

## CanadaGAP Training Note

**TO:** CanadaGAP Auditors, Certification Bodies and Program Participants

**DATE:** March 14, 2017

**SUBJECT:** Formal Training

This note provides clarification regarding the intent of the “formal training” requirement found in Section 6: Agricultural Chemicals of the CanadaGAP manual(s).

### Please note the following key points:

1. Section 6: Agricultural Chemicals sub-section 6.2 Application states:
  - Applicator follows prevailing legislation (e.g., provincial regulations) AND has completed formal training (e.g., online course) (File under Tab: Letters of Assurance/Certificates)
2. The definition in the glossary for formal training is:

**Formal training:** Consists of a course offered by a recognized educational institution, government body or industry association/group for which a record of attendance is issued. Information about the training content is readily available from the course provider (e.g., course outline, online training materials, etc.).
3. The definition contains the elements that auditors will be using to determine compliance with the CanadaGAP requirement of formal training. Namely they will ensure that:
  - The course is offered by a recognized organization (per options listed in the “Formal training” definition).
  - There is evidence that the applicator attended the course.
  - Information is available about the course content (e.g., course outline, training manual, link to on-line material, etc.) so that the auditor can determine if the content was **relevant**.
4. “**Relevant**” means that the course relates to agricultural chemical application and to food safety concerns (e.g., if the course only covered matters related to worker safety, it would not be relevant training for food safety).
5. A list of accepted or approved courses will NOT be provided by CanadaGAP or by the auditor’s Certification Body. Neither CanadaGAP nor the Certification Bodies will be reviewing specific courses for content or duration. CanadaGAP will not be identifying which courses are acceptable, nor will auditors be determining which courses are best.