

COMMUNIQUÉ CANADAGAP® COMMUNIQUÉ

To: CanadaGAP Program Users
From: Heather Gale, Executive Director
Date: March 21, 2016
Subject: Self-Declaration and Self-Assessment Checklist

Now available on the CanadaGAP website is Version 6.5 of the CanadaGAP Self-Declaration and Self-Assessment Checklist for 2016.

Please note that updated information has been posted on the CanadaGAP website relative to self-assessments. The webpage at www.canadagap.ca/en/tools/self-assessment.aspx

- explains the use of the CanadaGAP self-declaration and self-assessment checklist
- provides clear instructions to Option A1 and A2 program participants completing and returning self-assessments
- clarifies the procedure for program users and certification bodies (effective immediately)

Please visit the webpage for complete information: www.canadagap.ca/en/tools/self-assessment.aspx. A few key points are highlighted below:

- **Option A1 and A2** participants are required to complete an annual self-declaration and self-assessment checklist for each year that they are not scheduled for an on-site audit.
- The idea behind the self-assessment is straightforward. It is to be completed in lieu of an audit, in Years 2, 3 and 4 of the four-year audit cycle. Generally speaking (with some exceptions), it should be completed around the same time (e.g., the same month) that the original audit occurred.
- The questions on the checklist are to be answered *during the production period*. The information provided should reflect current production activities for the present crop year/season.
- The forms must be completed and returned **to the certification body** (audit company) *at least 30 days (one month) before the current certificate expires*.
- **New procedure:** Each program participant will be mailed a copy of the forms from CanadaGAP either in the spring or the fall. If you receive your copy well in advance of when it is due, simply set it aside to be completed later this season. The forms can also be downloaded directly from the webpage at any time. Forms can be returned to the certification in hard copy (mailed), by fax or by email.
- It is the program participant's responsibility to return the completed forms on time, and to maintain CanadaGAP certification. No reminder notices will be issued nor will follow-up occur from the CanadaGAP program or by the certification body.
- Failure to return the completed self-declaration and self-assessment before expiry of the current certificate will result in loss of certification. Loss of certification means starting the audit cycle over again in Year 1 of the four-year audit cycle, with a new on-site audit at the program participant's expense.

Questions? Contact us at: 613-829-4711 ♦ info@canadagap.ca ♦ www.canadagap.ca

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

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