

Summary of CanadaGAP Program Management Manual Revisions

Version 8.1 November 2020

<i>Section</i>	<i>Revision</i>	<i>Rationale</i>
Section 1.1	Addition to Program Objectives: <ul style="list-style-type: none"> • Providing clear program-related communication materials that are available on the CanadaGAP website or from the CanadaGAP office (e.g., “Understanding the CanadaGAP Program” course); 	To implement the recommendation from the 2020 Management Review
Sections 1.4, 1.6.2, 1.6.3.1, 1.10.3.2, 1.14.1, 2.2, 2.3.1, 3.2, 3.4.2, 4.2, 4.3.1. Forms 1.1, 1.3, 1.9	Change to the name of the “Stakeholder Advisory Committee” to the “Technical Advisory Committee”. Certain wording in the Management Manual has also been modified to align with the new Committee Terms of Reference (e.g., Committee’s role, 1- to 2-year terms of appointment by the Board, etc.)	The CanAgPlus Board of Directors renamed this Committee and approved a new Terms of Reference on July 8, 2020
Section 3.3.1.2 B.	Correction to typo, formatting changes	Editorial changes only
Sections 3.3.1.2 D, 4.3.3.1	Removed section on GFSI Auditor Competency requirements	GFSI has phased out the Knowledge Exam
Section 3.3.5.3 c)	Certificates issued to multi-site operations must contain the words “MULTI-SITE” or “EMPLACEMENTS MULTIPLES”	To provide transparency to all stakeholders
Section 3.3.5.3 h)	Reference added to Appendix III.3	To provide CBs with greater clarity on sampling of sites based on risk
Section 3.3.5.4.1 e)	Reference added to Section 3.3.5.4.1 o)	To provide more clarity to CBs on how address(es) should be documented in the audit report
Section 3.3.5.4.1 o)	The following text was added: “The address(es) of all locations that are visited during the course of the audit <u>must</u> be identified within the audit report, on page 2 of the CanadaGAP Audit Checklist. Optionally, addresses/locations can also be included in the Executive Summary, as determined by the CB and/or auditor. For operations with multiple fields, only the addresses of the fields where a structure of some kind is located, or where a well is located, need to be included.”	Provides clarity and transparency to the reader of the audit report

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Section 3.3.5.4.1 o)	The following text was added: “In extraordinary circumstances, CanadaGAP may need to make adjustments to the audit and certification process. CanadaGAP shall inform Certification Bodies, program participants and other stakeholders accordingly of any changes. To address the global coronavirus (COVID-19) pandemic in 2020, CanadaGAP developed guidance for certification bodies regarding the use of remote auditing methods (see TP-09-RM).”	Addition required due to COVID-19 pandemic. Allows the incorporation of a reference to CanadaGAP Technical Procedure (TP-09-RM) within the Management Manual
Section 3.3.5.5.7 ii. b)	Version #s of the currently in effect CanadaGAP Food Safety Manuals and the CanadaGAP Program Management Manual must now be included on the certificate.	More precise normative references were required by GFSI to meet benchmarking requirement Part II, clause 2.14
Section 3.3.5.5.7 ii. n)	New rules are provided to CBs as to how they should represent the certified company’s address(es) on the certificate.	This sub-section was added to provide more direction to CBs and transparency to all stakeholders
Appendix III.1, Section 5.2.3 a)	Reference added to Appendix III.3	To provide CBs with greater clarity on sampling of sites based on risk
Appendix III.1, Section 5.2.3 o)	The following text was added: “The commodity and activity risk level (based on the description of Risk Levels in Section 5.2.3 a) above) shall be considered in determining which group members the CB will audit unannounced. A higher number of unannounced audits shall be performed on group members in Risk Levels 4 and 3, and a lesser number of group members in Risk Levels 2 and 1 shall be selected for unannounced audits.”	Addition required to complete GFSI V.2020 benchmarking. Meets GFSI requirement Part II, clause 6.30
Sections 4.3.2.1, 4.3.2.2	Reference added to online/virtual delivery of CanadaGAP Auditor Training course	Due to the COVID-19 pandemic, training providers have begun to offer CanadaGAP Auditor Training online
Sections 4.3.2.1, 4.3.2.2, 4.4.1	Reference to “Certification Bodies” updated to “training providers”	Terminology needs to be broader than “CBs” alone
Section 4.3.2.1	The following text was added: “In cases where only one individual is being trained, typically as part of a Certification Body’s internal delivery of the CanadaGAP Auditor Training course, the length of the course must be a minimum three (3) full days of training.”	To clarify expectations in such cases