Annex E **Industry checklist for development of company QA manual**			
Establishment Name			
	Name of Company Representative		**Date**
Completed by	**Print:**	**Sign:**	

S = Satisfactory U = Unsatisfactory						
No.	**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) • In acceptable electronic format • Paper copy also provided					
2	**Amendments** (2.10.4) • Procedures for amendments to QA Manual • Amendment page					
3	**Quality Policy Statement and Declaration of Management Commitment** (2.1 & 2.2) • Quality policy statement • Declaration of management commitment to implementation of C-PIQ and compliance with C-PIQ program requirements, signed by Chief Executive of company					
4	**Organization** (2.3) • 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) • Title and name of person responsible for training program • Training program covers: – 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**)** • 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, Potato Inspection Manual, etc.) • Procedure for ensuring reference material current and available					
7	**Floor Plan of Facility** (2.6.1) • Copy of floor plan with all rooms/areas • Flow of product indicated • All production steps/processes identified					

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		Yes	**No**	**S**	**U**	
	• All sampling sites identified • Location of major equipment identified					
8	**Process Flow Diagram** (2.6.2) • 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) • 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) • 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) • 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: • 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) • 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					
14	**A. In-Line Verification (if applicable):** **(iii) Finished product sampling:** (3.3.3) • 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) • Quality factors to be controlled • Limits for each quality factor • Monitoring procedures for each quality factor					

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		Yes	**No**	**S**	**U**	
	• 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: • 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 and 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 the *Safe Food for Canadians Regulations* and/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) • 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 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					