

Instructions to Auditee: Use this page to record the corrective action(s) and corrective action plan(s) taken to remedy a failed audit [i.e., an autofail, or a score below 85 percent (for certification options A1 or A2), or a score below 95 percent (for Options E and F), or a score below 100 percent (for options B, C D)], or to increase your audit score. You may need to take corrective action(s) to satisfy a minimum scoring requirement from a buyer, retailer, etc. (Note: If submitted corrective actions/plans are approved, the **final adjusted score** will be reflected on this Corrective Action Request (CAR) form only. The original checklist completed for your audit does not change as a result of corrective actions/plans.) This form should also be used to record the corrective action(s) taken to correct a finding in the review of the self-declaration and self-assessment checklist, the Group Management System (GMS) checklist, and the Management System Audit checklist for multi-site operations.

Prioritizing corrective actions: Autofail items need to be addressed immediately (these cannot be corrected with a corrective actions plan). Otherwise, refer to your audit report for auditor comments (i.e., Executive Summary page and sections where you lost marks). In all cases corrective actions and corrective action plans are subject to review by the certification body and may or may not be acceptable, depending on the situation. It is advisable to take action as soon as possible after the audit. Even so, under certain circumstances it may not be possible to correct a problem within a desired timeframe. For example, if production has ended, some corrective actions are not possible thus certification or adjustments to your score may not be able to occur until production resumes. For certification to options B, C, D, E and F, the program participant may be able to present a reasonable plan to implement corrective actions in the following year/season. The Certification Body/auditor will be responsible to make the determination in each case, and the program participant's effective implementation of the proposed corrective actions must be verified during the next audit. Contact your certification body if you have questions about the CAR process.

Timeframe: After receiving your audit report:
You have 60 days or until the end of your season, whichever is sooner, to remedy a failed audit, or to seek adjustments to your audit score through the corrective actions process. Within the required timeframe you must provide your certification body/auditor with evidence of the actions implemented or, for options B, C, D, E or F, with your corrective action plan. **Allow enough time (minimum 2-3 weeks) for the auditor and certification body to review and approve the corrective actions/plans you have implemented or developed.** Documentary evidence (records, photos, etc.) may be acceptable, or a follow-up visit to your site may be required. Failure to close out CARs in the required timeframe will result in loss of certification or loss of opportunity to increase your score. In exceptional cases (e.g., significant capital investments), the certification body may approve an extension to the timeframe. Discuss this with the CB immediately, and if applicable submit a corrective action plan for approval by the certification body within the close-out period.

For the self-declaration and self-assessment checklist, the GMS checklist, and the Management System Audit checklist for multi-site operations:
- these checklists have their own timelines for closing out CARs as laid out in the CanadaGAP Program Management Manual
- all items must be found to be compliant in order to pass these audit activities (i.e., operations must close out all CARs before certification can be granted)

Step 1: For each CAR, complete the following columns:
Column 2 - Indicate the item to be corrected. Include the Section and Question # of the item on the audit checklist.
Column 3 - Indicate what was done (i.e., action taken or plan description) to correct the issue.
Column 4 - Write the completion date.
Step 2: Sign and date the form. Attach additional pages as needed.
Step 3: Send the form and proof/evidence of the corrective action to your certification body or auditor. They will review the evidence and complete the remaining columns. You will receive a copy of the completed report from the certification body.

Auditee/Operation Name: Can-Am Pepper Company Ltd- Langton Packing

Audit Date: October 4th/24

1	2	3	4	5	6	7
CAR #	Description of item to be corrected (Section and Question # on Audit Checklist) *	Action Taken to Correct Issue (e.g., attach photo, missing records) OR Action Plan [Options B, C, D, E or F] describe corrective actions that will be implemented next year/season]	Completion Date	Auditor's Findings/Observations/Comments	Indicate new score for this item (if adjusted) **	Close CAR (Y/N)
1	L3a) No water tests done on squash line	Test completed. Record attached to email. Item added to my list of items that need to be reviewed each season to ensure nothing is missed. Prior to first use as CA	Oct 16/24	In season test samples provided Oct 16, 2024. CAP approved for preseason	10 Y	
2	J4) Observed employees wiping noses and faces with gloves and no hand washing. Jewelry	Employees received retraining in personal hygiene and food safety. Records attached	Oct 18/24	Approved	4 Y	
3	C4) Form A missing organic packing line	Organic packing line added	Oct 15/24	Updated form provided	4 Y	
4	C5) MRPB has large gaps along the back and in between the bricks	Determine who is responsible for repairs. Ensure they are completed by June 2025.	2025	CAP Approved	4 Y	
5	D7) Packing tables have chipping paing	Pics attached to email	Oct16/24	Photo provided	8 Y	
6	I5) Missing locations on the J sheets to coincide with stations inspected	This will be part of daily inspections and sent to Food safety. JHSC will also be doing checks.	Dec 2/24	CAP approved	6 Y	
7	I6) Cell phones on packing lines, water bottles on and under lines	Retraining records attached to email under J4 file	Oct 18/24	Approved	6 Y	
8	L2) Form F not completed correctly	Corrected Form F attached to email	Oct 5/24	Approved	2 Y	
9	M3) trap missing in the MRPB	Rentokil attended facility and serviced the stations	Oct 16/24	Approved	8 Y	
10	N2) Observed packing being stored on ground and used for other purposes, not relabeled	All boxes not being used for product were labeled and packing was cleared off ground. Pics attached	Oct 17/24	Approved	6 Y	

11	P1) Valid certificates are not available for product received and used in repacking	Suppliers that cannot provide a valid Canada Gap certificate that moving forward we will not be purchasing any product from them until such time that they are compliant. Can-Am prides itself on our reputation and to deal with a company that isn't compliant puts us at risk.	Oct 4/24	Certificate for Jacob Klassen provided valid to Sept 2025. CA approved	20 Y
12	T4) missing CB contact info	Attached to email	Oct 5/24	Approved	10 Y
13	A5) Prior corrective actions not completed at this audit	Change to the management through HR; I am trying to ensure that I am responding to everything moving forward.	2025	CAP Approved	2 Y

* Indicate the section/question from the relevant checklist if the Audit Checklist is NOT being used

** If the checklist is not scored, indicate if the item is compliant/not-compliant

Instructions to Auditor:

1. Complete columns 5, 6, and 7 (above) based on the information you received.
2. Populate column 8 of the 'ADJUSTMENT TO SCORE' table (below) with the original score for each subtotal on page 4 of the original completed audit checklist. Enter the values EXACTLY as they appear on the original completed audit checklist. If a subtotal is "N/A", enter "N/A."
3. Rescore the original completed audit checklist with the adjusted scores from column 6 (above).
IMPORTANT NOTE: The updated audit is NOT an official audit record, just a tool to populate the CAR form. The ORIGINAL audit report is the OFFICIAL audit report and does not get updated once CARs are completed.
4. Using the rescored audit checklist, enter the new score for each subtotal in column 9 based on the corrective actions. Complete the rest of the 'ADJUSTMENT TO SCORE' table using the rescored audit checklist to determine the new adjusted % and the final adjusted score.
5. Check that all the autofail items have been cleared.
6. Make a note if the final result is a pass or a fail.

ADJUSTMENT TO SCORE (to be completed by Auditor if applicable)

8		9		10
Original Score (see completed audit checklist - page 4)		New score for subtotal based on corrective actions		Adjusted percentage (after conversion):
Subtotal 1: Original Score	51	Subtotal 1: New Score	55	Adjusted percentage: 15
Subtotal 2a: Original Score	NA	Subtotal 2: New Score	NA	Adjusted percentage: NA
Subtotal 2b: Original Score	NA	Subtotal 2b: New Score	NA	Adjusted percentage: NA
Subtotal 3: Original Score	NA	Subtotal 3: New Score	NA	Adjusted percentage: NA
Subtotal 4: Original Score	54	Subtotal 4: New Score	60	Adjusted percentage: 20
Subtotal 5: Original Score	9	Subtotal 5: New Score	20	Adjusted percentage: 15
Subtotal 6: Original Score	49	Subtotal 6: New Score	71	Adjusted percentage: 20
Subtotal 7: Original Score	64.5	Subtotal 7: New Score	68	Adjusted percentage: 10
Final Adjusted Score:				100

All Autofail Items Cleared?

Yes No
 N/A (no autofail items)

Final result:

Pass Fail

Auditee signature: Sarah Sutherland Date: 12-12-2024

Auditor signature: 

Date: 12-Dec-24

Approved by CB reviewer (if applicable): _____ Date: _____