

Seafood Processor Licensing: Complete Documentation Checklist

Requirement	Documents You Should Prepare
Facility Plan & Design Documentation	<ul style="list-style-type: none"> <input type="checkbox"/> Detailed facility layout/floor plan, showing processing areas, storage, packing, waste disposal, traffic flow, coolers, freezers, drains, handwashing stations <input type="checkbox"/> Description of construction materials (impervious, non-absorbent, cleanable, food-grade; no paint in processing areas; sealed floor-to-wall and ceiling joints) <input type="checkbox"/> Equipment list with specifications, maintenance manuals, installation diagrams (must be hygienic design, non-porous, no wood or galvanized metal, no lead or painted surfaces; equipment separated for ready-to-eat and raw processing) <input type="checkbox"/> Photos of the completed facility <input type="checkbox"/> Ventilation plan detailing airflow, exhaust fans, screened exterior vents, dust and condensation control <input type="checkbox"/> Water source description (municipal, seawater, well water) and potable water testing schedule (annual for municipal/seawater/ice, quarterly for wells) <input type="checkbox"/> Plumbing diagram (labelled lines, backflow prevention, no cross-connections) <input type="checkbox"/> Drainage plan ensuring adequate slope, removable drain covers, separate drain/sewage lines, no cooler condenser drainage to floor <input type="checkbox"/> Storage layout (locked/ventilated chemical storage, separate area for maintenance tools) <input type="checkbox"/> Sink layout (hands-free stainless-steel handwashing sinks at processing entrances; utility sinks separate from handwash sinks; washroom sinks may be manual) <input type="checkbox"/> Lighting plan (shatterproof bulbs/fixtures, brightness levels: 110 lux storage, 220 lux production, 540 lux inspection/grading) <input type="checkbox"/> Separation of incompatible activities (physical or time separation for raw vs ready-to-eat, shellfish vs fish allergens, etc.) <input type="checkbox"/> Catwalks and stairs design (no open grates over exposed food, cleanable) <input type="checkbox"/> Window and skylight specs if present (shatterproof or coated, tightly sealed to exclude dust/vermin)
Sanitation Program	<ul style="list-style-type: none"> <input type="checkbox"/> Written Sanitation Standard Operating Procedures (SSOPs) including step-by-step cleaning instructions for equipment, floors, walls, drains, utensils <input type="checkbox"/> Cleaning and sanitation schedules with frequency and responsible personnel <input type="checkbox"/> List and Safety Data Sheets (SDS) of approved cleaning chemicals with concentrations <input type="checkbox"/> Cleaning logs and records templates or samples <input type="checkbox"/> Verification and validation procedures for sanitation effectiveness <input type="checkbox"/> Training records for sanitation procedures
Preventive Control Plan (PCP) & HACCP Hazard Analysis Critical Control Point	<ul style="list-style-type: none"> <input type="checkbox"/> Full PCP documentation covering all identified hazards, risk assessments and control measures for process controls, product controls, import controls, export controls, biosecurity practices, pest control, chemical controls, employee hygiene, equipment maintenance, calibration, facility and premises maintenance, waste disposal, receiving, transport, and storage. <input type="checkbox"/> Monitoring plans and verification activities <input type="checkbox"/> Corrective action procedures <input type="checkbox"/> HACCP plan elements (flow diagrams, CCP identification, CCP monitoring, corrective actions, verification, validation)

Training Program	<input type="checkbox"/> Outline of food safety and hygiene training programs for all employees <input type="checkbox"/> Training materials and curricula <input type="checkbox"/> Attendance logs and certificates for completed training <input type="checkbox"/> Ongoing training records, including new hires and refresher sessions <input type="checkbox"/> Records of qualification of food safety team leader
Water, Ice, Air, Gas and Steam Safety Records	<input type="checkbox"/> Water source testing results from accredited labs <input type="checkbox"/> Ice source description and test results <input type="checkbox"/> Steam validation reports if steam contacts food <input type="checkbox"/> Records of water line maintenance, backflow prevention inspections, and labeling
Traceability & Recall Plan	<input type="checkbox"/> Written traceability SOP covering raw materials through finished product distribution, including primary packaging <input type="checkbox"/> Recall procedure outlining decision-making, notification, and execution steps <input type="checkbox"/> Templates or logs of recall drills or actual recalls <input type="checkbox"/> Contact lists for internal and external recall notification (CFIA, distributors, customers) <input type="checkbox"/> Complaint investigation procedures
Allergen Management Plan	<input type="checkbox"/> SOPs for allergen control, including segregation and sanitation practices <input type="checkbox"/> Allergen risk assessments and identification of allergens used <input type="checkbox"/> Cleaning validation protocols for equipment/areas shared with allergen-containing products <input type="checkbox"/> Sample product labels with allergen declarations <input type="checkbox"/> Employee training records on allergen management
Environmental Monitoring Plan	<input type="checkbox"/> Written environmental monitoring plan targeting pathogens (e.g., <i>Listeria</i> spp.) <input type="checkbox"/> Zone mapping (Zones 1 to 4) for sampling locations <input type="checkbox"/> Sampling frequency schedule and detailed sampling methods <input type="checkbox"/> Accredited lab information for testing <input type="checkbox"/> Records and procedures for corrective actions in case of positive findings
Additional Documentation & Records	<input type="checkbox"/> Appointment letter and qualification records for trained food safety team leader <input type="checkbox"/> Equipment maintenance logs and preventive maintenance schedules <input type="checkbox"/> Calibration records for critical measuring instruments and monitoring devices <input type="checkbox"/> Facility maintenance and repair logs <input type="checkbox"/> Waste disposal records <input type="checkbox"/> Pest control monitoring logs and inspection reports <input type="checkbox"/> Licence application documents: business plan, photos, facility drawings, food safety plans, proof of training, water test results <input type="checkbox"/> Licence renewal and modification documentation <input type="checkbox"/> Records of inspections and corrective actions taken

Notes:

- All documentation should be up to date, easily accessible to CFIA inspectors, and regularly reviewed and revised as needed.
- Facility design and operational procedures must fully prevent contamination, cross-contact, and hazards as per SFCR.
- Food safety documents (PCP/HACCP sanitation, training) must clearly assign responsibilities and be actively implemented with records to demonstrate compliance.