

Kasar
CANADA LTD.
SAQ System



Signature: _____ Date: _____

Bullet	Who	When	How
(A) Premises (A1) Building Exterior A1.1 Outside property and building A 1.1.1 - Building facility not located in close proximity to any environmental contaminants and surrounding roadways are free of debris and refuse, adequately drained and maintained to minimize environmental hazards	Monitoring	Maintenance Supervisor	Monthly Ensures the facility and premises meets the requirement of the bullet by conducting an inspection of the outside of the facility's roadways and surroundings to ensure the criteria listed on the Exterior Inspection Checklist is met and maintained References MIR : 28(1)(a) - 28(1)(l) MHMOP : CH 2 (2.5.13) CH 3 (3.8.1) FIR : SCH 2 (13.1, 13.2) FIM : CH 5, 1(1.1 c)
	Deviation	Maintenance Manager or Supervisor	As Deviations Occur If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.
	Verification	Maintenance Manager or Designate	Quarterly Reviews Exterior Inspection Checklists the ensure their completeness as well as any deviations that were identified and verifies with a premises inspection before signing and dating the records.

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Bullet	Who	When	How
<p>A 1.1.2 - Building exterior designed, constructed and maintained to prevent the entry of contaminants and pests (e.g. no unprotected opening, air intake appropriately located and the roof, walls and foundation are maintained to prevent leakage)</p>	Monitoring	Maintenance Supervisor	<p>Monthly</p> <p>Ensures the facility and premises meets the requirement of the bullet by conducting an inspection of the outside of the facility"s exterior (walls, foundation, vents, etc.) to ensure the criteria listed on the Exterior Inspection Checklist is met and maintained.</p> <p>References MIR : 28(1)(b)-28(1)(e) MHMOP : Ch 2 (2.5) FIM : CH 5, 1(1.1 c) FIR : SCH 1 (2.1.c)</p>
	Deviation	Maintenance Manager or Supervisor	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	<p>Quarterly</p> <p>Reviews Exterior Inspection Checklists the ensure their completeness as well as any deviations that were identified and verifies with a premises inspection before signing and dating the records.</p>

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Bullet	Who	When	How
(A) Premises (A2) Building Interior A 2.1 - Design, construction and maintenance A 2.1.1 - Where required/appropriate areas of the establishment are provided with an adequate number of conveniently located "hands free"	Monitoring	Maintenance Supervisor	Monthly Conducts an inspection of the facility interior ensuring the hand washing stations meets the criteria listed on the Interior Inspection Checklist. References MIR : 28(5)(b) MHMOP : CH 2 (2.5.2.1) CH 3 (3.8) FIR : SCH 1 (23.1) (23.2a, b) FIM : CH 5 (5.2)
hand washing stations with trapped waste pipes to drains and sanitizer hand dips.	Deviation	Maintenance Manager or Supervisor	As Deviations Occur If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.
	Verification	Maintenance Manager or Designate	Quarterly Reviews Interior Inspection Checklists the ensure their completeness as well as any deviations that were identified and verifies with a interior premises inspection before signing and dating the records.

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Bullet	Who	When	How
<p>A 2.1.2 - Floors, Walls and Ceilings constructed of material that is durable, impervious, smooth, cleanable and suitable for the production conditions in the area, and where appropriate joints are sealed and angles are covered to prevent contamination and facilitate cleaning.</p>	Monitoring	Maintenance Supervisor	<p>Ensures the facility meets the requirement of the bullet by conducting an interior inspection of the facility to ensure the criteria listed on the Interior Inspection Checklist is met and maintained.</p> <p>References MIR : 28(1)(f) MHMOP : CH 2 (2.5.1) (2.5.6) (2.5.7) (2.5.8) FIR : SCH 1 (3, 5, 6) FIM : CH 5 (1.2, 1.4, 1.5)</p>
	Deviation	Maintenance Manager or Supervisor	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the records.</p>
	Verification	Maintenance Manager or Designate	<p>Quarterly</p> <p>Reviews Interior Inspection Checklists the ensure their completeness as well as any deviations that were identified and verifies with a interior premises inspection before signing and dating the records.</p>

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Bullet	Who	When	How
<p>A 2.1.3 Floors, walls and ceilings composed of materials that are listed in the "Reference Listing of Accepted Construction Materials, Packaging Materials and Non Food Chemical Products", published by the Canadian Food Inspection Agency or the manufacturer has a "Letter of No Objection" from Health Canada and will not result in contamination of the environment or water/beverage.</p>	Monitoring	Maintenance Manager or Supervisor	Yearly and/or as changes are made
	Deviation	Maintenance Manager or Supervisor	As Deviations Occur
	Verification	Maintenance Manager or Designate	Yearly and/or as changes are made
<p>Ensures the requirement of the bullet is met by checking the blueprint schedules along with an onsite inspection to ensure that the building construction materials are approved. For new materials or construction a check for approval is made when blueprints are drafted or prior to ordering materials.</p> <p>References MHMOP : CH 2 (2.5.1) FIR : SCH 1 (2. 2) FIM : CH 5 1 (1.1-2)</p>	<p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>	<p>Reviews Facility Yearly Inspection Checklist the ensure its completeness as well as any deviations that were identified and verifies with a premises inspection before signing and dating the record.</p>	

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Bullet	Who	When	How
<p>A 2.1.4 - Floors sufficiently sloped to permit liquids to drain to trapped outlets.</p>	Monitoring	Maintenance Supervisor	<p>Yearly and/or as changes are made</p> <p>Conducts an inspection of the facility floors ensuring liquids are able to drain efficiently where needed meeting the criteria listed on the Facility Yearly Inspection Checklist.</p> <p>References MIR : 28(1) (b) (f - ii) MHMOP : CH 2 (2.5.3.1, 2.5.3.1.1) (2.5.8) FIR : SCH 1 (3) FIM : CH 5 (1.2)</p>
	Deviation	Maintenance Manager or Supervisor	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	<p>Yearly and/or as changes are made</p> <p>Reviews Facility Interior Inspection Checklist the ensure its completeness as well as any deviations that were identified and verifies with a premises inspection before signing and dating the record.</p>

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Bullet	Who	When	How
<p>A 2.1.5 Ceilings, overhead structures, stairs and elevators designed, constructed, and maintained to prevent contamination.</p>	Monitoring	Maintenance Supervisor	<p>Yearly and/or as changes are made</p> <p>Conducts an inspection of the facility interior ensuring ceilings, overhead structures, and stairs to ensure they meets the standard and are maintained.</p> <p>References MIR : 28(1) (b) (f - ii) MHMOP : CH 2 (2.5.7) (2.5.12) FIR : SCH 1 (6), (7) FIM : CH 5 (1.5)</p>
	Deviation	Maintenance Manager or Supervisor	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	<p>Yearly and/or as changes are made</p> <p>Reviews Facility Interior Inspection Checklist the ensure its completeness as well as any deviations that were identified and verifies with a premises inspection before signing and dating the record.</p>

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Bullet	Who	When	How
<p>A 2.1.6 - Windows sealed or equipped with close fitting screens and where there is a likelihood of breakage of glass windows that could result in contamination of food, the windows are constructed of alternate materials or adequately protected.</p>	Monitoring	Maintenance Supervisor	<p>Monthly</p> <p>Ensures the facility meets the requirement of the bullet by conducting an interior /exterior inspection of facility windows to ensure the criteria listed on the Exterior and Interior Inspection Checklists is met and maintained.</p> <p>References MHMOP : CH 2 (2.5.10) FIR : SCH 1 (8) FIM : CH 5 (1.6)</p>
	Deviation	Maintenance Manager or Supervisor	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	<p>Quarterly</p> <p>Reviews Exterior Inspection Checklists the ensure their completeness as well as any deviations that were identified and verifies with a interior premises inspection before signing and dating the records.</p>

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Bullet	Who	When	How
<p>A 2.1.7 - Doors have smooth, non-absorbent surfaces and are close fitting and self-closing where appropriate.</p>	Monitoring	Maintenance Supervisor	<p>Conducts an inspection of the interior and exterior doors to ensure they meet the standard and criteria listed on the Exterior and Interior Inspection Checklists.</p> <p>References MIR : 28(1)(b) MHMOP : CH 2 (2.5.9) FIR : SCH 1 (9 .2 b), (13.3) FIM : CH 5 (1.6)</p>
	Deviation	Maintenance Manager or Supervisor	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	<p>Quarterly</p> <p>Reviews Interior and Exterior Inspection Checklists the ensure their completeness as well as any deviations that were identified and verifies with a interior premises inspection before signing and dating the records.</p>

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Bullet	Who	When	How
<p>A 2.1.8 Buildings and facilities are designed to facilitate hygienic operations by means of a regulated flow in the process from the arrival of raw material at the premises to the final product. The traffic pattern of employees, product flow and equipment prevents contamination of food through physical or operational separation. Blueprints and/or process flow diagrams are available.</p>	Monitoring	Maintenance Manager or Designate	Yearly and/or as changes are made
	Deviation	Maintenance Manager or Supervisor	As Deviations Occur
	Verification	Maintenance Manager or Designate	Yearly and/or as changes are made
<p>Check the plant schematic, process flow charts and employee traffic patterns and perform an inspection to ensure they meet the requirement of the bullet and are accurate and up to date.</p> <p>References MIR : 28(1)(i) MHMOP : CH 2 (2.4.2) FIR : SCH 1 (2.1 a-e) FIM : CH 5 (1.1)</p>	<p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>	<p>Reviews Facility Yearly Inspection Checklist the ensure its completeness as well as any deviations that were identified and verifies with a premises inspection before signing and dating the record.</p>	

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Bullet	Who	When	How
<p>A 2.2 - Lighting</p> <p>A 2.2.1 - Lighting is appropriate such that the intended production or inspection activity can be effectively conducted, does not alter the food colour and meets the respective commodity standards.</p>	Monitoring	Maintenance Supervisor	<p>Monthly</p> <p>Conducts an inspection of the facility interior ensuring the lighting meets the criteria listed on the Interior Inspection Checklist</p> <p>References</p> <p>MIR : 28(1)(g)(h)</p> <p>MHMOP : CH 2 (2.5.4)</p> <p>FIR : SCH 2 (13.1, 13.2)</p> <p>FIM : CH 5 (1.7)</p>
	Deviation	Maintenance Manager or Supervisor	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	<p>Quarterly</p> <p>Reviews Interior Inspection Checklists the ensure their completeness as well as any deviations that were identified and verifies with a interior premises inspection before signing and dating the records.</p>

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Bullet	Who	When	How
<p>A 2.2.2 - Light bulbs and fixtures located in areas where there is exposed food or packaging materials are of a safety type or are protected to prevent contamination of food in case of breakage.</p>	Monitoring	Maintenance Supervisor	<p>Conducts an inspection of the facility interior ensuring light bulbs and fixtures suspended over exposed food products are of a safety type or protected to prevent contamination of food products and meets the criteria listed on the Interior Inspection Checklist.</p> <p>References MIR : 28(1)(h) MHMOP : CH 2 (2.5.1) FIR : SCH 1 (16) FIM : CH 5 (1.7)</p>
	Deviation	Maintenance Manager or Supervisor	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	<p>Quarterly</p> <p>Reviews Interior Inspection Checklists the ensure their completeness as well as any deviations that were identified and verifies with a interior premises inspection before signing and dating the records.</p>

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Bullet	Who	When	How
<p>2.4 - Waste disposal</p> <p>A 2.4.1 - Establishments are designed and constructed so that there is no cross-connection between the sewage system and any other waste effluent system in the establishment and they do not pass directly over or through production areas unless they are controlled to prevent contamination. These systems are equipped with appropriate traps and vents.</p>	Monitoring	Maintenance Manager or Supervisor	<p>Yearly or upon building or additions or modifications</p> <p>Ensures facility plumbing is working with no significant hazards and that diagrams are accessible, current and show the location of sewage piping.</p> <p>References MIR : 28(1)(g)(k)(p) 34(9) MHMOP : CH 2 (2.5.3) (2.5.3.1.) (2.5.3.2) FIR : SCH 1 (4.1) FIM : CH 5 (3.1)</p>
	Deviation	Maintenance Manager or Supervisor	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	<p>Yearly</p> <p>Reviews Facility Yearly Inspection Checklist the ensure their completeness as well as any deviations that were identified and verifies with a interior premises inspection before signing and dating the record.</p>

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Bullet	Who	When	How
<p>A 2.4.2 - Adequate facilities, equipment and containers that are clearly identified, leak proof and where appropriate, covered, are provided and maintained for the storage of waste and inedible material prior to removal from the establishment. Waste is removed and facilities and containers are cleaned and sanitized at an appropriate frequency to minimize contamination.</p>	Monitoring	Maintenance Supervisor	<p>Monthly</p> <p>During an inspection of the facility interior ensures waste containers are identified, leak proof and emptied and cleaned and the garbage compactor is emptied and cleaned according to a schedule. Findings are recorded on the Interior Inspection Checklist.</p> <p>References MIR : 28(1)(i)(o) 34(5) MHMOP : CH 3 (3.8.4, 3.8.5) FIR : SCH 1 (15.1 a,b,c) SCH 2 (6) FIM : CH 5 (4.4)</p>
	Deviation	Maintenance Manager or Supervisor	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	<p>Quarterly</p> <p>Reviews Interior Inspection Checklists to ensure their completeness as well as any deviations that were identified and verifies with a interior premises inspection before signing and dating the records.</p>

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Bullet	Who	When	How	
(A) Premises (A3) Sanitary Facilities A3.1 - Employees facilities A 3.1.1 - Washrooms have hot and cold potable running water, soap dispensers, soap, sanitary hand drying equipment or supplies and a cleanable waste receptacle. Hand Washing Notices are posted in appropriate areas.	Monitoring	Western Maintenance Atek Water Systems	Daily Bi-Annually Performs scheduled duties ensuring all items on sanitation checklist are carried out. Takes water samples and have them tested for potability References MIR : 28(1)(i,n) (p i-v) 34(13) MHMOP : CH 2 (2.5.2) (2.5.2.1) (2.5.2.2) FIR : SCH 1 (22 a,b) (23-1, 2) SCH 2 (12) FIM : CH 5 (5.1) (5.2)	
	Deviation	Maintenance Billing Clerk Maintenance Manager or Supervisor	As Deviations Occur	If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.
	Verification	Maintenance Manager Maintenance Billing Clerk	Bi-Annually Monthly	Reviews Janitorial/sanitation Checklists the ensure their completeness as well as any deviations that were identified and verifies with an inspection of the areas before signing and dating the records. Reviews Water testing records

Signature: _____ Date: _____

Bullet	Who	When	How
<p>A 3.1.2 - As required, washrooms, lunchrooms and change rooms are provided with adequate floor drainage, ventilation and are maintained in a manner to prevent contamination. They are separated from, and do not open directly into food processing areas.</p>	Monitoring	<p>Maintenance Supervisor Western Maintenance</p>	<p>Monthly Daily</p> <p>Conducts an inspection of the facility interior ensuring the lunchrooms, washrooms and change rooms meets the criteria listed on the Interior Inspection Checklist Performs scheduled sanitation duties ensuring areas are maintained.</p> <p>References MIR : 28(1) (M i-iv) (P i-iv) MHMOP : CH 2 (2.6.7.2) (2.6.7.3) (2.6.7.4) FIR : SCH 1 (22 a,b) (23-1, 2) SCH 2 (12) FIM : CH 5 (5.1) (5.2)</p>
	Deviation	<p>Maintenance Billing Clerk Maintenance Manager or Supervisor</p>	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	<p>Maintenance Billing Clerk Maintenance Manager or Designate</p>	<p>Monthly Quarterly</p> <p>Reviews Janitorial/Sanitation Checklists to ensure their completeness as well as any deviations before signing and dating the records. Reviews Interior Inspection Checklists to ensure their completeness as well as any deviations that were identified and verifies with a interior premises inspection before signing and dating the records.</p>

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Bullet	Who	When	How
<p>A 3.2 Equipment cleaning and sanitizing facilities</p> <p>A 3.2.1 - Equipment cleaning and sanitizing facilities are constructed of corrosion resistant materials capable of being easily cleaned, and are provided with potable water at temperatures appropriate for the cleaning chemicals used. They are adequately separated from food storage, processing and packaging areas to prevent contamination.</p>	Monitoring	Maintenance Supervisor	<p>Monthly</p> <p>Ensures the facility meets the requirement of the bullet by conducting an interior inspection of the facility to ensure the criteria listed on the Interior Inspection Checklist is met and maintained</p> <p>References MIR : 28(1)(i,s) MHMOP : CH 3 (3.1.2) (3.3.1) (3.2 - 3.2.1, 3.2.2)</p>
	Deviation	Maintenance Manager or Supervisor	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	<p>Monthly</p> <p>Reviews Interior Inspection Checklists the ensure their completeness as well as any deviations that were identified and verifies with a interior premises inspection before signing and dating the records.</p>

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Bullet	Who	When	How
<p>A 3.2.2 -Where required cleaning and sanitizing equipment is designed for its intended use and is properly maintained.</p>	Monitoring	Maintenance Employee	<p>Weekly</p> <p>Assesses and maintains the sanitation equipment to ensure it meets the criteria needed for the facility.</p> <p>References MHMOP : CH 2 (2.7) (2.7.2) FIR : SCH 2 (2-2) FIM : CH 5 (4.2)</p>
	Deviation	Maintenance Supervisor	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	<p>Quarterly</p> <p>Reviews Sanitation checklists to ensure their completeness as well as any deviations that were identified and verifies with a interior premises inspection before signing and dating the records.</p>

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Bullet	Who	When	How	
<p>A 4.1 Water, ice & steam A 4.1.1 - Water, ice and steam are analyzed by the manufacturer at a frequency adequate to confirm its potability. Water from sources other than municipal supplies must be treated as necessary and tested to ensure potability. Water and ice potability records include: water source sampling site; analytical results; analyst and date. Water meets the requirements of Health Canada's "Guidelines for Drinking Water Quality".</p>	Monitoring	Atek Water Systems	<p>Takes samples of the facility's water and has it sent for potability analysis.</p> <p>References MIR : 28(1)(n) MHMOP : CH 2 (2.5.2) CH 3 (3.2.2) FIR : SCH 1 (14-1a,b) (14-2) FIM : CH 5 (3.1) (3.3)</p>	
	Deviation	Maintenance Manager Atek Industries	As Deviations Occur As Deviations Occur	<p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager	Bi-Annually	<p>Reviews the Water Testing Records to ensure they have been performed at the specified intervals and meets the requirements of the standard, ensures that any identified deviations and corrective actions have been completed.</p>

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Bullet	Who	When	How
<p>A 4.1.3 - There are no cross-connections between potable and non-potable water supply systems.</p>	Monitoring	Maintenance Manager or Supervisor	<p>Yearly and/or as changes are made</p> <p>Checks facility water potability tests to ensure there is no cross-contamination between potable and non-potable water supply systems and ensures Facility Plumbing/ Piping Diagrams are accessible and current ensuring the standard is met and maintained.</p> <p>References MIR : 28(1)(n) 28(2) MHMOP : CH 2 (2.5.2) FIR : SCH 1 (14-1) FIM : CH 5 (3.1 - 11,12)</p>
	Deviation	Maintenance Manager or Supervisor	<p>Vipond Fire Protection</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	<p>Yearly and/or as changes are made</p> <p>Reviews Facility Yearly Inspection Checklist the ensure its completeness as well as any deviations that were identified and verifies with a premises inspection before signing and dating the record.</p>

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Bullet	Who	When	How	
<p>A 4.1.4 - All hoses, taps or other similar sources of possible contamination are designed to prevent back-flow or back siphonage.</p>	Monitoring	Maintenance Manager or Supervisor	<p>Yearly and/or as changes are made</p> <p>Check blueprint schedules as well as any Facility Plumbing/Piping Diagrams to ensure all water sources coming into facility as well as any connections with non-potable water lines are protected from back-siphoning by backflow devices being installed and maintained.</p> <p>References MIR : 28(1)(n) MHMOP : CH 2 (2.5.2) FIR : SCH 1 (14-1) FIM : CH 5 (3.1)</p>	
	Deviation	Quinns Plumbing Maintenance Manager or Supervisor	Stantec Engineering	<p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	Yearly	<p>Review the Facility Yearly Inspection Checklist as well as any Corrective Action Reports to ensure the standard is being met and verifies with an on-site inspection before signing and dating the record.</p>

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Bullet	Who	When	How
A 4.1.6 - The volume, temperature and pressure of the potable water/steam is adequate for all operational and cleanup demands.	Monitoring	Maintenance Manager or Supervisor	Daily Monitors pressure daily while performing duties. References MIR : 28(1)(n) MHMOP : CH 2 (2.5.2) FIR : SCH 1 (14-1) FIM : CH 5 (3.1)
	Deviation	Atek Industries Maintenance Manager or Supervisor	As Deviations Occur If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.
	Verification	Maintenance Manager or Designate	Monthly Reviews the Sanitation checklists as well as any Corrective Action Reports to ensure the standard is being met and verifies with an on-site inspection before signing and dating the records.

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Bullet	Who	When	How
<p>B - Transportation & Storage (B1) Transportation B 1.1 - Food Carriers B 1.1.1 - The manufacturer verifies that carriers are suitable for the transportation of food. For example: 1) Carriers/bulk tankers are inspected on receipt and prior to loading to ensure they are free from contamination and suitable for the transportation of food (i.e. designed to permit complete drainage and constructed of materials suitable for food contact where appropriate). 2) The manufacturer has a program in place to demonstrate the adequacy of cleaning and sanitizing (i.e. for bulk carriers a written cleaning and sanitizing procedure is available).</p>	Monitoring	Shippers and Receivers Truck Shop Dock Supervisor	Every load According to Schedule Partial audits 2xweek / 1-2 full audits monthly
	Deviation	Shippers and Receivers	As Deviations Occur
	Verification	Maintenance Manager or Designate	Quarterly Bi-Annually
<p>Follows SOPs for Receiving and Shipping of Products Follows the schedule and SOP for Cleaning/Sanitizing of Conveyances. Ensures 3rd party Carriers used for transporting food products demonstrate the adequacy of cleaning and sanitizing their conveyances by conducting inspections and load audits. References MIR : 48(1), 49 MHMOP : CH 3 (3.1.2) CH 8 (8.6.1, 8.6.2, 8.6.3)</p>	<p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>	<p>Reviews load audits to ensure they are being carried out and verifies with an inspection of the dock area and tasks being done. Verifies the Conveyance Cleaning Schedule & Checklists and are being completed as well as any corrective actions and completes a onsite inspection of the Wash Area.</p>	

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Bullet		Who	When	How
<p>B 1.1.2 - Carriers are loaded, arranged and unloaded in a manner that prevents damage and contamination of the food and packaging materials.</p>	Monitoring	Shippers and Receivers	Every load	<p>Shippers shall follow the SOPs for Shipping Product. Receivers shall follow the SOPs for Receiving Product. References MIR : 48(1), 49 MHMOP : CH 8 (8.6, 8.6.1, 8.6.2, 8.6.3)</p>
	Deviation	Shippers and Receivers	As Deviations Occur	<p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	Quarterly	<p>Reviews load audits to ensure they are being carried out and verifies with an inspection of the dock area and tasks being done.</p>

Signature: _____ Date: _____

Bullet	Who	When	How
<p>B 1.2 Temperature control B 1.2.1 - Incoming materials requiring refrigeration are transported at a regulated and/or acceptable temperature to ensure the production of safe food and are appropriately monitored. Frozen materials are transported at a regulated and/or acceptable temperature that does not permit thawing.</p>	Monitoring	Inbound/Receiving	Every load Receiver shall follow the SOPs for Receiving Product to ensure that, as per specific program requirements, incoming ingredients are received at their appropriate temperature. References MIR : 49 MHMOP : CH 8 (8.6, 8.6.1) FIR : SCH 2 (18-b) SCH 5 (5-2) FIM : CH 5 (2.6)
	Deviation	Inbound/Receiving	As Deviations Occur If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.
	Verification	Inbound Manager	Daily Verifies the Cargo manifests and Product rejection records are being completed as well as any deviations identified.

Signature: _____

Date: _____

Bullet	Who	When	How
<p>B 1.2.2 - Finished product is transported under conditions to prevent damage or deterioration.</p>	Monitoring	Dispatch/Shippers	<p>Every load</p> <p>Follows the SOP for Shipping of Products which incorporates procedures of loading products on the conveyance to prevent damage.</p> <p>References</p> <p>MIR : 48(1), 49</p> <p>MHMOP : CH 8 (8.6, 8.6.1)</p> <p>FIR : SCH 5 (5-2)</p> <p>FIM : CH 5 (2.6)</p>
	Deviation	Dispatch/Shippers	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Dock Supervisor	<p>Partial audit 2xweek / 1-2 full audits monthly</p> <p>Ensures conveyances used for transporting food products are clean, loaded properly and efficiently temperatured by conducting and documenting inspections and load audits</p>

Signature: _____ Date: _____

Bullet	Who	When	How
(B) Transportation & Storage (B2) Storage B 2.1 Incoming material storage B 2.1.1 - Incoming material requiring refrigeration are stored at a regulated and/or acceptable temperature to ensure production of safe food and are appropriately monitored. Frozen materials are stored at a regulated and/or acceptable temperature that does not permit thawing.	Monitoring	Inbound/Receiving	Every load
	Deviation	Inbound/Receiving	As Deviations Occur
	Verification	Inbound Manager Maintenance Manager or Designate	Monthly Yearly
Receive incoming products in accordance with receiving standard operating procedures requiring refrigeration and/or freezer temperatures and are put away in their designated storage areas. References MIR : 28(1)(v), 37, 50 MHMOP : CH 2 (2.6.3, 2.6.3.1, 2.6.3.2) FIR : SCH 2 (16-1, 2, 3) FIM : CH 5 (2.4, 2.6)	If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.	Reviews cargo manifests as well as any corrective action reports and Temperature Log Sheets. Reviews signs and dates the Temperature calibration of the refrigeration system	

Signature: _____ Date: _____

Bullet	Who	When	How
<p>B 2.2 Non-food Chemicals Receiving and Storage</p> <p>B 2.2.1 - All non-food chemicals, water treatment chemicals, boiler treatment chemicals, chemicals for sanitation, pesticides, coatings, paints, chemicals, lubricants and other materials used for food contact surfaces are listed in the "Reference Listing of Accepted Construction Materials, Packaging Materials and Non Food Chemical Products", published by Canadian Food Inspection Agency or the manufacturer has a "Letter of No Objection" from Health Canada.</p>	Monitoring	Maintenance Manager or Designate	<p>Prior to ordering new materials</p> <p>Ensures that the SOP for Purchasing of Equipment and Supplies is being followed when materials are purchase. Maintains the documentation that shows approval of materials</p> <p>References</p> <p>MIR : 28(1)(c)</p> <p>MHMOP : CH 3 (3.13)</p> <p>FIR : SCH 1 (2. 2)</p> <p>FIM : CH 5 1 (1.1-2)</p>
	Deviation	Maintenance Manager or Supervisor	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	<p>Yearly</p> <p>Reviews the approved list and compares it to the materials ordered to ensure that only approved materials are being used.</p>

Signature: _____ Date: _____

Bullet	Who	When	How
<p>B 2.2.2 - Chemicals are received and stored in a dry, adequately ventilated area, which is designed such that there is no possibility for cross contamination of food or food contact surfaces.</p>	Monitoring	Maintenance Supervisor Inbound/Receiving	<p>Monthly Every load</p> <p>Inspects chemical storage area to ensure it meets the standard (separated, self-contained, lockable area) and is maintained. Follows the SOP for Receiving and Storage of Non-food Chemicals.</p> <p>References MIR : 28(1)(i), 34(11) MHMOP : CH 2 (2.6.3.9) CH 3 (3.11) FIR : SCH 2 (2), (11-2), (17-2) FIM : CH 5 (2.5)</p>
	Deviation	Maintenance Manager or Supervisor	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	<p>Quarterly</p> <p>Reviews the Interior Inspection Checklists are being completed as well as any corrective actions and completes a onsite inspection of the chemical storage area and tasks being done to ensure SOPs are being followed.</p>

Signature: _____ Date: _____

Bullet	Who	When	How
<p>B 2.2.3 - Where required for ongoing use in food handling areas these chemicals are stored in a manner that prevents contamination of foods, food contact surfaces or packaging materials.</p>	Monitoring	<p>Maintenance Supervisor Sanitation personnel</p>	<p>Monthly Daily</p> <p>Inspects chemical storage area to ensure it meets the standard (separated, self-contained, lockable area) and is maintained. Follows manufacturers' instructions for use and storage for daily use of chemicals and sanitation training.</p> <p>References MIR : 34(11) MHMOP : CH 2 (2.6.3.9) CH 3 (3.11) FIR : SCH 2 (11-2) FIM : CH 5 (2.5)</p>
	Deviation	Maintenance Manager or Supervisor	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	<p>Quarterly</p> <p>Reviews the Interior Inspection Checklists are being completed as well as any corrective actions and completes a onsite inspection of the storage area and tasks being done to ensure SOPs are being followed.</p>

Signature: _____ Date: _____

Bullet	Who	When	How
<p>B 2.2.4 - Chemicals are stored and mixed in clean, correctly labeled containers and dispensed and handled only by authorized and properly trained personnel.</p>	Monitoring	Sanitation personnel	<p>Daily</p> <p>Follows manufacturer"s instructions as to the storage and mixing of chemicals.</p> <p>References</p> <p>MIR : 34(11)</p> <p>MHMOP : CH 3 (3.11, 3.13)</p> <p>FIR : SCH 2 (2-2)</p> <p>FIM : CH 5 (2.5)</p>
	Deviation	Maintenance Manager or Supervisor	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	<p>Monthly</p> <p>Completes an onsite inspection of the non food chemical storage area to ensure area is maintained and personnel are following manufacturers instructions for mixing chemicals as well as any deviations that have occurred.</p>

Signature: _____

Date: _____

Bullet	Who	When	How	
<p>B 2.3 Finished Product Storage B 2.3.1 - Finished product is stored, rotated and handled under conditions to prevent damage or deterioration.</p>	Monitoring	Maintenance Supervisor Inbound/Receiving	Monthly Daily	Inspects storage areas to ensure they are well maintained. Store products in accordance with receiving standard operating procedures requiring refrigeration and/or freezer temperatures and are put away in their designated storage areas. References MIR : 37, 50, 51 FIR : SCH 2 (16, 17, 18) FIM : CH 5 (2.6)
	Deviation	Inbound/Receiving	As Deviations Occur	If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.
	Verification	Maintenance Manager or Supervisor	Monthly	Completes an onsite inspection of food storage area to ensure areas is maintained products are stored, rotated and handled under conditions to prevent damage or deterioration.

Signature: _____

Date: _____

Bullet		Who	When	How
<p>B 2.3.2 - Returned, defective or suspect product is clearly identified and isolated in a designated area for appropriate disposition.</p>	Monitoring	Inbound/Receiving/QC Control Maintenance Manager or Supervisor	When returned, defective or suspect product Monthly	<p>Follows SOP for Returned, defective or suspect product Inspects area to ensure it meets standard</p> <p>References MHMOP : CH 8 (8.5)</p>
	Deviation	Inbound/Receiving/QC Control	As Deviations Occur	<p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	Quarterly	<p>Reviews the Interior Inspection Checklists as well as any Corrective Action Reports and verifies with an on-site inspection to ensure an isolated area assigned, maintained and clearly marked for the identified product.</p>

Signature: _____ Date: _____

Bullet	Who	When	How
<p>C - Equipment (C1) General equipment C 1.1 Design and installation C 1.1.1 - Equipment and/or utensils are designed, constructed and installed:</p> <ul style="list-style-type: none"> - to ensure that it is capable of delivering the requirements of the process (especially: pasteurization, thermal processing, etc.) - be accessible for cleaning, sanitizing, maintenance and inspection; - to prevent contamination of the product during operations; - to permits proper drainage and where appropriate, are connected directly to drains; - to ensure that all food contact surfaces are smooth, non corrosive, non absorbent, non toxic, free from pitting, cracks and crevices. 	Monitoring	Maintenance Manager or Supervisor Ongoing and when new equipment or utensils are replaced Yearly	<p>Maintains a current list of equipment used in the handling of food products Visually inspects equipment to ensure they meet the requirement of the bullet and are capable of delivering the results wanted for the operation.</p> <p>References MIR : 28(1)(q,r) MHMOP : CH 2 (2.7.2, 2.7.3, 2.7.4) FIR : SCH 1 (10) (11) (21) SCH 2 (11-2) (14) FIM : CH 5 (2.1)</p>
	Deviation	Maintenance Manager or Supervisor Maintenance Manager or Designate	<p>As Deviations Occur Yearly</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	<p>Yearly</p> <p>Reviews the Master List of Equipment as well as any Corrective Action Requests and verifies with an on-site inspection to ensure equipment meets the standard.</p>

Signature: _____

Date: _____

Bullet	Who	When	How
<p>C 1.2 Equipment maintenance and calibration</p> <p>C 1.2.1 - The operator has an effective written preventive maintenance program to ensure that equipment that may impact on food safety, functions as intended and that no physical or chemical hazards result.</p> <p>This includes:</p> <ul style="list-style-type: none"> - A list of equipment requiring regular maintenance. - The maintenance procedures and frequencies, (i.e. equipment inspection, adjustment and parts" replacements are based on the equipment manufacturer"s manual or equivalent, or are based on operating conditions that could affect the condition of the equipment. 	Monitoring	Maintenance Manager or Supervisor	<p>Ongoing or as scheduled</p> <ol style="list-style-type: none"> 1) Maintains a schedule of all equipment requiring regular maintenance 2) Maintenance activities are recorded on PM work orders or a Maintenance log including the reason for the activity 3) Emergency or unscheduled maintenance work is also recorded on PM work orders or a maintenance log 4) Cleans and disinfects any food contact surface after maintenance or inform appropriate personnel that cleaning and sanitizing is needed before use and record this in the logbook <p>References</p> <p>MIR : 28(1)(q), 34(4), 60(i)</p> <p>MHMOP : CH 2 (2.7.4)</p> <p>FIR : SCH 1 (21) (25) (27)</p> <p>FIM : CH 5 (2.7)</p>
- Reason for the activity	Deviation	Maintenance Manager or Supervisor	As Deviations Occur
	Verification	Maintenance Manager or Designate	Yearly
			<p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p> <p>Reviews of the Preventive Maintenance Program to verify that it is compliant with the standard as well as any corrective actions to ensure they have been completed and performs an inspection of the equipment and maintenance area.</p>

Signature: _____ Date: _____

Bullet	Who	When	How
<p>C 1.2.2 - The operator has an effective calibration program for equipment monitoring and/or controlling devices that may impact on food safety.</p>	Monitoring	Maintenance Manager or Supervisor	<p>As often as detailed according to Equipment Calibration Schedule</p> <p>References MHMOP : CH 2 (2.7.4) FIR : SCH 1 (20) FIM : CH 5 (2.2)</p>
	Deviation	Maintenance Manager or Supervisor	<p>As Deviations Occur</p>
	Verification	Maintenance Manager or Designate	Bi-Annually

Signature: _____ Date: _____

Bullet	Who	When	How
(D) Personnel (D1) Training D 1.1 General food hygiene training D 1.1.1 - The manufacturer has a training program for employees which includes: - appropriate training in personnel hygiene and hygienic handling of food at the beginning of employment; and is - reinforced and updated at appropriate intervals.	Monitoring	Trainers	Upon hiring and scheduled training Ensures: 1) A list of all training requirements and records are maintained of who has received training and when. 2) Employees are trained in personnel health and hygienic handling of food at the start of employment and at appropriate intervals. 3) Health and hygiene will include hand-washing, clothing requirements and plant GMPs dealing with hair, jewelry, eating, smoking and personnel habits. References MIR : 57.1(3)(4) MHMOP : CH 3 (3.3.3) (3.9 - 3.9.1)
	Deviation	Trainers	As Deviations Occur If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.
	Verification	Recruitment Manager	Yearly Performs record review of Employee Training Programs, Schedules and Employee Evaluation Forms as well as any corrective actions to verify that the training programs are compliant with the standard.

Signature: _____ Date: _____

Bullet	Who	When	How
<p>D 1.2 Technical training</p> <p>D 1.2.1 - Training is appropriate for the complexity of the manufacturing process and the tasks assigned (i.e. personnel are trained to understand the importance of the critical control points for which they are responsible, the critical limits, the procedures for monitoring, the action to be taken if the limits are not met and the records to be kept.</p>	Monitoring	Trainers	<p>As employee enters a position or yearly</p> <p>1) Ensures persons doing work receives training from a qualified person in the skills, knowledge and task instructions for each job and the complexity of the manufacturing process.</p> <p>2) Observes the employee doing required tasks as training is completed and signs off the training document once performance is satisfactory.</p> <p>References</p> <p>MIR : 57.1(a,b)</p> <p>MHMOP : CH 3 (3.3.3)</p>
	Deviation	Trainers	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Trainers	<p>Yearly</p> <p>Observes employees in execution of their jobs, asks questions and reviews records to verify that Employees Training Programs are compliant with the standard.</p>

Signature: _____ Date: _____

Bullet		Who	When	How
<p>D 1.2.2 - Personnel responsible for maintenance of equipment impacting on food safety have been appropriately trained to perform these functions and to identify deficiencies that could affect product safety and to take the appropriate corrective action.</p>	Monitoring	Trainers Maintenance Manager or Supervisor	Initially / upon hiring / upon assigning the task/ when new contracts are drawn up	<p>1) Ensures maintenance personnel are trained in the maintenance of equipment and how they affect the safety of food. 2) Ensures maintenance performed by 3rd party is in accordance with agreed contract of services provided.</p> <p>References MIR : 57.1(3)(4) MHMOP : CH 2 (2.7.4)</p>
	Deviation	Trainers Maintenance Manager or Supervisor	As Deviations Occur	If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.
	Verification	Recruitment Manager Maintenance Manager or Designate	Yearly	Reviews Training Programs, Personnel Files and any 3rd Party Service Contracts as well as any corrective actions to determine that persons performing equipment maintenance are adequately trained.

Signature: _____ Date: _____

Bullet	Who	When	How
<p>D 1.2.3 - Personnel and supervisors responsible for the sanitation program are appropriately trained to understand the principles and methods required for effective cleaning and sanitizing.</p>	Monitoring	Maintenance Manager or Supervisor	<p>Upon hiring / upon assigning task / as changes occur</p> <p>References MIR : 57.1(3)(4) MHMOP : CH 3 (3.3.3)</p>
	Deviation	Maintenance Manager or Supervisor	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	Yearly

Signature: _____ Date: _____

Bullet	Who	When	How
D 1.2.4 - Additional training is provided as necessary to ensure current knowledge of equipment and process technology, (i.e. specific technical training, apprenticeship programs etc.)	Monitoring	3rd Party Trainer Trainers	As new technology is introduced or process changes References MIR : 57.1(3)(4) MHMOP : CH 3 (3.3.1)
	Deviation	Trainers	As Deviations Occur If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.
	Verification	Recruitment Manager	Yearly

Signature: _____ Date: _____

Bullet	Who	When	How
D 2.1 Cleanliness and conduct D 2.1.1 - The operator has and enforces a policy to ensure good personnel hygiene and hygienic behaviour and habits to prevent contamination of food products; this protocol covers hand washing/sanitizing, protective clothing, hygienic practices (i.e. no food, gum, tobacco, jewellery, storage of personal effects).	Monitoring	Recruitment Manager	Continually Maintains a document describing the facilities policies and procedures for personnel hygiene and Good Manufacturing Practices (GMPs) Monitors personnel activities on the floor for compliance to ensure all employees exhibit good personal hygiene and hygienic behaviour and habits are being followed to prevent contamination of food products. References MIR : 34(13), 56(1-4), 57 MHMOP : CH 3 (3.9.1, 3.9.3) FIR : SCH 2 (3-1, 2, 3, 4) FIM : CH 5 (5.6)
	Deviation	Nurse	As Deviations Occur If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.
	Verification	Maintenance Manager or Designate	Yearly Reviews the Health and Hygiene policy to ensure it is current and included with employee orientation packages and reviews employee Training Files to verify they have signed off on the Health and Hygiene Policy.

Signature: _____ **Date:** _____

Bullet		Who	When	How
D 2.1.2 - Access of personnel and visitors is controlled to prevent contamination. The traffic pattern of employees prevents cross-contamination of the product.	Monitoring	Switchboard/ Front Desk	Continually / for each visitor	All visitors to the facility must enter their name, arrival time, what company they represent and who they are visiting in the Visitors" Log Book. They are then escorted while in the facility and must also enter their departure time the Log Book before leaving.
	Deviation	Switchboard/ Front Desk	As Deviations Occur	If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.
	Verification	Maintenance Manager or Designate	Yearly	Reviews the Visitors" Policy and Log Book as well as any corrective actions to verify the Policy is compliant with the standard.

Signature: _____ Date: _____

Bullet	Who	When	How	
<p>D 2.2 Communicable diseases/injuries</p> <p>D 2.2.1 - The operator has and enforces a policy to prevent personnel known to be suffering from, or known to be carriers of a disease transmissible through food (product), from working in food handling (product handling) areas.</p>	Monitoring	Human Resource Dept.	<p>Continually</p> <p>1) Designs and implements a policy that states persons known to be suffering from a transmissible disease that may be spread through food contact or contact with packaging or equipment will be reassigned or sent home or told to remain home until such time that the person can be shown to be free of and such disease</p> <p>2) Personnel is informed of policy at time of hiring and reinforced in facility's training program and must sign off on policy</p> <p>References</p> <p>MIR : 57</p> <p>MHMOP : CH 1 (1.5.1, 1.5.2) CH 3 (3.9.1)</p> <p>FIR : SCH 2 (9)</p> <p>FIM : CH 5 (5.5)</p>	
	Deviation	Supervisors	As Deviations Occur	<p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	Yearly	<p>Reviews the Health and Hygiene Policy and the clause regarding the standard to verify it complies and review the personnel training files to verify employees have signed off on the policy.</p>

Signature: _____ Date: _____

Bullet	Who	When	How
D 2.2.2 - The operator requires that employees advise management when they are suffering from a communicable disease likely to be transmitted through food (product).	Monitoring	Supervisors	Continually Employee who suspects or knows they are suffering from a communicable disease informs their direct supervisor before reporting or starting work. References MIR : 57 MHMOP : CH 1 (1.5.1) CH 3 (3.9.1) FIR : SCH 2 (9) FIM : CH 5 (5.5)
	Deviation	Supervisors	As Deviations Occur If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.
	Verification	Maintenance Manager or Designate	Yearly Reviews the Health and Hygiene Policy and the clause regarding the standard to verify it complies and reviews the personnel training files to verify every employee has signed off on the policy.

Signature: _____ Date: _____

Bullet	Who	When	How
D 2.2.3 - Employees having open cuts or wounds do not handle food or food contact surfaces unless the injury is completely protected by a secure waterproof covering, (i.e. rubber gloves).	Monitoring	Supervisors	Ingoing Fills out a first aid or incident report for any cuts that they may have received while working and covers all cuts (where new or old) with a appropriate waterproof bandage References MIR : 57 MHMOP : CH 1 (1.5.1) CH 3 (3.9.1) FIR : SCH 2 (9) FIM : CH 5 (5.5)
	Deviation	Supervisors	As Deviations Occur If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.
	Verification	Maintenance Manager or Designate	Yearly Reviews the Health and Hygiene Policy and the clause regarding the standard verify it complies and reviews the personnel training files to verify every employee has signed off on the policy

Signature: _____ Date: _____

Bullet	Who	When	How	
(E) - Sanitation & Pest Control (E 1) Sanitation E 1.1 Sanitation program E 1.1.1 - The operator has a cleaning and sanitizing program for all equipment (COP & CIP), which includes: chemicals and concentration used, temperature requirements, procedures for cleaning and sanitizing and disassembly and assembly instructions.	Monitoring	Maintenance Manager or Supervisor	Continually Ensures document is maintained to include: a cleaning schedule for food contact equipment, the frequency of cleaning, work instructions for cleaning, including dismantle and reassemble equipment if required, SOPs for how to clean equipment, a list of chemicals that may be used, including recommended usage, sample labels and current Material Safety Date Sheets and checklists to record all cleaning activities. References MIR : 28(1)(s), 34(1), 34(2), 34(3), 34(11), 35, 37 MHMOP : CH 3 (3.3.1) FIR : SCH 2 (1) (2) FIM : CH 5 (4.1) (4.2)	
	Deviation	Maintenance Manager or Supervisor	As Deviations Occur	If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.
	Verification	Maintenance Manager or Designate	Quarterly	Reviews Equipment cleaning / sanitation documentation to verify that it includes all information to be compliant with the standard and is maintained and verifies with a onsite inspection.

Signature: _____ Date: _____

Bullet	Who	When	How	
<p>E 1.1.2 - The operator has a cleaning and sanitation program for premises, production and storage areas. Special sanitation and housekeeping procedures required during production are specified. Sanitation program is carried out in a manner that does not contaminate food and/or packaging material during or subsequent to cleaning and sanitizing (i.e. aerosols, chemical residues).</p>	Monitoring	Maintenance Manager or Supervisor	<p>Continually</p> <p>Ensures the sanitation program includes SOPs, schedules and checklists for all areas of the facility and monitors the sanitation with an on site inspection of all areas.</p> <p>Sanitation supplied by 3rd Party complies with the requirements necessary to maintain the standard. This shall include chemicals and methods used, frequencies, chemical MSDS sheets, and the training provided to personnel involved in the cleaning/sanitizing procedures.</p> <p>References MIR : 28(1)(s), 30, 34(1), 34(3), 34(11) MHMOP : CH 3 (3.3.1) FIR : SCH 2 (1) (2) FIM : CH 5 (4.1) (4.2)</p>	
	Deviation	Maintenance Manager or Supervisor	As Deviations Occur	<p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	Quarterly	<p>Reviews the Warehouse sanitation schedule and checklists for specified areas and follows with an on-site inspection to verify standards are being met.</p>

Bullet	Who	When	How
<p>E 2.1 Pest control program</p> <p>E 2.1.1 - There is an effective pest control program for the premises and equipment that includes:</p> <ul style="list-style-type: none"> - The name of the person at the manufacturer assigned responsibility for pest control - Where applicable, the name of the pest control company or the name of the person contracted for the pest control program - The list of chemicals used, the concentration in accordance with label instructions, the location where applied, method and frequency of application all used in accordance with label instructions -A map of pest control devices 	Monitoring	Maintenance Manager or Supervisor 3rd Party Pest Control	<p>Continually Scheduled visits</p> <p>Ensures a Pest Control Program is implemented and a manual or equivalent document is maintained.</p> <p>Maintains documentation that include:</p> <ul style="list-style-type: none"> - The pest control operator, 3rd party provider shall have documented licenses and insurance, which is renewed yearly. - Persons applying pest control chemicals shall have applicators license, which is renewed yearly. - Chemicals and pesticides used in the program shall be documented and applicable MSDS and documentation of approval. - All pest control devices both inside and outside shall be included in a current map of the facility showing locations - Pest control devices shall be inspected and documented at specified in 3rd party contract. <p>2) Ensures pest control requirements are maintained and current.</p> <p>References</p> <p>MIR : 28(1)(a)(iii), 28(e), 34(10, 11), 35</p> <p>MHMOP : CH 3 (3.1.3) (3.10, 3.10.1, 3.10.2, 3.10.3, 3.10.4) (3.11) CH 4 (4.1.8)</p> <p>FIR : Sch 2 (4)</p>
	Deviation	Maintenance Manager or Supervisor	<p>As Deviations Occur</p> <p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or	

Designate

Yearly	Reviews the Pest Control Program and its documentation and ensures the standard is met.
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Signature: _____

Date: _____

Bullet	Who	When	How
<p>(F) Recall (F1) Recall System F 1.1 Program F 1.1.1 - The operator has an effective Food Safety recall program which will include:</p> <ul style="list-style-type: none">- Tracking, analysis, actions taken & records of product complaints- The person or persons responsible (i.e. recall coordinator(s))- The roles and responsibilities for coordination and implementation of a recall- Methods to identify, locate and control recalled product- A requirement to investigate other products that may be affected by the hazard and that should be included in the recall- Procedure for monitoring the effectiveness of the recall (i.e. effectiveness check of the appropriate level of distribution specified in the recall notice)- Procedures to verify the capability of the program to rapidly identify and control a code lot of potentially affected product and reconcile the amount of product produced, in inventory and in distribution.			

Deficiencies are identified and corrected.

Monitoring	Leslie Tomlenovich	As product is recalled or returned	Follows SOP for Recall which falls under the Corporate Recall Policy. References FCPMC : CH 2, 3, 4, 6.2
Deviation	Maintenance Manager or Supervisor	As Deviations Occur	If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.
Verification	Leslie Tomlenovich	Yearly	Review of the Recall Program to ensure: <ul style="list-style-type: none"> - Team list is up to date - Contact information of the team, clients, suppliers and CFIA contact are up to date - All elements of the program are in place Reviews a percentage of past recall product reports to verify records are complete and maintained before signing and dating the Verification Checklist and Inspection Sheet

Signature: _____ Date: _____

Bullet	Who	When	How	
<p>F 1.1.2 - Immediate notification of the Chief Food Inspection, CFIA in the region where the operator is located. This notification includes the following:</p> <ul style="list-style-type: none"> - Amount of product produced, in inventory and distributed - Name, size, code or lot numbers of food recalled - Area of distribution of product (i.e. local, national, international) - Reason for the recall 	Monitoring	Leslie Tomlenovich	<p>As product is recalled</p> <p>Ensures the recall procedures include the gathering and communication to relevant parties (regional CFIA official) the following information:</p> <ul style="list-style-type: none"> - Amount of product affected - Other potentially affected lots - Amount in inventory - Amount distributed - Name(s) and Size(s) - Code(s) or lot numbers of product recalled - Area of distribution of product (local, national, international) - Reason for recall <p>All numbers are recorded in the Recall Policy</p> <p>References</p> <p>FCPMC : CH 6 (6.2)</p>	
	Deviation	Leslie Tomlenovich	As Deviations Occur	<p>If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record.</p>
	Verification	Maintenance Manager or Designate	Yearly	<p>Reviews of the Recall Program to ensure procedures are up to date and include the required elements</p>

Signature: _____ **Date:** _____

Bullet	Who	When	How
F 1.2.2 - For each lot of product, the manufacturer must have: - Records of customer names, addresses and telephone numbers - Records of production, inventory and distribution.	Monitoring	Wendy Sadler / Leslie Tomlenovich	As product is recalled
	Deviation	Wendy Sadler / Leslie Tomlenovich	As Deviations Occur
	Verification	Wendy Sadler / Leslie Tomlenovich	Yearly
Facility is not a processing facility. For products distributed facility maintains inventory and shipping records that contain customer names, addresses and telephone numbers. If a deviation occurs a corrective action report is initiated and the appropriate personnel corrects or directs the deviations to a designate for Corrective Action (s) as required and ensures the cause of the problem and actions to prevent further occurrences is documented before signing and dating the record. Reviews customer list to verify it is accurate and maintained and include all the information needed to comply with the standard.			