



Canadian Food
Inspection Agency

Agence canadienne
d'inspection des aliments

Safe Food for Canadians Regulations Getting Started



January 2019

#11178237

Canada 

This presentation provides an overview of

- **Key elements of the Safe Food for Canadians Regulations (SFCR)**
 1. Licensing
 2. Preventive controls
 3. Traceability
 4. Importing
 5. Exporting
- **Timelines for coming into force**
- **Information resources available**
- **My CFIA**

Safe Food for Canadians Regulations (SFCR)

- **June 13, 2018** – Published in *Canada Gazette*, Part II
- **January 15, 2019** – Came into force
 - Some requirements will need to be met immediately
 - Other requirements are being phased in over a period of 12-30 months based on the food, type of activity and business size



Take time to review the regulations and guidance

Safe Food for Canadians Regulations

Scope

- **Food** for human consumption (including ingredients) that is **imported, exported, or inter-provincially traded**.
- Food animals from which meat products to be **exported** or **inter-provincially traded** may be derived.
- Some of the **traceability, labelling** and **advertising** provisions apply to **intra-provincially traded foods**.

Key Features

- One (1) regulation for all food
- Outcome-based, allows for flexibility and innovation
- Broader in scope
 - More food/activities subject to the SFCR, for example Non-Federally Registered Sector, import

Key SFCR Requirements



Licensing and Structure ①②③

Identifies a ① **Person** (or food business) who conducts an:

② **Activity** (or activities) on a food or food animal

- Manufacture, process, treat, preserve, grade, package or label a food for interprovincial trade or export
- Import a food
- Export a food that requires an export certificate or other export permission
- Slaughter a food animal where the meat product is destined for interprovincial trade or export
- Store and handle a meat product in its imported condition for inspection by the CFIA

at a

③ **Location** (or locations)

(e.g. establishment, including a field or facility)

Key Components

- **Preventive controls**
 - prevent food safety hazards and reduce the likelihood of contaminated food entering the market, whether the food is prepared within or outside of Canada
- **Preventive Control Plan (PCP)**
 - Written preventive control plan (PCP) to address **both**
 - food safety hazards, controls measures and associated evidence of their effectiveness (consistent with HACCP); **and**
 - consumer protection and market fairness requirements (labelling, compositional standards, grades)
- **Traceability**
 - Trace the food one step forward/one step back along the supply chain

Licensing

Does not apply to:

- activities conducted on food to be sold and consumed within a province
- moving food from one province to another (conveying or transporting)
- growing and harvesting fresh fruits or vegetables
- handling fish on a vessel
- activities conducted at the retail grocery store (e.g. packaging/labelling food at the retail grocery store for sale to consumers)



Licensing – What's New?

- **Not all activities taking place in an establishment may be subject to SFCR (e.g. food manufactured for *intra*-provincial trade)**
- **No longer a requirement to:**
 - post a licence certificate in the facility
 - have the licence number on the label (other than inspection legend)
 - submit PCP at time of licence application (but must have one in place and meet all requirements)
- **The ability to search a listing of valid licence holders is available on the CFIA's website**

Preventive Controls

- Include hazard analysis and control measures for the hazards associated with food
- Include requirements related to treatment and processes, establishment conditions, sanitation, pest control, competency, investigation, complaints
- Outcome-based where possible to allow for flexibility and innovation
- Include investigation, complaints, recalls

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INDUSTRY RESOURCE

KEY PREVENTIVE FOOD SAFETY CONTROLS

The following are considered to be international best practices to identify and correct food safety issues early in the production process.

Keeping Food Safe

Your People

- Knowledge** Are they trained in food handling and safety?
- Hygiene** Do they wear appropriate protective clothing and practice good hygiene?
- Health** Are they healthy while on the job?
- Commitment** Is food safety a top priority for management?

Your Establishment

- Handling** How do you receive, store and load food? What are the controls at every step?
- Maintenance** Is your establishment in good condition? Is your facility well-constructed and maintained, inside and out?
- Equipment & Flow** Are all tools and containers well maintained and safe for food preparation? Is food moved safely from one point to another?
- Clean** Is everything sanitary and free of pests?
- Processes** Is there an understanding of hazards when treating, preparing and packaging food?

Your Procedures

- Complaints** Do you have procedures for receiving, investigating and responding to complaints?
- Recalls** Do you have procedures to effectively recall unsafe food?

YOUR PREVENTIVE CONTROL PLAN:

Food safety
Does your Preventive Control Plan (PCP) describe the risks to food, and if applicable food animals, including how they are controlled?

Other requirements
Does your PCP describe the measures to take to meet other regulatory requirements for grades, standards, packaging and labeling?

TIP: Check out the following web pages:
• Preventive control plans (PCP)
• Preventive controls for food businesses

► inspection.gc.ca/safefood

Canada

Preventive Control Plans

- Required for most businesses, including importers
 - Exception: \$100K or less in gross annual food sales for some foods
- The PCP must address both
 - food safety hazards, control measures and associated evidence of their effectiveness (consistent with HACCP); and
 - consumer protection and market fairness requirements (labelling, compositional standards, grades)

- ✓ If you have a HACCP-based system in place, you are well positioned to show compliance with the PCP requirements
- ✓ Review your system to make sure all PCP requirements are included and that consumer protection and market fairness are also covered

Evidence (Validation)

- Don't need to re-validate control measures that were acceptable before SFCR
- Re-validation is required when:
 - changes are made to a control measure
 - repeated failures or deviations
- Proportional to the level of risk
- Industry Guidance is available “*Proven by evidence to be effective*”

Traceability

- Trace food one step forward and one step back through the supply chain in order to protect Canadians during a food safety incident
- Helps ensure a timely response if a food safety issue is detected:
 - reduce the time it takes businesses to remove unsafe food from the market, safeguarding the public
 - minimize the scope of recalls and reduce the cost of recalls for businesses
- Align with international standards (e.g. Codex)
- **Apply to** a broader scope of food businesses than the licensing and PCP requirements:
 - all food (no exemptions like licensing and preventive controls)
 - retail grocery stores that sell food to consumers – trace one step back only (corporate as well as franchise)
 - distributors and wholesalers who trade inter-provincially
- **Does not apply to** food service operations



Importing



- Importers need to:
 - have a licence to import
 - have a preventive control plan (some exemptions apply)
 - ensure that their foreign supplier is manufacturing, preparing, storing, packaging and labelling the food under the same conditions as food prepared in Canada
 - maintain procedures and processes for handling and investigating complaints and recalls
 - keep clear and complete traceability records that show where food came from (the supplier) and to whom it was sold (buyer)
- Non-resident importers **are** permitted under certain conditions
- Border processes with CBSA **have** not changed – updates to requirements have been uploaded into Automated Import Reference System

Exporting



- Exporters need to:
 - ensure that their food is manufactured, processed, treated, preserved, graded, packaged or labelled by a licence holder
 - meet Canadian requirements as well as foreign requirements
 - have written documents for food that does not meet Canadian requirements to substantiate the foreign requirements have been met, and are clearly labelled for export
 - keep clear and complete traceability records
- Registry of Licensed Food Businesses: businesses in good regulatory standing

If you need a CFIA export permission, you must have a licence and a written preventive control plan—even if the food you are exporting is exempt from these requirements

Regulatory Compliance

How will an inspector evaluate compliance?

- Verifies that information on the licence is accurate (locations, activities, food)
- Verifies preventive controls are in place
- Verifies that control measures are in place and that there is evidence that they are effective
- Reviews Preventive Control Plan

Note:

An inspector can at any time request product samples/testing, review traceability plans to confirm compliance and/or if suspicion of a food safety risk exists



Changes to Service Fees as a Result of SFCR

1 – Addition of the SFCR Licence Fee

- For all food commodities, add a \$250 licence fee, payable every two years
- Convert existing annual registration fee to an annual inspection fee where applicable; current annual inspection fees remain

2 - Updates to authorities

- Replace references to existing Acts and Regulations with references to the SFCA/SFCR where applicable
- Remove fees where authorities no longer exist in the SFCA/SFCR (e.g. review of labels and recipes)

3 - Updates to language

- Replace wording reflective of language used in existing Acts and Regulations with wording found in the SFCA/SFCR

When do the new requirements apply to my business?

- While the *Safe Food for Canadians Regulations* came into force on January 15, 2019, certain requirements for some foods or businesses **may apply at a later date**
- Consult detailed information on the SFCR [Timelines](#) landing page. It covers:
 - timetables (by sector) for licensing, preventive controls, preventive control plans and traceability requirements
 - organic aquaculture products
 - inspection legends

Summary of timeline

SFCR requirement	Dairy products; Eggs; Fish; Honey; Maple products; Meat products; Processed egg products and Processed fruit or vegetable products	Fresh fruits or vegetables	All Other Foods		
			More than \$100K in gross annual food sales <u>AND</u> more than four employees	More than \$100K in gross annual food sales <u>AND</u> four employees or less	\$100K or less in gross annual food sales <u>OR</u> four employees or less
Licence	January 15, 2019	January 15, 2019 (N/A for growing and harvesting)	July 15, 2020	July 15, 2020	July 15, 2020
Traceability	January 15, 2019	January 15, 2019 (except growing and harvesting)	July 15, 2020	July 15, 2020	July 15, 2020
		January 15, 2020 (growing and harvesting)			
Preventive Controls	January 15, 2019	January 15, 2020	July 15, 2020	July 16, 2021	July 16, 2021
Written PCP	January 15, 2019 (not required for maple products and honey if annual food sales are \$100K or less)	January 15, 2020 (not required if annual food sales are \$100K or less)	July 15, 2020	July 16, 2021	not required if \$100K or less (regardless of no. of employees)

Industry guidance on the CFIA website



The screenshot displays the Canadian Food Inspection Agency (CFIA) website. At the top, there is a navigation bar with the agency's name in both English and French, and a search bar. Below the navigation bar, a red maple leaf logo is prominently displayed. The main content area is titled "Food" and features a large banner with the text "SAFE FOOD FOR CANADIANS" and a red maple leaf. The page is organized into several sections: "Services and information" with sub-sections for recalls, licenses, and requirements; "Most requested" with links to My CFIA, interactive tools, and a handbook; and "More information" with links to emergency response, glossary, and media information. A "Contact the Agency" section is also present at the bottom right.

Canadian Food Inspection Agency

Home → Food

Food

Canada is recognized as having one of the strongest food safety systems in the world. The *Safe Food for Canadians Regulations (SFCR)* make our food system even safer by focusing on prevention and allowing for faster removal of unsafe food from the marketplace.

Under these regulations, as of January 15, 2016, new licensing, preventive control and traceability requirements apply to food businesses that import or prepare food for export or to be sent across provincial or territorial boundaries. Food businesses are also subject to the *Food and Drugs Act and Regulations*.

Follow: [f](#) [t](#) [v](#) [in](#) [r](#) [e](#)

Services and information

[Food recalls and alerts](#)
Consult the list of the most recent public advisories for high-risk food recalls. The CFIA issues public advisories for all food products where consumption could cause serious health consequences.

[Licences](#)
Find out if your food business will need a licence, when and how to apply and other related information – including tips to avoid delays during the licence application process.

[General food requirements and guidance](#)
Businesses that import or prepare food for export or to be sent across provincial or territorial borders must meet new requirements.

[Importing food](#)
Importers will require a licence under the new consolidated regulations. Find out what other requirements apply to importers.

[Labelling, standards of identity and grades](#)
Learn about requirements for labelling, standards and grades.

[Inspection, compliance and enforcement](#)
Learn about the CFIA's approach to compliance and enforcement, and guidance for inspectors.

[Information for consumers](#)
Everyone has a role to play in food safety. Find out how to keep yourself and your family safe by following safe food handling practices at home and staying informed.

[Getting started: Toolkit for businesses](#)
Use our interactive tools and other resources to find out how and when the new *Safe Food for Canadians Regulations* apply to your business and what steps you need to take.

[Food-specific requirements and guidance](#)
In addition to general requirements, other requirements apply to specific foods.

[Exporting food](#)
Businesses that prepare food for export or that require an export certificate will need a licence. Find out what other requirements apply to exporters.

[Guidance Finder: Food](#)
Our Guidance Finder can help you narrow down your search for information on food regulations by using filters, keywords or a combination of both.

Most requested

- [My CFIA – apply for a Safe Food for Canadians \(SFC\) licence](#)
- [Interactive tools and timelines. Find out if and when the new requirements apply to your business](#)
- [Understanding the Safe Food for Canadians Regulations: A Handbook for Businesses](#)
- [Safe Food for Canadians Licence Registry](#)

More information

- [Food safety and emergency response](#)
- [Documents incorporated by reference](#)
- [Read the Safe Food for Canadians Regulations](#)
- [Fee changes under the Safe Food for Canadians Regulations](#)
- [Glossary of key terms related to the Safe Food for Canadians Regulations](#)
- [Safe Food for Canadians Regulations: Information for media](#)
- [Canadian Food Safety Information Network \(CFSIN\)](#)

Contact the Agency

If you still have questions after reading the information on our website and using the [Guidance Finder](#), call 1-800-442-2342. If you need help using My CFIA, refer to My CFIA user guidance.

FIVE REASONS WHY YOU SHOULD BE USING



CONVENIENT AND SECURE ACCESS TO ONLINE SERVICES




REQUEST :
LICENCES
PERMITS
REGISTRATIONS
EXPORT
CERTIFICATES



MANAGE AND TRACK YOUR SERVICE REQUESTS



PAY FOR CFIA SERVICES ONLINE, AT ANY TIME OF THE DAY



CUT BACK ON PAPERWORK

SIGN UP FOR MY CFIA TODAY
INSPECTION.GC.CA/MYCFIA



Canada Post - Service Canada





My CFIA



Modernizing tools and services

Digital service will be the primary and preferred method of requesting and receiving services

The Agency is:

- **Providing** online access to a full range of services and information to comply with regulations through My CFIA
- **Making** more information available and guidance online and enhance its search ability
- **Enhancing its** ability to manage enquiries in a seamless and timely way in order to provide consistent, clear responses to questions, triaged based on complexity
- **Transitioning** to the Single Window portal for all Import declarations
- **Updating** resource tools like AIRs for the SFCR requirements

My CFIA – access to services online

My CFIA represents the Agency's move into digitally enabled service delivery

My CFIA allows you to request, pay for and track the status of services online through a secure account that can be tailored to suit your business model

Services are being added gradually

- Today you can enroll and create a business profile
- Request import permits for most plant and animal products, as well as requests to register establishments involved in the preparation of food commodities currently governed by CFIA regulation
- Businesses are encouraged to enroll now in My CFIA so they are prepared to apply for their licence when needed. Those who submit SFCR licence applications by email or fax will be redirected to apply using the My CFIA portal
- In 2018, the CFIA gradually began to offer Export Certificates online

Getting an SFC licence – My CFIA

- If you already have a CFIA registration or licence under the previous regulations and it expires after the SFCR came into force, it remains valid until its date of expiration
- If you **did** not have a CFIA registration or licence prior to January 15, 2019, and you are required to have one, act now to enroll—visit My CFIA





SFC Licence Checklist

Determine **Scope**

- What activities/food commodities and locations will form the basis (or structure) of the licence

Enroll via My CFIA

- Determine profile model
- Determine accountabilities
- Get supporting documents ready
- Complete enrolment process

Apply for an SFCR licence

- Begin the service request



SFC Licence Checklist

Determine Scope

What activities/food commodities and locations will form the basis of the licence?

Activity (or activities) on a food or food animal

- Manufacture, process, treat, preserve, grade, store, package or label a food for interprovincial trade or export
- Import a food
- Export a food that requires an export certificate or other export permission
- Slaughter a food animal where the meat product is destined for interprovincial trade or export
- Store and handle a meat product in its imported condition for inspection by the CFIA

Location (or locations)

(e.g. establishment, including a field or facility)

Structure of licence considerations

- Single or multiple licences
- Licence fees (\$250/two-year licence)

Considerations:

- For export, many foreign countries require that each establishment/location be assigned a unique identification number. Therefore, only one licence should be associated for each establishment
- The CFIA conducts inspections on each licence you hold
- You have to prepare, keep, maintain and implement preventive control plans (PCPs) for each licence you hold (if a PCP is required)
- CFIA enforcement action, such as suspension or cancellation, is taken on a licence and impacts all activities and food covered by that licence

Note: Enforcement action on one licence could result in inspection of activities conducted under other licences.



SFC Licence Checklist

Enroll via My CFIA

Enrollment is the process of setting up your food business account profile in My CFIA.

To enroll, food businesses have to identify a person to be accountable for activities on the account, (“**Profile Authority**”) and someone (“**Profile Manager**”) who will manage the setup and ongoing changes, and request services. These can, but do not have to be the same person.

Enrolling in My CFIA takes on average between 30 and 60 minutes, depending on the complexity of your food business.

Once complete, the CFIA verifies completeness and validates the account. This includes verifying basic identifying information such as legal name, location, and business authorities. The CFIA uses the Government of Canada Business Number (GC BN) as one means of doing this.

Once your account information has been validated, you are ready to request services through My CFIA





SFC Licence Checklist

Enroll | Determine your Business Model

Multiple Party Model

- Multiple party profiles are most suited to businesses that have multiple establishments, organizational units or business divisions that want to interact with the CFIA independently.
- With multiple party profiles, each unit of your business can manage interactions with the CFIA and submit requests independently. Your business will be able to assign a separate profile manager and invite individuals (party contacts) to each party profile. Only the party contacts associated to a specific party profile will be able to view and submit requests on behalf of that party profile.
- While each location would manage their own profile, service requests and have access to their own inspection reports, they would not have access to Party Profiles of other locations that have the same legal business name (i.e. parent company).

Single Party Model

- A single party profile is most suited to businesses that want to manage all business interactions with the CFIA through a head office or a single location.
- With a single party profile, your business will be able to assign a profile manager and invite other party contacts, such as employees or brokers, to sign on to the profile. All party contacts will be able to view and submit requests on behalf of your business.
- In this model, locations can still submit and manage their own service requests, but they would not have access to their own Inspection Reports.
- The Profile Authority (the parent company) could view and manage service requests for all of its locations and view all of its inspection reports.

The Business Model relates to the **Profile structure within My CFIA**, not necessarily how you operate or view your business. You can always change your Business/Profile Model but it's not a trivial exercise, so it's good to understand and select the model most suited to your needs



SFC Licence Checklist

Enroll | Determine Accountabilities

Determine who is going to be accountable for specific administrative roles within My CFIA

Role	Description	Update Profile Information	View Profile Information	Submit Service Requests	View and Manage Service Requests
Company Officer	The legal individual who designates the Profile Authority to act on the behalf of the company. <u>This is not a system role</u> – this is the person who signs the “Proof of Profile Authority” (POA). This individual must also appear on the Proof of Business (POB). Example: CEO, CFO, VP, Board of Director Member.		Not Applicable. Not a My CFIA administrative role.		
Profile Authority	Accountable for all information, records, requests, and users assigned to a party profile. The profile authority may be accountable for more than one party profile (for example, a broker) and may also act as profile manager.	✓	✓	✓	✓
Profile Manager	Authorized by the profile authority to create and manage the profile, invite other users, and to conduct business online with the CFIA on behalf of the business.	✓	✓	✓	✓
Alternate Profile Manager	Same authority and responsibility as the Profile Manager.	✓	✓	✓	✓
Party Contact (Employee or Broker)	Can submit service requests on behalf of the business but cannot edit party profile information. Party contacts can be added at any point in time by the profile authority or profile manager and are not necessary when you sign up.		✓	✓	✓



SFC Licence Checklist

Enroll | Get supporting documents ready

Before enrolling in My CFIA, complete or have the following items ready

In addition to determining the structure of the SFCR licence (scope) and profile model and accountabilities, the enrollment process will require a few other documents/items.

These include:

Government of Canada Business Number (GC BN)

Food businesses will need a GC BN as part of the **Proof of Business** step in enrolment. This is a 9-digit number issued by the Canada Revenue Agency for business identification purposes. For more information or to obtain a GC BN, go to <http://www.canada.ca/>

Proof of Authority Form

This form is used to record the food business' authorization for an individual to establish and manage the company's My CFIA account. Individuals will need completed/signed POAs to administer the organization's profile on My CFIA. The form can be downloaded from inspection.gc.ca

a GCKEY (for signing into the system securely) or approved sign-in partner service

A GCKEY is needed for secure online communications with government programs (e.g. My CFIA). You can also use an approved sign-in partner service (a number of financial institutions provide this service).

My CFIA: www.inspection.gc.ca/mycfia, includes online resources such as links to GCKKey, the Profile Authority Form, FAQs, glossaries and other resources to help you with getting these support documents ready.

SFCR Getting Started | Help

Have questions?

If you have a question after consulting the web resources (inspection.gc.ca), call

1-800-442-2342

(My CFIA Support Team)

or

use the **contact us** form found on the CFIA website

Stay up to date

1. Sign up to receive email notifications: <http://inspection.gc.ca/about-the-cfia/newsroom/email-notification/eng/1481653931267/1481654078038>
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