



Unannounced Audit Programme

The CanadaGAP Program includes unannounced audits. The intent of the unannounced audit programme is to respond to market signals, to meet GFSI requirements, to improve the rigour of CanadaGAP certification, and to ensure that operations are maintaining their program on a continuing basis.

What is an Unannounced Audit?

- Unannounced audits will not be scheduled in advance with the operation.
- The certification body will provide 2 to 5 business days' notice that the auditor is coming.
- An unannounced audit will take place instead of a scheduled audit (NOT additional to a scheduled audit).
- The operation will pay the regular audit fee for the unannounced audit.

Only if needed, the certification body or auditor may contact the operation ahead of time to confirm the scope of certification, to confirm in general when certain activities are occurring (e.g., harvesting, packing, shipping, etc.), but NOT to identify a specific time for the audit.

When will Unannounced Audits occur?

Like all CanadaGAP audits, unannounced audits must occur while activities relevant to the scope of the operation's certification are occurring.

- "Busy periods" like harvesting or shipping cannot be blocked off.
- Unannounced audits can occur during periods of high activity.

Who Will Be Chosen for an Unannounced Audit?

- The Unannounced Audit programme is for operations enrolled in CanadaGAP certification Options A1, A2, C and D.
- The certification body will choose 5% of its clients each year.
- Over time, all individually certified operations will have an unannounced audit.
- For those enrolled in group certification, Options A3 and B have different unannounced audit requirements. Please refer to the CanadaGAP Program Management Manual for details.

How will Unannounced Audits work?

Be Audit-Ready

- The operation can refuse the first notification, for valid reasons as determined by the certification body.
- The operation cannot refuse the second notification.
- Not responding to the notification (phone or email) from the certification body or auditor will be considered an ACCEPTED notification.
- If the operation is not prepared to proceed with the audit when the auditor arrives, the operation will still be charged for the cost of the auditor's time and travel.
- If possible, the auditor will return for another unannounced audit during the current season. Note that it may be impossible for the auditor to return during the current season due to scheduling demands.
- In other words, not being prepared for the unannounced audit could put the operation's certification in jeopardy.
- If you are concerned that your certificate may expire before your unannounced audit can take place, please contact your certification body.

What About Random Audits?

- For operations enrolled in CanadaGAP certification Option A1 or A2 (four-year audit cycle):
 - there is no change to each operation's four-year audit cycle, and
 - there is no change to the way that random audits work.
- Operations would still be informed in advance if they have been randomly selected for an audit. However, they may not be told the exact date of the audit. It could be an unannounced audit.
- Likewise, if the operation already expected to be audited (because they are due for an audit in their four-year cycle), this audit could be unannounced.
- "Unannounced" means the operation will not know more than 2 to 5 business days in advance of the date of the audit. They will still know in advance that they are having an audit sometime this year.

Questions?

CanadaGAP Program
245 Menten Place, Suite 312
Ottawa ON
K2H 9E8
www.canadagap.ca
info@canadagap.ca

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