



Canadian Food  
Inspection Agency

Agence canadienne  
d'inspection des aliments

# AN ANIMAL TRANSPORTER'S GUIDE TO INSPECTION

## Rights and Responsibilities



Canada

## What can I expect from a CFIA inspection?

A Canadian Food Inspection Agency (CFIA) inspector is a federal employee who has the legal authority to enter your property or place of business to conduct an inspection. This person is authorized to do this by Canada's food, plant and/or animal legislation.

Inspections are done for a specific purpose: to verify compliance with the requirements of legislation.

There are various types of inspection. These include the following:

- scheduled inspection;
- inspection at the border, sale yard, assembly yard, establishment or roadside;
- unannounced inspection (such as responding to a complaint or concern of a citizen or employee, or a referral from a federal, provincial/territorial or municipal government department or agency);
- inspection in emergency situations, such as truck roll-overs and accidents; or
- follow-up inspection due to previous non-compliance.

CFIA inspectors abide by the CFIA values and ethics principles found in *The Canadian Food Inspection Agency and Its Regulated Parties, Stakeholders and Partners: An Ethical Relationship* and the Statement of Rights and Service available on our website at [www.inspection.gc.ca](http://www.inspection.gc.ca).

When CFIA inspectors are on your property, at your place of business or have stopped your vehicle, they will

- identify themselves to you, and
- treat you in a fair, respectful and unbiased manner.

When arriving for the first time, the inspector will identify themselves with photo identification. This may be supplemented with a metal badge.

The inspector will ask to speak with the person in charge or the pre-identified contact, and explain the purpose of the inspection and any areas that may be of specific concern.

Please be sure to inform the inspector of any safety concerns or procedures they should be aware of while doing the inspection.

While on-site, the inspector will collect information to verify compliance with the legal requirements and will make notes to record details of the inspection. The inspector may, for example

- ask to speak with the people involved, such as drivers, receivers and shippers;
- review records;
- collect samples;
- take photographs;
- conduct post-mortem examinations; and
- copy documents.

You are legally required to provide information to, and assist, an inspector, when requested.

## How should I prepare for an inspection?

Like any business, you must know your legal obligations. And you must comply with those laws. The CFIA is committed to providing consistent and professional service in fulfilling our legislative mandate. In return, we ask that you do the following.

- Treat our employees in a courteous and respectful manner.
- Understand the role our employees perform.
- Be aware of the ethical obligations that govern the actions of CFIA officials.

If you have any questions about your inspection, speak with your local inspector or CFIA office. We can provide you with complete, accurate, and timely information that explains the laws and policies that apply to you.

Also, keep your records and supporting documents organized, readily accessible and available. Providing the inspector with complete, accurate and timely information will help them complete the inspection more quickly and effectively.

It is your responsibility to present the animal(s) for inspection, which includes unloading and reloading the animal(s), and providing assistance to an inspector, when requested.

## TIP

If you have questions or need clarification on any aspect of your inspection, please ask your inspector at any time.

## What will be looked at during an inspection?

Depending on the purpose of the inspection, the CFIA inspector will look at some or all of the following:

- the animal(s) being transported;
- the vehicles, trailers and containers used for transporting the animal(s); and
- operations at your place of business.

In addition to inspecting these items, and interviewing you, your employees and other individuals involved, the inspector has the authority to access and copy relevant records.

These include the following:

- licences, registrations, permits and/or certificates
- transport documents (such as livestock manifest, weigh bills, brand inspection slips and delivery receipts)

- records for time in transit and care given to animals during all phases of transportation, including time for feed, water and rest
- documentation to identify animals
- sampling and testing results
- other data or records required

## TIP

It is important to supply the inspector with accurate information and answers, when requested. If you do not have the information or know the answer at that time, you should tell the inspector when and how you will supply the information at a later date. Delays in providing information can delay finalizing the inspection.

## What are my rights during an inspection?

When dealing with us, you will be treated with respect, professionalism, fairness, and impartiality. You have the right

- to require that our staff identify themselves and explain why they are contacting you;

- to discuss your responsibilities;
- to ask questions or ask for clarification on any aspect of the inspection process;
- to request copies of educational material, including relevant legislation and fact sheets; and
- to receive information in the official language of your choice (English or French).

## What happens after an inspection?

When the inspection is done, the inspector will review their notes and observations. If necessary, they will request further information.

The inspector will tell you about any issues, such as non-compliance with the law. They will explain the next steps to be taken, such as corrective action required.

The inspector will leave an inspection report with you or tell you when you may expect your inspection report, and how it will be sent. The time required to finalize inspection results will vary. For example, if the inspector needs to conduct follow-up interviews or do further record analysis, the inspection will take longer to finalize.

## What happens if the inspector identifies non-compliance?

You may be faced with a situation where the inspector identifies that something is not complying with the law. In these instances, the inspector has a range of tools available to them. Depending on the legislation being applied, an inspector may

- provide educational material, including copies of relevant legislation, fact sheets and pamphlets; or
- ask you to move the animal(s) to the nearest, suitable place.

More serious actions could also be taken, depending on the circumstances. The inspector may

- order you to remove the animal(s) from Canada;
- seize and detain the animal(s) or shipment;
- issue an Administrative Monetary Penalties (AMPs) Notice of Violation with Warning or Penalty, where applicable; or
- refer the matter to Area Enforcement and Investigation Services for investigation and potential prosecution.

## What are my rights after an inspection has taken place?

After the inspection, you have the right

- to speak to your local CFIA office about the service you have received;
- to be advised of the reasons for our decisions in writing, where practical or legally required;
- to receive written documentation outlining the rules of a regulatory order;
- to receive information in the official language of your choice (English or French);
- to obtain information under the provisions of the *Access to Information Act*;
- to have your privacy protected, as set out by the *Privacy Act*; and
- to seek redress through the courts.

## Where do I go for more information?

For general information about the CFIA, visit our website at [www.inspection.gc.ca](http://www.inspection.gc.ca).

For more information about animal welfare and transportation, visit our website.

If you need information about the legal requirements that apply to your operation or business, visit

- the CFIA's Acts and Regulations web page, or
- the Department of Justice's Laws Website.

If you have specific questions regarding the inspection, talk to your inspector, or reach one of our Area offices.

### **Atlantic Area Office**

1081 Main Street  
P.O. Box 6088  
Moncton, New Brunswick  
E1C 8R2  
Telephone: 506-851-7400  
Fax: 506-851-2801

### **Quebec Area Office**

2001 University Street  
Room 746-C  
Montreal, Quebec  
H3A 3N2  
Telephone: 514-283-8888  
Fax: 514-283-3143

### **Ontario Area Office**

174 Stone Road W  
Guelph, Ontario  
N1G 4S9  
Telephone: 519-837-9400  
Fax: 519-837-9766

### **Western Area Office**

1115-57 Avenue NE  
Calgary, Alberta  
T2E 9B2  
Telephone: 403-292-4301  
Fax: 403-292-4551

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