



Get Started for Safe Food for Canadian Regulations (SFCR)

Policies and Procedures Templates

1. Brush Pail and Color-Coding Policy
2. Regulatory Inspection Guidance
3. Pest Control procedure
4. Cleaning and Sanitation
5. Environmental Monitoring Program
6. Equipment Maintenance and Calibration
7. Premises and Building Exterior Inspection
8. Compressed Air Quality
9. Water Quality
10. Waste Disposal
11. Ventilation System
12. Non-Conformance Product Procedure
13. Allergen Control Procedure
14. Physical Hazard Control Procedure
15. Stock Rotation Procedure
16. Shipping, Receiving and Storage Procedure
17. Training Procedure
18. Personnel Hygiene and Practices
19. Product Coding and Traceability
20. Recall Procedure
21. Customer Complaint Procedure
22. Management Review
23. Document and Record Control
24. Corrective Action and Preventative Action
25. Specifications for contract service providers

Form Templates

1. Master Sanitation Schedule
2. Daily Sanitation Report
3. Washroom/Common Area Cleaning Logs
4. Equipment Maintenance Schedule
5. Physical Hazard Inspection Log
6. Pre-Operational Inspection Report
7. Equipment Calibration Log
8. Scale Calibration Log
9. Non-Conforming Product Report
10. Non-Conforming Product Log
11. Equipment Work Order
12. Equipment Breakdown log
13. Approved Chemical and Construction Material List
14. Facility Upgrades and Repair log
15. Equipment commissioning checklist
16. Receiving Checklist
17. Shipping Checklist
18. Stock rotation and Traceability report
19. Supplier Questionnaire (US)
20. Supplier Questionnaire (Canada)
21. Approved Freight Carriers
22. Temperature Monitoring Cooler
23. Temperature Monitoring Freezer
24. Employee Training Register
25. Training Record
26. Health and Safety, Food Security, First Aid logbook.
27. New Employee Orientation Checklist
28. Recall Contact List
29. Notice of Recall
30. Mock Recall Report
31. Register of Finished Product Specifications
32. Customer Complaint Form
33. Management Review Meeting Minutes
34. Document register
35. Records list
36. Register for contract Service providers
37. Corrective Action Report
38. Corrective Action Log
39. Metal Detection Monitoring and Verification Logs
40. Allergen List
41. Approved Signatures List
42. Risk Assessment
43. The Finished Product List
44. Register of Raw Materials and Packaging Specifications
45. Visitor Log.
46. Pre-and Post-Operational Inspection of glass instrument dial covers and MIG thermometers
47. Blade and Knives Inspection Log
48. Food Safety Management Review Schedule
49. Maintenance and Operation of Establishment Checklist
50. Premises and Building Exterior Inspection Checklists
51. Well and Water Distribution System Disinfection Log