

SFCR Licence Application Readiness Checklist

Canadian Food Inspection Agency (CFIA) — Safe Food for Canadians Regulations

Canadian Cellular Agriculture Regulatory Resource | Phase 3 — Formal Pre-Market Submissions

Purpose: Use this checklist to confirm readiness before applying for your SFCR licence via My CFIA. A licence is required for businesses manufacturing, processing, treating, preserving, grading, packaging or labelling food for interprovincial trade or export, or importing food into Canada. Apply at: my.cfia-acia.canada.ca | CFIA food licences hub: inspection.canada.ca/en/food-licences

Disclaimer: *This is not an official government document. It does not constitute legal or regulatory advice. Always verify requirements with the regulatory entities involved.*

PART 1 — Licence Eligibility Assessment

Answer each question to confirm whether a SFCR licence applies to your business at this stage.

Question	YES	NO	N/A
1. Are you manufacturing, processing, or packaging food in Canada for sale across provincial borders?	☐	☐	☐
2. Are you exporting food products from Canada?	☐	☐	☐
3. Are you importing food products into Canada?	☐	☐	☐
4. Are you selling food directly to consumers only within your province (no interprovincial or export sales)?	☐	☐	☐
5. Does your business fall under a SFCR licence exemption (e.g., certain on-farm activities, personal use)?	☐	☐	☐

⚠ *If you answered YES to questions 1, 2, or 3 above — a SFCR licence is required before you can legally conduct those activities. Proceed with this checklist.
If you answered YES to questions 4 or 5 — confirm your situation with CFIA before proceeding.
Use the CFIA 'Would you need a licence?' tool at inspection.canada.ca/en/food-licences*

PART 2 — My CFIA Account & Pre-Application Setup

Item	☐ Done	Notes
My CFIA Account		
My CFIA account created at my.cfia-acia.canada.ca [REQUIRED]	☐	
GCKey or Sign-In Partner credentials set up for account access	☐	
Business profile created and verified in My CFIA [REQUIRED]	☐	
Primary contact and authorized representative designated in My CFIA	☐	
Business & Facility Information Ready		
Legal business name and operating name confirmed [REQUIRED]	☐	
Business Number (BN) from Canada Revenue Agency obtained	☐	
Physical address of all facilities where licensed activities will take place confirmed [REQUIRED]	☐	
Commodity types identified (e.g., novel food ingredient, meat analog, dairy alternative, fermented food)	☐	
All regulated activities identified (manufacture, process, treat, preserve, grade, package, label, import, export) [REQUIRED]	☐	
Applicable food safety system identified (HACCP-based PCP — see Template B)	☐	

PART 3 — Pre-Market Requirements Before Licence Is Granted

CFIA will not issue a licence until these foundational requirements are in place.

Requirement	☐ Done	Notes
Written Preventive Control Plan (PCP)		
Written PCP developed and documented [REQUIRED]	☐	
Hazard analysis completed for all products and production steps [REQUIRED]	☐	
Critical Control Points (CCPs) identified, with critical limits, monitoring, and corrective actions [REQUIRED]	☐	

Requirement	☐ Done	Notes
Prerequisite programs (sanitation, pest control, allergen management, employee hygiene) documented	☐	
Verification procedures established to confirm PCP is implemented and effective [REQUIRED]	☐	
Consumer protection measures documented (labelling, packaging, grading)	☐	
PCP reviewed and approved internally before licence application [REQUIRED]	☐	
Traceability System		
One-step forward traceability system in place (can identify immediate recipient of product) [REQUIRED]	☐	
One-step back traceability system in place (can identify immediate supplier of ingredients) [REQUIRED]	☐	
Traceability records retained for minimum 2 years (3 years for thermal processing of low-acid food) [REQUIRED]	☐	
Lot coding or batch identification system established	☐	
Facility & Establishment Requirements (SFCR ss. 50–81)		
Facility design and construction meets SFCR requirements (surfaces, drainage, airflow)	☐	
Pest control program in place and documented	☐	
Sanitation and cleaning program in place and documented	☐	
Water quality meets potable standards; testing records available	☐	
Temperature control systems operational and monitored	☐	
Allergen separation and cross-contact prevention measures in place	☐	
Employee hygiene and health policies documented and communicated	☐	
Equipment maintenance and calibration program documented	☐	
Labelling & Consumer Protection		
Proposed label(s) reviewed for SFCR and Food and Drug Regulations compliance	☐	
Bilingual (English/French) label requirements confirmed	☐	

Requirement	☐ Done	Notes
Allergen declarations confirmed and accurate	☐	
Nutrition Facts table prepared (if required for your product)	☐	
Common name of product confirmed with CFIA if novel food category (no established standard)	☐	
Net quantity declaration format confirmed	☐	
Novel Food Regulatory Status		
Health Canada Novel Food Notification (NFN) submitted or approval received	☐	
ECCC New Substances Notification (NSN) submitted or exemption confirmed	☐	
No-objection letter or safety decision from Health Canada available if already issued	☐	

PART 4 — Licence Application Submission

Step	☐ Done	Notes
Log into My CFIA and navigate to 'Apply for a licence' [REQUIRED]	☐	
Select correct licence category for your regulated activities [REQUIRED]	☐	
Complete all application fields (business info, facility address, activities, commodities) [REQUIRED]	☐	
Upload PCP or confirm PCP is in place as required [REQUIRED]	☐	
Review application for accuracy before submission	☐	
Submit application and note the application reference number [REQUIRED]	☐	
Application reference number recorded:	☐	
Confirmation of receipt from CFIA obtained and filed	☐	
CFIA inspection or verification scheduled (if notified)	☐	

IMPORTANT: CFIA may conduct a verification inspection after receiving your licence application to confirm that your PCP is complete, implemented, and effective before issuing the licence.

Ensure your facility and PCP documentation are inspection-ready at time of application.

CFIA Food Licences hub: inspection.canada.ca/en/food-licences

My CFIA: my.cfia-acia.canada.ca