corrective action plan
L9	Container used to hold/store ice is not designated and is observed to be visibly dirty	A clean container for ice is designated and used	No corrective action plan
L10	Scoop/shovel used to handle ice was observed to be stored on the ground	The scoop/shovel is cleaned and an appropriate storage area is designated	No corrective action plan
L11	Ice is recovered and re-used	Ice is not recycled or recovered	No corrective action plan
L12	1) Letter of assurance is not available for purchased ice 2) Ice tests are missing for ice that is produced on site.	1) A letter of assurance is obtained from the supplier 2) Ice is tested and test results confirm potability. A corrective action plan may also be required	1) No corrective action plan 2) A corrective action plan may be created that outlines when and where the tests will be taken for the following season
<u>Pest Program for Buildings (Section 14 in the CanadaGAP Food Safety Manuals)</u>			
M1	Evidence of pest activity (feces, nests) inside the buildings	The pest program is reviewed and adjusted to prevent contamination	No corrective action plan
M2	1) Form E is absent or incomplete 2) Monthly monitoring records are absent or incomplete.	1) Form E or equivalent is completed in full 2) Monitoring records are completed monthly	No corrective action plan
M3	1) Traps are missing or not in the correct location(s) 2) Interior traps are baited where rodents can escape (e.g., snap trap)	1) Traps are placed or relocated to the correct location(s) 2) The traps that are used do not allow the rodent to escape, or the traps are not baited	No corrective action plan

<u>Question #</u>	<u>Potential Non-Conformance</u>	<u>Corrective Action(s)</u>	<u>Corrective Actions Plan</u>
M4	Rodent bait is stored on an open shelf above the packaging materials	Rodent bait is kept separate from packaging materials	No corrective action plan
<u>Packaging materials (Section 17 in the CanadaGAP Food Safety Manuals)</u>			
N1	1) Harvested product packaging materials are not cleaned prior to first use 2) Harvested product packaging materials do not receive a pallet/bin tag for tracking/traceability	1) No corrective action 2) A pallet/bin tag is placed on harvested product packaging materials	1) A corrective action plan may be created that outlines the steps for cleaning of the harvested product packaging materials prior to first use 2) No corrective action plan
N2	1) Letter of assurance is missing for the third-party cleaning of reusable market ready packaging materials 2) No record of the primary packaging material inspection 3) Market ready packaging materials are used for other purposes but are not marked	1) A letter of assurance is obtained from the third party 2) Inspection of the packaging materials is documented on Form Q (or equivalent) 3) Packaging materials are marked clearly to ensure they are not used for product	No corrective action plan
N3	Market ready packaging materials are not properly labelled	Market ready packaging materials are labelled correctly	No corrective action plan
N4	Market ready packaging materials are stored directly on the ground, touching the wall, or with sources of contamination	Market ready packaging materials are stored properly	No corrective action plan
<u>Growing and Harvesting (Section 18 in the CanadaGAP Food Safety Manuals)</u>			
O1	1) Agricultural chemical PHI checks are not recorded 2) Harvest occurred before a chemical PHI had elapsed	1) PHI checks are recorded 2) Regulatory agency (PMRA) is contacted to determine if there is a human health concern. If so, product is disposed of. All employees involved with determining harvest intervals are re-trained.	No corrective action plan
O2	Records are missing of the production site assessment	Production site assessment is recorded on Form P1/P2, Form Q (or equivalent)	No corrective action plan
O3	Harvesting containers (totes, bins, buckets) were observed to be sitting directly in mud	Containers are placed where they will not be a source of contamination to product	No corrective action plan

<u>Question #</u>	<u>Potential Non-Conformance</u>	<u>Corrective Action(s)</u>	<u>Corrective Actions Plan</u>
O4	No visual inspection is completed for sources of contamination before/during the harvesting of product	Employees are re-trained to ensure that product is inspected before and throughout harvest for any source of contamination	No corrective action plan
O5	Employees are observed harvesting product that has fallen on the ground	Employees are re-trained to leave all product that has touched the ground, on the ground	No corrective action plan
O6	Records are not available for daily glass inspection	Inspection for glass is recorded daily	No corrective action plan
O7	Fertigation water was observed to be dripping from the roots of the product during harvest. The water was coming into contact with the edible portion	Dripping fertigation water is prevented from coming into contact with the product	No corrective action plan
<u>Sorting, Grading, Packing, Repacking, Storing, and Brokerage (Section 19 in the CanadaGAP Food Safety Manuals)</u>			
P1	Suppliers of product do not have a CanadaGAP certificate or other industry recognized third party food safety audit/certification	<p>1) Operations may opt to not source from suppliers who do not have a CanadaGAP certificate or other industry-recognized third party food safety audit/certification</p> <p>OR</p> <p>2) Operations may opt to source from suppliers who are not CanadaGAP-certified or who have not completed an industry recognized third party audit/certification. However, the following expectations would need to be met:</p> <p>a. For suppliers of commodities that are not high risk: The supplier must provide the audited organization with a Letter of Assurance (as defined in the Glossary of the CanadaGAP manuals: " Letter of assurance: A written statement from a supplier/dealer that the product he or she is selling was produced under specified conditions and steps were taken to reduce biological, chemical or physical contaminants in accordance with all prevailing legislation"). The audited organization may accept such a Letter of Assurance only once from any supplier who has never been certified or third-party audited.</p>	<p>a. Letter of Assurance accepted only once from suppliers who have never been certified or third-party audited. In subsequent years all suppliers must meet the CanadaGAP requirement.</p>

<u>Question #</u>	<u>Potential Non-Conformance</u>	<u>Corrective Action(s)</u>	<u>Corrective Actions Plan</u>
		b. For suppliers of high-risk commodities [Cantaloupe, Leafy Greens and Herbs (including all lettuce, green onions, leeks, leaf of root crops, mixed greens, radicchio, kohlrabi, leafy crops such as kale, chard, chicory, etc.), and Strawberries]: The supplier must provide a Letter of Assurance (as defined in the Glossary of the CanadaGAP manuals) as well as further evidence to the audited organization that risks have been managed appropriately. These may include activities such as the audited organization or another entity approved by the audited organization conducting a 2 nd party audit, the supplier completing testing (e.g., water, product, etc.), and/or the supplier producing relevant documentation to assure the audited organization that any risks have been mitigated. The audited organization may accept such a Letter of Assurance and additional evidence only once from any supplier who has never been certified or third-party audited.	b. Letter of Assurance and additional evidence accepted only once from suppliers who have never been certified or third party audited. In subsequent years all suppliers must meet the CanadaGAP requirement.
P2	Services are sourced from operations that do not have an industry recognized third party food safety audit/certification	1) Operations may opt to drop applicable service providers who do not have an industry recognized third party food safety audit/certification OR 2) Certificates/audit reports are obtained from all service providers	No corrective action plan
P3	Sorting and grading are not completed (e.g., to remove foreign objects, damaged or rotten product, crop debris)	Sorting and grading are completed	No corrective action plan
P4	Letter (of Assurance or No Objection) is missing for wax	Letter (of Assurance or No Objection) is received from the supplier	No corrective action plan
P5	List of "Other materials" is not available	A complete list of "Other materials" is completed	No corrective action plan

Question #	Potential Non-Conformance	Corrective Action(s)	Corrective Actions Plan
P6	<p>1) EMP risk assessment was not conducted or is incomplete</p> <p>2) EMP sampling plan was implemented; however, a documented program is not available or is incomplete</p> <p>3) Operational changes have occurred; however, the EMP was not re-assessed</p>	<p>1) EMP risk assessment is completed</p> <p>2) An EMP sampling plan is documented and includes areas/zones, testing frequency and test result thresholds</p> <p>3) A re-assessment of the risk assessment is completed</p>	No corrective action plan
P7	Supplier list is not complete	Supplier list is completed in full	No corrective action plan
<u>Storage of Product (Section 20 in CanadaGAP Food Safety Manuals)</u>			
Q1	Product is observed to be stored inappropriately	Product is stored properly	No corrective action plan
<u>Transportation (Section 21 in the CanadaGAP Food Safety Manuals)</u>			
R1	Cargo area of vehicles used to transport harvested product are observed to be unclean	Cargo area of vehicles is cleaned	No corrective action plan
R2	Vehicle used to transport market product is not covered	Market product is covered during transportation	No corrective action plan
R3	Product transportation records (Form O or equivalent) are not available or are incomplete	Records are kept on Form O (or equivalent)	No corrective action plan
<u>Identification and Traceability (Section 22 in the CanadaGAP Food Safety Manuals)</u>			
S1	Traceability cannot be established through the records (Forms P/P1/P2, Q, and O or equivalent)	Traceability records are kept that contain all required information	No corrective action plan
<u>Deviations and Crisis Management (Section 23 in the CanadaGAP Food Safety Manuals)</u>			
T1	Form R was not available or major deviations were not recorded	Major deviations and complaints are recorded on Form R (or equivalent)	No corrective action plan
T2	Form T was not available or incomplete	Form T (or equivalent) is completed in full	No corrective action plan
T3	Form S was not available or incomplete	Form S (or equivalent) is completed in full	No corrective action plan
T4	<p>1)The recall program was not available</p> <p>2) The mock recall was not completed or was not completed using the current season's product</p>	<p>1) The recall program is documented in full</p> <p>2) The mock recall is completed using actual records from the current season</p>	No corrective action plan

<u>Question #</u>	<u>Potential Non-Conformance</u>	<u>Corrective Action(s)</u>	<u>Corrective Actions Plan</u>
T5	Form U was not available or incomplete	Form U (or equivalent) is completed in full	No corrective action plan
T6	Food safety culture has not been created, implemented or maintained	Food safety culture is created, implemented and maintained within the operation	No corrective action plan
<u>Site-Specific HACCP Plan (Section 24.1 in the CanadaGAP Food Safety Manuals)</u> <u>FOR REPACKING AND WHOLESALING OPERATIONS ONLY</u>			
U1	A site-specific HACCP plan was not available or was incomplete	A site-specific HACCP plan is completed	No corrective action plan
U2	There was no annual review of the HACCP plan	A full review of the site-specific HACCP plan is completed	No corrective action plan