



IRON APPLE

Food Safety Made Simple

BROKERS - PCP DEVELOPMENT CHECKLIST

Use this checklist to determine the top-level components needed when developing your business's Preventive Control Plan.

1. SCOPE & LICENSING

- Activities clearly defined (ownership vs facilitation)
- Licence requirements confirmed
- Interprovincial or import/export scope identified
- Compliance lead assigned

2. SUPPLIER CONTROL & APPROVAL

- Approved supplier program documented
- Supplier qualification criteria defined
- Written supplier agreements in place
- Foreign supplier verification (if importing)
- Supplier audits or certifications verified
- COAs or product specs reviewed
- Allergen declarations obtained
- Insurance certificates verified

3. PRODUCT & LABELLING CONTROLS

- Product specifications documented
- Allergen information verified
- Label compliance confirmed
- Claims verified (organic, non-GMO, etc.)
- Customer-specific requirements documented

4. TRACEABILITY & TRANSACTION RECORDS

- One-step-forward / one-step-back traceability
- Lot numbers recorded for each transaction
- Import/export shipment documentation retained
- Recordkeeping & retention system in place
- Recall procedure in place and followed

5. RISK & INCIDENT MANAGEMENT

- Complaint handling procedure
- Incident escalation protocol
- Regulatory notification procedure
- Corrective action process
- Insurance coverage verified
- Document control procedure
- Regulatory monitoring process in place



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We are here to ensure you secure your license and effectively manage compliance issues. Contact us for support.



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