

CanadaGAP Checklist for Harvest 2024

Prepared for the Ontario Apple Growers

- **Bring in portable toilets, if needed**
 - Washroom facilities need to be within 500 m or a 5 min walk from workers. Toilet can only be farther than this if workers are provided with transportation.
 - Needs to be at least 1 toilet for every 35 workers

- **Fill out your self-declaration and self-assessment checklist**
 - A copy of this may have been mailed to you earlier in the season and it is also available on the CanadaGAP website under “tools”
 - This can only be completed once harvest has started
 - Only keep this checklist on-hand if you are having an audit this year, otherwise send the completed checklist off to your certification body at least 30 days before your current certificate expires.

- **Make sure you have at least two water samples on file for each water source used for equipment cleaning or handwashing**
 - These samples need to show 0 E.coli and 0 coliform

- **Check that the pre-harvest interval has been met before you start to harvest**
 - Ensure that you are in compliance and record that you have checked this prior to picking. May need to be done on a block-by-block basis if they are on different spray programs
 - This could be done by using a custom checklist, making a note in your harvest logbook, using CanadaGAP Form P2, or printing off and filling out the PHI checklist on Croptracker

- **Make sure that the production site is being assessed each day**
 - This could be done by using a custom checklist, making a note in your harvest logbook or by using CanadaGAP Form P2

- **Determine if you will be using stem clippers this year**
 - Record the daily cleaning and inspection of them on CanadaGAP Form I

- **Make sure that the picking bags are being cleaned weekly and that this cleaning is recorded on CanadaGAP Form I**
 - You should have step by step cleaning instructions recorded on page 23 of your CanadaGAP manual
 - Make sure that you are using cleaning products in accordance with their label and that they are suitable for the intended purpose
 - Workers should be visually inspecting their picking bags daily and reporting any issues to you. Auditor may ask them about this inspection.

- **Record bin cleaning on CanadaGAP Form I**
 - Step-by-step cleaning instructions should be listed on page 65 of your CanadaGAP manual

- Every bin is to be inspected and cleaned (if necessary) before use. This is a step that harvest workers should be trained on.
 - Make sure that you are using cleaning products in accordance with their label and that they are suitable for the intended purpose
 - If bins are being cleaned by the packingline before they are returned to you then you will need to have a Letter of Assurance from the packingline for your files
- **Make sure that your sprayers are being stored in an appropriate location away from fruit and picking equipment**
- Auditor may ask to see this storage location
- **Train all harvest workers using CanadaGAP Form C and record this training on CanadaGAP Form K**
- Some auditors will want to see a list of the employee's names and their corresponding signatures (this way you are verifying that everyone got the training)
- **Complete CanadaGAP Form F**
- You will need the information from all of your water samples in order to complete this form
- **Record any customer complaints or major deviations on CanadaGAP Form R**
- It is ok if this forms stays blank you just need to be able to tell the auditor where you would record complaints if you were to receive one
- **Make sure that your harvest workers have access to handwashing facilities**
- The majority of growers will meet this requirement by keeping the following items with each picking crew:
 - Hand wipes
 - Hand sanitizer
 - Garbage can
 - Sign reminding workers to wash their hands using the hand wipes followed by the hand sanitizer. If your workers use them in the wrong order you will fail the audit
 - These supplies must be in the immediate vicinity of the harvest workers
 - You can bring potable water and soap to the crew for handwashing, in place of the hand wipes and hand sanitizer, however you must make sure that you are able to collect the water after use (i.e. can't just use a jug of water that pours over worker's hands and onto the ground)
- **Inspect the handwashing facilities daily once harvest begins and record on CanadaGAP Form J**
- Lack of proper handwashing supplies is an automatic failure
- **Make sure that your harvest workers have access to washroom facilities within 500m (a 5 minute walk) or accessible thru transportation**
- These facilities must have one of the following 3 options:
 - Option 1

- Toilet that collects waste (can't just be an outhouse)
- Toilet paper
- Potable water (portable toilets do not have potable water)
- Soap
- Paper towels
- Garbage can
- Poster showing employees proper handwashing technique
- Option 2
 - Toilet that collects waste (can't just be an outhouse)
 - Toilet paper
 - Water (doesn't need to be potable)
 - Soap
 - Paper towels
 - Hand sanitizer
 - Garbage can
 - Poster showing employees proper handwashing technique, including the use of hand sanitizer
- Option 3
 - Toilet that collects waste (can't just be an outhouse)
 - Toilet paper
 - Hand wipes
 - Hand sanitizer
 - Garbage can
 - Poster showing employees proper handwashing technique using hand wipes followed by hand sanitizer. If your workers use them in the wrong order you will fail the audit.

□ Inspect the washroom facilities daily as soon as harvest begins and record on CanadaGAP Form J

- Lack of proper washroom facilities and supplies is an automatic failure

□ Inspect every vehicle before it is loaded with harvested fruit and record this inspection on CanadaGAP Form O

- This applies to all vehicles including flat deck trucks and tractors with wagons

□ Keep the paperwork generated by the storage or packingline for every load taken there

- If you still own the fruit while it's in storage then this paperwork should show any post-harvest treatments (SmartFresh, DPA).

□ Conduct a mock recall

- Use the forms provided in the CanadaGAP Manual Appendices on pages 75-79
- Print off the entire Appendix S Recall Program (pages 81-94) and complete as much of it as you can based on your mock recall scenario.
- It is important that you record any deficiencies and how you will be correcting them
- Keep a copy of all the paperwork you used for the mock recall so that you can walk the auditor thru it

- Complete the Recall Program Contact List on page 102 of the CanadaGAP Manual
 - Have a list of suppliers and customers with contact information on hand. This does not need to be a formal list for certification option A1/A2 (see next point). This list must include the contact information for the CanadaGAP certification body you use (the company that does your CanadaGAP audit).
- **Have a supplier approval program in place, including a list of all approved suppliers**
 - **This only applies to operations with certification option C**
 - Refer to page 80 of the CanadaGAP manual for details
 - **Make sure there are first aid kits with each picking crew**
 - Auditor will be looking specifically for bandaids and non-latex gloves
 - **Ensure that all the CanadaGAP forms required by your operation have been completed and signed**
 - **Complete CanadaGAP Form P2: Harvesting and Storing Product**
 - It might make sense for some operations to create a custom form merging CanadaGAP Form O and CanadaGAP Form P2 together

Buildings (only applies to buildings where apples are handled or stored)

- **Make sure that handwashing facilities are present at the storage**
 - This could just be hand wipes, hand sanitizer, garbage can and a sign reminding workers to use the hand wipes before using the hand sanitizer
 - Inspect the hand washing facilities daily and record on CanadaGAP Form J
- **Make sure that there is a washroom facility available**
 - Inspect washroom daily and record on CanadaGAP Form J
- **Inspect every incoming vehicle prior to unloading and record inspection on CanadaGAP Form O**
- **Inspect every outgoing vehicle prior to loading and record inspection on CanadaGAP Form O**
- **Train all storage workers using CanadaGAP Form D and record this training on CanadaGAP Form K**
- **Record all SmartFresh treatments and DPA applications (drench or fogging)**
 - Complete CanadaGAP Form H3 or keep copies of custom application invoices
 - Some auditors may want to see the applicator's qualifications as well
- **Make sure that SmartFresh treatments and/or DPA treatments are marked on the paperwork provided to the grower as they may need this for their own CanadaGAP programs**
 - This is important for growers that still own the fruit while in storage

- **Ensure that you have accurate room maps and adequate means of identifying each bin**
 - Bin tags are ideal
 - Try and keep bins at least 8 cm from storage walls

- **If you are selecting which fruit goes into the storage then this fruit needs to be CanadaGAP certified or certified under another GFSI approved audit program**
 - This only applies to fresh fruit

- **Complete CanadaGAP Form M: Pest Monitoring for Buildings every month that storage is in use**
 - Building pest control can be hired out but must adhere to Third Party Pest Program on page 46 of the CanadaGAP manual

- **Complete CanadaGAP Form G: Cleaning, Maintenance and Repair of Buildings every month that storage is in use**

U-Pick Operations

- **Ensure customers have access to washroom and handwashing facilities**

- **Ensure customers have been given clear instructions:**
 - To use personal hygiene facilities while in the production site
 - To wash or sanitize hands before picking
 - To harvest into clean containers
 - To remain in the designated harvesting area
 - To touch only the product they plan to purchase
 - That pets are not allowed in the U-pick area
 - To dispose of garbage in dedicated containers
 - To not harvest fruit that has fallen on the ground

NOTE: throughout these checklists there are references to the CanadaGAP Forms. These forms can be downloaded off the CanadaGAP website - www.canadagap.ca.

These forms can also be generated in Croptracker - <https://www.croptracker.com/>.

Growers can also use their own custom forms in lieu of CanadaGAP Forms however these custom forms must contain all the necessary information outlined on the CanadaGAP Forms.

DISCLAIMER: These checklists are only for the growing, harvesting and storage of apples. Operations involved in fluming, packing, brokerage, wholesaling or in the production of other crops may need to meet additional criteria not mentioned in the checklists. Every reasonable effort has been made to ensure accuracy but ultimately the CanadaGAP Manual for Fresh Fruits and Vegetables (v 10.0) is the reference for your on-farm food safety program and audit.