

**You are responsible to complete and submit your self-assessment at the right time of year.**

Regardless of when you receive the self-assessment from CanadaGAP, depending on your operation, you'll need to figure out when to complete it:

1. Fill out the self-assessment at approximately the same time of year that you have your audit (e.g., during harvest or when you're actively packing, storing, shipping, etc.)
2. If you receive it too early, keep the checklist until the time comes to fill it out. If you misplace it, you can download another copy from the CanadaGAP website.
3. Send the completed checklist to your certification body with enough time (at least 30 days) for it to be reviewed before your certificate expires.
4. Don't send your self-assessment to CanadaGAP. It needs to go to your certification body for approval.
5. Call CanadaGAP or your certification body if you need help.

**We're here to answer your questions.**

Visit our website at [www.canadagap.ca](http://www.canadagap.ca) for more complete information about the program.

Contact us anytime at 613-829-4711 or [info@canadagap.ca](mailto:info@canadagap.ca)

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



## **You Are Enrolled In CanadaGAP Option A1/A2**



## **What You Need To Know**

## **Each year, CanadaGAP will invoice you an annual program fee.**

The annual program fee is \$600 CAD per year (plus tax) and is due the month of the anniversary of your enrolment. For example, if you originally enrolled in September, you'll receive an invoice from CanadaGAP each August. Your payment is due in 30 days.

The timing of your CanadaGAP invoice may not correspond to your audit date, your peak season or your certificate expiry. Our only reference is to the date you signed up for CanadaGAP.

The timing of your audit and certification period is handled separately by your certification body (auditing company).

### **Option A1 and Option A2**

There is a difference between Option A1 and Option A2. Be sure you have chosen the right option. Call us or visit [www.canadagap.ca](http://www.canadagap.ca) if you need more information.

### **Year 1 is an on-site audit.**

The certification body you chose on your enrolment form will contact you to schedule your initial audit.

Once you pass the audit, you will be certified for one year. Going forward, you must have an on-site audit every four years.

You will be billed for the audit by the certification body that provided the audit service.

## **Random Audits**

During the other three years of the four-year cycle, you could be randomly selected for an audit. CanadaGAP will communicate with you if you are chosen. To maintain certification, you cannot opt out of the random audit.

You do not pay extra if you are chosen for a random audit; the cost is covered by the annual program fee you pay to CanadaGAP.

### **Self-Assessment Checklist**

Each year that you are not scheduled or randomly selected for an audit, you **MUST** complete and submit the self-declaration and self-assessment checklist.

Once your checklist is reviewed and approved by the certification body, you will be recertified for another year.

If you do not submit your self-assessment before your certificate expires, you will lose your CanadaGAP certification. You'll need to start over in the four-year cycle with a new on-site audit.

### **CanadaGAP will send you a courtesy copy of the self-assessment once a year.**

You will receive a reminder each year, either spring or fall, and a courtesy copy of the latest checklist. No further notices will be sent by CanadaGAP or your certification body.

**And one more thing...**