



Use this checklist when applying for your SFC (Safe Food for Canadians) Food Import Licence. Check each item you have already completed. Any unchecked item represents a gap that could delay licensing or trigger inspection findings.

1. Business & Legal Documents

- Business registration/incorporation documents
- CRA Business Number (BN)
- Proof of Canadian business address
- Signing authority identified
- My CFIA account created & business profile completed
- User permissions assigned

2. Import Activity Documentation

- Product list (food type, brand, packaging)
- Countries of origin
- HS tariff codes
- Supplier list with contacts
- Distribution channels identified
- Import volumes estimated

3. Preventive Control Plan (PCP)

3.1 Food Safety Programs:

- Written PCP document
- Hazard analysis (biological, chemical, physical, allergens)
- Supplier approval program
- Import verification procedures
- Receiving inspection procedures
- Temperature control procedures
- Allergen control program
- Sanitation and hygiene program
- Pest control program (if applicable)
- Transportation controls (if applicable)

3.2 Traceability Program:

- One-step forward traceability procedure
- One-step back-traceability procedure
- Lot coding system
- Record retention procedure
- Mock traceability procedure

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3.3 Recall Program:

- Written recall plan, primary & secondary contacts
- Product withdrawal procedure
- CFIA notification procedure
- Mock recall procedure

3.4 Complaints & Corrective Actions:

- Complaint handling procedure
- Root cause analysis process
- Corrective action procedure
- Non-conformance log template

4. Training & Competency Records

- Food safety training records
- PCP training sign-offs
- SOP training logs with refresher training schedule

5. Supplier Documentation

- Supplier approval records
- Supplier food safety certificates
- Letters of guarantee
- Certificates of Analysis (COAs)
- Product specifications
- Allergen declarations
- Recall history (if applicable)

6. Operational Records

- Receiving inspection logs
- Temperature monitoring logs
- Deviation and corrective action logs
- Traceability & Distribution records
- Customer Complaint logs
- Mock recall & Internal Audit

7. Regulatory Records

- SFC licence confirmation
- PCP attestation record
- CFIA inspection reports
- Corrective action responses



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