## Written Corrective Action Plan (CAP) Evaluation Checklist

CAP submission/version # Date of closing meeting Date CAP Received Timelines for CAP Submissions For a N/C, the CAP was received within 30 days of the exit interview (unless extension was given). For a critical N/C, the CAP was received within 24 hours (unless extension was given). This is the 3rd or less time the CAP has been submitted. An exemption was requested and granted. If yes, new submission deadline Criteria for an Acceptable Written CAP (element 3 - Corrective Action Standard) Description of the non-conformity A description of the Non-conformity (N/C) is recommended. Immediate Corrective Action Details on identification, segregation, evaluation and any action taken on non compliant product (culling, reworking, relabelling, reexporting destroying). If critical non-conformity or product safety is an issue, ceased production and distribution, considered recall and notified CFIA. Immediate CA taken on deficiencies which may cause production of non-compliant product. Root Cause of the Non-conformity Details on the process and results of the internal analysis to determine the root cause of the N/C. Analysis is not focussed on the deficiencies (objective evidence) identified in the CV but on the system based weakness that allowed the N/C to occur. Details of the "control system fix" which will address the root cause and prevent reoccurrence. The system changes that will be taken to prevent the N/C from reoccurring. The Person(s) or Position(s) responsible for these changes. The Date(s) these changes will be completed. Interim Control Measures (if applicable) The interim control measures and monitoring procedures to be put in place where system changes can not be completed immediately (long term corrective action). The Person(s) or Position(s) responsible for these control measures. The Date these changes will be completed. Verification of implementation and Effectiveness (how the regulated party will determine that the corrective action or control measure was effective). The actions that will be taken to verify that the measures taken to correct the system weaknesses identified in the N/C were completed and effective. The Person(s) or Position(s) responsible for completing the verification. The Date the verification be completed. The steps that will be taken to correct deficiencies (objective evidence) identified. The actions that will be taken to correct the deficiencies identified. The Person(s) or Position(s) responsible for these actions. The Date these changes will be completed. Interim Control Measures (if applicable) The interim control measures and monitoring procedures to be put in place where system changes can not be completed immediately (long term corrective action). The Person(s) or Position(s) responsible for these control measures. The Date these changes will be completed. Verification of implementation and Effectiveness (how the regulated party will determine that the corrective action or control measure was effective). The actions that will be taken to verify that the measures taken to correct the system weaknesses identified in the N/C were completed and effective. The Person(s) or Position(s) responsible for completing the verification. The Date the verification be completed.



Evaluator \_\_\_\_\_

Y	N	NA	Commitment complete self assessment and submit attestation within 30 days
			If a Schedule I & II compliance level "A" or "B" was obtained the CAP includes a commitment to correct deficiencies in both the establishment and the QMP within 30 days after the CAP is accepted. (See Schedule I & II Regulatory Verification Process).
			If a Schedule I compliance level "C" was obtained, the CAP includes a commitment to correct deficiencies in both the establishment and the QMP within 30 days after the CAP is accepted and to conduct a self assessment and attestation using the "Processors Self Evaluation Form" and submit it to the CFIA within the 30 day deadline. (See Schedule I & II Regulatory Verification Process). (Schedule II compliance level "C" must be corrected prior to exit meeting. If not, will be treated as per "D")
			If a Schedule I & II compliance level "D" was obtained, the CAP includes a commitment to correct deficiencies in both the establishment and the QMP prior to resuming operations and to conduct a self assessment and attestation using the "Processors Self Evaluation Form" and submit it to the CFIA. (See Schedule I & II Regulatory Verification Process).
Result of Evaluation			
Y		N	Written CAP is acceptable
Comments			
Comments			
Company			

Date of Evaluation \_\_\_\_\_

