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Food Safety Made Simple

# IMPORTER - PCP DEVELOPMENT CHECKLIST

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

## 1. SCOPE & LICENSING

- Confirm importing federal licence requirements
- Define product categories & countries of origin
- Confirm the interprovincial or international movement of food

## 2. HAZARD ANALYSIS

- Documented hazard analysis for each product category
- Identify biological, chemical, and physical hazards
- Identify allergen risks
- Preventive controls are documented for each hazard

## 3. FOREIGN SUPPLIER CONTROLS

- Approved supplier program documented
- Foreign supplier verification (GFSI, audits, COAs, etc.)
- Written supplier agreements
- Import inspection procedures

## 4. TRACEABILITY & RECALL

- Label verification procedures
- The lot tracking system is documented
- One-step-forward / one-step-back procedures
- Recall plan written & tested

## 5. RECORDS & VERIFICATION

- Receiving logs
- Supplier verification records
- Corrective action records retained
- Annual PCP review completed

### Your PCP should:

- Reflect your actual operations
- Be reviewed annually
- Be updated when products, suppliers, or processes change
- Be understood by the staff responsible for implementation



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



844-485-3330



sales@ironapple.net



www.ironapple.net