

Assumptions:

A **Glossary** of terms is available.

**The target client is 'receiving'** and requires clarity on the need and method to properly fill out the 'At a Glance Checklist'.

This is presented at a Q & A for presenting the **checklist as a tool** for meeting requirements.

**Feedback** for improvement to the checklist itself is welcome via the Q & A.

That **timeliness** is important in completing the checklist so a brief and visual job aid is required to guide them through requirements.

The Safe Food for Canadians Act requires vendors to adhere food safety practice that includes: food safety, labelling compliance, and traceability among other standards.

Observe the following sample and complete the 'At a Glance Checklist' in the following manner:

Review compliance items are listed on the left hand side of the Checklist.

Three sections to complete are:  
 1) Sourcing of Items  
 2) Vendor Compliance  
 3) Negotiating Importer of Record

Indicate for each compliance item whether it is Loblaw's, Canadian/non-Canadian, Food or Food component and/or 'No Change'

Sourcing of items					
	1 Loblaw Local - Canadian	2 Canadian Vendor	3 Non-Canadian Vendor	4 Food or food component	5 No change Business as usual
Items Bought from a DC Warehouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
If product is non-food	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If products are DSD - Shipped directly from the Vendor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1

Locate the 'At a Glance Checklist' section in grey.

Sourcing of items					
	1 Loblaw Local - Canadian	2 Canadian Vendor	3 Non-Canadian Vendor	4 Food or food component	5 No change Business as usual
Items Bought from a DC Warehouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
If product is non-food	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If products are DSD - Shipped directly from the Vendor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2

Read the compliance items on left hand side.

Sourcing of items					
	1 Loblaw Local - Canadian	2 Canadian Vendor	3 Non-Canadian Vendor	4 Food or food component	5 No change Business as usual
Items Bought from a DC Warehouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
If product is non-food	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If products are DSD - Shipped directly from the Vendor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3

Check all sources that apply.

Sourcing of items					
	1 Loblaw Local - Canadian	2 Canadian Vendor	3 Non-Canadian Vendor	4 Food or food component	5 No change Business as usual
Items Bought from a DC Warehouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
If product is non-food	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If products are DSD - Shipped directly from the Vendor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Repeat completion of compliance items for 'Vendor Compliance' and 'Negotiating Importer of Record' sections.

Complete the attached Q & A feedback form to help us provide the right information to you.

