



Farm Boy Vendor Food Safety Approval

INTRODUCTION

Thank you for your interest in supplying products to Farm Boy. Farm Boy is committed to providing high quality products that meet food safety, regulatory and legal requirements. Our Suppliers are required to meet these same standards of safety, quality and regulatory compliance.

1. COMPLETE THE SITE FOOD SAFETY ASSESSMENT FORM

Complete and submit the Food Safety Assessment Form for each production site for the product(s).

2. DETERMINE THE PRODUCT RISK CATEGORY

The Farm Boy Food Safety Team will determine the product and/or process risk category. If a product is both high and low risk (i.e. shelf stable canned goods) or multiple products are intended to be supplied to Farm Boy all items must meet the requirements of the highest risk item or process.

The risk category is either high or low risk, determined by the ability of the food to support the growth of pathogenic bacteria. Processes such as vacuum packaging, canning, cold-pressed juices, fermentation are high risk. If cooking is used as a microbiological kill step, it may also be high risk.

Examples of High Risk Products	Example of Low Risk Products
<ul style="list-style-type: none">• Refrigerated and/or frozen products• Processed fresh produce• Leafy greens, sprouts, mushrooms, berries, melons• Raw nuts and seeds• Bakery foods with milk, egg or custard topping or filling• Special food products/dietary supplements• Products for infant consumption• Canned or vacuum packaged products	<ul style="list-style-type: none">• Shelf stable products that do not require temperature control• Bakery shelf stable/dry – breads, cookies

3. MEET THE AUDIT REQUIREMENTS

The audit requirements for the site will be decided based on the product/process risk. The table below is to be used to determine the minimum audit requirement for the risk category identified for each site.

Suppliers to Farm Boy are responsible to ensure they are in full compliance with all legislation applicable to their product, process, and facility, including the Safe Food for Canadians Act and Regulations as appropriate.



Farm Boy Vendor Food Safety Approval

In the event that there is a significant change in the status of a manufacturing plant or farm (loss of regulatory approval or license, decertification under CGSI, change of ownership, etc.) it is the responsibility of the Supplier to notify Farm Boy within five (5) business days of the event.

Global Food Safety Initiative (GFSI) recognized sites or sites that are federally inspected need no other audit.

Risk Category	Description High and Low Risk Criteria	Minimum Requirement
1	Private Label Supplier / Meat, Poultry, Seafood	GFSI Standard/Federal License Inspection Report (SFCR License Number)
2	High Risk Foods	HACCP /Food Safety Audit
3	Low Risk Foods	Evidence of Regulatory Compliance
4	Growers of low risk, whole fruits and vegetables, which are not processed any further.	Food Safety Checklist/Interview

The list of Farm Boy-approved audit firms are outlined in Appendix 1 – List of Approved HACCP audit Firms. The typical cost for a HACCP audit ranges from \$1200 to \$1700 / day (additional travel costs may apply). The audit company would be able to share the daily costs (including travel) and the audit document, once contacted. An audit completed within the last twelve (12) months by an audit firm not on Farm Boy Approved Auditor’s List can also be submitted for review. The audit scope shall include the product(s) submitted for listing.

4. SUBMIT ALL DOCUMENTS TO FARM BOY

All documents are to be submitted to the Farm Boy Category Manager who will forward the information to the relevant internal teams. Documents to be submitted are listed below:

1. Site Food Safety Assessment form for each site intending to supply to Farm Boy
2. Evidence of site regulatory compliance (CFIA or local health inspection) specific to food production for low risk products.
3. A HACCP audit report completed within the previous twelve (12) months, GFSI certificate, or evidence of Federal License registration for products/processes in the high-risk category. Other third-party audits completed within the previous twelve (12) months such as Kosher, Organic, Vegan, or GMP may also be submitted for review. Corrections to any deficiencies are to be documented.

The Farm Boy Food Safety Team will review the documents against the intended category of supply and associated risk to determine the approval status of the Supplier which will be communicated by Category Management.

Questions on the process can be directed to foodsafety@farmboy.ca



Farm Boy Vendor Food Safety Approval

5. FOOD SAFETY APPROVAL OF EXISTING (GRANDFATHERED) LOCAL SUPPLIERS

The food safety requirements for approval of existing Suppliers will be the same as for new Suppliers. In the event that a Supplier is not approved by the Food Safety Team, the Category Manager will communicate the requirement for approval to the Supplier. At that time, the Supplier will be placed on a one (1) year probationary status.

During the one (1) year probationary status, the following parameters will be in place:

1. The Supplier's business activity with Farm Boy is restricted to the products and scope at the start of the probationary status. Any increase of new items is prohibited (including new flavours or sizes for existing product lines).
2. The Supplier will be asked to provide an action plan to the Food Safety Team indicating the timelines and steps they will take to close the gaps identified in the food safety approval process.
3. Store Operators will be notified of the probationary status.
4. During the probationary period the Supplier's products can still be ordered and carried by stores that were supplied at the time probation began. Product would not be subject to market action such as a withdrawal unless a significant risk was identified.
5. In the event that the Supplier does not meet the food safety approval requirements within the one (1) year probationary period, their items will be delisted and/or stores will be instructed to stop ordering from the Supplier.
6. If the Supplier is not approved, they would be welcome to resubmit for approval at a future date.

6. SAFE FOOD FOR CANADIANS REGULATIONS

The Government of Canada's new Safe Food for Canadians Regulations (SFCR) came into force on January 15, 2019. Canadian food businesses need to determine whether they will need a license under the new regulations to import, export or send food across provincial and territorial borders.

In addition to a license, most businesses require a preventive control plan and traceability records. Depending on the food commodity, type of activity and business size, compliance with some requirements will be necessary immediately while others will be phased in over a period of 12 to 30 months.

Since the licensing requirements will be phased in over 30 months, some small businesses may obtain a license before the compliance deadlines for preventive control plans or other key components of SFCR. A SFCR license number alone is not enough for Farm Boy food safety approval at this time. The exception is for those Suppliers that were federally licensed prior to January 15, 2019 in the regulated foods sectors.

To determine how SFCR may affect your business, please refer to the CFIA website and SFCR resources for industry:

<http://www.inspection.gc.ca/food/sfcr/eng/1512149177555/1512149203296>



Farm Boy Vendor Food Safety Approval

7. RECALL CONTACT INFORMATION

If product needs to be removed from the market due to a recall or withdrawal, the Supplier shall contact recalls@farmboy.ca promptly. The Farm Boy Food Safety Team will provide direction on how product is to be removed from the marketplace.

APPENDIX 1 - LIST OF APPROVED HACCP AUDIT FIRMS

Audit Company	Website Address	Location	Primary Contact Information
AIB International	https://www.aibinternational.com/en	National	1-800-633-5137
Bureau Veritas	https://group.bureauveritas.com/	National	https://www.bureauveritas.com/worldWideLocationResultsForm?countryName=CANADA&url=http://us.bureauveritas.com
Eurofins Environex	www.labenvironex.com	Eastern Canada	www.labenvironex.com/en/contact-us/
NSF International	www.nsfcanada.ca	National	nsfcanada@nsf.org 519-821-1246
SAI Global	www.saiglobal.com	National	416-401-8700 1-800-465-3717
Merieux NutriSciences-Silliker	www.merieuxnutrisciences.ca	National	www.merieuxnutrisciences.com/corporate/en/content/contact-us
Orion	www.orioncan.com/en/food-safety	National	http://www.orioncan.com/en/contact 1-877-494-0477
Noraxx	http://www.noraxx.ca/	Ontario	905-502-8222 buchmann@noraxx.ca