Annex 6
Audit Checklist For Commercial Feed Facility
(Note: Example format for establishment use. **This exact wording must be used**.)

Date: _____

Feed Facility Name: _____

Person in Charge at This Facility: _____

Address: _____

Telephone: _____

Audit Type:

- ☐ **Internal Audit**
- ☐ **Third Party Audit**
- ☐ **Re-enrollment Audit**

Type A Commercial Feed Facilities

General

- ☐ Ractopamine has never been used by the facility **or** the facility has followed the proper cleanout procedures to become Type A (see Annex 1 of the CRFPCP).
- ☐ Ractopamine is not used by the facility in any of its activities (including trucking, manufacturing and retail).
- ☐ The facility has controls in place to ensure that feeds of unknown origin are not accepted.
- ☐ The facility provides a letter of guarantee to all producers and commercial feed facilities participating in this program to confirm that the feed they are delivering has been made in accordance with the CRFPCP.
- ☐ The facility includes a statement on the shipping documents or invoice that accompanies the delivery that each load of feed shipped to facilities enrolled on the program has been made in accordance with the CRFPCP.
- ☐ Labels for feeds sold by the facility do not include unapproved claims related to absence of ractopamine and/or participation in CRFPCP.
- ☐ The facility has effective recall procedures in place.

Incoming Feeds and Feed Ingredients

- ☐ Letters of Guarantee
    - ☐ The facility has a letter of guarantee provided by each commercial feed facility from which they purchase feeds/feed ingredients confirming that the facility meets the requirements of the CRFPCP.
- ☐ Declaration on shipping documents or invoices
    - ☐ An appropriate declaration is present on shipping documents or invoices (receiving records) that accompany deliveries of feed/feed ingredients from commercial feed facilities confirming that each load of feed meets the requirements of the CRFPCP.

Production Controls (Sequencing and Flushing)

- ☐ Procedures are in place to ensure that feed being manufactured under the CRFPCP never contains bovine meat and bone meal and is never manufactured after feed containing bovine meat and bone meal.

Record Keeping

- ☐ The facility maintains the following records for a minimum period of two years:
    - ☐ Documentation of clean-out of the facility in accordance with Annex 1 (if applicable)
    - ☐ Receiving records
    - ☐ Letters of guarantee from suppliers (two years from the last date of manufacture of a feed using associated feeds / feed ingredients)
    - ☐ Mixing formula and mixing sheets
    - ☐ Feed labels
    - ☐ Copies of letters of guarantee provided to customers enrolled on the Program (commercial feed facilities and farms)
    - ☐ Distribution records (including who the feed was shipped to and the amount delivered)

Type B Commercial Feed Facilities

General

- ☐ The facility holds a valid HACCP certification by a third party.
- ☐ The facility has controls in place to ensure that feeds of unknown origin are not accepted.
- ☐ The facility provides a letter of guarantee to all producers and commercial feed facilities participating in this program to confirm that the feed they are delivering has been made in accordance with the CRFPCP.
- ☐ The facility includes a statement on the shipping documents or invoice that accompanies the delivery that each load of feed shipped to facilities enrolled on the program has been made in accordance with the CRFPCP.
- ☐ Labels for feeds sold by the facility do not include unapproved claims related to absence of ractopamine and/or participation in CRFPCP.
- ☐ The facility has effective recall procedures in place.

Incoming Feeds and Feed Ingredients

- ☐ Letters of Guarantee
    - ☐ The facility has a letter of guarantee provided by each commercial feed facility from which they purchase feeds/feed ingredients confirming that the facility meets the requirements of the CRFPCP.
- ☐ Declaration on shipping documents or invoices
    - ☐ An appropriate declaration is present on shipping documents or invoices (receiving records) that accompany deliveries of feed/feed ingredients from commercial feed facilities confirming that each load of feed meets the requirements of the CRFPCP.

Production Controls (Sequencing and Flushing)

- ☐ Procedures are in place to ensure that feed being manufactured under the CRFPCP never contains bovine meat and bone meal and is never manufactured after feed containing bovine meat and bone meal.
- ☐ Procedures are in place to ensure that feed being manufactured under the CRFPCP is never manufactured after feed containing ractopamine without employing validated cleaning procedures to prevent carryover.
- ☐ Procedures are in place to ensure that when feed being manufactured under the CRFPCP cannot be sequenced, a flush or other validated cleaning procedure is conducted in accordance with written procedures and noted on production documents.
- ☐ The facility must have a flush validation for all their production lines where feed under this program will be manufactured.

A flush validation must be conducted by all type B commercial feed mill facilities prior to enrolling on the program. Ractopamine hydrochloride, at the highest concentration used in the facility, must be the tracer used to conduct this flush validation.

- ☐ Ractopamine inventory reconciliation including ractopamine and incoming mixed feeds containing ractopamine is conducted daily. If a discrepancy is found, an investigation into the cause is conducted immediately and the appropriate measures to ensure feed produced under the CRFPCP is not compromised must be taken.

Record Keeping

- ☐ The facility maintains the following records for a minimum period of two years:
    - ☐ Receiving records
    - ☐ Letters of guarantee from suppliers (two years from the last date of manufacture of a feed using associated feeds / feed ingredients)
    - ☐ Inventory records
    - ☐ Mixing formula and mixing sheets
    - ☐ Feed manufacturing records including sequencing and flushing
    - ☐ Flush validation records
    - ☐ Feed labels
    - ☐ Copies of letters of guarantee provided to customers enrolled on the Program (commercial feed facilities and farms)
    - ☐ Distribution records (including who the feed was shipped to and the amount delivered)

Type D Commercial Feed Facilities

General

- ☐ The facility only handles bagged feed in its original packaging.
- ☐ The facility provides a letter of guarantee to all producers and commercial feed facilities participating in this program to confirm that the feed they are delivering has been made in accordance with the CRFPCP.
- ☐ The facility includes a statement on the shipping documents or invoice that accompanies the delivery that each load of feed shipped to facilities enrolled on the Program has been made in accordance with the CRFPCP.
- ☐ The facility has spillage procedures to prevent cross contamination.
- ☐ The facility has effective recall procedures in place.

Incoming Feeds and Feed Ingredients

- ☐ Letters of Guarantee
    - ☐ The facility has a letter of guarantee provided by each commercial feed facility from which they purchase feeds/feed ingredients confirming that the facility meets the requirements of the CRFPCP.
- ☐ Declaration on shipping documents or invoices
    - ☐ An appropriate declaration is present on shipping documents or invoices (receiving records) that accompany deliveries of feed/feed ingredients from commercial feed facilities confirming that each load of feed meets the requirements of the CRFPCP.

Record Keeping

- ☐ The facility maintains the following records for a minimum period of two years:
    - ☐ Receiving records
    - ☐ Letters of guarantee from suppliers (two years from the last date of manufacture of a feed using associated feeds / feed ingredients)
    - ☐ Copies of letters of guarantee provided to customers enrolled on the Program (commercial feed facilities and farms)
    - ☐ Distribution records (including who the feed was shipped to and the amount delivered)

AUDIT RESULT SUMMARY

Facility Name: _____

CFIA Facility Code: _____

Audit Type

- ❑ External Audit
- ❑ Internal Audit
- ❑ Re-enrollment Audit

The following is a summary of the audit conducted on _____.
(I*nsert date)*

Complete the appropriate option (1, 2 or 3) below.

Option 1 – Adherence without Corrective Actions

- ❑ This facility has demonstrated adherence to the requirements of the CRFPCP and the facility may continue to be identified on the list of enrolled commercial feed facilities maintained by the CFIA as a Type_____Commercial Feed Facility *(Insert A, B or D)*.

_____
(Auditor Signature)

_____
(Auditor Printed Name)

_____
(Date)

Option 2 – Adherence with Corrective Actions

- ❑ The following minor deviation(s) from the items listed above were identified at this facility at the time of the audit:

  _____

  _____

  _____

- ❑ Corrective actions for minor deviations were completed **within 15 calendar days** after the date of the audit and completion was verified.

- ❑ The following serious deviation(s) from the items listed above were identified at this facility at the time of the audit:

  _____

  _____

- ❑ Corrective actions for serious deviations were completed **within 48 hours** after the date of the audit and completion was verified

- ❑ This facility has corrected the identified deviation(s) in an effective manner and demonstrated adherence to the requirements of the CRFPCP requirements and the facility may continue to be identified on the list of enrolled commercial feed facilities maintained by the CFIA as a Type _____ Commercial Feed Facility *(Insert A, B or D)*.

_____
(Auditor Signature)

_____
(Auditor Printed Name)

_____
(Date)

Option 3 – Non-Adherence

- ❑ The following minor deviation(s) from the items listed above were identified at this facility at the time of the audit:

  _____

  _____

  _____

- ❑ Corrective actions were not completed **within 15 calendar days** after the date of the audit.

- ❑ The following serious deviation(s) from the items listed above were identified at this facility at the time of the audit:

  _____

  _____

  _____

- ❑ Corrective actions were not completed **within 48 hours** after the date of the audit.

- ❑ This facility has not demonstrated adherence to the requirements of the CRFPCP requirements (e.g., deviations from program requirements were identified that result in the introduction or likely introduction of ractopamine in a feed manufactured for a customer enrolled on the program) and the facility's name should be removed from the list of enrolled commercial feed facilities maintained by the CFIA.

_____
(Auditor Signature)

_____
(Auditor Printed Name)

_____
(Date)