

	<p style="text-align: center;">Export Control Plan</p> <p style="text-align: center;">Export Controls Standard Operating Procedure</p>	<p style="text-align: center;">SHPP 2019 1.4 Export Control Plan</p>
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Objective: To ensure exported commodities meet foreign country import requirements and conditions and Canadian export requirements, where applicable.

Responsibility: Management

Frequency: When exporting product

Procedure:

1. An Export Traceability Record will be provided with each export shipment demonstrating how the commodity meets export requirements as outlined in SFCR. This record will include:
 - a. Country of import;
 - b. Country of origin;
 - c. Producer/establishment name;
 - d. Producer/establishment address;
 - e. SFCR License number;
 - f. Export certificate number and date signed by CFIA (*copy will be attached to record*);
 - g. Description of product;
 - h. Lot number(s);
 - i. Net weight of each unit and unit type;
 - j. Total net weight of the lot(s);
 - k. Storage conditions of the commodity;
 - l. Bill of lading number (*copy will be attached to record*);
 - m. Importer's name and address;
 - n. Purchase invoice number (*copy of purchase invoice will be attached to record*);
 - o. Date of export;
 - p. Mode of transportation and container number (e.g. by air, by ship).
2. The Export Traceability Record will be attached to the Shipping Record related to the commodity, for traceability.
3. If an export shipment is rejected by the foreign country, an Export Rejection Record will be completed which will include:
 - a. Date of rejection;
 - b. Country of import;
 - c. Export certificate number;
 - d. Date of shipment;
 - e. Importer's name and address;
 - f. Reason for rejection.
4. CFIA will be notified when a shipment is rejected because of evidence of a human, animal, or plant health concern in the importing country.
5. Rejected commodities will not be permitted back into the Canadian marketplace without CFIA inspection and approval.

Deviation & Corrective Actions:

1. In the event of a rejected shipment, if required, a recall will be put into place following the Recall procedures to obtain all suspicious or unsafe commodities. Depending on the problem, the commodity may be released as is, or destroyed.
2. If it is a quality issue, investigate the complaint to correct the problem as it stands, as well as to prevent it from recurring. Corrective actions will be determined and put into place.
3. If the Export Record is incomplete, the record will be completed.
4. If the Export Rejection Record is not completed, it will be completed.
5. Document all corrective actions on the Export Record and Export Rejection Record accordingly.

	Export Control Plan	SHPP 2019
	Export Controls Standard Operating Procedure	1.4 Export Control Plan

Verification:

1. **Frequency:** When exporting product
2. **Who is Responsible:** Management
3. **What is Done / How is it Done:**
 - Reviews all Export Records, Shipping Records, and/or Export Rejection Records prior to the departure of the shipment.
 - Checks to ensure the record was completed correctly.
 - Confirms that corrective actions were completed and addressed the issue of concern.
 - Reviews the exporting procedure being performed and retrain staff if there are deviations.
 - Any corrective actions to the monitoring procedure or actions taken are documented on the record.

Record(s): Export Record (1.4)
Export Rejection Record (1.4)
Shipping Record (SHPP 2019 6.1)

Approved by (signature): _____ Printed name: _____

Approved date: _____ Revision date: _____