

**To:** CanadaGAP Program Participants  
**Date:** February 19, 2020  
**Subject:** Updating your Food Safety Manual for 2020

As communicated on January 31<sup>st</sup>, the CanadaGAP manuals have been updated for 2020. Version 8.0 of the Fruit and Vegetable and Greenhouse [Manuals are now posted](#) on the CanadaGAP website.

**How do I update my manual?**

As part of the CanadaGAP program, you are required to go through and review/update your manual **each year** to meet the requirements found in Section 24. The release of Version 8.0 is the optimal time to go through your manual to review its currency and to update it with the 2020 changes.

The following material is available on the CanadaGAP website:

- *Outline of Main Changes to the CanadaGAP Manuals* – overview of main changes for 2020
- Revisions document – shows in detail all the changes from the previous version

There are a few ways to update your manual for 2020.

- Use the *Outline of Main changes* document to get an overview of the changes.
- Determine which changes affect your operation. When you have identified the changes that affect you, view the track changes revisions document, which provides the detailed wording.
- Based on how many changes apply to your operation, determine how to update your manuals. You may choose to reprint the **entire manual** or to reprint only the **pages or sections** that contain changes that affect your operation.

**Please note that because there was no update in 2019, numerous changes are included in this year’s update.**

If you are printing the entire manual...	If you are reprinting <b>ONLY</b> the pages or sections that affect your operation...
<ol style="list-style-type: none"> <li>1. Print the clean PDF version of the relevant manual from the CanadaGAP website</li> <li>2. Go through each section, make updates as needed to your food safety procedures/program, and initial at the bottom to show that you have reviewed your manual.</li> </ol>	<ol style="list-style-type: none"> <li>1. Print off the necessary pages/sections (to have a formatted, clean copy, you should print from the PDF version <u>without</u> the tracking)</li> <li>2. Insert any new pages into your existing manual, showing you have completed (checked off) any new procedures relevant to your operation.</li> <li>3. It is wise to reprint the entire Glossary. The terms that have been redefined are listed in the <i>Outline of Main changes</i> document. Changes (usually clarifications) to terminology are important to understand, as they can impact how program requirements are met.</li> <li>4. On the title page of your manual, cross out the previous year’s version number/date and write in “Version 8.0 2020”, or print a new title page.</li> </ol>

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

## Updating your CanadaGAP Forms

- Some changes/forms may not be applicable to your operation. Review the track changes document to determine if they pertain to you.
- Start using the new versions of the Forms or update your record keeping templates to ensure the new information/fields are captured

## Other resources

The following two [PowerPoint Presentations are available](#) on the website.

- *Main Changes for 2020*
- *Updating your Manuals for 2020*

## New for 2020!

Fillable PDF versions of the CanadaGAP manuals are available to download from the CanadaGAP website.

If you would like to complete your manual electronically each year you can download this version, and then fill out each section as you normally would (including the confirmation log at the end of each section). Once completed, this fillable PDF can then be saved or printed if necessary.

Since this fillable PDF does not include the forms, you will need to keep your records using another method (e.g., using electronic Excel version of the CanadaGAP forms available on the website).

## Why are manuals updated?

- To respond to user requests. CanadaGAP receives many requests asking us to clarify wording in the manual or the intent of the requirements. Most requests come directly from producers or from those working with producers (consultants, auditors, etc.) who need the expectations explained more clearly or who suggest ways to simplify the wording.
- To maintain technical rigour of the program as science, industry, or buyer requirements change. There are still many unanswered questions in food safety research, and as the science progresses, technical requirements must keep pace.
- To align with changes in government requirements. We are in an environment of fast-paced change in food safety regulations both in Canada and internationally. In Canada, the *Safe Food for Canadians Regulations* came into force in 2019. A number of changes for Version 8.0 of the manuals were made to align with these regulations.
- CanadaGAP is recognized by the Global Food Safety Initiative (GFSI). Most major customers now require certification to a GFSI-recognized program. To maintain recognition, CanadaGAP must implement updates whenever GFSI makes changes to its requirements.
- The CanadaGAP program has been reviewed for technical soundness by federal and provincial governments. To maintain our government recognition, CFIA requires that CanadaGAP review the manuals regularly and submit changes for approval by government.
- CanadaGAP's Stakeholder Advisory Committee reviews all proposed changes and often brings forward suggestions of their own. They meet once a year to discuss requests for changes.

Please direct any questions to [info@canadagap.ca](mailto:info@canadagap.ca).

