Gluten-Free Certification Program (GFCP)
TECHNICAL RELEASE #4
August 2, 2018 - Toronto, ON

This Technical Release Includes:

1. Release of the new GFCP “Schedule A” (July 2018 Version 3) and the introduction of a “Valid Until” date.
   i. The new “Schedule A” will be implemented as soon as possible. However, a reasonable transition period will be observed until facilities renew their “Schedule A”. Previous versions of the “Schedule A” will continue to be accepted.

2. Release of the new GFCP Audit Form & Guidance Report (v1.5.1) and supporting tools, together with advice on its correct use
   i. Additional suggestions on the performance of the audit are communicated from lessons learned.
   ii. This new Form will be implemented as soon as possible. Naturally, a reasonable transition period will be respected. We would expect that this could be phased-in and completely implemented, within the next 60 days.
   iii. Versions of the audit report form previous to v1.5 will no longer be accepted.

1. Release of the New GFCP “Schedule A” (July 2018 Version 3) and the introduction of a “Valid Until” date.

**Background**

The new version of the Gluten-Free Certification Program (GFCP) “Schedule A” (July 2018 Version 3) is attached in PDF format, as well as an example of a completed version. In our continued attempt to provide total transparency, this document is being released now, via this Technical Release #4 to our CB’s, approved auditors, customers and other industry stakeholders. Our clients will only be asked to complete this new version of the Schedule A when they next submit their current “Schedule A” for renewal.

**What’s New in Version 3?**

Allergen Control Group (ACG) has amended its “Schedule A” document to now include a “Valid Until” date. Auditors should continue to ensure that the document is signed by Allergen Control Group but are now also required to issue a non-conformance if the “Valid Until” date has passed at the time of the audit.

If the facility does not have the July 2018 Version 3 of the “Schedule A” (distinguishable by the presence of a “Valid Until” date), the requirement to have a “Schedule A” dated within 6 months prior to the audit will apply.

**Please Note** - No non-conformance will be issued if the facility presents a “Schedule A” which either:
- Has a “Valid Until” date which extends beyond the audit date(s); or
- Has been issued in the 6 months prior to the audit date (only applies to “Schedule A” versions which do not have a “Valid Until” date).

Please remind your auditors that it is common for sites to have more than one “Schedule A”. The number of which will be indicated in the “Number of Schedules” field immediately above the “Valid Until” date on the new version of the form. Auditors must ensure that all “Schedule A” documents are valid at the time of the audit or issue a non-conformance for each which does not meet either of the two criteria detailed above.
2. Release of the New GFCP Audit Form & Guidance Report (Version 1.5.1)

Background

To complement the changes to the “Schedule A”, we have slightly amended version 1.5 of the GFCP Audit Checklist and Guidance. We have also taken this opportunity to make other small adjustments and additions.

The new version of the GFCP Audit Checklist (v1.5.1) is attached for distribution to your auditors and should be implemented immediately. As the requirement to use v1.5 of the GFCP Audit Checklist has applied since July 1st, 2018, we will no longer accept audit reports submitted on any previous versions of this form.

What’s New in Version 1.5.1

There are very few changes in the main body of the document, which encompass Parts 1, 2 and 3.

The only change to the first page of the audit report form is the addition of a field for the auditor to add their email address. This will help keep our GFCP-certified auditor database current and will make communication between ACG and our auditors more efficient.

We have also removed the recommendation in Part 2, Section 1.0 to have a copy of the Canadian Celiac Association’s ‘Acceptability of Food & Food Ingredients for the Gluten-Free Diet’ (AKA “The Pocket Dictionary”) available on-site. As facilities were only recommended to have this document, we have taken this opportunity to remove any reference to it from the audit report form.

Advice and Lessons Learned

• The auditor should confirm the audit scope at the time of the audit. If the auditor determines that the audit scope category on the “Schedule A” is inaccurate, it should be noted in Part 2, Section 1.0 of the audit report form. Please note: A non-conformance should not be issued in this instance, nor should the certification decision be delayed.

• CB’s should continue to confirm ahead of time with the auditee that one or more products within the scope of this certification will be in active production, at time of audit.

• CB’s should continue to confirm that the auditee has already officially applied for GFCP certification, via the online link at: www.glutenfreecert.com/product/gfcp-application/. A valid “Schedule A”, signed by an ACG representative would be sufficient proof.

• It is an expectation that audits will be conducted respecting the guidance in Section 6 of the GFCP Manual and any requirements stipulated in ISO 17021. This would include the use of detailed audit plans and audit trails, focus on gluten controls, competent hazard analysis as required, key personnel training in gluten management/controls, supplier approval processes and incoming ingredient verifications, monitoring and internal auditing of program requirements.

Other Minor Changes

• There have been several minor grammatical and spelling amendments throughout the audit report form, but none of these have impacted on the interpretation of the requirements of the Program.

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