Preamble

At the present time, there is no cure for persons suffering from celiac disease or non-celiac gluten sensitivity. Statistically, over 3 million North Americans may have celiac disease and another 30 million may suffer from gluten sensitivity. The only mitigation option for those who suffer is to dedicate themselves to a 100% gluten-free diet, which is very difficult. Research has shown that without a gluten-free diet, the long-term effects can lead to very serious health consequences. The Gluten-Free Certification Program was developed to facilitate clear identification of products that are safe and gluten-free, at point of purchase. The efficacy of the Gluten-Free Certification Program and the outcomes that it delivers are generally understood and accepted by USA and Canadian regulators (e.g. Health Canada, CFIA, USFDA, USDA and the TTB), which the claim "gluten-free" describes gluten-free products.

The ACG as well as the BC and CCA encourage producers, manufacturers and distributors to make gluten-free flours, baked goods, pasta products, breakfast cereals as well as other single and multi-ingredient products more credible, identifiable, nourishing, available and affordable.

The Gluten-Free Certification Program supports the notion that “gluten-free” should be defined as the absence of any substances such as gliadins or glutenins, which are scientifically proven to be harmful to those who have been diagnosed to have celiac disease or who suffer from conditions related to gluten sensitivity. It is their expectation that industry suppliers, manufacturers, retailers and servers who supply this market and make a “gluten-free” claim will take very rigorous steps, to ensure conformity.

Presently, no singular, recognized, generic model or standard operating procedures exists in the USA, Canada, or anywhere else in the world designed to achieve freedom from gluten, as a regulatory limit or manufacturing threshold. In order to fill this gap, the ACG developed a voluntary, Gluten-Free Certification Program (GFCP) in consultation with industry and government stakeholders. Consideration was given to harmonize with best approaches, which others have previously developed and successfully implemented.

The program tools consist of a standard and policy document, Manuals, generic models, systems and other tools as required. It is intended to be used for single or multiple lines, entire manufacturing sites, whether small, medium, or large, dedicated or non-dedicated facilities and can be applied to an entire operation in multiple sites. The certification scope will target the facility, its production practices and management systems to ensure that regulatory requirements are consistently met or exceeded, by the national, regulatory competent authority, for which the products is sold.

The program promotes the use of HACCP principles and a management systems approach or the equivalent to systematically prevent failures rather than to solely rely on end product testing. Once in place, a product manufacturer conforming to the GFCP will be subject to periodic audits by an independent third party approved by the ACG. The audit will evaluate the achievement or any deficiencies in application and use of critical and general best practices within the company's Gluten-Free Management System, with the expectation that conformity can consistently be met.

Those manufacturers and others, which meet the requirements, may inform consumers that their facility and management system therein have achieved GFCP certification. In addition, the program has developed and registered Gluten-Free Certification Program Trademarks, which can be applied to the label of gluten-free products coming from recognized facilities. The GFCP Trademark communicates the manufacturer has achieved the requirements of the Gluten-Free Certification Program with consumers, at the point of purchase.

The overall desired outcome is to assist industry to expand markets and the availability of gluten-free products, which achieve Gluten-Free Certification Program and regulatory requirements. Consumers will benefit by the increased availability of gluten-free products as well as better consumer recognition and confidence.

(Acknowledgements: The Allergen Control Group would like to thank all the producers, manufacturers, distributors, retailers, health professionals, product specialists and the Canadian Celiac Association, who participated in the development of this version of the Standards and Policies Document. The Gluten-Free Certification Program draws heavily from materials and
processes used by worldwide-recognized competent authorities, which promote the use of HACCP Principles or the equivalent.)

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Users of these documents are encouraged to make suggestions regarding content, format, or other suggestions concerning potential modifications or upgrades for future editions. Please forward these comments by mail to the President of the Allergen Control Group info@glutenfreecert.com

(Disclaimer: While the developers of this document have made every effort to ensure that the information contained herein is accurate and complete at the time of issuance, the ACG as well as the endorsing non-for-profit organizations such as but not limited to the Beyond Celiac (BC) and the Canadian Celiac Association (CCA), its members and others who were involved in the development cannot be held liable for errors or omissions. Application of these documents is at the user’s discretion only. It is suggested that potential users confirm, in advance, the applicability of these documents to their specific needs. Nothing in this version of the GFCP Standards and Policies document is intended to supercede or replace any regulations or policies that are under the mandate of any national competent authority.)
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Definitions

“approved auditor” means a person who has met the President’s criteria and is notified to be an authorized service provider as an auditor for the Gluten-Free Certification Program.

“adulterated” means, in respect of a gluten-free product, failing to conform to the requirements of the national, regulatory competent authority or exceeding the limits assigned for harmful gluten material as determined by government and ACG endorsed official methods;

“advertise” includes the making of a representation by any means whatever for the purpose of promoting, directly or indirectly, the sale or disposal of a gluten-free product;

“audit” includes

(a) in respect of any product or other thing, the examination of a sample from a shipment or other collection of products or other things,

(b) in respect of a process, the verification or monitoring of the process, and

(c) the examination of the other information that may be necessary to verify conformance with the requirements of the Gluten-Free Certification Program;

“Certificate of Recognition (COR)” is the official recognition given to a facility that conforms to the Gluten-Free Certification Program.

“Certificate of Recognition (COR) number” means the number assigned to a recognized facility under subsection 6(5);

“Certification Body” is a licensed entity which is authorized by the President to provide and manage auditing services;

“certified” means that a facility and its overall Gluten-Free Management System as assessed as conforming to the Gluten-Free Certification Program requirements by the President of the ACG;

“critical control point” means a point in a process at which control must be applied in order to prevent or eliminate a hazard or reduce a hazard to an acceptable level;

“critical limit” means the minimum or maximum value to which a hazard must be controlled at a critical control point or equivalent to prevent or eliminate the hazard or reduce it to an acceptable level as may be determined by the national, regulatory competent authority;

“drug” has the same meaning as defined by the national, regulatory competent authority;

“food” has the same meaning as defined by the national, regulatory competent authority where the product is sold;

“food additive” has the same meaning defined by the national, regulatory competent authority where the product is sold;

“gluten” means any gluten protein from the grain of any of the following cereals or from the grain of a hybridized strain that is created from at least one of the following cereals:

(a) barley
(b) rye

c) triticale

d) wheat

e) oats except gluten-free oats (Canada only)

(f) any modified gluten protein, including any gluten protein fraction, that is derived from the grain of any of the cereals referred to in paragraphs (a) to (e) or from the grain of a hybridized strain referred to in those paragraphs.

“gluten-free” shall be as defined by the Gluten-Free Certification Program and the appropriate national, regulatory competent authority where the product is sold.

“GFCP Manual” means the Gluten-Free Certification Program Manual published by ACG as amended from time to time;

“Gluten-Free Management System (GFMS)” means the result of a hazard analysis critical control points assessment that is prepared in accordance with the GFCP Manual for a process or product and that specifies, in respect of the process or product, all the hazards especially harmful gluten materials, critical control points, critical limits, monitoring procedures, deviation procedures, verification procedures and records;

“gluten-free oats” are specially produced and handled oats which have no more than 20 ppm of gluten and must be identified in the common name or in the ingredient listing as gluten-free.

“harmful gluten materials” are peptide sequences or other chemicals derived from any source containing substances such as gliadins or glutenins which are scientifically proven to be harmful to those who have been diagnosed to have celiac disease or otherwise suffer from conditions such as gluten intolerance.

“hazard” means a biological, chemical or physical agent or factor that has the potential to cause a product to be unsafe for human consumption or a failure to conform to the Gluten-Free Certification Program in the absence of its control;

“ingredient” means an individual unit of product that is combined with one or more other individual units of a product formulation to form an integral unit of product;

“internal audit” is a conformity assessment conducted by the operator of a recognized facility or as a requirement of a license;

“List of Licensees” means the list maintained by the President of those entities deemed to be licensed in conformance with the Gluten-Free Certification Program and authorized to use the Gluten-Free Certification Program Trademark on labels and advertising;

“List of Recognized Facilities” means the list of companies deemed to be in conformance with the Gluten-Free Certification Program and maintained by the President;

“operator” means a person who is designated as being accountable for the operation of a recognized facility or the maintenance of a Program License Agreement;

“prepackaged” means packaged in a container in the manner in which it is ordinarily sold to or used or purchased by a consumer without being repackaged;

“prepared” means a product that has been subjected to a process such as cutting, blending, packaging, cooking or dehydrating or to which has been added any substance;
“prerequisite programs” means written programs developed for a recognized facility as applicable in accordance with the GFCP Manual to ensure compliance with the Gluten-Free Certification Program:

(a) the premises, including its outside property, buildings and sanitary facilities,

(b) the water, ice and steam quality programs,

(c) the storage and transportation of products, including temperature control and the vehicles for transporting products,

(d) the storage of material, including incoming material, non-food chemicals and finished products including temperature control,

(e) the equipment including the general design, installation, maintenance and calibration of the equipment,

(f) the training, hygiene and health of personnel,

(g) the sanitation and pest control programs, and

(h) recall procedures and distribution records;

“Program License Agreement (PLA)” is the official authorization to use and apply the Gluten-Free Certification Program Trademark(s) or similar words;

“President” means the President of the Allergen Control Group Inc. (ACG);

“process” means to substantially change the appearance or nature of a product, and includes to slice, comminute, thermally process, preserve, dehydrate, ferment, render, fractionate or add thereto an ingredient permitted to be added by this standard or any government regulation;

“product” is something produced by human or mechanical effort or by a natural process that is purchased and is intended to serve the perceived or actual need of a buyer or consumer.

“recipe” means, in respect of a product intended to be identified as gluten-free,

(a) the ingredients of the product and the components of the ingredients thereof, including additives,

(b) the proportions of those ingredients and components, and

(c) the method of manufacture and the results of any test conducted on the product or its ingredients

“work agreement” is a commitment by an operator to engage the services of a GFCP Approved Auditor who has been authorized by the President to function in that capacity under the Gluten-Free Certification Program.
PART I - STANDARDS AND IDENTIFICATION OF GLUTEN-FREE PRODUCTS

General

1. (1) The English version of the Standards and Policies Document Respecting the Certification of Gluten-Free Products under the Gluten-Free Certification Program operated by the Allergen Control Group (ACG) as amended from time to time will be the legal version.

1. (2) Subject to Section 46 (i.e. exports), every operator shall ensure that no product in a recognized facility is identified as gluten-free unless it meets the requirements of the Gluten-Free Certification Program or any other government act or regulation whereby the most restrictive takes precedent.

2. (1) No products failing to conform to the requirements of a national, regulatory competent authority or exceeding the limits assigned for harmful gluten material as determined by ACG endorsed official methods shall be identified as gluten-free and sold in that region.

2. (2) Where a deviant product in a recognized facility can be made to conform to the standards prescribed by the Gluten-Free Certification Program, the product shall be clearly controlled by the operator until it is made to conform to those standards.

2. (3) Where a deviant product cannot be made to conform to the standards prescribed by the Gluten-Free Certification Program, the product shall be condemned by the operator and dealt with in accordance with Section 15.

3. (1) Every operator that prepares gluten-free product must prepare them in accordance with the process control requirements specified in the GFCP Manual and according to the GFMS accepted by the President.

4. (1) No additive or other substance shall be used in or on a gluten-free product except as authorized and prescribed by the Gluten-Free Certification Program or in the requirements of a national, regulatory competent authority where the product is sold.

PART II - RECOGNITION OF FACILITIES AND MAINTENANCE OF OPERATIONS

Application

5. (1) An initial application for the recognition a facility for preparation and processing of gluten-free products intended to conform to the requirements of the Gluten-Free Certification Program shall be made to the President on an approved form.

5. (2) In the case of the renewal or modification of recognition to operate a recognized facility, the facility shall notify the President and provide any information listed in paragraph (1) that has not already been provided to the President and will be considered unchanged unless requested by the President to do so.

Infrastructure and Construction

6. (1) It is a requirement for the recognition of a facility pursuant to subsection 7 that the facility

   (a) be situated on land that

   (i) is free of debris and refuse,
(ii) provides or permits good drainage, and
(iii) is not in such proximity to any source of pollution or any place that harbors insects, rodents or other vermin or any similar thing that products in the facility are likely to be contaminated;

(b) is of sound construction and in good repair;

(c) is constructed of material that is suitable for the purpose for which it is to be used and is durable and free of any noxious constituent;

(d) be separate from and have no direct access to living quarters or any other area in which activities are carried out that are incompatible with the handling of a product;

(e) be protected against the entrance of birds, other than those intended for slaughter, and insects, rodents and other vermin or any similar thing likely to contaminate products;

(f) has floors, walls and ceilings that are hard and smooth and otherwise constructed in such a way that they can be cleaned and are impervious to moisture at the locations in the facility where products are prepared, stored, processed, packaged, labeled, shipped, received or otherwise transported;

(g) has rooms and areas with adequate lighting, ventilation and plumbing to meet the requirements of the activities carried out therein and constructed so as to facilitate their cleaning and disinfection;

(h) is equipped, in areas where product, additives or packaging materials are exposed, with light bulbs and fixtures that are of a type that will not cause product contamination in the event of breakage;

(i) have a sufficient number of rooms to accommodate the separation of incompatible activities;

(j) has loading and unloading facilities;

(k) is equipped with a catch basin, grease trap or interceptor for the purpose of separating solid matter from effluent, have those structures located in the inedible products area;

(l) has outside shipping and receiving areas that are paved and adequately drained;

(m) has lavatories and, where appropriate, dressing rooms and lunch rooms that are

   (i) capable of being kept in a clean and sanitary condition,
   (ii) adequate in size and equipment for the number of people using them,
   (iii) well-lit and ventilated, and
   (iv) in the case of lavatories, separate from and not leading directly into any room used for handling product;

(n) subject to subsection (2), be capable of supplying potable hot and cold water that is protected against contamination and is adequate in quantity and pressure to serve the water needs of the facility;

(o) have adequate means of waste removal and disposal;

(p) have drainage and sewage systems that are

   (i) designed, constructed and maintained in accordance with the plumbing code of the province in which the facility is located,
   (ii) adequate to handle all waste,
(iii) equipped with traps and vents,
(iv) designed and constructed so that there is segregation of the effluent of human waste and any other waste, and
(v) located in such a manner as to prevent contamination of product;

(q) has the inspection, handling and storing of products, equipment that is

(i) constructed of corrosion-resistant material, free of any noxious constituent and capable of withstanding repeated cleaning,
(ii) accessible for cleaning, servicing and inspection, or easily disassembled for those purposes, and
(iii) effective for the purpose for which it is intended;

(r) has product contact surfaces that are

(i) non-toxic,
(ii) smooth,
(iii) free from pitting, crevices and loose scale,
(iv) unaffected by product,
(v) capable of withstanding repeated cleaning, and
(vi) non-absorbent;

(s) has adequate facilities and means for the thorough washing, cleaning and sanitizing of equipment;

(t) has facilities for the holding and retention of products and are capable of being locked and are under the control of the operator;

(u) has where utensils are used in the handling of a product, water sanitizers that are capable of being maintained at a temperature of not less than 82°C for the sanitizing of the utensils;

(v) has adequate means of establishing, maintaining and verifying the temperature and humidity of rooms and areas where products are refrigerated, frozen, stored, processed, packaged or labeled.

6. (2) A recognized facility may supply water other than potable water where it is used solely for fire protection, boilers or auxiliary services and there is no connection between the system for that water and the system for potable water.

6. (3) In addition to the requirements set out in subsection (1), every recognized facility shall

(a) be equipped with offices, dressing rooms and lavatories to be reasonably accessible to auditors or others designated by the President.

(b) have a separate area that is capable of accommodating products and things that may be incompatible with the sanitary operation of the facility

(c) have adequate facilities for the cleaning of protective clothing and a sufficient number of directly drained hand washing facilities that are remote controlled or timed; and

(d) be equipped with dressing rooms, toilets and washrooms for the use of persons employed exclusively within the inedible products area, that are separate from those provided for the use of other persons.

6. (4) In addition to the requirements set out in subsections (1) and (3), every recognized facility shall provide facilities for cleaning and disinfecting of containers and other materials intended to be reused within the facility.
6. (5) If a facility in respect of which an application referred to in subsection 5(1) has been made complies with the requirements prescribed by Section 6, and verified by an on-site audit, the President shall place the facility on the List of Recognized Facilities and authorize the issuance of a Certificate of Recognition.

6. (6) The Certificate of Recognition (COR) of a facility

(a) shall lapse if the activity is not carried out in the facility for a period of 12 consecutive months or exceeds the expiry date of the Certificate of Recognition; and

(b) may be cancelled at the request of the operator.

6. (7) The President may cancel the COR for any breach of the requirements of the Gluten-Free Certification Program of a facility where the facility ceases to comply with Section 6.

6. (8) No recognition of a facility shall be cancelled unless

(a) the President has notified the operator that the facility has ceased to comply with Section 6;

(b) a copy of an Audit Form and Guidance Report has been delivered to the operator of the recognized facility,

(i) identifying any deviation from one or more of the provisions of Section 6 that has not been complied with, and

(ii) specifying the period of time for compliance with the provisions of Section 8 referred to in subparagraph (i) in order to prevent the cancellation of the recognition;

(c) the facility has not been brought into compliance with the provisions of Section 6 referred to in subparagraph (b)(i) within the period of specified time;

(d) the operator of the recognized facility has been given an opportunity to be heard in respect of the cancellation; and

(e) a Notice of Cancellation of Recognition in a form approved by the President is duly delivered to the operator of the recognized facility.

Operations

7. (1) The President shall issue, renew or modify the recognition of a facility, subject to subsection (7), if

(a) the applicant or operator has the required prerequisite programs and other control programs in place and the programs are functioning in accordance with the Gluten-Free Certification Program or the GFCP Manual;

(b) the applicant or operator has the required Gluten-Free Management System in place and the Gluten-Free Management System is functioning in accordance with the GFCP Manual; or

(c) based on the information provided by a GFCP licensed Certification Body that the operation of the recognized facility complies with the GFCP requirements.

7. (2) The President may, at any time, attach to the Certificate of Recognition of a facility issued under subsection (4) any conditions that are necessary to ensure that products produced in the recognized facility comply with the
requirements of the Gluten-Free Certification Program or any other regulations that maybe necessary to protect public health, safety or the integrity of the Gluten-Free Certification Program.

7. (3) The operator of a recognized facility shall ensure compliance with all the requirements and conditions to operate the facility to the requirements of the GFCP.

7. (4) If the President refuses to issue, renew or modify the recognition of facility, the President shall notify the applicant in writing

(a) giving the reasons for the refusal; and

(b) advising that the applicant may, within 15 days after the date of the notification, submit comments in writing regarding the refusal, to which the President shall reply.

7. (5) There shall be only one operator for a recognized facility at any time, but for the purposes of Section 30 (labeling), an operator may use any business name, listed under the operator's name in the List of Recognized Facilities.

7. (6) Subject to subsection (7), the Certificate of Recognition for a facility shall be valid for not more than one year after the date of issuance and shall expire on the date specified under the operator's name in the List of Recognized Facilities.

7. (7) The Certificate of Recognition to operate a recognized facility may be renewed on the expiry of the period referred to in subsection (6) if an operator continues to meet the conditions of the recognition set out in this section, including the payment of all necessary fees.

7. (8) No operator of a recognized facility shall transfer the recognition to any other person or location and any purported transfer of recognition is void.

7. (9) Subject to subsection (10), every operator shall keep and retain in a recognized facility records of a specific activity or procedure that is performed in order to comply with the requirements of the Gluten-Free Certification Program, the GFCP Manual and any other act or regulation that may impact on them.

7. (10) The records referred to in subsection (9) shall be retained for a period of not less than two years after the date on which the specific activity or procedure referred to in that subsection is performed unless a different retention period is specified in Gluten-Free Certification Program, the GFCP Manual and any other act or regulation that may impact on them.

8. (1) Every operator shall maintain and operate the recognized facility in accordance with Sections 8 (2), 9, 10 and 12-29.

8. (2) The operator of a recognized facility shall develop, implement and maintain

(a) the required prerequisite programs, Gluten-Free Management System and other control programs as set out in the GFCP Manual; and

(b) the procedures to ensure compliance with the performance requirements set out in Gluten-Free Management System.

8. (3) Every operator shall ensure that the requirements set out in subsection (2) are documented and made available to a GFCP Approved Auditor on request.

9. (1) Every operator shall, for the purposes of audit, make available to an auditor any product or thing used in connection with the functioning of the facility under the Gluten-Free Certification Program.
10. (1) Every operator of a recognized facility shall possess and maintain the equipment and material necessary to operate the recognized facility in accordance with the requirements of the Gluten-Free Certification Program.

10. (2) The building, equipment, utensils, transport containers and all other facilities of a recognized facility shall be maintained in a sanitary condition.

10. (3) Every operator of a recognized facility shall develop, implement and maintain a written sanitation program to ensure compliance with subsection (1).

10. (4) The sanitation program shall be prepared and maintained in accordance with the GFCP Manual and shall contain

(a) the name, business address, business telephone number and title of the persons who are responsible for carrying out the program;

(b) the measures to be taken to maintain in a sanitary condition before and during operations, the building, equipment, utensils, transport containers and all other facilities of the recognized facility;

(c) the frequency of the cleaning and sanitizing activities;

(d) a description of the equipment and chemical agents to be used;

(e) the concentration, temperature and other specifications for the detergent, sanitizer or other chemical agent to be used; and

(f) the monitoring activities put in place by the operator to demonstrate the effectiveness of the sanitation program, including any environmental testing.

10. (5) Every operator shall keep in the recognized facility, for a period of not less than two years after the date of the activity or procedure, records that contain information about

(a) monitoring and verification activities, including the results of any test; and

(b) any corrective and preventative action taken.

10. (6) No equipment shall be cleaned, washed, disinfected or serviced in any room in a recognized facility at any time if, in so doing, there is a risk that a product be contaminated.

10. (7) No equipment shall be used in a recognized facility inspect, grade, process, package or label a product unless the equipment complies with the requirements set out in section 6(1)(q).

10. (8) Every container or other equipment used in the collection and conveyance of an inedible product to the inedible products area of a recognized facility shall be clearly identified and thoroughly cleaned and disinfected before being admitted to any other part of the facility.

10. (9) The walls, ceilings, floors, doors, windows and other parts of any area of a recognized facility where products are refrigerated, frozen, stored, processed, packaged, labeled, shipped, received or otherwise handled shall not be composed of any material, or have applied to them any coating, other than a material or coating that is durable and does not contain any noxious constituent.

10. (10) All lavatories, sinks and drains in a recognized facility shall be maintained in a manner that prevents any odors or fumes from pervading any room where products are refrigerated, stored, processed, packaged, labeled or otherwise handled.
10. (11) Every operator of a recognized facility shall develop, implement and maintain a written pest control program that is effective and safe and that conforms to the requirements set out in the GFCP Manual.

10. (12) No animal shall be used to control pests in a recognized facility.

10. (13) Every detergent, sanitizer or other chemical agent used in a recognized facility shall be properly labeled and stored and used in a manner that prevents contamination of products, ingredients, packaging and labeling material and of the surfaces with which they come into contact.

10. (14) Personnel working in a recognized facility, who handle detergents, sanitizers or other chemical agents, must be trained to do so.

10. (15) Where steam is used in the processing of a product in a recognized facility, the steam shall be generated from potable water and shall contain no harmful substances and the supply of steam shall be adequate in quantity and pressure to serve all the needs of the facility.

10. (16) Notices shall be posted in prominent places in a recognized facility instructing all persons found in areas where the processing, packaging, labeling, storing or other handling of product is conducted to clean their hands immediately after using toilet facilities.

11. (1) If the President suspects that a material or coating referred to in subsection 10 (9) or a chemical agent referred to in subsections 10 (13) and 10 (11) may be a health hazard, the President shall not accept its use in a recognized facility unless it has been

(a) assessed by the President or a recognized government agency (e.g. national, regulatory competent authority) for use in the facility; and

(b) found acceptable by the President or a recognized government agency (e.g. national, regulatory competent authority in their register kept for that purpose).

12. (1) Where a low temperature is required for the preservation of a product, the temperature in a room or area of a recognized facility in which that product is processed, packaged, labeled or handled shall not exceed 10°C. (REVOKED May 19 2013)

13. (1) The temperature and humidity of every room in a recognized facility where a product is refrigerated, stored, processed, packaged, labeled, shipped, received or otherwise handled shall be controlled to prevent the formation of moisture on walls, ceilings or equipment.

14. (1) No product or ingredient shall be received into the recognized facility if the condition would or would be likely constitute a contamination hazard unless appropriately managed by the facility Gluten-Free Management System.

15. (1) Where a product or ingredient has been condemned or rejected as non-compliant but retained in the facility, it shall be conveyed directly to the inedible products or non-gluten-free area of the recognized facility as appropriate.

16. (1) The time interval between each step of handling, storage, production, packaging and shipping of product shall be such as to prevent deterioration or contamination.

17. (1) Subject to subsection (2), no gluten-free product or ingredients shall be

(a) admitted to or processed in a recognized facility without evidence that the product
17. (2) A product that is shipped from a recognized facility to a retail store, restaurant or public institution or that is exported may be readmitted to a designated area of a recognized facility for re-inspection and disposition by the operator subject to the product retaining its identity and integrity under the Gluten-Free Certification Program.

19. (1) No substance intended for use in a gluten-free product such as an ingredient, a component or a product additive shall be admitted to a recognized facility unless
   (a) it meets the requirements of the Gluten-Free Certification Program and those of the national, regulatory competent authority;

   (b) where applicable, it is labeled to indicate the product and its composition and to provide directions for its use; and

   (c) in the case of nitrite or nitrate intended to be added to products, it is packaged separately from any spice, seasoning or other proteinaceous ingredient.

19. (1) No gluten-free product shall be shipped from a recognized facility unless the product is adequately protected against contamination and deterioration.

20. (1) No gluten-free product shall be transported to or from a recognized facility unless the transport container in which it is transported

   (a) is constructed of material that is free of any noxious constituent;

   (b) has inside surfaces that are hard, smooth, impervious to moisture, in good repair and clean;

   (c) is capable of protecting products and containers thereof against contamination;

   (d) is equipped, where applicable, to maintain products in a refrigerated or frozen state;

   (e) is equipped, where applicable, to prevent products from freezing where freezing could adversely affect them; and

   (f) is not being used and has not been used for the transport of animals, or any other material or substance that might adulterate the product.

21. (1) No gluten-free product or any other product intended for use as an ingredient of a product shall be kept in a recognized facility at a temperature or humidity that may cause the product or product to deteriorate, to become inedible or to become unfit for consumption.

22. (1) No product and no substance used in the processing, packaging, labeling or handling of a product in a recognized facility shall be contaminated.

23. (1) Every person who engages in the preparation, packaging, labeling, storing or other handling of a product or an ingredient in a recognized facility shall

   (a) clean and sanitize their hands
(i) before engaging in the activity and as frequently as necessary during the activity, and
(ii) if the person leaves an area in a recognized facility where a product or an ingredient is being prepared, packaged, labeled, stored or otherwise handled, before returning to that area; and

(b) keep their protective clothing, including waterproof clothing and gloves, in a sound, clean and sanitary condition and, whenever necessary to prevent the contamination of products and ingredients, wash their clothing before engaging in the preparation, packaging, labeling, storing or other handling of a product or an ingredient.

23. (2) Every person who engages in the preparation, packaging, labeling, storing or other handling of a product or an ingredient, or who works in any area with product-contact surfaces and packaging materials in a recognized facility, shall adhere to hygienic practices while on duty to prevent contamination of products or ingredients and the creation of insanitary conditions.

23. (3) Every person who enters or is in any area of a recognized facility where there is a product or an ingredient shall wear clothing and footwear that are sound, clean and in a sanitary condition.

23. (4) Every person who enters or is in any area of a recognized facility where a product or an ingredient is exposed shall wear a hair covering and, if appropriate, a beard and mustache covering.

23. (5) Every person who enters or is in any area of a recognized facility where a product or an ingredient is prepared, packaged, labeled, stored or otherwise handled shall refrain from spitting, chewing gum, smoking or consuming tobacco products or consuming product, other than water dispensed from a drinking fountain.

23. (6) No person engaged in the preparation or packaging of a product or an ingredient shall, in the recognized facility, wear an object or use a substance if the object or substance may fall into or otherwise contaminate the product or the ingredient.

24. (1) Every operator shall ensure that no person who is suffering from or is a known carrier of a communicable disease or who has an open or infected lesion works in any area of a recognized facility where there is a danger of contaminating a product, or a surface with which a product comes into contact, with pathogenic microorganisms.

24. (2) Any person in a recognized facility who has or appears to have symptoms of a disease or illness that could be transmitted to a product shall report the symptoms, disease or illness to the operator of the facility.

24. (3) On receiving the report, the operator must determine whether the person should undergo a medical examination or be excluded from certain areas of the recognized facility.

25. (1) Every operator shall ensure that all personnel at the recognized facility who are involved in the examination, processing and handling of products, including inedible products, ingredients, packaging and labeling materials, the maintenance of equipment, the handling of chemical products and the cleaning and disinfecting of equipment and the premises, the development, implementation, maintenance and supervision of prerequisite programs, Gluten-Free Management System and other control programs

(a) receive appropriate training on hygienic practices, on personal hygiene and on the procedures and tasks for which they are responsible; and

(b) are qualified to perform their duties.

25. (2) For the purpose of complying with subsection (1), the operator shall develop, carry out and keep up-to-date a written training program for all persons in respect of whom that subsection applies.
25. (3) The training program shall meet the requirements of the provisions of the GFCP Manual that deal with the training of personnel and shall include a description of the procedures for identifying the training needs of personnel.

25. (4) The operator shall keep records, in English or French, of the training of personnel.

Control Programs

26. (1) Every operator shall carry out control programs in accordance with the GFCP Manual and to ensure that

(a) the requirements of the Gluten-Free Certification Program and any relevant act or regulations are met in respect of the recognized facility, equipment, products, ingredients, product additives, chemical agents, packaging and labeling materials, training and any other requirement of a control program set out in the GFCP Manual; and

(b) in all other respects, inspection programs or internal audit programs, as the case may be, are operated in accordance with the Gluten-Free Certification Program and any relevant acts or regulations.

Recall Procedures, Distribution Records and Complaints

27. (1) An operator who has processed, packaged, labeled, stored or distributed a product, or any person connected with the recognized facility who learns that the product might constitute a risk to the public health or might not meet the requirements of these Gluten-Free Certification Program and other relevant regulations shall fully investigate the matter.

27. (2) If the results of the investigation indicate that the product constitutes a risk to the public health, the operator shall notify the national, regulatory competent authority and the President immediately after becoming aware of the results.

28. (1) Every operator shall develop, implement and maintain written procedures for the recall of products that shall meet the requirements set out in the GFCP Manual and those of the regulatory competent authority in the jurisdiction where the product is sold.

28. (2) The operator shall develop and maintain any product distribution records that are necessary to facilitate the location of products in the event of a product recall.

28. (3) The operator shall review the product recall procedures and shall conduct a product recall simulation at least once a year.

28. (4) On the request of a GFCP Approved Auditor, the operator shall make available to the auditor, in a readily accessible location, a copy of the product recall procedures, the results of the product recall simulations for the previous year and the product distribution records

(a) for the last three years in the case of any hermetically sealed, low acid product that is treated to become shelf stable; and

(b) for a period that is at least equivalent to twice the possible shelf life for any other product.

29. (1) Every operator shall prepare written procedures that conform to the requirements set out in the GFCP Manual and keep and maintain records for receiving, investigating and responding to product complaints.
PART III - PACKAGING AND LABELING

30. (1) Every operator shall ensure that a product that is packaged and labeled in a recognized facility is packaged and labeled in accordance with Sections 31-43 as well as all applicable requirements by any other national, regulatory competent authority.

31. (1) No material used in packaging or labeling a product in a recognized facility shall come into contact with that product if the contact might prevent the product from conforming to the requirements of the Gluten-Free Certification Program or those of any national, regulatory competent authority.

31. (2) No material used in packaging or labeling a product in a recognized facility shall come into contact with the product unless the material

(a) is durable and effective, having regard to the manner in which it is used; and

(b) is suitable for the purpose for which it is to be used and is recognized by the national, regulatory competent authority.

32. (1) Every label used in a recognized facility in connection with a packaged product identified as gluten-free under the Gluten-Free Certification Program or words to that effect shall have a GFCP Trademark applied before shipment outside of the recognized facility.

32. (2) No word, picture or design that conveys a false or misleading impression as to the contents, quality, quantity, method or date of production or manufacture or place of origin of the contents of any product bearing the GFCP Trademark, or words to that effect, shall be used on the label of or in connection with gluten-free product.

33. (1) For the purposes of the Gluten-Free Certification Program, the prescribed GFCP Trademark is that as set out in the Gluten-Free Certification Program Trademark Usage Guide in Schedule 1 and only be applied in the recognized facility as authorized under license and according to PART VIII.

34. (1) Subject to Section 41, every packaged product shipped from a recognized facility shall bear a label that meets the requirements of Section 30.

34. (2) All products shall be labeled with the production date or with a code identifying the production lot in a manner acceptable to the President.

35. (1) Subject to subsections (2), the information required by Section 33 and 34 to be included on the label of a prepackaged product shall be shown in a conspicuous location on the label.

35. (2) In the case of a bulk container, the GFCP Trademark is optional and if shown does not need to meet the requirements of Schedule 1.

36. (1) All markings required to be shown on a label used in connection with a product shall be shown in any official language as required by the national, regulatory competent authority.

37. (1) Subject to subsection (2), all or part of the label of a product shall be applied to the principal display surface of the prepackaged product.

37. (2) Where the container of a prepackaged product is mounted on a display card, the label may be applied to the side of the display card that is displayed or visible under normal or customary conditions of sale or use.
38. (1) No label or recipe that is to be used for a gluten-free product prepared under the Gluten-Free Certification Program shall be used in a recognized facility unless

   (a) the label and the recipe for the product have been made available to the President for review; and

   (b) the person who presented the label and the recipe for review has been notified pursuant to subsection (3) that the label and recipe have been deemed to be acceptable.

38. (2) The President shall deem the label acceptable when the label and the recipe provided for examination pursuant to paragraph (1)(a) where the label and the recipe meet the applicable requirements of the Gluten-Free Certification Program.

38. (3) The President shall give written notice to every person who presents a label and recipe for acceptance pursuant to paragraph (1)(a) that

   (a) the label and the recipe have been reviewed and found acceptable; or

   (b) the label and the recipe have been refused acceptance for the reasons specified in the notice.

38. (4) The President shall cancel the acceptance of every label and recipe that are found not to meet the applicable requirements referred to in subsection (2).

38. (5) Where the President cancels the acceptance of any label and recipe, the President shall give written notice of the cancellation to the person who presented the label and the recipe for acceptance.

39. (1) The GFCP Trademark shall not be applied to a product or the label of a product unless the trademark meets the requirements of Section 33.

40. (1) The GFCP Trademark shall not be applied to or used in connection with any product unless product

   (a) is permitted to be identified as gluten-free under the Gluten-Free Certification Program; or

   (b) is identified as gluten-free for the purpose of export and meets the requirements of the importing country and the Gluten-Free Certification Program.

40. (2) The GFCP Trademark shall not be applied to a gluten-free product in any place other than a recognized facility.

41. (1) A gluten-free product may be shipped from a recognized facility without having a label marked on it in accordance with this Part where

   (a) it is shipped from the recognized facility in a bulk container or transport container that is managed under the authority of the operator to another facility that is recognized under the GFCP;

   (b) it is accompanied by

       (i) a document from the operator stating that the product is gluten-free and meets the requirements of the Gluten-Free Certification Program, and

       (ii) in the case of a prepared finished product, an ingredient listing; and

   (c) containers are opened under the consent of the operator and the receiver must document the date, time and any other information as may determine the identity of the shipment and the change of custody.
42. (1) The operators of recognized facilities are authorized to apply the GFCP Trademark to products and to reproduce or otherwise use the GFCP Trademark with respect to gluten-free products subject to having made an application to the President and having a duly signed acknowledgment that the operator has the authority under a duly signed Program License Agreement to use the GFCP Trademark according to terms and conditions acceptable to the President.

42. (2) The following persons may be authorized by the President subject to terms and conditions that are in the best interests of the Gluten-Free Certification Program to reproduce the GFCP Trademark or to advertise or sell, or to have in their possession for any of those purposes, a label or other material that shows the GFCP Trademark:

(a) printers of labels and manufacturers of containers, if they deliver the labels and containers bearing the GFCP Trademark to the operators who are authorized to use them;

(b) publishers of material on the subject of gluten-free certification;

(c) publishers of material advertising products produced in recognized facilities; and

(d) printers of official export labels.

43. (1) The purveyors of gluten-free products are authorized to advertise or sell or have in their possession for any such purpose a gluten-free product to which the GFCP Trademark has been applied.

PART IV – SUSPENSION OF A RECOGNIZED FACILITY

44. (1) The President may suspend the recognition of a facility

(a) if

(i) the recognized facility does not comply with the requirements of the Gluten-Free Certification Program, the GFCP Manual and any other act or regulation that may impact on the gluten-free products being sold; or

(ii) the operator fails to comply with the requirements of the Gluten-Free Certification Program, the GFCP Manual, the GFMS and any other act or regulation that may impact on the gluten-free products being sold; or

(iii) the President believes that public health will be endangered or the reputation of the GFCP as well as the gluten-free status of products produced in the recognized facility would be affected if the facility is allowed to continue operating as a recognized facility; and

(b) if

(i) the President has notified the operator of the existence of grounds for suspension under paragraph (a); and

(ii) the President provided the operator with a report of the evidence of non-conformance with the requirements of the GFCP and the required corrective measures with dates; and

(iii) if the operator has failed or is unable to take corrective measures by the date referred to in subparagraph (ii), a notice of suspension is delivered to the operator.

44. (2) The suspension of a facility’s recognition shall remain in effect

(a) until the required corrective measures have been taken and have been verified as completed to the satisfaction of the President; or

(b) if a cancellation procedure has been commenced under Section 44(1), until the resolution of the cancellation issue is closed.
44. (3) If an operator fails to pay any fee specified under the Gluten-Free Certification Program in accordance with the conditions of payment prescribed by it, the recognition of a facility under the Gluten-Free Certification Program shall also be suspended until all outstanding fees are paid.

**PART V - CANCELLATION OF RECOGNITION**

45. (1) The President may cancel the recognition of a facility if

(a) the operator has not implemented the required corrective measures within 90 days after the date on which the recognition was suspended; or

(b) the application to operate a recognized facility contains false or misleading information.

45. (2) The recognition shall not be cancelled unless

(a) the operator was advised of an opportunity to be heard in respect of the cancellation and was given that opportunity and the decision at the hearing was unfavourable to the operator; and

(b) a notice of cancellation of the recognition was delivered to the operator.

45. (3) The recognition of a facility is void if, and at the time when,

(a) the facility is destroyed;

(b) the facility is relocated to an address different from the address stated in the List of Recognized Facilities;

(c) the facility is subject to a receivership or makes an assignment in bankruptcy; or

(d) the operator ceases or is unable to operate the facility or surrenders the recognition of the facility.

**PART VI - PRODUCTS FOR EXPORT**

46. (1) No operator shall identify as gluten-free product intended for export unless the product meets the regulatory requirements of the importing country and those of the Gluten-Free Certification Program.

**PART VII- PROGRAM LICENSE AGREEMENT TO USE THE GLUTEN-FREE CERTIFICATION PROGRAM TRADEMARK**

**General**

47. (1) No person may use or apply any GFCP Trademark referred to in Schedule 1 or equivalent words to give that impression unless they have a license issued under this section and the product to which the GFCP Trademark is meant to be used or applied must be from a recognized facility.
Application

48. (1) An application by a recognized facility for a license to use or apply the GFCP Trademark or for the renewal or modification of a license shall be made to the President in a form acceptable to President; and subject to subsection (3), be accompanied by any information that the President requires to make a determination to issue a license.

48. (2) An application made by a non-recognized facility (e.g. private label entity) for a license to use or have the GFCP Trademark applied or for the renewal or modification of a license shall be made to the President in a form acceptable to President; and subject to subsection (4), be accompanied by any information that the President requires to make a determination to issue a license.

48. (3) In the case of the renewal or modification of a license to use or apply the GFCP Trademark, the applicant is not required to provide any information that has already been provided to the President unless there have been changes since the last application or unless requested by the President to do so.

48. (4) The President shall issue, renew or modify a license to use or apply the GFCP Trademark, subject to subsection (7) if

(a) the applicant has a contract from a recognized facility to supply product for the period to which the application relates; and

(b) based on the information provided with the application, the President determines that the recognized facility or facilities or the applicant indicated in the application comply with the requirements of the requirements of the Gluten-Free Certification Program.

48. (5) The President may, at any time, attach to a license issued under subsection (4) any conditions that are necessary to ensure that products sold with the GFCP Trademark comply with the Gluten-Free Certification Program or any applicable act or regulation as well as any situation that threatens public health and safety.

48. (6) The licensee shall comply with all the terms and conditions of the license.

48. (7) If the President refuses to issue, renew or modify a license, the President shall notify the licensee in writing

(a) giving the reasons for the refusal; and

(b) advising that the licensee may, within 15 days after the date of the notification, submit comments in writing regarding the refusal, to which the President shall reply.

48. (8) Subject to subsection (9), a license to apply or use the GFCP Trademark shall be valid for not more than one year after the date of issuance and shall expire on the date specified in the agreement.

48. (9) A license may be renewed before or on the expiry of the period referred to in subsection (8) if the operator continues to meet the conditions of the license set out in this section, including the payment of all necessary fees.

48. (10) No licensee who is issued a license under this section shall transfer the license to any other person and any purported transfer of a license is void.

48. (11) Subject to subsection (12), every licensee shall keep and retain records of any specific activity or procedure that is performed in order to comply with the terms and conditions of the license, the Gluten-Free Certification Program or any relevant act or regulations that may be applicable.
48. (12) The records referred to in subsection (11) shall be retained for a period of not less than two years after the date on which the specific activity or procedure referred to in that subsection is performed.

PART VIII - PRESENTATION OF THE GFCP TRADEMARK

49. (1) For the purposes of the Gluten-Free Certification Program, the prescribed GFCP Trademark design options are set out in Schedule 1.

49. (2) The GFCP Trademark must be prominently and indelibly applied to the labels of all prepackaged products and shipping containers where practical.

49. (3) The GFCP Trademark

(a) when placed on a label, shall have no transverse measurement through the centre of the trademark of less than 10 mm; and

(b) must be reproduced and applied to the satisfaction of the President.

PART IX - SUSPENSION OF A PROGRAM LICENSE AGREEMENT

50. (1) The President may suspend a license

(a) if

(i) the operator of the recognized facility or facilities supplying the product do not comply with the requirements of the Gluten-Free Certification Program, the GFCP Manual or any other relevant acts or regulations,

(ii) it is reasonable to believe that public health will be endangered or the edibility of products produced under the name of the operator would be affected if the license is allowed to continue, or

(b) if

(i) the President has notified the licensee of the existence of grounds for suspension under paragraph (a),

(ii) the President has provided the licensee with a copy of any evidence and required corrective measures and the date by which corrective measures must be implemented in order to avoid the suspension of license, and

(iii) if the licensee has failed or is unable to take corrective measures by the date referred to in subparagraph (ii), steps leading to actions under PART X may be egegeed at the discretion of the President.

50. (2) The suspension of a license shall remain in effect

(a) until the required corrective measures have been taken and have been verified to the satisfaction of the President; or

(b) if a cancellation procedure has been commenced under PART X, until the resolution of the cancellation proceedings.

50. (3) If the licensee fails to pay a fee prescribed by the Gluten-Free Certification Program in accordance with the conditions of payment prescribed by the ACG, a license issued under these shall also be suspended until all outstanding fees are paid.
PART X - CANCELLATION OF A LICENSE

51. (1) The President may cancel the license if
   
   (a) the licensee has not implemented the required corrective measures within 90 days after the date on which the license was suspended; or
   
   (b) the application for a license contains false or misleading information.

51. (2) The license shall not be cancelled unless
   
   (a) the licensee was advised of an opportunity to be heard in respect of the cancellation and was given that opportunity, and the decision at the hearing was unfavorable to the operator; and
   
   (b) a notice of cancellation of the license was delivered to the licensee

51. (3) A license may be void if, and at the time when,
   
   (a) the recognized facility or facilities are no longer able to supply gluten-free product;
   
   (b) the licensee has relocated to an address different from the address stated in the List of Licensees;
   
   (c) the licensee is subject to a receivership or makes an assignment in bankruptcy; or
   
   (d) the licensee ceases or is unable to operate under the terms and conditions of the license or surrenders the license to the President.

PART XI - CONTROL OF THE GLUTEN-FREE CERTIFICATION PROGRAM TRADEMARK

52. (1) When any product that carries the GFCP Trademark is found to be in non-conformance with the requirements of the Gluten-Free Certification Program or any other act or regulation by either the operator or the ACG, the President will have the authority to determine any remedy that is deemed advisable to control the distribution of products carrying the GFCP Trademark.

53. (1) The President shall provide a notice in writing of the intention to invoke the authority under Section 52
   
   (a) to the person having the care or custody of the product or other thing with the GFCP Trademark applied at the place where it was found to be out of compliance and to the person having the care or custody of the product or other thing at the place where it is being controlled; and
   
   (b) to the owner of the product or other thing that was found to be delinquent or to the owner's agent; and
   
   (c) where that identified product or other thing is removed from the place where it was originally found to be out of conformance to another place agreeable to the President, to the person having the care or custody of the product or other thing at that other place.

54. (1) A product or other thing controlled under Section 53 shall be held at the owner's expense, under storage conditions appropriate to the preservation of the product or other thing.
54. (2) The President may require that the product or other thing being controlled and held be presented for further investigation in a recognized facility or another place, within the time period that may be specified by the President, in order to determine whether the provisions of the Gluten-Free Certification Program have been complied with.

55. (1) Where the President determines that a held product or other thing described in Section 53 conforms to the requirements of the Gluten-Free Certification Program or the applicable acts and regulations; the President shall give a Notice of Satisfaction in writing that the product or things being held are deemed to be in conformity with the Gluten-Free Certification Program to each of the persons to whom a copy of the notice of non-conformity referred to in Section 53 was delivered or mailed.

PART XII - PRODUCTS FOR EXPORT

56. (1) No licensee shall identify as gluten-free any product intended for export unless the product meets the regulatory requirements of the importing country and those of the Gluten-Free Certification Program.

PART XIII - ADMINISTRATION

Submission of Documents

57. (1) A person who is required or authorized to submit a document, including a recipe, label or certificate under the Gluten-Free Certification Program shall submit it truthfully and in writing, either in person, by mail, courier, facsimile or other electronic means if the information contained in it is the same as the information that would have been provided if it had been sent or issued in paper form.

58. (1) Any record or document shall be made available in English.

Confidential and Private Information

59. (1) The President shall ensure that all information provided by companies or individuals shall remain private and confidential subject to an order provided and duly served by an authorized court of law the boundaries of any jurisdiction as deemed appropriate by the President.

59. (2) The President will inform the operator and/or licensee of such a request having been made in subsection (1) at the earliest opportunity subject to any restrictions that may be applied by a court of law.

Audit Services

60. (1) The President shall provide a list of duly approved auditors who will be authorized to do this function according to strict terms and conditions.

60. (2) The recognized facility and the approved auditor will enter into a Work Agreement which will outline the minimum number of hours of audit and the basic frequency that is required per year by considering the following criteria:

(a) the number, type and combination of processes being performed in the recognized facility;

(b) the level of integration of the activities set out in paragraph (a) with the other activities performed in the recognized facility;
(c) the physical size of the recognized facility, the layout of equipment and the type of equipment and technology used;

(d) the mix of products and the volume of production;

(e) work scheduling practices in the recognized facility; and

(f) the availability of the inspection and audit records of the recognized facility and of comparable recognized facilities.

60. (3) The operator of a recognized facility shall notify the approved auditor and the President in writing if there is a change in the operations of the recognized facility in respect of any of the criteria set out in subsection (2).

60. (4) Where the Approved Auditor and the President are notified of a situation in accordance with subsection (3) or where the President has other information that a situation referred to in that subsection has occurred, the Approved Auditor and/or the President shall re-determine the minimum number of hours of work required.

60. (5) The President shall establish requirements for the training, qualifications such as knowledge, education, experience and accreditations as well as on-going performance in order to eventually approve and for auditors to retain their GFCP Approved status. (SCHEDULE 2)

60. (6) The President will maintain and publish a list of GFCP Approved Auditors.

60. (7) To be eligible to perform audits the GFCP Approved Auditor must be under the management of a Certified Body in good standing under a GFCP Approved Auditor License Agreement.

60. (8) The President shall establish requirements for Certification Bodies (CB) such as capacity to manage management system audits, accredited to ISO 17021 by a competent authority and provides on-going performance acceptable to the President.

60. (9) The successful Certification Body will enter into a GFCP Approved Auditor License Agreement and fulfill the terms and conditions of that agreement including payment of any fees.

60. (10) The President shall establish reporting criteria that GFCP Approved Auditors and GFCP Certifications Bodies shall deliver to establish the level of achievement to the requirements of the Gluten-Free Certification Program that facilities have attained and quality standards for such reports.

PART XIV - OFFICIAL SEALS AND TAGS

61. (1) No person shall remove or alter an official seal or official tag applied by or under the authority of a GFCP Approved Auditor unless authorized to do so by that auditor.

61. (2) Any product or other thing being held on the instructions of a GFCP Approved Auditor shall not be handled or used in any way without the permission of that auditor.

PART XV - LABORATORY EXAMINATION

62. (1) The President may establish testing methodologies and criteria for testing to verify and validate the efficacy of a Gluten-Free Management System
62. (2) An operator shall, at the request of ACG (e.g. a GFCP Approved Auditor) and without charge, provide that person for laboratory examination, with samples of a product or any ingredient or additive used or to be used in the preparation of a product or any other material used or to be used in connection with a product.

62. (3) Reports on the results of a laboratory examination referred to in subsection (2) shall be made available, on request, to the operator who provided the sample.

62. (4) The operator shall provide the President with notification of laboratory results for harmful gluten material which exceed the limits established under the recognized facility's Gluten-Free Management System.

63. (1) Where any laboratory examination is conducted as referred to in Section 62, the applicable official methods approved by the President shall be used.

63. (2) The President shall provide a list of official methods referred to in subsection (1).

**PART XVI - CONTROL OF PRODUCT OR THINGS**

64. (1) When any gluten-free product or thing is found to be in non-conformance with the requirements of the Gluten-Free Certification Program or any other act or regulation by either the operator, the President will have the authority to determine any remedy that is deemed advisable to control the distribution of that product or things.

65. (1) The President shall provide a notice in writing of the intention to invoke the authority under Section 64,

(a) to the person having the care or custody of the product or other thing at the place where it was found to be out of compliance and to the person having the care or custody of the product or other thing at the place where it is being controlled;

(b) to the owner of the product or other thing that was found to be delinquent or to the owner's agent; and

(c) where the identified product or other thing is removed from the place where it was originally found to be out of conformance to another place agreeable to the President, to the person having the care or custody of the product or other thing at that other place.

66. (1) A product or other thing controlled under Section 65 shall be held at the owner's expense, under storage conditions appropriate to the preservation of the product or other thing.

66. (2) The President may require that the product or other thing being controlled and held be presented for further investigation in a recognized facility or other location acceptable to the president, within the time period that may be specified by the President in order to determine whether the provisions of the Gluten-Free Certification Program have been complied with.

67. (1) Where the President determines that a held product or other thing conforms to the requirements of the Gluten-Free Certification Program or the applicable acts and regulations, the President shall give a notice of satisfaction in writing that the product or things being held are deemed to be in conformity with the Gluten-Free Certification Program to each of the persons to whom a copy of the notice of non-conformity referred to in Section 65 was delivered or mailed.
SCHEDULE 1- GFCP Trademark User Guide

(Specifications as amended from time to time)
SCHEDULE 2- Criteria for GFCP Approved Auditors

Mandatory pre-requisites and standards to become a GFCP Approved Auditor include:

- Provide a Curriculum Vitae and show as proven track record for auditing food safety and quality management systems, within the food industry
  - Degree in food science, quality, related major or equivalent
  - 5+ years of auditing industry experience in food safety/quality systems
- Has a Lead Auditor Certificate in good standing under one of the following food safety schemes or equivalent:
  - BRC Global Standards for Food Safety
  - FSSC 22000
  - IFS Food Standard
  - SQF
  - ISO 22000
- Participate in any training and pass any examination as set and required under the GFCP
- Have a GFCP Approved Auditor Certificate in good standing issued by the Allergen Control Group Inc.
- Works under the authority of an approved GFCP Certification Body

GFCP Approved Auditor will be involved in:

- Assisting clients with questions relevant to the GFCP audit and/or recognition process
- Review a facility's gluten-free management system documentation and previous audit reports.
- Conduct on-site audits to verify and document evidence of conformity to the GFCP.
- Write comprehensive reports on the audit findings
- Participate in opening and closing audit meetings and possibly conduct presentations of findings to the client
- Provide clarification of any recommended corrective action requirements
- Provide the approved GFCP Certification Body and GFCP Administration Team with audit reports, updates on status of work, Non-Conformance closures and any other projects as required
- Assist GFCP Administration Team to address any appeals relative to the audit process or results