

CanadaGAP Training Note

TO: CanadaGAP Auditors, Certification Bodies and Program Participants

DATE: March 20, 2018

SUBJECT: Clarification of Question A4 on the Audit Checklist

This note provides clarification on Question A4 of the Audit Checklist, which pertains to ongoing maintenance of an operation's food safety program. The requirement is as follows:

Section 24: HACCP Plan and Food Safety Program Maintenance and Review
Section 24.2 Protocols of the CanadaGAP manuals states:

- The person responsible maintains the operation's food safety program on an ongoing basis**

Question A4 of the CanadaGAP Audit checklist asks the following:

<p>A4) Has the food safety program been maintained on an ongoing basis?</p> <p style="text-align: center;"> Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> INC <input type="checkbox"/> </p> <p style="background-color: #90EE90; padding: 2px;"> Re-audit later in the season (see auditor's key) Y <input type="checkbox"/> </p>	<p><i>Review the manual, forms and documentation to ensure that the program has been maintained since the last audit. Partial points may be given. N/A option only applies to operations during their first audit. If the program has not been maintained an automatic re-audit will occur later in the season.</i></p>
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When scoring this question, the following will be considered:

1. If this is the operation's first on-site audit, 'N/A' will be selected.
2. In subsequent audits, the auditor will review records completed since the operation was last audited until the beginning of the new season. This means that forms will be reviewed from the last on-site audit and not the last self-assessment. Therefore, in the case of an Option A1 or A2 operation that follows a four-year audit cycle, it would mean reviewing records for the last four years.

***Note: This is the only question on the Audit Checklist where an auditor will review and score past records (i.e., not within the current crop season).*

3. Forms and associated documentation that are not typically part of the operation's daily procedures such as Forms C/D, G, H2, J, K, N1, O, etc. will be focused on.
4. Evidence must be presented that the operation's food safety program has been continuously maintained, regardless of when the next audit will take place. If an operation is missing forms or forms are incomplete, points will be deducted.
5. If the operation has NOT maintained their program on an ongoing basis as many forms are missing or are incomplete, the question will be scored as "0" and a **re-audit will need to occur later in season**. This is a triggered audit and triggered audits are paid for by the program participant. This re-audit is done to ensure that the operation is successfully completing their food safety program consistently.