

## Unannounced Audit Programme for Certification Options B+C+D

Effective October 1, 2021, CanadaGAP offers two unannounced audit (UA) options for program participants enrolled in certification options B, C, and D:

1. All CanadaGAP Certification Bodies must make available the first option (UA Option 1)
2. At the discretion of the CB, they may also make available the second option (UA Option 2). **\*\*An operation should check with their Certification Body to confirm whether unannounced audit option 2 is available\*\***

### How many audits will there be in a year?

#### UA Option 1

One. The unannounced audit **replaces** that year's regularly scheduled audit.

#### UA Option 2

Two. **One announced** audit, scheduled as usual during the usual timeframe AND **One unannounced** audit during a general timeframe ("audit window") determined by the CB and confirmed with the program participant.

### What is an unannounced audit?

An unannounced audit is an audit that is not scheduled in advance with the operation.

### How do unannounced audits work?

Early in the year, the CB contacts clients chosen for an unannounced audit to inform them that they have been selected and to gather information about what will need to be seen.

The operation receives no advance notice of the unannounced audit date.

### Who will have an unannounced audit?

The unannounced audit programme is for operations enrolled in all certification options.

- For Options C, and D: Each year the Certification Body will choose 10% of its clients for an unannounced audit; therefore, over time, everyone will have an unannounced audit.
- For Option B (group certification): Certification Bodies will select 25% of the group members each year to undergo an unannounced audit.





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What will the timing of the unannounced audit be?

### UA Option 1

The unannounced audit must be timed such that the auditor can observe the crops/activities that **need to be seen** that year. Blackout period of up to five (5) dates is allowed with advance approval by the Certification Body.

Failure to keep the CB updated on timing of crops/activities that need to be observed, can lead to loss of certification.

### UA Option 2

For the timing of the unannounced audit, the CB will set and inform the client of the unannounced audit "window", typically a 30-day time-frame.

It is possible that the unannounced audit "window" will be outside of the operation's peak season of activity. The operation may indicate 1 blackout date for every 6 days within the window.

CanadaGAP® is a program developed in Canada to promote Good Agricultural Practices (GAPs) for fruit and vegetable suppliers.

What will the cost be for the unannounced audit?

### UA Option 1

The program participant pays for one (unannounced) audit that year, since the unannounced audit replaces a regularly scheduled audit.

If a second attempt is needed for the CB to perform the unannounced audit, audit fees will be charged for both visits.

### UA Option 2

The program participant pays for two audits that year, both the announced and unannounced audits.

Paying for an extra audit allows the program participant to plan for their regular audit during peak season, and to have advance notice of the audit "window" for the unannounced visit. This cost only applies in the year the operation is chosen for an unannounced audit.

### Questions?

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