CanadaGAP Audit for the Production, Packing, Repacking, Storage, Wholesaling and Brokerage of Fruits and Vegetables and Greenhouse Product

On-site Audit:
Date: _____

Start Time: _____

End Time: _____

Remote Audit Component (if applicable) Duration:
_____

Follow-up from the On-site/Remote Audit (if necessary) Duration:
_____

Completion Date : _____
ALL audit activities above (on-site audit + remote audit component + any required follow-up)

Total Audit Duration: _____

Rationale for not meeting minimum audit duration:

_____

☐ *Unannounced Audit*   ☐ *Random Audit*

Legal Operating Name (for use on certificate): _____

Name of Person(s) Responsible for the Operation: _____

Audit completed by: _____

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CERTIFICATION BODY INFORMATION (For CB use only)

Certification Body: _____

Certification Option: ☐ A1   ☐ B   ☐ E
☐ A2   ☐ C   ☐ F
☐ D

Multi-site operation: ☐ *MS Audit Checklist for Multi-site Operations attached*   ☐ **Triggered Audit** *(choose a reason below)*

_____

Certification body conducting previous audit: _____

Date of previous audit: _____

Declaration from auditor of the number of years they have consecutively audited this operation: Number of consecutive years at this operation (this number does **NOT** include the current year): _____

Name of Auditor: _____

Previous CanadaGAP Certificate(s) (include certification option(s) and applicable crops and activities): _____

Date of issue: _____   **Expiry Date:** _____

Other commodities or activities that will be included in this certificate that were not observed during the current audit are: _____

Report reviewed by: _____   **Date:** _____

QUESTION P2 ☐

Operation Information

Legal Operating Name: _____

Name of Person(s) Responsible for the Operation: _____

Name of audited location (for multi-site certification): _____

Food Safety Program Contact(s) (if different from above): _____

Address~~(es)~~ to be included on the Certificate

> Address field was adjusted to indicate that in most cases there should only be one address on the certificate. Additional addresses can be added only if that is a buyer or customer requirement.

EAN.UCC Global Location Number (GLN) [if available] : _____

Phone No.: _____   **Fax No.:** _____

Email: _____

Check type of operation: ☐ Production   **Packing:** ☐ Production Site   ☐ Brokerage
☐ U-Pick   ☐ Packinghouse   ☐ Wholesale
☐ Storage   ☐ Repacking   ☐ Other (e.g., icing facility)

Which commodities and activities (e.g., harvesting of peaches, packing/repacking of tomatoes, packing of greenhouse tomatoes, etc.) were observed during the audit? _____

What sites were visited during the audit - include the address of each site - (e.g. production sites, storages, packing/ repacking lines)? _____

Do you know of any reason why you should not conduct this audit due to a conflict of interest with the operation being audited (e.g. direct ownership, family relationships, financial interest)?
☐ Yes   ☐ No

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CANADAGAP®
CanadaGAP Audit Checklist ©

Instructions to the Auditor:

The CanadaGAP audit checklist is intended for the production, packing/repacking, storage, wholesaling and brokerage of fresh fruit and vegetables and greenhouse product. The audit checklist is based on the CanadaGAP manuals. The sections, forms and appendices mentioned throughout the audit checklist refer to these documents. Note that CanadaGAP provides these materials as "templates"; alternate/customized/individualized record-keeping forms, etc. are acceptable as long as all the required information is captured.

- For each question below, mark the appropriate response by typing an 'X' in the check box beside Y (yes), N (no), N/A (not applicable), or INC (incomplete). Where there are check boxes within questions, mark in the box if the required element is present - write N/A if it is not applicable. Part marks may only be given for a question if there is an INC option.

- Enter detailed comments and observations in the column for *(Auditor's Key)* Comments/Observations. Extra room is provided at the end of each section. If INC is chosen, a comment must be written in the column under *(Auditor's Key)* Comments/Observations.

- Additional guidance for the auditor is included under *(Auditor's Key)* Comments/Observations and is *italicized* and shaded in gray.

- The Comments/Observations box allows for text to be written continuously. To create a list or separate lines, click "*alt*" + "*enter*" and a new line will be started within the box.

- To run the spell check function, click on the 'spell check' button on the bottom of the scoring page.

- The Executive Summary can be found in a separate worksheet (tab) located at the bottom of this document.

- If any of the automatic fail items are observed (highlighted in yellow in the checklist), score the audit as an automatic failure. Describe the reason for the failure in the Executive Summary (tab below). You may continue the audit if the auditee wishes you to do so; otherwise, end the audit.

- The checkboxes in the Comments/Observations (right) column are designed to help auditors document observations. These boxes DO NOT correspond directly to the score and, other than where specific guidance on scoring is provided (*Auditor's Key*), these boxes should not be used for determining the number of points given. When documenting observations in these checkboxes, you should not write 'NO' but instead should choose either 'X'/'YES', 'N/A', or 'INC'. If an operation does not meet that specific checkbox requirement an 'INC' should be used in this case.

- When a record is required, it is indicated in the middle column of the checklist, otherwise the question is scored based on auditor observation and interviews.

- For questions that have record requirements, answering Y (yes) means the records are fully complete and accurate.

- When scoring questions with multiple components or sub questions (in the left column), assign points to each sub question based on the total (e.g., if the question is out of 6 and there are 6 checkboxes or sub questions, then assign 1 point to each; if it is out of 6 and there are three sub questions then assign 2 points to each).

- Fill in the score for each question in the far right column; the scores will be totaled automatically at the bottom of each section.

- Enter the score directly into the cell, do not copy and paste values from other sources into the score cell.

- For questions that are marked as 'N/A,' the score must be left blank. DO NOT enter '0' for the score.

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Scoring

Instructions: Score each question in the audit. If the entire question is N/A, that question gets no score and is not included in the total score for the section. For each section, the auditor tallies the maximum attainable score (for all applicable questions) and fills in the right hand column below. **The auditor then totals the auditee's actual score for each question and fills in the middle column.** For example, for Section B, Commodity Starter Products, if the auditee only grows small fruit and fully meets the requirements, the auditor would score 2 out of a total of 2 for the section (not a total of 4 because the second question becomes N/A). Each subtotal is then multiplied by the applicable factor (see next page, column 3).

Section	Auditee's Actual Score	Maximum Attainable Score
A. Food Safety Program Maintenance and Review (Questions 1-3)	0.0	8
A. Food Safety Program Maintenance and Review (Questions 4-5)	0.0	8
B. Commodity Starter Products	0.0	4
C. Premises	0.0	42
D. Equipment	0.0	43
Subtotal 1	0.0	105
E. Agronomic Inputs (Questions 1-12)	0.0	74
Subtotal 2a	0.0	74
E. Agronomic Inputs (Questions 13-14)	0.0	8
Subtotal 2b	0.0	8
F. Agricultural Water	0.0	36
Subtotal 3	0.0	36
G. Cleaning and Maintenance Materials	0.0	6
H. Waste Management	0.0	12
I. Personal Hygiene Facilities	0.0	36
J. Employee Training	0.0	24
K. Visitor Policy	0.0	6
Subtotal 4	0.0	84
L. Water (for Fluming and Cleaning) and Ice	0.0	70
Subtotal 5	0.0	70
M. Pest Program for Buildings	0.0	24
N. Packaging Materials	0.0	30
O. Growing and Harvesting	0.0	26
P. Sorting, Grading, Packing, Repacking, Storing and Brokerage	0.0	43
Subtotal 6	0.0	123
Q. Storage of Product	0.0	8
R. Transportation	0.0	10
S. Identification and Traceability	0.0	10
T. Deviations and Crisis Management	0.0	22
U. Site-specific HACCP Plan	0.0	22
Subtotal 7	0.0	72

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For each subtotal in the above table, calculate the auditee's score as a percentage and fill the percentage in in column 2 below (e.g., auditee's actual score divided by the maximum attainable score x 100). Multiply the percentage by the factor in column 3 to get a final score for each subtotal. Add up all the subtotal final scores to get the Auditee's final score out of 100.

Subtotals	Percentage	Conversion Factor	Final Score
Subtotal 1	0.00	Multiply column 1 by 0.15	0.00
Subtotal 2a	0.00	Multiply column 1 by 0.10	0.00
Subtotal 2b	0.00	Multiply column 1 by 0.05	0.00
Subtotal 3	0.00	Multiply column 1 by 0.05	0.00
Subtotal 4	0.00	Multiply column 1 by 0.20	0.00
Subtotal 5	0.00	Multiply column 1 by 0.15	0.00
Subtotal 6	0.00	Multiply column 1 by 0.20	0.00
Subtotal 7	0.00	Multiply column 1 by 0.10	0.00
Final Score (out of 100)			**0.00**

Auditee's Final Score: **0.00** %

Autofail?   [   ] *(see next page for details)*

Note: **A passing score of 85% is required for certification under Option A1 and A2.**

A passing score of 95% is required for certification under Option E and F.

A passing score of 100% is required for certification under Option B, C and D.

Audit Report completed by: _____   Date: _____

Key Person(s) Present at Audit and description of role (e.g., auditee, consultant, etc.): _____

_____

Witness audit [ ]   Name of witness auditor: _____

CanadaGAP Audit Checklist

IMPORTANT NOTE
It is understood that all prevailing legislation (e.g., regulations at the federal, provincial, territorial, state, regional, local, municipal, etc. level) will be followed.

Automatic Failure Items: *Check (√) any that apply, and score audit as an auto fail.*		Auditor Observation(s)
1. An immediate food safety risk is present (e.g., livestock/poultry slaughter activities) when product is produced, handled, packed, repacked, stored or held under conditions that promote or cause the product to become contaminated.	☐	
2. Animal/bird/human feces and/or presence/evidence of rodents is observed on **food contact surfaces in use, and/or in/on product,** during handling, packing/repacking, and/or storage of market product	☐	
3. An agricultural chemical was applied, and there is NO record of this application; OR agricultural chemicals not registered for use on the applicable product in the country where it is grown are applied (see Section E, questions 8 and 11)	☐	
4. Manure is applied less than 120 days before harvest of product occurs OR complete and accurate records are not kept of manure application date and harvest intervals (see Section E, question 5)	☐	
5. Sewage sludge is applied to fields for the current crop or untreated sewage water is used for cleaning, fluming or as agricultural water, and/or toilet waste contaminates the product (see Sections E, F, H and L)	☐	
6. Water (for Fluming and Cleaning) and Ice (Section L) Question L3A) - No water tests (showing potability) are available - Question L12) - No ice tests (showing potability) are available and/or letters of assurance A score of 0 on any of the following questions - **ONLY** if the water/ice is used on product or has a food safety impact on product. If water is used for cleaning equipment/buildings/containers the autofail does not apply: - questions L5) & L6) - combined - question L7) - question L9) - question L11) - question L8) - question L10)	☐	
7. Absence of Personal Hygiene Facilities. The auditee must have <u>both</u>: a) *washrooms,* **AND** b) *properly stocked handwashing facilities* (except for processing potatoes). Refer to the manual(s) for what is required for washrooms and properly stocked handwashing facilities. (see questions I1 and I3)	☐	
8. Employees NOT using or inappropriately using the personal hygiene facilities (see question J4)	☐	
9. For cucumbers and peppers sent for pickling and repacking, wholesaling and brokerage of fiddleheads ONLY: Operations are NOT sourcing product from suppliers who have a credible food safety program (a score of 0 on question P1)	☐	

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A. Food Safety Program Maintenance and Review (refer to Section 24 in CanadaGAP manual)	Records	*(Auditor's Key)* Comments/Observations	Score
A1) A CanadaGAP Manual is being used? Y ☐ N ☐ Have the manual(s) been updated to the most recent version? *(2 points)* Y ☐ N ☐ INC ☐ Have the manual(s) been completed? *(2 points)* Y ☐ N ☐ INC ☐	CanadaGAP OR Other Food Safety Manual(s)	*Which CanadaGAP manual(s) or other manual(s) are being implemented?* ☐ *CanadaGAP - Fresh Fruits and Vegetables* ☐ *CanadaGAP - Greenhouse Product* ☐ *Other food safety manual (specify below):* _____ *What is the version number of the manual(s)?* _____ *What is the operation's start date?* _____ *What is the operation's anticipated season end date?* _____	4
A2) Was an annual review of the program completed? Y ☐ N ☐ N/A ☐		*This will be scored as N/A for those in their first year of certification.*	2
A3) An internal audit was conducted (i.e., performing a pre-audit using the self-assessment checklist, the audit checklist or by using an outside party), findings were reviewed and any necessary changes to policies and procedures were made? Y ☐ N ☐ INC ☐	Self-assessment checklist/ Audit checklist/ Third party pre-audit report		2

NOTE: **Questions A4 and A5 are found at the end of the audit checklist (after Section U) as the auditor is scoring these questions AFTER they have assessed the entire operation.**

Auditee's Actual Score for Section (Food Safety Program Maintenance and Review: Questions 1-3):		0.0
Maximum Attainable Score for Section:		8

B. Commodity Starter Products (refer to Section 1 in CanadaGAP Manual)	Records	*(Auditor's Key)* Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section: ☐			
POTATOES, TREE & VINE FRUIT, SMALL FRUIT, COMBINED VEGETABLES B1) Commodity starter product varieties that ~~may be considered as~~ <s>are genetically modified [e.g.,</s> Plants with Novel Traits (PNTs) have been approved for use by the prevailing authority (e.g., federal government) or have been issued a letter of no-objection (e.g., from Health Canada)? Y ☐ N ☐ N/A ☐	Letter of No-... *Terminology updated to match what is used by CFIA. The terms 'Plants with Novel Traits" and 'Genetically Modified' cannot be used interchangeably.*	*In Canada, refer to the CFIA website* *https://active.inspection.gc.ca/netapp/plantnoveltraitpnt-vegecarnouvcn/pntvcne.aspx* *https://inspection.canada.ca/active/netapp/plantnoveltraitpn...*	2

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POTATOES				Score
B2) Varieties are registered in Canada OR have been tested for total glycoalkaloids?	Y ☐ N ☐ N/A ☐	Letter of assurance/ invoice	*Letter of assurance or invoice from breeder/agent showing TGA below 20mg/100g may be obtainable for non-registered varieties*	2
		Auditee's Actual Score for Section (Commodity Starter Products):		**0.0**
		Maximum Attainable Score for Section:		4

C. Premises (refer to Section 2 in CanadaGAP Manual) Includes Production Sites and Buildings	Records	*(Auditor's Key)* Comments/Observations	Score
Production Sites (includes greenhouse production sites)			
If there are no production sites, check box and proceed to question C4) ☐			
C1) New production sites have been assessed for the presence of heavy metals and other contaminants?	Y ☐ N ☐ N/A ☐ INC ☐		*For new production sites, consider uses for the past 5 years. Review manual and ask questions as required.*	2
C2) Production sites: Have been assessed for potential hazards from adjacent areas and animal/bird activity? *(4 points)*	Y ☐ N ☐ INC ☐	V	*Consider agricultural chemical/excrement drift and industrial activities, wildlife; Review manual, and record visual observations (e.g., evidence of serious animal intrusion into production site)* *If sewage sludge has been applied in previous years to the production site in use, remove 4 marks (all or nothing).*	
Are used where sewage sludge has NOT been applied? *(4 points)*	Y ☐ N ☐		*ALL production sites must be assessed ~~regardless of whether it's first time use or not~~ and recorded.*	
Annual production site assessment has been completed and recorded? *(4 points)*	Y ☐ N ☐ INC ☐		Wording in the notes was adjusted for clarity.	12
C3) GREENHOUSE PRODUCT: Growing medium (e.g., rockwool, sawdust, vermiculite, soil, peat, etc.) is received with a letter of assurance from the supplier?	Y ☐ N ☐ N/A ☐ INC ☐	Letter of assurance	*Only for greenhouse operations NOT growing directly in the ground (soil) and instead using a growing medium.*	4

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Buildings (where product is handled and/or stored, where packaging materials, agricultural chemicals, fertilizers, etc., are stored) AND Greenhouse Production Sites

C4) A sketch of the interior of all buildings and greenhouse production sites includes:	A	*Record building type(s) and/or greenhouse production site:*
☐ No sketch ☐ N/A (no buildings) OR ☐ Packing/Repacking line(s) ☐ Pest Control Devices and Pest Control Product Storage ☐ Harvested and Market Product ☐ Hand washing Facilities ☐ Washrooms ☐ Market ready packaging materials ☐ Agricultural Chemical Storage ☐ Container/Tank/Cistern Storage (i.e., heating oil/fuel, water) ☐ Greenhouse production areas (if applicable)		☐ Packinghouse ☐ Product Storage ☐ Repacking Facility ☐ Wholesale Facility ☐ Greenhouse Production Site ☐ Other: _____ **4**

C5) Exterior of buildings and greenhouse production sites are assessed to ensure there are no potential hazards and maintained to prevent contamination of product?	Y ☐ N ☐ N/A ☐ INC ☐	*Record observations:*
		☐ Poor drainage ☐ Doors/window/screens do not fit properly ☐ Long grass/ junk/garbage ☐ Contamination from location (e.g., drifting, airborne pollutants, cross-contamination, livestock/poultry/fish facilities, etc.) ☐ ~~New construction or renovations/modifications do not meet applicable building codes (including greenhouse production sites)~~ *[Note: This requirement was removed from the Food Safety Manuals since there are no food safety related building codes that would be applicable.]* **4**

C6) Interior of buildings and greenhouse production sites are assessed to ensure there are no potential hazards and maintained to prevent contamination of product?	Y ☐ N ☐ N/A ☐ INC ☐	*Record observations:*
		☐ Poor drainage ☐ Leaking pipes/ condensation ☐ Garbage/spills/ debris ☐ Contamination from location (e.g., air, foot, hand, equipment cross-contamination, livestock/poultry/fish facilities, etc.) ☐ Other, describe: _____ *Interior of buildings ONLY:* ☐ Crevices/holes in building (floors/walls etc.) ☐ Open catwalks above product ☐ Lighting not shatterproof/covered above product/packaging (include lights on equipment such as packing line) ☐ Lighting inadequate for sorting/grading and/or for maintaining cleanliness within buildings (e.g., to see into corners) ☐ Inadequate ventilation/contaminated air is not removed **8**

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		Records	(Auditor's Key) Comments/Observations	Score
C7) Monthly inspection of all buildings and greenhouse production sites recorded when in use?	Y ☐ N ☐ N/A ☐ INC ☐	G		2
C8) Pre-season product storage inspection is complete and recorded?	Y ☐ N ☐ N/A ☐ INC ☐	B	*Ensure all items on Form B have been completed for EACH storage*	6

Auditee's Actual Score for Section (Premises):	0.0	
Maximum Attainable Score for Section:	42	

D. Equipment (refer to Section 8 in CanadaGAP Manual)	Records	(Auditor's Key) Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section: ☐			

Production Site Equipment (NOTE: Questions D3, D5 and D6 also pertain to building equipment)

	Records	(Auditor's Key) Comments/Observations	Score
D1) Production site equipment: N/A ☐ (No production site equipment) ☐ is inspected before use *(2 points)* ☐ is cleaned when in use *(2 points)* ☐ condition does not contribute to contamination of product *(4 points)*		*Production site equipment is free of excessive rust, leaks, broken, corroded or damaged parts, etc. and is clean. Refer to commodity-specific requirements for cleaning frequency.*	8
D2) Records are kept of production site equipment cleaning, inspection and maintenance, when in use and at appropriate frequency? Y ☐ N ☐ N/A ☐ INC ☐	I SSOP	*Appropriate frequency for inspection/cleaning/ maintenance/recording: Refer to commodity-specific requirements*	2
D3) Agricultural chemical application equipment **(in both the production site and building)** is calibrated according to written instructions and records are kept? Y ☐ N ☐ N/A ☐ INC ☐	I Instructions Detailed Results	*Calibration instructions & records available for applications in both the production site and buildings (e.g., sprout inhibitor). Equipment may include applicators, scales, etc.* *Check that measuring equipment exists if necessary*	6

D4) Agricultural chemical application equipment: N/A ☐ ☐ is cleaned, used for mixing, rinsed or flushed where production sites and/or water sources may not become contaminated? ☐ A device or method is used to prevent backflow from application equipment into water sources or production site		*Backflow prevention could be a one-way valve or leaving a gap between the filling hose and the tank. The device/method must not present a risk of contamination.* **2**
D5) Hand-held cutting and trimming tools (and the tool's case/sheath/cover) (in both the production site and buildings) that are in direct contact with product are : N/A ☐ (hand held cutting/trimming tools are not used) ☐ Non-retractable ☐ Properly cleaned daily before use ☐ Cleaning is recorded daily	I SOP SSOP	***Greenhouse manual -*** *retractable knives may be used but an SOP must be in place to control physical hazard.* *Processing potato operations do NOT have to use potable water* **6**
D6) Hoses for potable water uses (in both the production site and buildings) are/have: N/A ☐ (no hoses) ☐ ends are kept up off the ground ☐ stored in a way that prevents contamination ☐ flushed out with potable water before EACH use		**3**
Building Equipment		
D7) Building equipment is: N/A ☐ (No building equipment) ☐ inspected before use ☐ cleaned weekly (minimum) when in use ☐ easily accessed for cleaning ☐ condition does not contribute to contamination of product		*Building equipment does not contribute to contamination of product (e.g., clean, free of excessive rust, chipping paint, leaks, broken, corroded or damaged parts)?* **8**
D8) Records are kept of building equipment cleaning, inspection and maintenance weekly when in use? Y ☐ N ☐ N/A ☐ INC ☐	I SSOP	**2**
D9) Calibration records are available for building equipment such as pH/ORP meter, thermometer, etc.? Y ☐ N ☐ N/A ☐ INC ☐	I	*This does not include any equipment for agricultural chemical applications - see question D3)* **4**

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Production Site Equipment and Building Equipment

D10) All equipment (when not in use) is stored separate from product, water sources, market ready packaging materials, etc.?	Y ☐ N ☐ N/A ☐		*Is equipment stored to prevent leakage of fuel, oil, gases, etc., on to product/packaging materials?*	2

Auditee's Actual Score for Section (Equipment):	0.0
Maximum Attainable Score for Section:	43

E. Agronomic Inputs (refer to Sections 3,4,5 and 6 in CanadaGAP Manual)	Records	*(Auditor's Key)* Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section:	☐		
WHOLESALING OPERATIONS (choose N/A and go to E13)		☐ **N/A**	
E1) Sewage sludge is used? — Y ☐ N ☐		*This question refers to the use of sewage sludge on the current crop. This differs from C2) which was referring to previous years' use.*	**If YES, auto fail**
E2) A letter of assurance or written procedures are available for compost/compost tea? — Y ☐ N ☐ N/A ☐ INC ☐	Letter of Assurance/ Procedures		2
E3) Pulp sludge meets prevailing legislation (e.g., provincial regulations)? *(2 points)* — Y ☐ N ☐ N/A ☐ Soil amendments meet prevailing legislation (e.g., provincial regulations)? *(2 points)* — Y ☐ N ☐ N/A ☐	Records as required by legislation		4
E4) Complete and accurate records are kept of agronomic input applications (fertilizers, soil amendments, pulp sludge, mulch/row covers, compost/compost tea, other by-products)? **See question E5 for manure and question E11 for agricultural chemical records** — Y ☐ N ☐ N/A ☐ INC ☐	H2	*Records for other by-products include the type. Application records are not required for cover crops/green manure or plastic mulch/row covers.*	10
E5) Manure is applied at least 120 days before harvest? — Y ☐ N ☐ N/A ☐ Product is not harvested until the 120 days has elapsed? — Y ☐ N ☐ N/A ☐ Complete and accurate records are kept of manure application date and harvest intervals? — Y ☐ N ☐ N/A ☐	H2 P/P1/P2 Q	*Operations will autofail if manure is applied less than 120 days before harvest OR records are not kept. The 120 days needs to have elapsed before harvest and this needs to be recorded somehow. The scoring for this question is all or nothing. Look at Form H2 to see when manure was applied and cross check this with Forms P/P1/P2/Q to ensure that the 120 day interval had elapsed before harvest began. A checkmark (or some sort of identifier) must be recorded to show this was done. The scoring for this question is all or nothing.*	10

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Question	Response	Evidence	Notes	Points
E6) Manure is stored separately to prevent contamination?	Y ☐ N ☐ N/A ☐		*Manure is stored separate from water sources, production sites, buildings, equipment, product, etc.*	8
E7) Agronomic inputs **(other than agricultural chemicals - see question E12 and manure - see question E5)** are stored separate from product, market ready packaging materials or other contaminants?	Y ☐ N ☐ N/A ☐		*New plastic mulch/row covers can be stored with packaging materials.*	2
E8) Agricultural chemicals are purchased from licensed dealers and registered for use on the applicable product in the country where it is grown or permitted in Canada under the Grower Requested Own Use Program or the Own Use Import Program, or permitted under comparable programs in other countries where product is grown? Receipts are signed and kept?	Y ☐ N ☐ N/A ☐ INC ☐	Receipt/ GROU or OUI certificate	*The autofail pertains ONLY to using agricultural chemicals that are NOT registered for use on the applicable product. Points will be deducted for purchasing from unlicensed dealers or not keeping signed receipts.*	8
E9) Agricultural chemical applicator(s) follows prevailing legislation (e.g., provincial regulations) AND has completed formal training (e.g., online course)?	Y ☐ N ☐ N/A ☐	License/ Certificate/ Formal Training Documents	*Need to see proof (e.g., certificate, course outline, license, record of attendance, training materials, etc.) of training/licensing/certification of person doing the application.* *The scoring for this question is all or nothing - either the applicator(s) is/are formally trained/certified/licensed or they are not.*	10
E10) Agricultural chemicals are mixed and applied according to label directions?	Y ☐ N ☐ N/A ☐		*Label directions are available?*	4

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E11) Records are kept of agricultural chemical applications?

Y ☐ N ☐
N/A ☐ INC ☐

H1
H3
P1

Records may include applications in the production site, post-harvest (e.g., during packing, before/during/after storage, before holding, etc.) and to seed potatoes.
*It is an **autofail** if the operation does not record **each** and **every** agricultural chemical application. For example if chemical #1 is applied 4 times and chemical #2 is applied 3 times during the season, all 7 applications MUST be recorded. If chemical #2, application #2 is missing and all of the other applications are recorded, it is an autofail.*

If some information is missing for the application(s), the operation will lose points. For example, if for all 7 applications the EAHD has not been recorded, points will be removed. Similarly, if for chemical #1, application #3 the PHI and date have not been recorded, points will be removed.

Important Information (worth more points)

☐ PHI/DAA

☐ Application Date

☐ Area treated

☐ Rate Applied and Label Followed

☐ Product/Trade name

☐ Signature/Name of Applicator

☐ Actual Quantity Used

Less Important Information (worth fewer points)

☐ Earliest Allowable Harvest date (EAHD)

☐ Application method

☐ PCP #

10

E12) Agricultural chemicals are stored in an area that is:

N/A ☐ (Producer does not store agricultural chemicals)

☐ clearly identified and dedicated only to agricultural chemicals, commercial fertilizers and pest control products with a PCP#.

☐ locked

☐ maintains integrity of containers

☐ does not pose a risk of contamination

☐ labels intact/legible

☐ covered, dry and clean

Risk of contamination: e.g., large chemical storage tanks that do not fit in a building should not be leaking etc.

6

FOR EXPORTING PRODUCT: (Complete E13-E14) | ☐ **N/A (not exporting product)**

E13) Only chemicals approved for use in destination markets are used and supporting information is available about acceptable chemicals in destination markets (e.g., registration for the specific crop, product labels, Maximum Residue Limits, banned lists, etc.)?

Y ☐ N ☐
N/A ☐

Supporting documents

Communication needs to occur between the person responsible for selling the product (e.g., packer, wholesaler, broker) and the applicator of the agricultural chemical. There must also be evidence of this communication (e.g., email, text, etc.).
Both the applicator of the agricultural chemicals and/or the exporter of the product would be responsible.

6

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E14) Where customers require agricultural chemical residue testing:	Test Results and/or Supporting Documents		
N/A ☐			
☐ Agricultural chemical residues on product do not exceed the published Maximum Residue Limits (MRL) in the destination market(s)?			
☐ Residue test results are available from an accredited lab that uses appropriate sampling and testing methods to perform analyses in accordance with the applicable requirements of ISO/IEC 17025, or evidence is available demonstrating participation in a third party agricultural chemical residue monitoring system traceable to the farm?			
☐ INC			**2**

		Auditee's Actual Score for Section (Agronomic Inputs):	**0.0**
		Maximum Attainable Score for Section:	**82**

F. Agricultural Water **(refer to Section 7 in CanadaGAP Manual)**	Records	*(Auditor's Key)* Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section: ☐			
F1) Untreated sewage water is used? Y ☐ N ☐			**If YES, auto fail**
F2) Water sources have been assessed? (4 points) Y ☐ N ☐ N/A ☐ INC ☐ If risk is identified, corrective actions and/or preventive measures have been taken? (4 points) Y ☐ N ☐ N/A ☐ INC ☐ N/A ☐ (only municipal water that is not stored is used)	Risk assessment	*Each source is assessed for animal access, upstream contamination, runoff/spills, pipe contamination, wells in proper working condition, leaching, placement of irrigation water intake equipment, etc.?* *Corrective Actions and/or Preventive measures (e.g., testing, barriers/buffers, aeration, filtration, alternate source, etc.):* *Describe source(s):*	**8**
F3) Risk assessment of water sources has been recorded? Y ☐ N ☐ N/A ☐ INC ☐	Risk assessment	*Risk assessment for each source must be recorded, as well as details/corrective actions/preventative measures.*	**4**

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F4) GREENHOUSE PRODUCT

N/A ☐ (no greenhouse product)

N/A ☐ (only municipal water that is not recirculated/stored is used)

N/A ☐ (other reason why water does not require testing - explain below)

_____

2 annual water tests required for potability.
Municipal water needs to be tested ONLY if the water is recycled/recirculated/stored.
Samples should be taken from the source (tap, well, cistern/storage container/tank, etc.) .

Water tests are available showing microbiological quality is appropriate for intended use?	1st Water Test • Prior to initial use • NOT prior to		2nd Water Test (taken anytime during the season)	
1) ALL PRODUCTS - use potable water for overhead sprays of agricultural chemicals and for misting ☐ N/A	**Prior to**	Y ☐ N ☐	Y N	☐
	NOT prior to	Y ☐ N ☐		
2) ONLY FOR FLOATING/LIVING LETTUCE/HERBS - use potable water for filling/replenishing ponds ☐ N/A	**Prior to**	Y ☐ N ☐	Y N	☐
	NOT prior to	Y ☐ N ☐		
3) ONLY FOR LEAFY GREENS AND HERBS - use potable water for irrigation/fertigation/ chemigation ☐ N/A	**Prior to**	Y ☐ N ☐	Y N	☐
	NOT prior to	Y ☐ N ☐		

Water tests

SCORING

Test 1: PRIOR to initial use	Test 1: Not Prior to initial use	Test 2: anytime during the season	Score
NO	NO	NO	0
NO	YES	NO	0
YES	N/A	NO	10
NO	YES	YES	10
YES	N/A	YES	20

The 20 marks for this question are awarded for complete testing of ALL water uses. Therefore, if 2 out of 3 water uses have been tested appropriately, the question will be scored for the one that has not been.

20

F5) If agricultural water is stored the cistern/tank/container has been cleaned prior to first use OR a water test is available? (2 points)

Y ☐ N ☐
N/A ☐

I
Written Instructions
Water test

The operation has the option to clean the storage cistern/tank/container OR take one water test prior to use of the water to ensure the cistern/tank/container is not contaminated. The scoring for this question is all or nothing.

The cleaning of the cistern/tank/container has been recorded? (2 points)

Y ☐ N ☐
N/A ☐

4

Auditee's Actual Score for Section (Agricultural Water): 0.0

Maximum Attainable Score for Section: 36

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G. Cleaning and Maintenance Materials (refer to Section 9 in CanadaGAP Manual)	Records	(Auditor's Key) Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section:			
G1) Cleaning and maintenance materials are appropriate for intended use and their use avoids cross-contamination and is according to label instructions (if applicable)? Y ☐ N ☐ N/A ☐ INC ☐		*Do sanitizers, oils, fuels, water treatment chemicals, etc., pose a risk of contamination to product?*	2
G2) Cleaning and maintenance materials are stored: N/A ☐ materials are not stored ☐ in a clean/dry location ☐ with labels intact/legible (if applicable) ☐ with the container(s) integrity maintained ☐ separate from product, equipment, waste, agricultural chemicals, market ready packaging materials and other sources of contamination			4
		Auditee's Actual Score for Section (Cleaning and Maintenance Materials):	0.0
		Maximum Attainable Score for Section:	6

H. Waste Management (refer to Section 10 in CanadaGAP Manual)	Records	(Auditor's Key) Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section:			
H1) Garbage, recyclables and compostable waste: ☐ are in dedicated containers in appropriate areas ☐ culls are stored away from market product (if applicable)			2
H2) Containers are covered (where pest intrusion is a problem), emptied and cleaned as necessary? Y ☐ N ☐ N/A ☐ INC ☐			2
H3) Empty agricultural chemical containers are: N/A ☐ ☐ not reused ☐ disposed of according to applicable regulations ☐ stored separate from product, water sources and market ready packaging materials ☐ stored in a designated/labelled area/container			4
H4) Waste from toilets is disposed of away from the production site(s), agronomic inputs, water sources, etc.? Y ☐ N ☐ N/A ☐		*Waste from toilets must not contaminate anything that could possibly contaminate the product*	**If NO, auto fail**

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H5) Wastewater from hand washing facilities and production wastewater are disposed of properly?	Y ☐ N ☐ N/A ☐		*Disposal of wastewater does not contaminate product, water sources, packaging materials, agronomic inputs, etc.*	**4**

	Auditee's Actual Score for Section (Waste Management):	**0.0**
	Maximum Attainable Score for Section:	**12**

I. Personal Hygiene Facilities **(refer to Section 11 in CanadaGAP Manual)**	Records	*(Auditor's Key)* Comments/Observations	Score
If the entire section is not applicable to the operation (i.e., no premises), check box and go to next section: ☐			

I1) Production Site Employee(s) Washroom(s) and Hand washing Facility(ies) :
 N/A ☐ (no production site)
 N/A ☐ (Other - please described:)
 	
 a)   **Production site washrooms (see Auditor's Key for requirements)**   Y ☐   N ☐
      # of toilets ☐
      # of production site employees ☐
 	
      Stocked with toilet paper   Y ☐   N ☐   INC ☐
 	
 b)   Properly stocked handwashing facilities **IN** the production site or **IN** the header house/entrance/ service room/connecting house (*Greenhouse*)   Y ☐   N ☐
 	
 N/A ☐ (Hand washing facility NOT required)
      Explain why it is NOT required:
 	
      Choose one of the 3 options below – all items in the option chosen must be present to avoid autofailing
       These include:
        Option 1:
          potable water ☐
          soap ☐
          paper towel ☐
       OR
        Option 2:
          water ☐
          paper towel ☐
          hand sanitizer ☐
       OR
        Option 3:
          hand wipes ☐
          hand sanitizer ☐
	Production Site Packing, if applicable, is scored here.
	
	 *Appropriate # of toilets: refer to commodity-specific requirements. Washrooms must be on-site or **IN** the header house/entrance/service room/connecting house/adjacent building (Greenhouse) **OR** accessible through transportation (FV)*
	
	 Note: Hand washing water stored in permanent tanks (e.g., within portable washrooms or as standalone facilities) is NOT considered potable UNLESS the water potability is confirmed as per procedures in Section 15.
	
	 NOTE: Processing Potato operations will NOT autofail if they do not have handwashing facilities; instead they will lose points.
	 Note on scoring: The scoring for this question is all or nothing. For example, if there is a properly stocked hand washing facility but no toilet it will be an autofail; part marks should not be given for the hand washing facility. Partially stocked handwashing facilities are also an AUTOFAIL (no part marks).
	 If there is NO toilet paper this is not an autofail, select the N checkbox.
	 Toilet paper is the ONLY method allowed for hygiene. If another method is used this is an autofail.
	 After assessing washrooms, if not all toilets are fully stocked with toilet paper, INC may be checked and part marks may be given (only place where this may occur).
	
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I2) Production site handwashing facilities have:

N/A ☐ (no production site)

N/A ☐ (hand washing facility NOT required)

☐ garbage can

☐ hand washing signs

The sign(s) must be for the handwashing option(s) chosen as well as in the appropriate language.

2

I3) Packing/Repacking and Product Storage Employee(s) Washroom(s) and Hand washing Facility(ies):

N/A ☐ (no packinghouse/MRPHB/product storage)

N/A ☐ (Other - please describe:)

*Note: MRPHB indicates Market Ready Packaging Handling Building - it MUST be separate from ALL other buildings

	Packinghouse	MRPHB*	Product storage
a) Washrooms (see Auditor's Key for requirements) N/A	☐	☐	☐
Y	☐	☐	☐
N	☐	☐	☐
# of toilets	☐	☐	☐
# of employees	☐	☐	☐
Stocked with toilet paper Y	☐	☐	☐
N	☐	☐	☐
INC	☐	☐	☐

	IN	FOR	FOR
b) Properly stocked handwashing facilities (i.e. **IN** the packinghouse, **FOR** the product storage, and **FOR** the MRPHB) N/A	☐	☐	☐
Y	☐	☐	☐
N	☐	☐	☐

Choose one of the 3 options below – all items in the option chosen must be present to avoid autofailing

	Packinghouse	MRPHB*	Product storage
These include:			
Option 1:			
potable water	☐	☐	☐
soap	☐	☐	☐
paper towel	☐	☐	☐
OR			
Option 2:			
water	☐	☐	☐
paper towel	☐	☐	☐
hand sanitizer	☐	☐	☐
OR			
Option 3:			
hand wipes	☐	☐	☐
hand sanitizer	☐	☐	☐

Appropriate # of toilets: refer to commodity-specific requirements. Washrooms must be **IN** or in the immediate vicinity of the packinghouse/market ready packaging material handling building/product storage.
Standalone harvested product storage buildings ONLY - the washroom requirement is the same as for production sites (i.e., on-site, accessible through transportation).
Note: Hand washing water stored in permanent tanks (e.g., within portable washrooms or as standalone facilities) is NOT considered potable UNLESS the water potability is confirmed as per procedures in Section 15.
NOTE: Processing Potato operations will NOT autofail if they do not have handwashing facilities; instead they will lose points.

Note on scoring: The scoring for this question is all or nothing. For example, if there is a properly stocked hand washing facility but no toilet it will be an autofail; part marks should not be given for the hand washing facility. Partially stocked handwashing facilities are also an AUTOFAIL (no part marks). If there is both packing/repacking and product storage it is all or nothing. This means the packing/repacking activities and the product storage need to have ALL of the requirements. No part marks are to be given for just the packing/repacking activities or the product storage(s). If there is only packing/repacking activities or only product storage the total score will still be out of 10. If there is NO toilet paper this is not an autofail, select the N checkbox. Toilet paper is the ONLY method allowed for hygiene. If another method is used this is an autofail. After assessing washrooms, if not all toilets are fully stocked with toilet paper, INC may be checked and part marks may be given (only place where this may occur).

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I4) Packing/repacking/product storage handwashing facilities have: N/A ☐ (no packing, repacking or product storages) ☐ garbage can ☐ hand washing signs		The sign(s) must be for the handwashing option(s) chosen as well as in the appropriate language.	2
I5) Personal hygiene facilities (washrooms and handwashing facilities) are inspected and maintained when in use and records are available? Y ☐ N ☐ INC ☐	J	*Check for frequency - daily during peak season and weekly while in use. Cleaning company contract and invoice is acceptable. Ask Auditee about inventory of supplies.*	6
I6) Are there: ☐ waterproof coverings for wounds (e.g., gloves) ☐ fully stocked first aid kits (with bandages) ☐ dedicated lunch/break areas ☐ dedicated areas to store personal effects ☐ employees remove working effects before breaks/entering washrooms ☐ proper storage of working effects		*Personal effects are away from product and washrooms; lunchrooms are separate from product handling areas; working effects are stored separate from food contact surfaces, break areas or other sources of contamination? Working effects include gloves, aprons, smocks, etc.*	6

Auditee's Actual Score for Section (Personal Hygiene Facilities):	0.0
Maximum Attainable Score for Section:	36

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J. Employee Training (refer to Section 12 in CanadaGAP Manual)	Record	*(Auditor's Key)* Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section:			

J1) Personal hygiene and food handling practices training is provided:
 	
   to all employees?   Y ☐   N ☐   INC ☐
 	
   as refresher to returning employees?   Y ☐   N ☐   N/A ☐   INC ☐
 	
   to reinforce new practices?   Y ☐   N ☐   N/A ☐   INC ☐
 	
   in appropriate language(s)?   Y ☐   N ☐   INC ☐
			4

J2) Complete and accurate training on personal hygiene and food handling practices is given and records are available? Y ☐ N ☐ INC ☐	C D K	*Working effect... operation not ... Training sessi...* ☐ hand washing ☐ production practices ☐ glove and apron use ☐ employee biosecurity ☐ major and minor deviations ☐ jewellery and other personal effects employee cleanliness, footwear, hair (for packinghouse/product storage only) ☐ employee injury and illness *Some adjustments were made for clarity (e.g., separating into 2 bullets), and some changes were made to correspond to the changes made in Form C of v11 of the Food Safety Manuals.*	**8**
J3) A designated person is responsible for training and compliance? Y ☐ N ☐			**2**
J4) Employee(s) are adhering to safe food handling practices? Y ☐ N ☐ Employee(s) NOT using or inappropriately using the personal hygiene facilities. Y ☐ ☐ N/A (no employee(s) at time of audit)		*If there is a single infraction, score 0.* *The autofail is for all commodities EXCEPT for processing potatoes. These operations will lose points.*	**4**
J5) Policy is in place for handling employee illness? Y ☐ N ☐ INC ☐			**6**
		Auditee's Actual Score for Section (Employee Training):	**0.0**
		Maximum Attainable Score for Section:	**24**

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K. Visitor Policy (refer to Section 13 in CanadaGAP Manual)	Record	(Auditor's Key) Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section:			
K1) Controlled-access areas are determined within buildings? Y ☐ N ☐ N/A ☐ INC ☐		*Designated controlled access for:* ☐ packing/ repacking area ☐ market ready packaging material storage ☐ product storages ☐ cleaning and maintenance material storage ☐ other _____	2
K2) Visitors are informed of and understand visitor policy? Y ☐ N ☐ N/A ☐ Visitor sign-in records are available? Y ☐ N ☐ N/A ☐ INC ☐	L	*Auditor is informed of visitor policy or policy is visible and auditor is asked to sign in*	2
K3) U-pick customers are provided with washrooms, hand washing facility(ies), a hygiene policy and a set of instructions? Y ☐ N ☐ N/A ☐ INC ☐		*Customers are instructed (visual, written or verbal) to use washrooms, to use garbages, to wash hands, to harvest into clean containers, etc.*	2
		Auditee's Actual Score for Section (Visitor Policy):	0.0
		Maximum Attainable Score for Section:	6

L. Water (for Fluming and Cleaning) and Ice (refer to Sections 15 and 16 in CanadaGAP Manual)	Record	(Auditor's Key) Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section:			
L1) Is untreated sewage water used? Y ☐ N ☐			If YES, auto fail
L2) Written assessment of each water source includes: intended use, method of application, potential hazards, corrective actions (if any)? Y ☐ N ☐ N/A ☐ INC ☐	F		2

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L3A) Describe how and what ALL water used on product and for handwashing is for (e.g., treated well water for handwashing, municipal water for final rinse of carrots, well water to fill flumes for tomatoes, etc.).

ONLY Municipal water is used? Y ☐

Is ANY water treated? Y ☐ N ☐

If yes, how is the water treated and what is the treated water used for?

Is ANY water stored (cistern/tank/container)? Y ☐ N ☐

If yes, what is stored water used for?

# of individual equipment (packinglines, tanks, etc.)

# of individual water sources (e.g., well, municipal, surface, cistern/tank/container, etc.)

Water tests are available showing microbiological quality is appropriate for intended use?	1st Water Test • Prior to initial use • NOT prior to initial use	2nd Water Test (taken anytime during the season)

THE BELOW ARE AUTOFAIL ITEMS IF NO WATER TESTS HAVE BEEN COMPLETED

(~~only municipal~~ water is used ~~but~~ and it does not need to be tested) N/A ☐

Water used to fill/replenish flumes, dump tanks, hydro-coolers, etc. ☐ N/A	Prior to Y ☐ N ☐	Y ☐ N
	NOT prior to Y ☐ N ☐	
Water used to wash melons ☐ N/A	Prior to Y ☐ N ☐	Y ☐ N
	NOT prior to Y ☐ N ☐	
Water used to wash leafy greens ☐ N/A	Prior to Y ☐ N ☐	Y ☐ N
	NOT prior to Y ☐ N ☐	
Water used to flume/wash/cool/hydro-cool/make slush is kept potable ☐ N/A	Prior to Y ☐ N ☐	Y ☐ N
	NOT prior to Y ☐ N ☐	

Water tests Letter of assurance

Samples should be taken from the source (e.g., tap, well, cistern, storage container/tank etc.) OR from the equipment (e.g., nozzles, tank, wetting equipment, humidity/misting equipment, lubrication equipment etc.). Each equipment (e.g., line, tank, etc.) needs to be tested to be in compliance.

[Note box: Addition made to align with change made in v11 of the Food Safety Manuals.]

Municipal water ONLY needs to be tested in certain circumstances (e.g., operated ... Canada or water is used ... ored, is recycled, etc.). Review ... mple is taken when necessary a ... tion.

Hand washing water stored in permanent tanks (e.g., within portable washrooms or as standalone facilities) is not considered potable UNLESS the water potability is confirmed as per procedures in Section 15.

Potable water is NOT required for handwashing if sanitizer is used.

Water may not be used for small fruit, except for haskap and cranberries. Cranberries - if proof is shown that a final rinse occurs at processing (i.e., a letter of assurance) full marks are given.

NOTE: The autofail does not apply to potatoes and vegetables for PROCESSING, instead they will lose points. Potatoes for processing need potable water only for handwashing. Cucumbers and peppers sent for pickling are NOT required to have potable water for final rinsing.

Comments:

[Note box: Wording adjusted to be more general. The N/A option is no longer limited to municipal water situations, but to all situations where an N/A is appropriate for water testing.]

SCORING: AUTOFAIL ITEMS

Test 1: PRIOR to initial use	Test 1: NOT Prior to initial use	Test 2: anytime during the season	Score
NO	NO	NO	AUTO-FAIL
NO	YES	NO	0
YES	N/A	NO	5
NO	YES	YES	5
YES	N/A	YES	10

The 10 marks for this question are awarded for complete testing of ALL water uses. Therefore, if 4 out of 5 water uses have been tested appropriately, the question will be scored for the one that has not been.

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					Comments:
Final Rinse water	Prior to	Y	☐		
		N	☐	Y ☐	
	NOT	Y	☐	N ☐	
☐ N/A	prior to	N	☐		
CRANBERRIES ONLY	Prior to	Y	☐		
Final Rinse water after wet harvesting		N	☐	Y ☐	
	NOT	Y	☐	N ☐	
OR	prior to	N	☐		
Processor provides a final rinse confirmed with a letter of assurance (FOR CRANBERRIES FOR PROCESSING ONLY)		Y	☐		
		N			
☐ N/A (no wet harvesting of cranberries)					
Water for post-harvest applications of agricultural chemicals is from a potable source	Prior to	Y	☐		
		N	☐	Y ☐	
	NOT	Y	☐	N ☐	
☐ N/A	prior to	N	☐		
Water used for post-harvest applications of agricultural chemicals is kept potable	Prior to	Y	☐		
		N	☐	Y ☐	
	NOT	Y	☐	N ☐	
☐ N/A	prior to	N	☐		
Water for wetting packaging accessories and other items	Prior to	Y	☐		
		N	☐	Y ☐	
	NOT	Y	☐	N ☐	
☐ N/A	prior to	N	☐		
Water for humidity/ misting (except for potatoes)	Prior to	Y	☐		
		N	☐	Y ☐	
	NOT	Y	☐	N ☐	
☐ N/A	prior to	N	☐		
Water for handwashing	Prior to	Y	☐		
		N	☐	Y ☐	
	NOT	Y	☐	N ☐	
☐ N/A	prior to	N			
Water used for "other materials", lubrication and the application of wax.	Prior to	Y	☐		
		N			
	NOT	Y	☐	N ☐	
☐ N/A	prior to	N	☐		
Water Storage (e.g., container/tank/cistern) * *only use 'water storage' if the stored water use does NOT appear above*	Prior to	Y	☐		
		N	☐	Y ☐	
	NOT	Y	☐	N ☐	
☐ N/A	prior to	N	☐		

Addition made to align with change made to v11 of the Food Safety Manual.

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L3B) Describe the sources (e.g., well, municipal, surface, cistern/tank/container, etc.) used to clean equipment, containers, buildings, water storages, etc. (e.g., well #1 to clean potato packingline, well #2 treated to wash building floor, stored municipal water in tank to clean apple containers, etc.):

ONLY Municipal water is used?   Y ☐

Is ANY water treated?   Y ☐   N ☐

If yes, how is the water treated and what is the treated water used for?

_____

Is ANY water stored (cistern/tank/container)?   Y ☐   N ☐

If yes, what is stored water used for?

THE BELOW IS NOT AN AUTOFAIL ITEM IF NO WATER TESTS HAVE BEEN COMPLETED

N/A ☐   (~~only municipal~~ water is used but it does not need to be tested ~~and it is not stored, treated or recycled~~)

Water tests are available showing microbiological quality is appropriate for intended use?	1st Water Test • Prior to initial use • NOT prior to initial use	2nd Water Test (taken anytime during the season)
Water for cleaning equipment, containers, buildings, water storages, etc. ☐ N/A	**Prior to** Y ☐ N ☐	Y ☐ N ☐
	NOT prior to Y ☐ N ☐	

Note box: Wording adjusted to be more general. The N/A option is no longer limited to municipal water situations, but to all situations where an N/A is appropriate for water testing.

Water tests

NOTE: Cucumbers and peppers sent for pickling are NOT required to have potable water for cleaning of production site equipment.

SCORING: NON-AUTOFAIL ITEM

Test 1: PRIOR to initial use	Test 1: Not Prior to initial use	Test 2: anytime during the season	Score
NO	NO	NO	0
NO	YES	NO	0
YES	N/A	NO	4
NO	YES	YES	4
YES	N/A	YES	8

The 8 marks for this question are awarded for complete testing of all water sources. Therefore, if 4 out of 5 water [sources have been tested] appropriately, the question will [not be awarded for] the one that has not been.

8

L4) CANTALOUPES/MUSK MELONS

N/A ☐   (These commodities are not produced or washed/flumed/cooled)

Cantaloupes/musk melons that are washed/flumed/cooled, are NOT fully submerged in the water?   Y ☐   N ☐

Measures are taken such as controlling product through-put, minimizing the depth of the water, etc. to prevent full submersion

8

L5) Treated water is treated properly and treatment is monitored?

Y ☐   N ☐

N/A ☐   INC ☐

Instructions/ Labels

This includes slush/ice slurry.

Look at the instructions/labels for the treatment method and ensure that these are being followed .

6

L6) Records are kept of water treatment monitoring?

Y ☐   N ☐

N/A ☐   INC ☐

N1 Alternative Treatment Methods

6

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L7) TOMATOES/APPLES N/A ☐ (These commodities are not produced or washed) N/A ☐ (These commodities are washed **BUT** water is kept potable [see question L3A) for water tests] Water is not kept potable therefore product and water temperature is monitored/controlled? Y ☐ N ☐	N2	*Are control measures in place to ensure that contaminated water is not internalized by tomatoes/apples? If water has been kept potable choose N/A and move to the next question. If water has not been kept potable the water temperature must be kept at least 10 deg F (5.5 deg C) warmer than product (i.e., internal core temperature of product is at least 10 deg F [5.5 deg C] colder than the water). The scoring for this question is all or nothing. Check Form N2 for accuracy and completion.* *Thermometers are the appropriate type for their intended use*	**10**

WATER STORAGE (Question L8) *(refer to section 15.2 of the manual)*

L8) The cistern/tank/container (used to store water): N/A ☐ (Water is not stored) N/A ☐ (Water is treated) Is cleaned annually prior to use and monthly during use according to SSOP? Y ☐ N ☐ Cleaning is recorded? Y ☐ N ☐ Filling procedure is followed (each time it is filled)? Y ☐ N ☐ Filling mechanism, employees and outside sources are not a source of contamination? Y ☐ N ☐ Part where the water is emptied from (e.g., spigot, tap, opening, etc.) is kept free from contamination? Y ☐ N ☐ N/A ☐	I SOP SSOP	*Each cistern/tank/container must have its own SSOP for cleaning.* *For the filling of cisterns/tanks/containers there must be a different SOP for each water source, type of tank/container/cistern or filling mechanism.* *Note: annual cleaning of the cistern/tank/container must be completed prior to use of the water. The first water test must be taken after this cleaning (see L3A for water tests).* *Scoring for this question is* **all or nothing**.	**10**

If ice is not used in the operation, check box and proceed to Section M: ☐			

L9) Ice is stored in clean, covered, designated containers/areas and in a manner that protects it from contamination? Y ☐ N ☐ N/A ☐			**2**
L10) Ice is handled to prevent contamination including using clean, designated tools/equipment? Y ☐ N ☐ N/A ☐			**2**
L11) Ice is not recycled or recovered? Y ☐ N ☐ N/A (Only slush/ice slurry is used) ☐		*Note: This does not include slush/ice slurry. Slush is covered under question L3A) (Water (for fluming and cleaning)).*	**2**

L12) Ice is purchased?	Y ☐ N ☐		Check N/A if the audit occurs too early for ice test (e.g., no ice on site because it will not be used for 2 months). Ice sample is taken from the point closest to the product. If ice is purchased, a letter of assurance is required and the scoring is all or nothing.
	N/A ☐		
A letter of assurance is available (if ice is purchased)?	Y ☐ N ☐		
	N/A ☐		
Ice is produced on-site?	Y ☐ N ☐		
	N/A ☐		
Ice tests (two per year) are available (if ice is produced on-site)?	Y ☐ N ☐		
	N/A ☐		

Ice tests are available showing microbiological quality is appropriate for intended use?	1st Ice Test • Prior to initial use • NOT prior to initial use	2nd Ice Test (taken anytime during the season)
Ice produced on-site	Prior to Y ☐ N ☐	Y ☐ N ☐
	NOT Y ☐ prior to N ☐	

Ice tests or Letter of Assurance

SCORING

Test 1: PRIOR to initial use	Test 1: NOT Prior to initial use	Test 2: anytime during the season	Score
NO	NO	NO	AUTO-FAIL
NO	YES	NO	0
YES	N/A	NO	2
NO	YES	YES	2
YES	N/A	YES	4

The 4 marks for this question are awarded for complete testing of all ice being produced.

4

Auditee's Actual Score for Section (Water (for Fluming and Cleaning) and Ice):	0.0
Maximum Attainable Score for Section:	70

M. Pest Program for Buildings (refer to Section 14 in CanadaGAP Manual)	Record	(Auditor's Key) Comments/Observations	Score
Includes Greenhouse Production Sites			
If entire section is not applicable to the operation check box and go to next section:	☐		
M1) Visual assessment of interior of buildings in use: ☐ N/A (no buildings) ☐ no chewed walls/boxes ☐ no birds nesting ☐ no animals (including pets)/animal tracks and/or pests (e.g., flies, bugs, mice, etc.) ☐ no feces		*Is the pest program effective?*	8
M2) Type of pest control program: ☐ N/A (no buildings) ☐ third party ☐ self-managed ☐ none Records are kept of control, monitoring and use of pest control devices and products? Y ☐ N ☐ N/A ☐ INC ☐	E M	*Points are only for the records. Forms E and M give information pertaining to how pests are controlled and if monthly monitoring (at a minimum) is occurring.*	6

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			Score
M3) Traps are: ☐ N/A (no buildings) ☐ flush against the walls ☐ set on the inside of each entrance, both sides (i.e., 2 traps per doorway) ☐ if baited, rodents cannot escape from interior traps		*Are traps effective and appropriate for use?*	8
M4) Pest Control Products are stored properly (separate from product/ packaging materials; in a clean, covered, dry location; with labels intact and legible, etc.)	Y ☐ N ☐ N/A ☐ INC ☐		2
			0.0
Auditee's Ac			24

> A change was made to outline that Section 17 – Packaging Materials DOES apply to wholesaling operations but only for packaging accessories.

N. Packaging Materials **(refer to Section 17 in CanadaGAP Manual)**	Record	Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section: ☐			
~~NOTE: This section does not apply to~~ For *wholesaling operations* - ONLY 'Packaging Accessories' questions apply (N2 and N4)			
N1) Harvested product packaging materials are inspected, cleaned, used and stored appropriately: N/A ☐ (Auditee does not have harvested product packaging materials) Y ☐ N ☐ INC ☐	I SSOP Letter of assurance	*Harvested product packaging materials are:* ☐ cleaned before first use according to a written procedure OR by a third party using a CanadaGAP procedure and a letter of assurance is received ☐ complete and accurate records are kept of cleaning ☐ free of loose objects/debris ☐ not removed from the premises by employees or taken home ☐ inspected before each use ☐ clearly marked if used for other purposes so they are not subsequently used for product ☐ stored separate from sources of contamination and damage ☐ covers/lids are kept dry and handled in a way that prevents contamination (e.g., kept off the ground) ☐ released product is tracked (e.g. through harvest dates, date received, etc.) by the use of pallet/bin tags or some other form of identification	10

N2) Market ready packaging materials and packaging accessories are inspected, cleaned and used appropriately: N/A ☐ (Auditee does not use market ready packaging materials) Y ☐ N ☐ INC ☐	I Q SSOP Letter of assurance	*Market ready packaging materials are:* ☐ primary materials are new, OR reusable materials are cleaned according to a written procedure/cleaned by a third party and a letter of assurance is received, OR a new integrity-maintaining liner is used ☐ reused without a liner for pumpkins, squash, sweet corn and smooth-skinned melons ☐ plastic film is perforated - for REPACKING of MUSHROOMS (except enoki) ☐ clearly marked if used ~~for~~ not subsequently used ☐ clean and free of debris ☐ handled in a way that ~~m~~ prevents cross-contamination before and during use ☐ kept off the ground (except for pumpkins) ☐ packaging accessories (including liners) are new ☐ reused materials are in good repair ☐ complete and accurate records are kept of inspection of market ready primary packaging materials *Pumpkins are now exempt from this requirement in the Food Safety Manuals.*	**6**
N3) Market ready packaging materials and packaging accessories are labelled correctly? Y ☐ N ☐ N/A ☐		*Market ready packaging materials are labelled with correct identifying information AND Pack ID AND Lot Code. Transparent secondary packaging does not need to be labelled if you can see the primary packaging material.* **This question is scored as 8 if fully compliant or 0 if anything is missing.** *Pack ID must be on secondary packaging. For product with no secondary packaging, Pack ID must be on primary packaging. If no primary or secondary packaging, Pack ID must be on the pallet/skid.* *Refer to Section 17 for the requirements regarding Lot Code on packaging materials and packaging accessories. Including Pack ID on the packaging materials can also satisfy the Lot Code requirements.* *If someone else (another operation) is labelling the market product then pallet/bin tags or some other form of identification is required to keep track of the market product.* **NOTE: Refer to Section 22: Identification and Traceability for more information on labelling requirements**	**8**

N4) Market ready primary and secondary packaging materials and packaging accessories are stored:			
N/A ☐ (Auditee does not use market ready packaging materials) ☐ in a clean, covered, dry location ☐ off the ground ☐ at least 8 cm away from the wall ☐ separate from sources of contamination and damage			**6**

		Auditee's Actual Score for Section (Packaging Materials):	**0.0**
		Maximum Attainable Score for Section:	**30**

O. Growing and Harvesting (refer to Section 18 in CanadaGAP Manual)	Record	*(Auditor's Key)* Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section:		☐	
O1) Agricultural chemical PHI's are checked before harvest and this is recorded? Y ☐ N ☐ N/A ☐	P/P1/P2 Q	*Look at Form H1 to see when agricultural chemicals were applied and the PHI. Cross check this with Forms P/P1/P2/Q to ensure that the PHI had elapsed before harvest began. A checkmark (or some sort of identifier) must be recorded to show that PHI was checked before harvest. The scoring for this question is all or nothing. Each PHI needs to have elapsed before harvest and this needs to be recorded somehow. Since completion of Form H1 was already checked in Section E; do not deduct more points for that here.*	**10**
O2) Before harvest the production site is surveyed for sources of contamination? Y ☐ N ☐	P/P1/P2 Q	*Sources of contamination include oil or chemical spills, portable toilets leaking, flooding, animal intrusion, toxic weeds/trap crops, etc. Check that the survey of the production site is recorded on the appropriate forms.*	**4**
O3) When harvesting, packaging materials are not a source of contamination? Y ☐ N ☐ N/A ☐		*Does NOT apply to Potatoes.* *Looking for muddy containers NOT to be stacked on top of each other, etc.*	**2**
O4) A visual inspection of product is conducted before and during harvest for any sources of contamination? Y ☐ N ☐ N/A ☐		*Does NOT apply to Potatoes.* *Looking for evidence of unusual animal or bird activity (i.e., excrement) and other possible contaminants (e.g., biological controls, etc.).*	**2**

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				Score
O5) Product that has fallen/touched the ground is not harvested?	Y ☐ N ☐ N/A ☐		*FOR Greenhouse Product, Small Fruit (except for cranberries) and Tree and Vine Fruit ONLY*	4
GREENHOUSE PRODUCT ONLY O6) At harvest employees visually inspect product and surrounding area for glass, and complete, accurate records are kept?	Y ☐ N ☐ N/A ☐ INC ☐	Q R		2
GREENHOUSE PRODUCT ONLY O7) During harvest the product is protected from contamination [e.g., water dripping when harvesting or transferring product (e.g., trays, rafts, roots)].	Y ☐ N ☐ N/A ☐			2

Auditee's Actual Score for Section (Growing and Harvesting):	0.0
Maximum Attainable Score for Section:	26

P. Sorting, Grading, Packing, Repacking, Storing and Brokerage (refer to Section 19 in CanadaGAP Manual)	Record	*(Auditor's Key)* Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section:	☐		
P1) N/A ☐ Product is not sourced from other operations *If product is sourced, choose one of the two options below:* **FOR ALL COMMODITIES EXCEPT FOR CUCUMBERS AND PEPPERS SENT FOR PICKLING AND REPACKING, WHOLESALING AND BROKERAGE OF FIDDLEHEADS** When selecting/purchasing harvested/market product from another source, product is from CanadaGAP-certified operations or from operations that have successfully completed another industry recognized third party food safety audit/certification? Y ☐ N ☐ N/A ☐ INC ☐	Current/ Valid Certificate	*If ANY certificate is missing the most the operation can score is 5/20.* *For brokerage operations, if any certificates are missing, scoring is not automatically 5/20. Points can be assigned between 1 and 19.*	
FOR CUCUMBERS AND PEPPERS SENT FOR PICKLING AND REPACKING, WHOLESALING AND BROKERAGE OF FIDDLEHEADS When selecting/purchasing harvested/market product from another source, product is from supplier with a credible food safety program? Y ☐ N ☐ N/A ☐	Credible written evidence	*For cucumbers and peppers sent for pickling and repacking, wholesaling and brokerage of fiddleheads ONLY:* *Scoring for this question is all or nothing.* *Examples of credible written evidence may be second party food safety audit reports, copies of internal audits, etc.*	20

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Question	Response	Reference	Notes	Score
P2) When selecting/purchasing services from an outside service provider to perform activities on behalf of the operation (e.g., harvesting, packing, icing, washing of product, storing in a standalone storage operation), services are from CanadaGAP-certified providers or from providers that have successfully completed another industry recognized third party food safety audit/certification?	Y ☐ N ☐ N/A ☐ INC ☐	Current/ Valid Certificate	*If ANY certificate is missing the most the operation can score is 5/10.* ☐ *If the auditee does not have a valid food safety certificate/third party audit report from an outside service provider performing an activity, then the CB must be informed, and that activity will be excluded from the certificate.*	10
P3) Sorting and/or grading is done to remove foreign objects, damaged or rotten product, crop debris?	Y ☐ N ☐ N/A ☐			2
P4) Wax is used with knowledge of origin, applied according to label instructions, and complete, accurate application records are kept?	Y ☐ N ☐ N/A ☐ INC ☐	Q Letter of No-Objection or of Assurance		2
P5) "Other materials" are used with knowledge of origin, applied according to label instructions, stored appropriately and a complete list is recorded?	Y ☐ N ☐ N/A ☐ INC ☐	List (in Section 19.5 of the manual)	*See glossary definition*	2
P6) Environmental Monitoring Program (EMP) N/A ☐ (no market product) N/A ☐ (Option A1/A2) An annual risk assessment was conducted and identified risks were mitigated? (2 points) If needed, a sampling plan was developed and further action was taken (if required)? (2 points) The EMP is maintained on an on-going basis? (1 point)	Y ☐ N ☐ INC ☐ Y ☐ N ☐ N/A ☐ INC ☐ Y ☐ N ☐ INC ☐		*ONLY for operations that handle/store market product*	5
P7) A procedure for the approval of suppliers is established, implemented and maintained (including procurement in emergency situations)? N/A ☐ (no inputs/materials) N/A ☐ (Option A1/A2)	Y ☐ N ☐ INC ☐	List(s) (in Section 19.7 of the manual)	*Review the list(s) and cross-reference inputs/materials with these lists.*	2

Auditee's Actual Score for Section (Sorting, Grading, Packing, Repacking, Storing and Brokerage):	0.0
Maximum Attainable Score for Section:	43

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Q. 20. **Temperature Conditioning/ Holding/ Storage of Product** (refer to Section 20 in CanadaGAP Manual)			Score
If entire section is not applicable to the operation check box and go to			
Q1) All product is temperature conditioned/held/stored in a manner that prevents contamination of product? Y ☐ N ☐ N/A ☐ INC ☐		*product? Is all product (including seed potatoes) held/stored separate from fuels, chemicals, market ready packaging materials, etc.? Is product in an environment where contamination can not occur (clean/well-maintained area)? Is product temperature conditioned/ held/stored in a manner that prevents cross-contamination from non-produce items?*	8

> Text was added to the section and sub-section titles to ensure it was clear that each section included requirements for temperature conditioning and holding as well. Wording added in the auditor's guidance to align with that change as well.

Auditee's Actual Score for Section (Storage of Product):	0.0
Maximum Attainable Score for Section:	8

R. Transportation (refer to Section 21 in CanadaGAP Manual)	Record	*(Auditor's Key)* Comments/Observations	Score
If entire section is not applicable to the operation check box and go to next section:			
R1) Harvested product is loaded into appropriate, clean, inspected vehicles? Y ☐ N ☐ N/A ☐ (No harvested product) N/A ☐ (Unable to observe vehicles)		*Vehicles include both personal and private carriers. Transportation does not contribute to the contamination of product? If vehicles are not present and observation can not occur, this question is N/A as verbal confirmation may not be relied upon.*	2
R2) Market product is loaded into clean, inspected vehicles? *(2 points)* Y ☐ N ☐ Market product is covered during transportation? (2 points) Y ☐ N ☐ N/A ☐ (No market product) N/A ☐ (Unable to observe vehicles)		*Vehicles include both personal and private carriers. Transportation does not contribute to the contamination of product? If vehicles are not present and observation can not occur, this question is N/A as verbal confirmation may not be relied upon.*	4
R3) Records are kept of vehicle inspection and product information for product being transported to someone else's premises? Y ☐ N ☐ N/A ☐ (Product not being transported to someone else's premises) INC ☐	O		4

Auditee's Actual Score for Section (Transportation):	0.0
Maximum Attainable Score for Section:	10

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S. Identification and Traceability (refer to Section 22 in CanadaGAP Manual)	Record	*(Auditor's Key)* Comments/Observations	Score
S1) Traceability can be established through the records? Y ☐ N ☐ INC ☐	P/P1/P2 Q Written Confirmation	*Can product be traced one step up and one step down? Use Forms H1/H2/O to ensure that a link can be made to Forms P/P1/P2 and Q (e.g., the same information should be followed through). Ensure Forms P/P1/P2 and Q are complete. From all of the records the product and what happened to it (e.g., agronomic inputs, harvesting, packing, repacking, storing, etc.) should be traceable. Completion of Forms H1/H2/O was already checked in previous sections of the audit; do not deduct more points here. Incoming/outgoing product information must be recorded.* *If someone else (another operation) is labelling market product look for written confirmation from the operation completing the labelling that market product is labelled immediately upon receipt and in accordance with labelling requirements for market product in Section N.*	10

Auditee's Actual Score for Section (Identification and Traceability):	0.0
Maximum Attainable Score for Section:	10

T. Deviations and Crisis Management (refer to Section 23 in CanadaGAP Manual)	Record	*(Auditor's Key)* Comments/Observations	Score
T1) Records are kept of major deviations and complaints? Y ☐ N ☐ INC ☐	R		2
T2) Food defense risks are addressed and a system is in place to reduce or eliminate the identified risks? Y ☐ N ☐ INC ☐ N/A ☐ (Option A1/A2)	T	*Potential threats to food security must be identified and assessed in all areas of the operation. Form T must be completed.*	2

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			Score
T3) An allergen program is in place to ensure that cross contamination does not occur? Y ☐ N ☐ N/A ☐ INC ☐ If undeclared allergens are handled, equipment is cleaned before use on market product, and if necessary, precautionary labeling is used. Y ☐ N ☐ N/A ☐ INC ☐ N/A ☐ (Option A1/A2)	S	*Form S must be completed. Sulphites are not used on market product (EXCEPT table grapes)* Wording was added to ensure it was clear this requirement applies to the operation's entire traceability system	4
T4) An up to date recall program is in place? *(4 points)* Y ☐ N ☐ INC ☐ A mock recall is performed annually (current season's product)? *(6 points)* Y ☐ N ☐ N/A ☐ INC ☐	Contact lists Recall and Mock Recall Document-ation	*List of all product suppliers and customers with contact information; recall team; Appendix S: Recall Program or other relevant documents; Appendix R: How to Conduct a Mock Recall - An Example.* **Mock recall must test the effectiveness of the operation's entire traceability system** *.*	10
T5) Food fraud vulnerabilities have been assessed and mitigation measures implemented (if applicable)? Y ☐ N ☐ INC ☐ N/A ☐ (Option A1/A2)	U	*Form U must be completed.*	2
T6) Food safety culture is created, assessed, implemented, maintained and reviewed annually? Y ☐ N ☐ INC ☐ N/A ☐ (Option A1/A2)			2

Auditee's Actual Score for Section (Deviations and Crisis Management):	0.0
Maximum Attainable Score for Section:	22

FOR REPACKING AND WHOLESALING OPERATIONS ONLY

U. Site-specific HACCP Plan (refer to Section 24.1 in CanadaGAP Manual)	Record	*(Auditor's Key)* Comments/Observations	Score
If entire section is not applicable to the operation check box:			
U1) A site-specific HACCP plan has been documented and implemented. Y ☐ N ☐ N/A ☐ INC ☐	HACCP Plan	*The site-specific HACCP Plan is complete. All Forms have been filled in properly. All hazards have been assessed and carried through the Forms appropriately.* *Assign the 20 marks according to how complete and correct the HACCP Plan is (e.g., 25% of the marks if 25% of the hazards have been addressed, etc.).* *Auditor should collect a copy of the operation's Form 1 for their records.*	20

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U2) The site-specific HACCP plan is reviewed and updated annually.	Y ☐ N ☐ N/A ☐	HACCP Plan			**2**

Auditee's Actual Score for Section (HACCP Plan):	**0.0**
Maximum Attainable Score for Section:	**22**

A. Food Safety Program Maintenance and Review (continued) (refer to Section 24 in CanadaGAP Manual)	Record	*(Auditor's Key)* Comments/Observations	Score
A4) Has the food safety program been maintained on an ongoing basis? Y ☐ N ☐ N/A ☐ INC ☐ Re-audit later in the season *(see auditor's key)* Y ☐		*Review the manual, forms and documentation to ensure that the program has been maintained since the last audit.* Partial… opera… been… seas… The reference to 'on-site' was added to ensure it was clear this is not referring to a self-declaration and self-assessment finding. Guidance for the management of 'corrective action plans' was also added, to ensure these are being referenced during the audit.	**6**
A5) Has continuous improvement been demonstrated by addressing previous audit findings? Y ☐ N ☐ N/A ☐ INC ☐		*Auditee will have reviewed previous* on-site *audit findings for non-compliant items (if applicable) and will present evidence that these have been improved upon. Also ensure that 'corrective action plans' from previous audits have now been successfully implemented. Partial points may be given. N/A option applies only if this is the first audit for this operation OR if the operation scored 100% (without using a corrective action plan).*	**2**

Auditee's Actual Score for Section (Food Safety Program Maintenance and Review: Questions 4-5):	**0.0**
Maximum Attainable Score for Section:	**8**

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Additional Comments:

☐ **Remote auditing methods have been used**

If the above box has been checked off, please complete the table below:

Timeframe	Documents/information received	Remote method used	Was the remote method effective and efficient in maintaining the integrity of the audit?
Before on-site visit:		☐ **Email** ☐ **Upload to remote platform:** _____ ☐ **Fax** ☐ **Virtual meeting app:** _____ ☐ **Other:**	☐ **YES** ☐ **NO** **Notes:** _____ _____ _____
End of on-site visit (before leaving the operation):	☐ **Photocopied records:** _____ ☐ **Other:** _____	☐ **Handed to auditor at end of on-site visit** ☐ **Other:** _____	☐ **YES** ☐ **NO** **Notes:** _____
After on-site visit:		☐ **Email** ☐ **Upload to remote platform:** _____ ☐ **Fax** ☐ **Virtual meeting app:** _____ ☐ **Other:**	☐ **YES** ☐ **NO** **Notes:** _____ _____ _____
Follow up (if necessary):		☐ **Phone** ☐ **Email** ☐ **Upload to remote platform:** _____ ☐ **Fax** ☐ **Courier/mail** ☐ **Virtual meeting app:** _____ ☐ **Follow-up visit (on site)** ☐ **Other:**	☐ **YES** ☐ **NO** **Notes:** _____ _____ _____ _____
If follow-up was required, explain why:	_____ _____		

Executive Summary

Auditee's Name: _____

Which commodities and activities (e.g., harvesting of peaches, packing of tomatoes, etc.) were observed during the audit? _____

Food safety manuals used: ☐ Greenhouse Product   ☐ Fruits and Vegetables

☐ Other food safety manual: _____

A) General Notes/Observations:

B) List things the auditee has **implemented well**:

C) Summary of Audit Findings:

Autofails:	Target Timeframe for Completion:
	IMMEDIATE
☐ **Triggered audit at Question A4**	
Other findings (Below is a summary ONLY and may not be an inclusive list. Refer to the full audit report once you receive it, to review all items where points were deducted.)	Approximate Timeframe for Completion:
QUESTION P2 ☐	

☐ Document issued following a PARTIAL AUDIT

Auditor has reviewed the executive summary with the auditee: _____ Yes

Signature of Auditor: _____   Signature of Auditee: _____

Date signed: _____

Auditor has left a copy of this page with the auditee: **Y** ☐   **N** ☐

[if no, record date and action (e.g., faxed/emailed)]

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