

## **Supplier Assurance Audit - Distribution**

Company Information	Audit Information
Facility: C0052656 - Keele Warehousing & Logistics	Audit# - Visit#: 3667029 - 3009847
Address: 90 Summerlea Road Brampton , Ontario Canada, L6T 4X3	Audit Type: SADCPR - Supplier Assurance Audit - Distribution Template Version: 1.4
Contact: James Appelbe	Audit Category: REGULAR
Title: President	Auditor: Kumar Tiwari
Phone: 416-937-8006	Audit Start Time: 29-APR-2024 08:00:00 AM
Fax:	Audit End Time: 29-APR-2024 04:30:00 PM
Email: james@keelewarehousing.com	Prior Audit Date: 30-MAR-23

## **Explanation of Section Scorings (below)**

Section scorings in the below table are provided as a reference and are calculated on the following formula:

Non-Conformance Deduction of 5% per finding
Major Non-Conformance Deduction of 25% per finding

Critical 0%

Summary By Section				
Section Name	Non- Conformance	Major Non- Conformance	Critical	Score
Section A - Administration and Regulatory Compliance	0	0	0	100.00%
Section B - HACCP/Food Safety Plan	0	0	0	100.00%
Section C - Facilities and Equipment	0	0	0	100.00%
Section D - Cleaning, Sanitation, Housekeeping, Hygiene	0	0	0	100.00%
Section E - Rodent and Pest Control Management	1	0	0	95.00%
Section F - Approved Suppliers, Receiving and Inventory Control	0	0	0	100.00%
Section G - Training Requirements	0	0	0	100.00%
Section H - Food/Product Defense	0	0	0	100.00%

## **Explanation of Overall Audit Result (below)**

The overall score result is based on the total number and level of non-conformances. The audit is allocated 100% and deductions made as follows:

Non-Conformance = 1% deduction per finding off the total score

Major Non-conformance = 10% deduction per finding off the total score

Critical Non-conformance = 25% deduction per finding off the total score

Scoring Guide		
Final Audit Rating	Based on Score	
Meets Expectations	100-95%	
Needs Improvement	94.99-85%	
Significant Improvement Needed	84.99-76%	
Fail	< 75 99%	

Overall Audit Result			
Grade Rule Result % Score			
Meets Expectations	99.00%		



Present at Audit					
Name	Job Title	Opening Meeting	Site Inspection	Procedure Review	Closing Meeting
Umer Khalid	Warehouse Supervisor	Yes	Yes	No	No
James Appelbe	President	Yes	Yes	Yes	Yes
Maricel Ballore-Estrella	Office Manager	Yes	No	Yes	Yes

	GENERAL INFORMATION		
No	Question/Notes		
1.1	Facility and Operations Description.		
	Auditor's Notes: A NSF SADCPR audit was conducted at Keele Warehousing and Logistics in Brampton, ON. The site is free from food safety threats in its surroundings. The facility is 100 000 sq ft, has one HACCP Plan and 20 employees working two shifts (day and evening) 5 days per week. The facility is a dry storage and distribution center for food processors and food manufacturers. The scope of the operation includes receiving, storing, picking and shipping products. The Distribution Center stores only ambient products, products are not exposed and no repackaging done at the site. "It's a box in box out operation".		
1.2	Regulatory Inspection Type and Establishment #:		
	No regulatory inspections are carried out at this time.		
1.3	Products warehoused/produced at this facility.		
	The facility stores a variety of dry food products e.g. canned fruits and vegetables, canned fish e.g. tuna and sardines, flour, rice and spices. There are also, packaging, e.g. cardboard, health and beauty products and appliances.		
1.4	The following departments and individuals participated in the audit process:		
	James Appelbe President, Maricel Ballore-Estrella, Office Manager, Umer Khalid, Warehouse Manager.		
1.5	Notes from Auditor		
	The facility was clean and organized and employees understood their roles and responsibilities during site interviews. The SOPs and records were readily available during the audit assessment.		

Non-Compliance Summary			
No	Question/Notes	Result	
1.5 en	ors and windows shall be tight fitting and closed with openings sealed to prevent pest ry into the building.  ck door #8 had a missing weather stripping big enough to facility pests ingress to the illity.	Non-Conformance*	

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	Section A. Administration and Regulatory Compliance	
No	Question/Notes	Result
A.1.1	There shall be a facility management organization chart indicating the reporting structure of the facility operating departments.  An organizational chart is documented, and it outlines the structure of staff having responsibilities for the Operation and HACCP Management. The Chart is signed by President of company and dated 04/12/2024. A trained management team member is on site during operations at all times.	Acceptable
A.1.2	There shall be implemented and documented policies and procedures that address relevant food safety, quality and security requirements for the receiving, handling, STORAGE and shipping of product.  A Quality System Management Manual and HACCP Plan has been developed, implemented and maintained and is available in hard copy. It addresses food safety, quality and security of the operations of the facility and was last reviewed on 04/11/2024.	Acceptable
A.1.3	There shall be management commitment and active support of the facility's food safety, quality and security systems.**  The site has written a commitment statement for food safety, quality and continuous improvement. It was displayed at employee entrance on notice board and is signed by the President and dated 03/28/2024.	Acceptable
A.2.1	A file of regulatory audit visits and reports shall be maintained.**  No regulatory inspection is done at this time.	N/A
A.2.2	The facility shall have a documented process for the identification of regulations that are applicable to their specific ACTIVITIES. This process shall include identification of regulations for products in countries in which the facility's products are exported.**  Office manager/HACCP Coordinator and the President are responsible for regulatory affairs and are updated by CFIA  websites and the International Warehouse/ Logistics Association (Canadian Chapter). All products are received and shipped within Canada.	Acceptable
A.3.1	There shall be a documented, current and implemented facility specific Recall Plan.**  A Recall Plan is in place and last reviewed on 04/12/2024. It complies with all the requirements of CFIA - FSEP	Acceptable
A.3.2	Recall management responsibility shall be assigned.  The recall plan is led by the President and team with roles and responsibilities assigned. There are back up personnel assigned, contact information available 24/7.	Acceptable
A.3.3	Traceability Exercises shall be conducted at a minimum of twice annually.  At least two trace exercises (forward and backward traces) are carried out annually. Mock exercises on 03/23/2023 (work hours) and on 03/06/2024 (after hours) were carried out with 100 % accountability in 5 minutes and 10 minutes time respectively.	Acceptable
A.3.4	A documented management assessment shall be completed after each traceability exercise to evaluate the exercise for needed improvements and any corrective actions taken.  Records reviewed including mass balance were available and corrective actions are taken when there are deviations for continuous improvement.	Acceptable
A.3.5	Essential There shall be evidence of traceability for all FOOD, and food contact packaging materials. shipping records shall be available.**  The site has implemented procedure to trace all types of products received and distributed. Lot numbers from suppliers are maintained through receipt, storage and shipping.	Acceptable
A.3.6	The facility shall be able to successfully demonstrate the traceability system during the audit.**  A trace exercise was carried out during the audit for Success Mushroom (lot # IMP54315) 1008  cases received on 03/11/2024 and 539 shipped on 04/03/2024 and 469 in stock with 100 %  accountability in 15 minutes.	Acceptable
A.4.1	The facility shall have a record retention and storage policy.  A storage and record retention policy is in place (dated 04/11/2024), all records are kept for a minimum of 3 years and then archived.	Acceptable
A.4.2	Essential Records relevant to FOOD SAFETY controls or evaluation of food safety, food quality and food defense shall be properly completed.**  Records for GDP, Sanitation and trailer inspection reviewed for 12/20/2023, 02/08/2024 and 04/29/2024 were complete and legible.	Acceptable
A.5.1	Crisis management policies and procedures shall be developed to address any critical situations that may occur (e.g., product recalls and business continuity interruptions, such as natural disasters, catastrophic events and other emergency situations including, but not limited to, power outage, tampering)  A crisis management plan is in place and was last reviewed on 04/11/2024. It is led by the President and a team with roles and responsibilities assigned.	Acceptable

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Section A. Administration and Regulatory Compliance		
No	Question/Notes	Result
A.5.2	Management responsible for crisis management shall conduct mock crisis exercises at minimum annually.  A mock exercise was carried out on 04/09/2024 for fire drill with a review of food safety/ quality attributes of products prior to shipping products to customers.	Acceptable
A.6.1	The facility shall manage customer AND/or consumer complaints.**  A documented complaint program is in place. Complaints are documented, investigated with root cause analysis and corrective and preventative actions are taken. The HACCP Coordinator is responsible for complaints investigation, Records reviewed for 2024 revealed there were 10 complaints for short shipment and wrong product shipment.	Acceptable

	Section B. HACCP/Food Safety Plan	
No	Question/Notes	Result
B1.1	A HACCP/FOOD SAFETY team shall be assembled with individuals having the appropriate product, process, and sanitation specific knowledge and expertise necessary for the development of an effective HACCP plan.  A multidisciplinary Food Safety Team has been identified and trained, with documentation found in HACCP Plan Manual as per CFIA- FSEP. The HACCP Coordinator was last trained on 06/23/2011.	Acceptable
B.1.2	There shall be a written HACCP/FOOD SAFETY plan. The HACCP/FOOD SAFETY team shall participate in HACCP/FOOD SAFETY plan development and maintenance.  A HACCP Plan has been developed, implemented and maintained by the site. It is kept on file in HACCP Manual and maintained by HACCP Coordinator. The HACCP Plan has been prepared in accordance with the 12 steps identified in the Codex Alimentarius Commission HACCP guidelines and last reviewed on 04/11/2024.	Acceptable
B.1.3	The HACCP Team shall construct a clear and easy to understand process flow diagram for each HACCP plan.  Flow diagram in place and dated 04/11/2024	Acceptable
B.1.4	The Process Flow shall include PREVENTIVE CONTROLS AND CCPs IF APPROPRIATE, shall be current and shall be verified.  The flow diagram is up to date and was verified during the audit with process control measures in place.	Acceptable
B.2.1	The HACCP team shall prepare a list of all of the hazards (chemical, physical, biological, radiological or other) for each type of product or product line that may be reasonably expected to occur at each step, from RECEIPT, storage, HANDLING and distribution until the point of consumption. Evaluation shall include all foods, food contact packaging materials, equipment and handling steps.**  Forms 5,6,and 7 for hazard analysis for each step of the process have been completed as per CFIA- FSEP.	Acceptable
B.3.1	The HACCP team shall determine the Critical Control Points.** There are no CCPs on the HACCP Plan.	N/A
B.4.1	Critical limits shall be specified and validated for each CCP.** There are no CCPs on the HACCP Plan.	N/A
B.5.1	CCPs shall be monitored. There are no CCPs on the HACCP Plan.	N/A
B.5.2	CCP monitoring records shall be maintained.  There are no CCPs on the HACCP Plan.	N/A
B.6.1	Essential Specific corrective actions to deal with deviations from established Critical Limits shall be in place for each CCP.**  There are no CCPs on the HACCP Plan.	N/A
B.7.1	There shall be written verification activities that confirm that the plan is being implemented as intended.  Verification was last done on 04/11/2024.	Acceptable
B.7.2	There shall be documented validation of the effectiveness of the HACCP program.  HACCP program is verified and validated on an annual basis by HACCP Team with records vailable and reviewed during the audit. Last validated on 04/11/2024.	Acceptable
B.8.1	There shall be documentation and record keeping that is appropriate to the nature and size of the operation.  Documentation and records are adequate for the operations. Records reviewed for sanitation and GDP for 12/14/2023, 02/28/2024 and 04/27/2024.	Acceptable

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Section C. Facilities and Equipment			
No	Question/Notes	Result	
C.1.1	Essential The facility shall demonstrate that the water, ice and steam supply is potable and that potability is maintained at all times. Potability criteria for microbiological, chemical and physical parameters shall be used.**  Water is used for cleaning and washing hands, products are sealed and not exposed, water is from municipal supply. Peel region water testing for microbiological and chemical analysis was last done on September/2023 with records available for review.	Acceptable	
C2.1	The exterior of the Facility is constructed and maintained to facilitate the HOLDING of wholesome product and that it at minimum meets the customer and regulatory food safety and quality requirements**  The yards and grounds are paved, clean and well maintained. Garbage bin is covered and no harborage was observed during outside audit assessment. The building was in a state of good repair, with walls, roof and floor well maintained. Inspections are done monthly last done on 04/18/2024.	Acceptable	
C.2.2	Essential Facility construction and layout shall be such that product is adequately STORED, separated and protected from any operations that could cause contamination.**  Warehouse walls, ceilings and floor are of approved materials, clean and well maintained. All were observed to be free from condensation and dirt. Walls to floor joints were observed to be sealed. Employee and material flow areas are well designed to prevent cross contamination in the facility. Products were adequately stored off the floor and away from walls. No infraction was observed.	Acceptable	
C.3.1	Facilities shall be designed and maintained in a suitable condition so as not to impede the ability to thoroughly clean all surfaces, provide pest harborage, or present opportunities for foreign material contamination.**  Warehouse walls, ceilings and floor are of approved materials, clean and well maintained. Floor is well graded, Walls to floor joints were observed to be sealed. Dock door, dock plate and employees doors were sealed/ closed fitted and in state of good repair to prevent pest entry.	Acceptable	
C.4.1	Employee facilities shall be adequate in size, readily accessible, separate from food holding areas, and properly maintained.  The facility washrooms are equipped with proper hand wash stations, that are conveniently located and well maintained. They are adequate in numbers.	Acceptable	
C.5.1	Hand wash requirement signs, in appropriate languages and/or graphics, shall be clearly posted at required locations and contain instructions as provided below.  Hand wash signs are posted in wash rooms in English, the language understood by all employees during the audit assessment.	Acceptable	
C.5.2	Hand washing stations shall be adequate in location, suitably designed, operational and properly stocked.**  Hand wash stations have adequate hot and cold water, liquid soap, paper towel, signage posted and refuse receptacles provided.	Acceptable	
C.6.1	Essential ALL equipment shall meet sanitary design requirements and be maintained in such a manner as to permit proper operation and access for cleaning and inspection.**  The facility has forklifts were observed to be in a state of good repair during the audit. No other equipment/utensils are used at the site. A maintenance program is documented and records are maintained, the last service for the forklifts was on 04/12/2024.	Acceptable	
C.7.1	Utensils, tools and containers are clearly identified and maintained in suitable condition.  Cleaning and sanitizing equipment is designated for cleaning. Designated storage locations are clearly marked. There are no utensils or containers. There is a Motorize sweeper, brooms and mops are used for sweeping.	N/A	
C.8.1	FACILITY lighting shall be suitable.  Lighting was of the appropriate intensity for employees to carry out their tasks efficiently. All lighting is either covered or is shatter proof, clean and well maintained during the audit assessment.	Acceptable	
C.9.1	Maintenance program and standards shall be in place. The facility has a PM program in place for third party contractors. Building and forklifts maintenance are done by third party contractors, last service date for forklift was on 04/12/20234. Monthly warehouse inspection last done on 04/18/2024.	Acceptable	
C.9.2	Essential Equipment or control devices that impact on food safety and/or product compliance to quality and regulatory requirements are effectively calibrated.**  Site is an ambient storage and distribution facility. There were no equipment that required calibration.	N/A	
C.10.1	Wood, where used, shall be controlled and inspected.  Wood pallets were clean and in good condition during the audit assessment. There are monthly  Inspection for pallets records were reviewed for 01/2023 and 03/2024.	Acceptable	
C.11.1	There shall be a program to manage glass and brittle plastic.  There is a glass policy in place and glass and brittle plastics are inspected monthly, last done on 04/18/2024.	Acceptable	

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	Section D. Cleaning, Sanitation, Housekeeping, Hygiene		
No	Question/Notes	Result	
D.1.1	There shall be a master cleaning and/or sanitation schedule and monitoring and recording of cleaning.**  A master cleaning schedule is documented for all areas of the facility and equipment. Records for 12/20/2023, 03/27/2024 and 04/22/2024 showed that the activities are completed as required	Acceptable	
D.1.2	There shall be standardized cleaning procedures (e.g., Standard Sanitation Operating Procedures or SSOPs).**  A basic Sanitation SOP is documented for dry sweeping and wipe down that are the required in this dry storage operation. Records reviewed for facility and equipment cleaning for 01/08/2024, 03/12/2024 and 04/26/24.	Acceptable	
D.1.3	There shall be a documented pre-operational Inspection.  No processing / manufacturing /repackaging is done at the facility. There is a daily check on forklifts.	Acceptable	
D.1.4	Operational Housekeeping shall be effective.  Facility was observed clean and organized. Storage areas were well maintained.	Acceptable	
D.2.1	The facility has a documented program for GDP and Personal Hygiene practices to which compliance is monitored and recorded.  GDP policy states the requirement for the protection of all cuts and wounds - must be completely covered. Products are not exposed at the facility. No eating, drinking or smoking allowed in the work areas. Employee interviews confirmed that they are trained in good distribution practices and are knowledgeable of the requirements. There are monthly GDP inspection, last done 04/18/2024.	Acceptable	
D.3.1	GDP Self Inspections shall be completed.  The facility completes an annual internal audit, last done on 04/15/2024 by the QA Team. In addition there are weekly and monthly self inspections e.g. premises inspections, sanitation and GDP inspections and records were reviewed for 01/08/2024, 03/15/2024 and 04/11/2024 and corrective actions recorded when there are deviations.	Acceptable	
D.4.1	ALL chemicals (including, but not limited to, those used for sanitation, maintenance, and pest control) shall be approved for use, securely stored, clearly identified and used only by trained persons.  No chemicals are used for cleaning just sweeping with water. Hand wash soap are labeled and approved for use at hand wash sinks.	Acceptable	

	Section E. Rodent and Pest Control Management		
No	Question/Notes	Result	
E.1.1	There shall be a documented and specific pest control program.  The facility has a contracted, licensed third party PCO to manage the pest control program. The site map is dated 01/01/2024 with twice monthly inspections for inside and outside of the facility.  All pesticides used have SDS and approved by regulated bodies.	Acceptable	
E.1.2	Outside Premises Management shall minimize opportunity for pests.  The yard is free from harborage, garbage bins are covered and external areas were clean and well maintained during the audit assessment.	Acceptable	
E.1.3	Essential There shall be no evidence of infestation.**  No evidence of pest activity was observed during the audit assessment.	Acceptable	
E.1.4	Pest Control Devices shall be properly managed.  Internal and external pest control devices were adequately placed and well maintained.	Acceptable	
E.1.5	Doors and windows shall be tight fitting and closed with openings sealed to prevent pest entry into the building.  Dock door #8 had a missing weather stripping big enough to facility pests ingress to the facility.	Non-Conformance*	
E.1.6	Pest control reports shall be maintained.  Biweekly records from site inspections were available and reviewed during the audit. Records reviewed for 09/07/2023, they were feeding on the bait traps by the dock areas, on 12/19/2023, no activity was recorded and on 04/02/2024, there were 2 spiders in devices # 2 & 3 and fly lights LT 4 had 4 flies and LT2 had 3 flies. Records are reviewed by management for trending and corrective actions taken for deviation.	Acceptable	

Section F. Approved Suppliers, Receiving and Inventory Control		
No	Question/Notes	Result
F.1.1	There shall be a documented approved supplier program. The program shall be based on risk assessment of the suppliers.**	N/A
	No supplies are bought other than hand soap for hand wash stations with SDS in place.	
F.1.2	Suppliers shall be required to provide relevant documentation to support their status as an	N/A



Section F. Approved Suppliers, Receiving and Inventory Control		
No	Question/Notes	Result
	approved supplier.**	
	Site is an ambient storage facility and offers storage services to manufacturers.	
F.2.1	There shall be a written procedure for the inspection of delivery vehicles. This shall apply to	
	receiving and shipping. Procedures shall define when carriers are to be rejected.**	Acceptable
	Receiving and Shipping Procedures are in place. Incoming and outbound records of vehicle	Acceptable
	inspection are documented are were reviewed during the audit for 01/08/2024, 02/15/2024 and 04/27/2024.	
F.2.2	There shall be a written procedure for the inspection and receipt of incoming materials.**	
	The Receiving procedure requires all products to be inspected upon arrival. Any damage/	Acceptable
	nonconforming products are documented, identified and stored separately. Records reviewed for	
	01/08/2024, 02/15/2024 and 04/27/2024.	
F.3.1	Products shall be secure and protected in storage.**	Acceptable
	All products were stored off the floor and away from the walls to facilitate inspection and cleaning.	Acceptable
	No exposed product was observed during the audit assessment.	
F.3.2	Storage temperatures shall be controlled and monitored.**	N/A
	All products are ambient.	
F.3.3	Inventory control shall be in place.	Acceptable
	The traceability system starts at receiving, storage and shipping. The inventory is controlled	Acceptable
	through an inventory management software and FIFO with food products is effectively managed.	
F.4.1	Essential All restricted or sensitive ingredients and potentially toxic chemicals shall be	
	maintained under strict control and stored separately from food and food contact packaging to	Acceptable
	minimize the potential for accidental product contamination.**	Acceptable
	Chemicals are stored away from the food products. Food Product are not opened at site. There is	
	segregation based on risk to minimize product contamination.	
F.5.1	There shall be policies and practices for the control of Retained and Returned Products.	Acceptable
	A returned policy is in place. Returned products are documented, stored, shipped or disposed of	Acceptable
	as per customer written request.	

Section G. Training Requirements		
No	Question/Notes	Result
G.1.1	New employee and temporary employees shall be trained in appropriate policies and procedures.  **	Accordable
	The facility has procedure to trained new hires. New hires are coached by senior employees to ensure proper knowledge and skills are achieved before working in the warehouse. Training records of new hires are maintained.	Acceptable
G.1.2	Training shall be conducted in the appropriate language(s).  The training language and materials are in English, the language used and understood by all plant personnel.	Acceptable
G.1.3	Refresher Training shall be conducted.  The last refresher training was on 04/01/2024. Topics include HACCP, GDPs allergens, sanitation, food defense and personal hygiene practices.	Acceptable
G.1.4	There shall be a method of assessment to determine proof of learning following training.  Quizzes are administered to ensure comprehension and observation on the DC floor.	Acceptable
G.1.5	Training Records shall be maintained.  Records are maintained and filed for each employees. Records for receiver, picker and shipper were reviewed.	Acceptable

Section H. Food/Product Defense		
No	Question/Notes	Result
H.1.1	There shall be a written program which describes assigned responsibility for food/PRODUCT security and how it is maintained.  A food defense plan is documented and implemented (dated 04/11/2024). It is led by the President and a team with roles and responsibilities assigned.	Acceptable
H.1.2	Each facility shall conduct and document a food/PRODUCT defense risk evaluation to eliminate or significantly reduce the risk of external and internal intentional adulteration of food/PRODUCT (including food fraud).  A vulnerability assessment was done on 04/11/2024 to mitigate risks to site security and food fraud.	Acceptable
H.1.3	A comprehensive food/product defense plan shall be implemented to manage the risks identified in the evaluation.  The site has developed a Food/defense Mitigation Plan to address the control of the identified security risks, e.g. control access to the building, security camera, control of shipping and	Acceptable

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Section H. Food/Product Defense		
No	Question/Notes	Result
	receiving by inspection, computer password control and training of employees	
H.1.4	Employees shall be screened, trained in food/PRODUCT defense awareness and access to the facility shall be controlled.  All employees are screened/ background checks are carried out and training is provided at the time of hire and annually. Access to the site is controlled.	Acceptable
H.1.5	Incoming and outgoing materials shall be protected and inspected.  All incoming and outgoing materials are inspected by authorized persons. Records reviewed for 01/08/2024, 03/20/2024 and 04/27/2024.	Acceptable
H.1.6	Facilitys shall be registered with the appropriate regulatory authority.  Registration with regulatory authority is not required for the operations.	N/A

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