



## **YOU ARE ENROLLED IN THE FOUR-YEAR AUDIT CYCLE (CANADAGAP OPTION A1 or A2)**

- 1. YOU MUST SEND A COMPLETED SELF-ASSESSMENT TO YOUR CERTIFICATION BODY IF:**
  - YOU ARE NOT SCHEDULED FOR AN AUDIT THIS YEAR/SEASON, OR
  - YOU ARE NOT SELECTED FOR A RANDOM AUDIT THIS YEAR/SEASON.
- 2. IF YOU ARE BEING AUDITED THIS YEAR/SEASON, PLEASE DISREGARD THIS NOTICE.**

Attached is a copy of the CanadaGAP self-declaration and self-assessment checklist for 2018.

You must complete and submit these documents to your certification body before your current certificate expires, to maintain CanadaGAP certification. Loss of certification means starting over in year one of the audit cycle with a new on-site audit at your own expense.

### **WHEN?**

Answer the questions while the main activities relevant to your food safety program are occurring (i.e., during harvesting, packing, shipping, storage, etc.). Generally speaking, complete the checklist around the same time as you've previously had your audit. The information you provide should reflect your activities for the current year's crop.

Be sure to send your completed checklist to the certification body at least **30 DAYS** before your certificate expires. The expiry date is on your current certificate.

### **WHERE?**

Send the documents to your certification body (auditing company). Their contact information is on the reverse. Your self-assessment can be mailed, faxed or emailed.

- NOTE: You will receive a letter from CanadaGAP if you're randomly selected for an audit this year.

## IS THERE A COST?

The certification body will review your self-assessment for completeness and accuracy against your last on-site audit report. They may call you if they have questions. The cost of the review is billed directly to CanadaGAP, not to you. You have already paid for it through your annual program fee to CanadaGAP. However, if the review prompts a triggered audit or corrective actions follow-up, those costs would be borne by you.

## PLEASE BE ADVISED...

- You may be receiving this notice well ahead of the time you need to complete your self-assessment. This is a courtesy copy from CanadaGAP. It is your responsibility to make sure the self-assessment gets completed and sent to your certification body at the right time.
- If your self-assessment is not due for several months, put it aside and set yourself a reminder to complete it later this season.
- You will not receive another notice from CanadaGAP or from your certification body.
- You can download another copy of the self-assessment anytime on the CanadaGAP website. <https://www.canadagap.ca/audit-checklist/self-assessment/>
- If you use the self-assessment checklist for your internal audit, complete it as usual (annually) and keep it on file for reference when your auditor comes.
- Call us at the CanadaGAP office if you need help or more information (613-829-4711).

## SEND YOUR COMPLETED FORMS TO YOUR CERTIFICATION BODY:

**BUREAU DE NORMALISATION DU QUÉBEC (BNQ)**  
Attention: **Andréanne Bilodeau**  
333, rue Franquet, Québec (Québec) G1P 4C7  
Email: [Andreanne.Bilodeau@bnq.qc.ca](mailto:Andreanne.Bilodeau@bnq.qc.ca)  
Tel: (418) 652-2238 ext. 2451      Toll-free: 1-800-386-5114 ext. 2451  
Fax: (418) 652-2292      Web: [www.bnq.qc.ca](http://www.bnq.qc.ca)

**NSF Canada Ag**  
Attention: **Soula Ringas**  
125 Chancellors Way, Guelph, ON N1G 0E7  
Email: [infoag@nsf.org](mailto:infoag@nsf.org)      Fax: (519) 836-1281  
Tel: (519) 821-1246 ext. 6434      Web: [www.qftc.ca](http://www.qftc.ca)

**SGS Canada Inc.**  
Attention: **Mimoza Nuredini**  
5825 Explorer Drive, Mississauga, ON L4W 5P6  
Email: [mimoza.nuredini@sgs.com](mailto:mimoza.nuredini@sgs.com)      Fax: (905) 364-0345  
Tel: (905) 364-6234 ext. 13734      Web: [www.sgs.com](http://www.sgs.com)