



Readiness Review for Canadian processing facilities. Use this checklist to confirm that essential food safety and compliance documentation is in place and audit-ready.

1. Regulatory & Facility Documentation

- Business registration and regulatory requirements reviewed
- Facility layout and process flow diagrams documented
- Product specifications, current and approved
- Roles and responsibilities for food safety are defined
- Records retention practices established

2. Preventive Control Plan (PCP) / HACCP

- Documented Preventive Control Plan or HACCP plan
- Hazard analysis completed for all products
- Critical control points (if applicable) identified
- Monitoring procedures documented
- Corrective action procedures defined
- Verification and validation records are maintained
- Annual (or change-based) review documented

3. Allergen & Ingredient Controls

- Allergen control program documented
- Ingredient specifications maintained
- Label verification procedures in place
- Change control process for new ingredients

4. Sanitation & Operational Controls

- Sanitation Standard Operating Procedures (SSOPs)
- Cleaning schedules documented
- Equipment maintenance records available
- Pest control program documented
- Environmental monitoring program (if applicable)



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5. Traceability & Recall Readiness

- Lot coding system implemented
- One-step forward/one-step back traceability is achievable
- Recall procedure documented
- Mock recall completed within the last 12 months
- Recall team roles defined

6. Training & Oversight

- Food safety training records are maintained
- Internal audits are performed periodically
- Management review of the food safety system conducted
- Corrective actions tracked and closed

NEXT STEPS:

Assessment of Key Risk Indicators:

- Documents are difficult to retrieve during audits
- HACCP plan does not reflect current production
- Allergen controls are informal or inconsistently applied
- Traceability cannot be completed within 2 hours
- Growth has occurred without system updates

Incomplete or outdated documentation is one of the most common causes of audit findings, customer approval delays, and product recalls or disruptions.

Support:

Iron Apple helps Canadian food processors build practical, audit-ready documentation systems aligned with regulatory and customer expectations. A structured, well-maintained documentation system protects your operation and supports sustainable growth.

Visit us at www.ironapple.net/food-processors.

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