

Appendix E

INDUSTRY CHECKLIST FOR DEVELOPMENT OF COMPANY QA MANUAL

Establishment Name			
	Name of Company Representative	Date	
Completed by	Print:	Sign:	

S = Satisfactory U = Unsatisfactory

#	Required Program Elements (Sections of C-PIQ Program Manual Within Brackets)	Included in QA Manual		Compliance with C-PIQ Program Requirement		Comments
		Yes	No	S	U	
1	Company QA Manual (1.2) <ul style="list-style-type: none"> • In acceptable electronic format • Paper copy also provided 					
2	Amendments (2.10.4) <ul style="list-style-type: none"> • Procedures for amendments to QA Manual • Amendment page 					
3	Quality Policy Statement and Declaration of Management Commitment (2.1 & 2.2) <ul style="list-style-type: none"> • Quality policy statement • Declaration of management commitment to implementation of C-PIQ and compliance with C-PIQ program requirements, <u>signed</u> by Chief Executive of company 					
4	Organization (2.3) <ul style="list-style-type: none"> • Name of QA Manager • Name of persons in key QA positions (eg. Grade/lot verifiers, certificate controllers) • Identification of back-up personnel for each key QA position • Identification of duties for each key QA position 					
5	Training (2.5) <ul style="list-style-type: none"> • Title and name of person responsible for training program • Training program covers: <ul style="list-style-type: none"> – Safe preparation and handling of food – QA system implemented within establishment (production controls, etc.) – U.S. import requirements – Defect identification and tolerances – Inspection procedures – Control and completion of C-PIQ export documents and transfer documents • Identification of training frequency, who will be trained • Training records 					
6	Maintenance of Reference Material (2.4) <ul style="list-style-type: none"> • Title and name of person responsible for maintenance of reference material • List of reference material available (eg. Relevant Acts and Regulations, U.S. import requirements, 					

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		Yes	No	S	U	
	Potato Inspection Manual, etc.) <ul style="list-style-type: none"> Procedure for ensuring reference material current and available 					
7	Floor Plan of Facility (2.6.1) <ul style="list-style-type: none"> Copy of floor plan with all rooms/areas Flow of product indicated All production steps/processes identified All sampling sites identified Location of major equipment identified 					
8	Process Flow Diagram (2.6.2) <ul style="list-style-type: none"> All production steps identified from receiving to shipping Flow of product indicated All control points identified All sampling sites identified 					
9	Calibration of Equipment (2.7) <ul style="list-style-type: none"> List of equipment used to grade product and monitor control points Calibration procedures for equipment that impact on product quality such as thermometers and scales 					
10	Traceability and Lot Identification (2.9) <ul style="list-style-type: none"> Policy and procedure for identification and traceability of all produce (both incoming product and finished product) from receiving to shipment Lot identification for incoming product Lot identification for final graded product (C-PIQ #, date of preparation/monitoring, unique pallet/container ID, C-PIQ logo (for exports)) Lot identification for final product that is not graded (eg. product that is only washed) Procedure for rework 					
11	Production Controls (3.1) <ul style="list-style-type: none"> Identification of control method used (in-line verification, lot verification, or both) 					
12	A. In-Line Verification (if applicable): (3.3) (i) Process flow diagram (in #8 above) must include 3 sampling sites, at a minimum, including: <ul style="list-style-type: none"> 1 sampling site at beginning of preparation process 1 sampling site for finished product at least 1 sampling site during preparation process 					
13	A. In-Line Verification (if applicable) (ii) Process Analysis includes: (3.3.1) <ul style="list-style-type: none"> Identification of quality factors to be controlled Identification of sampling sites for each quality factor Identification of limits for each quality factor at each sampling site Identification of monitoring procedures for each quality factor at each sampling site Identification of corrective actions for each limit exceeded Identification of verification procedures to verify effectiveness of corrective action Identification of records 					

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		Yes	No	S	U	
14	A. In-Line Verification (if applicable): (iii) Finished product sampling: (3.3.3) <ul style="list-style-type: none"> • Corrective action procedure for out of tolerance sample at the finished product sampling site meets C-PIQ program requirements. 					
15	B. Lot Verification (if applicable): (3.4) (i) Identification of: (3.4.1) <ul style="list-style-type: none"> • Quality factors to be controlled • Limits for each quality factor • Monitoring procedures for each quality factor • Corrective actions for each limit exceeded • Verification procedures to verify effectiveness of corrective action 					
16	B. Lot Verification (if applicable): (ii) Detail/Work Sheet, (3.4.2) used for recording of monitoring results, captures the following items: <ul style="list-style-type: none"> • Unique Detail / Worksheet identifying number • Lot (identification, size, # and kind of packages, # samples to be examined) • Intended market (interprovincial or export), if lot verification also used for interprovincial shipments • Start of inspection (date and time) • Temperatures (product and warehouse) • Vehicle information (vehicle #, cleanliness, general condition, refrigeration/heating units functional) • Marks on packages • Color (skin and flesh), cleanliness and maturity • Lot identification number for each sample • Minimum size, maximum size, special lot tolerance requirements for size <u>and</u> actual findings per sample and per lot • Findings in relation to special lot tolerance for maturity and sprouts • Defects for each sample including decay • Internal, external and total defects per lot • Declaration statement (lot meets or fails to meet FFVR or US Import, and samples examined represented the lot) • End of inspection (date and time) • Person responsible for monitoring (signature and date) • Person responsible for verification (signature and date) 					
17	B. Lot Verification (if applicable): (iii) Procedure for notification of CFIA (3.4.5) minimum 4 hours prior to export of any lot verified using the Lot Verification method					
18	C. Also, for both In-Line Verification and Lot Verification, the following storage area controls: (3.3.5 & 3.4.4) <ul style="list-style-type: none"> • Procedure for identification and segregation of product failing or suspected of failing quality requirements • Procedure for control of graded product that originated from another establishment (if 					

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		Yes	No	S	U	
	applicable) • Policy and procedure for up-to-date quality check					
19	Control of C-PIQ Export and Transfer Documents (2.10.1 & 2.10.2) • Title and name of person(s) authorized to request and complete C-PIQ Export Documents • Procedure for control and completion of C-PIQ Export Documents • Procedure for completion of transfer documents					
20	Returned Shipments (2.10.3 & 4.6) • Procedure for notification of CFIA of any returned shipments					
21	Internal Audit (2.11) • Policy and procedure for internal (self) audit, covering all aspects of QA system					