DEFINITIONS

Note: Several of the following definitions have been taken from the "Fish Inspection Regulations". Others have been added for the purpose of assisting in the interpretation of the Facilities Manual. Additional definitions may be found in the "Fish Inspection Act", "Fish Inspection Regulations", and the "Fish Products Inspection Manual".

Certificate of registration
A certificate issued in accordance with subsection 15(6) of the *Fish Inspection Regulations*. *(certificat d'agrément)*

Compliance Verification (CV)
Activities carried out by CFIA Inspectors to verify that a federally registered fish processing establishment has implemented its Quality Management Program plan as designed and that it meets the requirements set out in the *Fish Inspection Regulations* and the QMP Reference Standard. This includes a combination of audit and inspection activities. *(vérification de la conformité)*

CV checklist
A worksheet used during a Compliance Verification. The elements of a checklist include: the standard or requirement to be met; a task list of questions and actions to be completed; and areas to record objective evidence and findings. *(liste de contrôle de la VC*)

CV objective
A statement outlining the purpose of a Compliance Verification and what the CV is to accomplish. The purpose of each CV will be to determine if the processing establishment's QMP plan is being implemented as planned, and if it is effective in ensuring compliance with the *Fish Inspection Regulations. (objectif de la VC)*

CV plan
A guide developed by a CV team leader, to assist in carrying out a Compliance Verification in a systematic manner. *(plan de la VC)*

CV scope
A statement outlining the boundaries or limits of activities planned for the Compliance Verification. *(portée de la VC)*

Control measure (also known as preventative measure)
An action performed to maintain adherence to a standard or to eliminate a hazard or reduce it to an acceptable level. *(mesure de contrôle)*

Corrective action
The procedure that is to be followed whenever a deviation from a critical limit in a HACCP plan occurs or whenever the results of monitoring procedures in respect of a prerequisite program plan, a regulatory action point plan or a quality management program for the importing of fish show that there is non-compliance with the *Fish Inspection Regulations*. *(mesures correctives*)

Corrective Action Plan (CAP)
A documented plan of corrective actions required, including time frames, persons responsible for implementing the plan and the processor's verification that the corrective action is working. A Corrective Action Plan is prepared in response to a compliance verification or inspection report, and must be reviewed and accepted by the CFIA. *(plan de mesures correctives)*

Critical Control Point (CCP)
A point in a process operation at which control is to be applied in order to prevent or eliminate a hazard or reduce it to an acceptable level. *(point de contrôle critique*)

Critical limit
The maximum or minimum value to which a hazard must be controlled at a critical control point. *(limite critique*)

Critical non-conformity
A failure of a processing establishment's QMP system that may result, or has already resulted, in the production of an unsafe or fraudulent product. *(non-conformité critique)*

Facilities Manual
The *Facilities Inspection Manual*, published by the Department of Fisheries and Oceans in 1988, as amended from time to time. *(Manuel des installations)*

Finding
A conclusion drawn with respect to conditions or activities observed, based on analysis of the objective evidence gathered during a Compliance Verification. *(constatation)*

Fish import licence
A licence issued in accordance with subsection 6.1 (1) of the *Fish Inspection Regulations*. *(permis d'importation de poisson)*

Fraud
A deliberate act or practice conducted in a manner that is false, misleading or deceptive or is likely to create an erroneous impression regarding the character, value, quantity, composition, merit or safety of a fish product. *(fraude)*

Fraudulent Product
Product that has been intentionally produced, packaged or labelled in a manner that is false, misleading or deceptive or is likely to create an erroneous impression regarding its character, value, quantity, composition, merit or safety. *(produits frauduleux)*

Hazard
A biological, chemical or physical agent or factor that has the potential to cause illness or injury to humans in the absence of its control. *(danger*)

Hazard Analysis Critical Control Point (HACCP)
A system which identifies, evaluates and controls hazards which are significant for food safety. HACCP is an internationally recognized approach to food safety management. *(Analyse des dangers et maîtrise des points critiques)*

High-risk products
Products that, if not properly prepared or processed, may pose a serious risk to human health and safety. *(produit à haut risque*)

Inspection Manual
The *Fish Products Inspection Manual,* published by the Department of Fisheries and Oceans in 1988, as amended from time to time. *(Manuel d'inspection)*

Monitoring procedure
A planned observation or measurement of a parameter, at a specified point or time, which is then compared to a target (i.e., a standard, an operational limit, a critical limit). *(procédure de surveillance)*

Non-conformity
A deviation from a processing establishment's QMP system that results in the establishment not following its QMP plan or not complying with the *Fish Inspection Regulations*. *(non-conformité)*

Objective evidence
Qualitative or quantitative information, facts, or records obtained through observations, measurements, tests, inspections, or interviews made during a Compliance Verification, which can be independently confirmed. *(preuve tangible)*

Person
An individual, partnership, corporation, cooperative, association or organization. *(personne)*

Quality Management Program (QMP)
A fish inspection and control system, that includes procedures, inspections and records, for the purpose of verifying and

documenting the processing of fish and the safety and quality of fish processed in, exported from or imported into Canada. See Chapter 3, Subject 1 for more information. *(Programme de gestion de la qualité)*

Quality Management Program Import Licence
A licence issued in accordance with subsection 6.1(1.1) of the *Fish Inspection Regulations. (Permis d'importation avec programme de gestion de la qualité)*

QMP Plan
A document describing controls applied in a fish processing establishment to meet requirements under the *Fish Inspection Regulations*. *(plan de PGQ)*

QMP Reference Standard
The standard that sets out the requirements for the documentation and application of a fish processing establishment's Quality Management Program. The Reference Standard is based on the *Fish Inspection Regulations*. See Chapter 3, subject 4 for more information. *(Norme de référence du PGQ)*

QMP System
The practical administration in a federally registered fish processing establishment of the controls described in its QMP Plan. *(Système de PGQ)*

Regulated party
Any person subject to the requirements of the *Fish Inspection Act, Fish Inspection Regulations* and other applicable legislation. *(partie réglementée)*

Regulatory Verification
Activities carried out by CFIA Inspectors to verify that a federally registered fish processing establishment's Quality Management Program meets the requirements set out in the *Fish Inspection Regulations* and the QMP Reference Standard. Regulatory Verification consists of two components: Systems Verification and Compliance Verification. See Chapter 3, subject 1 for more information. *(vérification réglementaire)*

Registered establishment
A freezer-factory vessel, barge, onshore plant, building or premise where fish are processed or stored for export and that is registered pursuant to subsection 15(6) of the *Fish Inspection Regulations*. *(établissement agréé)*

Restricted access zone
That part of a processing area where personnel movements are restricted and employee hygiene and sanitation procedures are in

place to control potential contamination or cross-contamination, but which does not meet the specific requirements of a Sanitary Zone. *(zone d'accès limité)*

Revocation
A certificate of registration, licence or permit issued pursuant to the *Fish Inspection Regulations* is cancelled and withdrawn for violations of the *Fish Inspection Regulations* and that all privileges with respect to the certificate of registration, licence or permit are removed. *(révocation)*

Sanitary zone
That part of a processing area, for sensitive processing steps or high risk products, for which a set of controls, meeting specified criteria, have been established to control all vectors of potential contamination or cross contamination including air movement, employee hygiene and sanitation procedures. *(zone sanitaire)*

Standard Operating Procedures (SOPs)
A detailed set of instructions which describes how to carry out a task, function or product formulation. *(Procédure normalisée d'exploitation)*

Suspension
A certificate of registration, licence or permit issued pursuant to the *Fish Inspection Regulations* is temporarily withdrawn for the specific period of time noted in the notice of suspension and that all privileges with respect to the certificate of registration, licence or permit are temporarily removed. *(suspension)*

Systems Verification
An evaluation of a federally registered fish processing establishment's documented Quality Management Program plan against the QMP Reference Standard to verify that it contains all the necessary components and has the necessary controls to ensure compliance with the *Fish Inspection Regulations*. *(Vérification des systèmes)*

Validation
Supportive evidence or documentation to confirm that the values of the critical limits for each Critical Control Point (CCP) are sufficient to prevent, eliminate or reduce to an acceptable level, food safety hazards in the final product. *(validation)*

Verification
A review of a control system or its records performed on a regular basis to determine whether the controls are working as intended and are functioning effectively to control the relevant hazards. Verification activities may include conducting records checks, reviewing procedures, conducting operational simulations (such as

mock recalls), internal audits, tests or measurements (independent of monitoring controls), and product sampling (including microbiological & chemical). *(vérification)*