



## CANADAGAP AUDITOR TRAINING COURSE

### COURSE OUTLINE

	<b>Pre-course Assignment</b> – read the CanadaGAP manual and write a test which will assess comprehension and knowledge. Participants will discuss answers to pre-course assignment in class.
	<b>Supplementary Unit: Exam Information</b> – outline the exams that follow the course, along with proctoring options
Unit 1	<b>Introduction, Background on CanadaGAP, Background on Manuals</b> – background on CanadaGAP, development of CanadaGAP program, scope, goals, program management and audit management system, commodity specific manuals, manual purpose
Unit 2	<b>Produce Food Safety 101</b> – discuss hazards in fresh produce, pathogen pathways, how produce becomes contaminated and how on-farm food safety programs reduce risk; case study on US lettuce outbreak, introduction to risk assessment
Unit 3	<b>Regulations</b> – Federal legislation vs. provincial/territorial legislation (PMRA: Fact Sheets, CFIA: Fertilizer Act, Safe Food for Canadians Regulations (SFCR), registered potato varieties; Health Canada: Letters of no objection) with resources
Unit 4	<b>Using the Audit Checklist</b> – overview of checklist, answering questions, detailed comments, scoring, auto failures, dealing with different commodities; Examples of completed checklist, leaving a copy of Executive Summary; Follow-up on corrective actions; Self-assessments
Unit 5	<b>Review of Manuals</b> – review specific requirements and how to audit each section of the manual, using the audit checklist
Unit 6	<b>Roles and Responsibilities of the CanadaGAP Auditor</b> – general roles for auditor, biosecurity procedures, codes of conduct, confidentiality, conflict of interest, communication skills
Unit 7	<b>Strategies for Assessing Compliance</b> – Power Point presentation on assessing paperwork, how to understand test results, letters of assurance, how forms should be filled out; Exercises on product and chemical traceback; Examples of several different forms, water test results, letters of assurance, etc.
Unit 8	<b>HACCP Overview</b> - General overview of the seven HACCP principles and the CanadaGAP generic HACCP model
Unit 9	<b>Repacking and Wholesaling</b> – requirements specific to repacking and wholesaling operations, how to audit these operations
	<b>Written Exams</b> (CanadaGAP Auditor Exam, HACCP Exam, and Repacking and Wholesaling Exam)

Homework Assignments (each night)

**Course duration** - The CanadaGAP Auditor Training course duration depends on the format.

Face-to-face/classroom delivery: extends over 4 days of training (at a minimum) and may include an additional 5th morning for pre-exam review (1 hour) followed by the administration of exams.

Online/virtual delivery: there are two (2) options for the course schedule. 1) the course extends over 5 consecutive days, OR, 2) the course is broken up into 3 blocks of time (2-day block, 2-day block, 1 day block [last block optional: for Units 8/9]).

For both options exams are available online and administered after the course.