



Record Sheets

Members Manual



## Record Sheet 2 – Multi- Ingredient Product Specification Sheet (MIPS)

Establish one sheet for each product that contains more than one ingredient, including both agricultural ingredients and additives etc.

<b>Name of Operator:</b>	<b>Sheet Number:</b>
<b>Product Name</b>	<b>Product No:</b>

**List the Agricultural Ingredients** (Agricultural ingredients in descending order by weight - exclude water, additives, yeasts etc)

Agricultural ingredient	Wt Kg	% <sup>(1)</sup>	Organic Status <sup>(2)</sup>	Supplier	Cert Body
<b>Total Weight</b>		<b>100%</b>	(1) Ingredient as a % of the total agricultural ingredients by weight. (2) Status O = organic, C = In-conversion, N = non-organic (3) The weight or volume of the final batch of product after processing, allowing for addition or loss of water etc. (4) Weight or volume of the finished product divided by weight of ingredients x 100.		
<b>Wt/Vol of finished product <sup>(3)</sup></b>					
<b>Conversion % <sup>(4)</sup></b>					

**List any Non-agricultural Ingredients** (Such as water, additives, yeasts, enzymes etc. See 7.04 for permitted materials)

Material used & E Number	Quantity	Supplier

**List any Processing Aids used in the process** (See 7.05 for permitted materials)

Material used & E Number	Purpose	Supplier

Produced By:	Position:	Date:
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### Record Sheet 3 – Compound Animal Feed Product Specification Sheet

Establish one sheet for each product that contains more than one ingredient, including both agricultural ingredients and additives such as vitamins and minerals etc.

Name of Operator:	Sheet Number:
Product Name	Product No:

**List the Agricultural Ingredients** (Agricultural ingredients in descending order by weight - exclude water, additives, yeasts etc)

Agricultural ingredient	Wt Kg	% <sup>(1)</sup>	Organic Status <sup>(2)</sup>	Supplier	Cert Body
<b>Total Weight</b>		<b>100%</b>	(1) Ingredient as a % of the total agricultural ingredients by weight. (2) Status O = organic, C = In-conversion, N = non-organic		

**List any Non-agricultural Ingredients** (Such as vitamins, minerals, yeasts, etc. See 3.5 for permitted materials)

Material used	Quantity	Supplier

**List any Processing Aids used in the process** (See 3.5 for permitted materials)

Material used & E Number	Purpose	Supplier

Produced By:	Position:	Date:
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**Record Sheet 4 – Supplier’s Declaration a product does not contain or is derived from Genetically Modified Organisms**

The Regulation (EEC) 2092/91 and the Defra Compendium of UK Organic Standards (Provision 5) prohibits the use of genetically modified organisms (GMOs) or products derived from GMOs in organic foods or animal feeds.

As a supplier of an ingredient intended for use in an organic food product or animal feed you are asked to confirm that the ingredient(s) is not a product of genetic manipulation or a derivative of a genetically modified organism.

**I confirm that, to the best of my/our knowledge, the following product(s):**

Product	Batch or Consignment details

**are not the products of, or derived, from genetically modified organisms and that all reasonable steps have been taken to avoid any possible contamination from genetically modified organisms or their derivatives and this has been confirmed by the following measures:**

Known non-GM varieties of plants: (specify varieties)	
Traceability through identity protected (IPS) distribution systems:	
Independent audit: (specify certification body)	
Equivalent declaration from previous supplier: (supply copy)	
PCR testing for GMO indicators: (give frequency & limits)	
Labeled as containing < 0.9% GM content	

Signed by:	Date:
Name:	Position:
Company:	
Address:	
Telephone:	

## Record Sheet 5 – Subcontractor’s Agreement

### Agreement to sub-contract a storage or processing operation

To be used where a certified organic operator sub-contracts an operation, such as the storage, butchery or other simple processing of an organic product, to another party who is not subject to organic certification.

#### The SOPA registered operator:

Company Name:			
SOPA Registration Number:			
Address:			
Responsible Person:			
Signature		Date:	

#### Agrees to subcontract the following operation:

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#### Under to the following terms and conditions:

The operator shall:

- Supply a copy of the relevant sections of the processing standards to the subcontractor and explain the basic requirements to ensure the integrity of the organic products explained.
- For each processing operation, keep a record of the attendance of both parties, the product delivered, the quantities processed and the products taken away, for SOPA to verify.
- Ensure that each processing operation takes place under the direct supervision of a competent representative (not an employee of the subcontractor), familiar with the requirements of the standards to ensure the integrity of the organic products.
- Keep full responsibility for the subcontracted operations and their compliance with the Standards.
- Retain title to or ownership of the products, raw materials and sales.
- Supply the relevant labels and packaging where appropriate.
- Ensure that the subcontractor has an up-to-date copy of their Certificate and Trading Schedule with the arrangement specified.
- In the case of an abattoir, ensure that the organic stamp is applied to their carcass and maintain responsibility for the stamp.

The sub-contractor shall:

- Not sell or market the product under their own name.
- Permit the operator’s representative to monitor the process.
- Permit SOPA inspectors to access the site with a representative of the operator for the purpose of inspection.

#### To the subcontractor:

Company Name:			
Address:			
Responsible Person:			
Signature		Date:	

## Record Sheet 6 – Subcontractor Monitoring Record

To be used by a certified organic operator when attending a processing operation carried out by an approved subcontractor. Each processing operation is to be recorded and the records kept for the inspector to check.

Date of operation	
Subcontractor	
Describe the processing operation e.g. abattoir, butchering, processing, drying	
Describe the products being processed e.g. beef cattle, beef carcasses, wheat	

### Process

Is the processing operation taking place at a separate time to that for non-organic products?	
Are the premises, storage, utensils etc. clean and in a hygienic state prior to the operation?	
Describe the quantity of organic product to be processed e.g. Number of animals/carcasses, weight of raw materials.	
Describe the quantity of finished product e.g. number of carcasses, number and weight of finished goods.	
Give an estimate of the wastage e.g. Kg offals, bones, screenings.	
How is any organic product to be further stored e.g. hanging - freezing - chilling - bulk storage - palletised?	
If stored how, is the organic product segregated from non-organic product during storage?	
How is the product labelled during storage?	
How is the finished product packed?	
How is the finished product labelled?	
How is the finished product transported?	
Is the transport in a clean and hygienic state?	

**To be signed by the subcontractor and the operator or the operator's representative**

#### For the operator

Name:	Position:	Signature:
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#### For the subcontractor

Name:	Position:	Signature:
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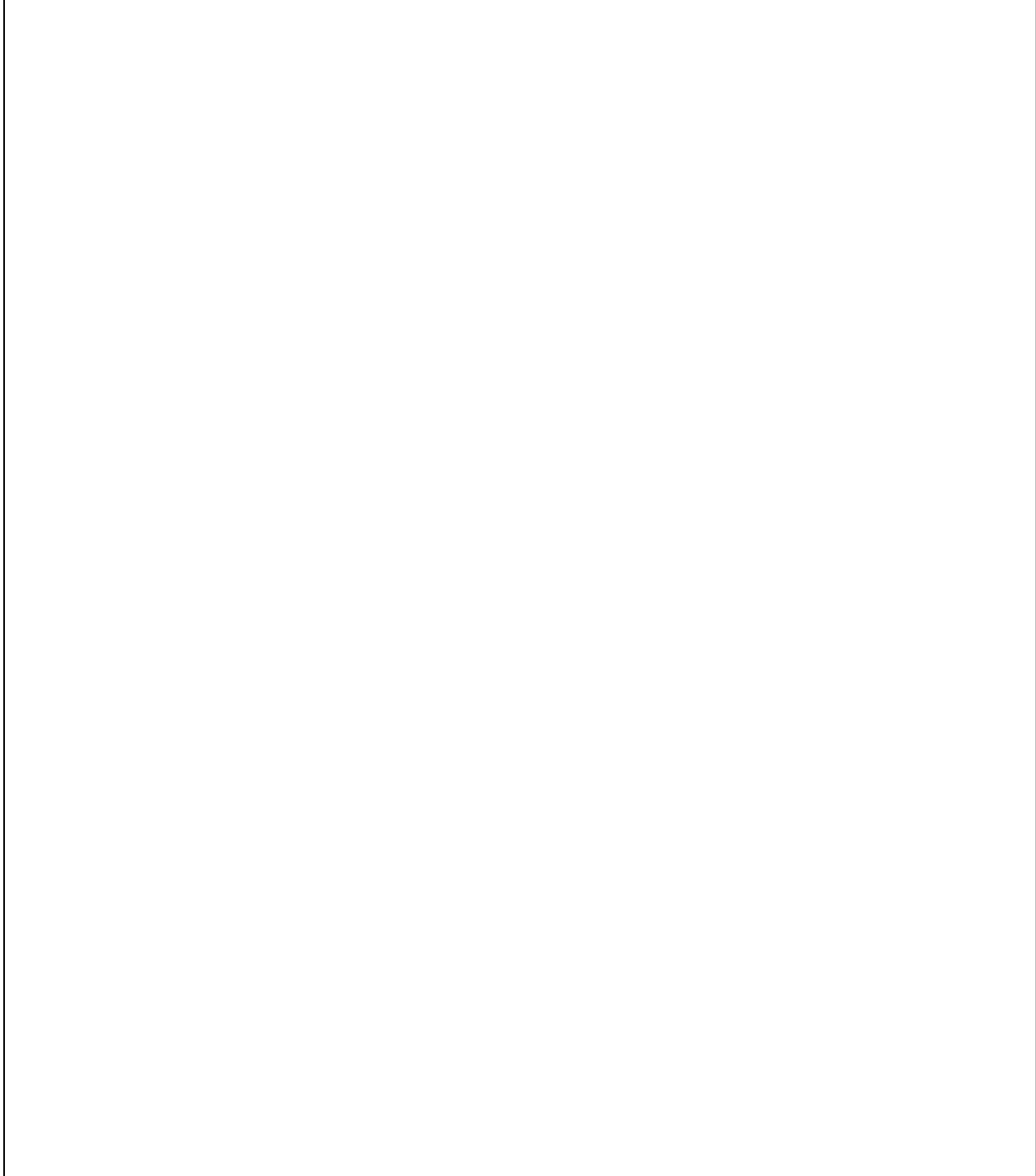




**Record Sheet 12 – Site Plan & Record of Baiting Sites**

Name of operator:	Sheet number:
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Draw a plan of the site and buildings and mark the rodent baiting sites.



**Record Sheet 13 – Record of Complaints Received**

Name of operator:	Sheet number:
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Date received:
Complainant:
Nature of the complaint:
Investigation and action taken to prevent reoccurrence:
Responsible person:
Date conclude:

**Record Sheet 14 - EUROPEAN COMMUNITY – CERTIFICATE OF INSPECTION FOR IMPORT OF PRODUCTS FROM ORGANIC PRODUCTION**

1. Issuing body or authority (name and address)	2. Council Regulation (EEC) 2092/91, and Commission Regulation (EC) No 1788/2001 Article 11(1) or Article II(6)	
3. Serial number of the certificate of inspection	4. Reference No authorisation under Article 11(6)	
5. Exporter (name and address)	6. Inspection body or authority (name and address)	
7. Producer or preparer of the product (name and address)	8. Country of dispatch	
	9. Country of destination	
10 First consignee in the Community (name and address)	11. Name and address of the importer	
12. Marks and numbers. Container No(s) and kind. Trade name of the product	13. Combined Nomenclature (CN) Codes	14. Declared quantity
	<p>15. Declaration of body OR AUTHORITY issuing the certificate referred to in box 1. This is to certify that the products designated above have been obtained in accordance with the rules of production and on inspection of the organic production method, as set out and monitored by the control organisation mentioned in box 4.</p> <p>Date</p> <p>Name and signature of authorised person <span style="float: right;">Stamp of the authority or body</span></p>	

**Scottish Organic Producers Association**

16. Declaration of the competent authority of the member state of the European Union who granted the authorisation or it's designate.

This is to certify that the products designated above have been authorised for marketing in the European Community in accordance with the procedure of Article 11(6) of Regulation 2092/91 under the authorisation number mentioned in box 4.

Date

Name & signature of the authorised person Stamp of the competent authority or its designate in the member state

17. Verification of the consignment by the relevant authority in the member state.  
Member state:

Import registration (type, number, date and office of the customs declaration):

Date

Name & signature of the authorised person

Stamp

18. Declaration of the first consignee

This is to certify that the reception of the goods has been carried out in accordance with the provisions of Annex III Section C point 7 to Regulation (EEC) 2092/91

Name of company

Date

Name & signature of the authorised person

**Explanatory Notes**

Box 1. Authority or body or other designated authority or body referred to in Article 4(3) of Regulation (EC) 1788/2001. This body also completes box 3 and 15.

Box 2. This box indicates the EC Regulations which are relevant for the issue of this certificate: indicate with regard to Article 11 of Regulation (EEC) No 2092/91 the relevant provisions: Article 11(1) or Article 11(6).

Box 3. The serial number of the certificate given by the issuing body or authority in accordance with Article 4(4) or Regulation (EC) No 1788/2001.

Box 4. The authorisation number in case of import under Article 11(6). This box is completed by the issuing body or, when the information is not yet available at the same time that the issuing body endorses box 15, by the importer.

Box 5. Name and address of the exporter.

Box 6. Inspection body or authority for monitoring compliance of the last operation (production, preparation, including packaging and labeling, as defined in Article 4(2) and (3) of Regulation 2092/91) with the rules of the organic production methods in the third country of dispatch.

Box 7. Operator who carried out the last operation (production, preparation, including packaging and labeling, as defined in Article 4(2) and (3) of Regulation (EEC) No 2092/91) on the consignment in the third country mentioned in box 6.

Box 9. Country of destination means the country of the first consignee in the Community.

Box 10. Name and address of the first consignee in the Community. The first consignee shall mean the natural or legal person where the consignment is delivered and where it will be handled for further preparation and/or marketing. The first consignee shall also complete box 18. The UK Control body interprets this as meaning that an operator who is simply a handling agent, has no financial interest in the goods and does not prepare them in any way (including re-packing or re-labeling them) will not be subject to the inspection system. But our interpretation is that in any other case the operator will require to be registered with an inspection body.

Box 11. Name and address of the importer. The importer shall mean the natural or legal person within the European Community who presents the consignment for release for free circulation into the European Community, either on its own or through a representative.

Box 13. Combined Nomenclature Codes for the products concerned. CN Codes (or Combined Nomenclature Codes) are used widely in the transport of conventional produce. The new import regulation (1788/2001) requires that CN Codes be used in organics as well (guidance on CN Codes can be found at the link below).

[http://europa.eu/eur-lex/en/archive/2001/l\\_27920011023en.html](http://europa.eu/eur-lex/en/archive/2001/l_27920011023en.html): Official Journal L 279 – Volume 44 23 October 2001

Please note: there is currently no difference between the CN Codes of conventional and organic produce.

Box 14. Declared quantity, expressed in appropriate units (e.g. Kg of net mass, liters etc).

Box 15. Declaration of the body or authority issuing the certificate. The signature and the stamp must be in a colour different to that of the printing.

Box 16. Only for imports under the procedure laid down in Article 11(6) of Regulation (EEC) 2092/91. To be completed by the competent authority in the Member State which granted the authorisation, or by the delegated body or authority in the case of delegation in accordance with Article 4(8) of Regulation No 1788/2001. Box 16 is for produce authorised for import by the Control Body which needs to clear customs in another EU member state. The UK Control Body will endorse Box 16 to let the port of entry in the other Member State know that an authorisation has been issued. Not to be completed where the derogation of Article 4(9) of Regulation (EC) No 1788/2001 applies. Article 4.9. of Regulation (EC) No 1788/2001 states: The declaration in box 16 is not required:

- (a) when the importer presents an original document, issued by the competent authority of the Member State which granted the authorisation in accordance with Article 11(6) of Regulation (EEC) No 2092/91 and demonstrating that the consignment is covered by that authorisation, or
- (b) when the Member State's authority, which granted the authorisation in Article 11(6), has given satisfactory evidence that the consignment is covered by that authorisation, directly to the authority in charge of the verification of the consignment. This procedure of direct information is optional for the Member State which granted the authorisation.

Box 17. Shall be completed by the relevant Member State's authority either at the verification of the consignment in accordance with Article 4(1), or before the preparation or splitting operation in the circumstances referred to in Article 5 of Regulation (EC) No 1788/2001.

Box 18. Shall be filled in by the first consignee at the reception of the products, when he has carried out the checks provided for in Annex 111, Section C, point 7 to Regulation (EEC) No 2092/91.



### Record Sheet 16 - Imported Product Specification Sheet (IPSS)

Name of operator:	Sheet number:
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**Products to be Imported**

<b>Product 1</b>	
<b>Country of Origin</b>	
<b>Exporter Name &amp; Address</b>	
<b>Processor Name &amp; Address</b>	
<b>Certification Body</b>	
<b>UK Port of Entry</b>	
<b>First Consignee (Storage site) Name &amp; Address</b>	

<b>Product 2</b>	
<b>Country of Origin</b>	
<b>Exporter Name &amp; Address</b>	
<b>Processor Name &amp; Address</b>	
<b>Certification Body</b>	
<b>UK Port of Entry</b>	
<b>First Consignee (Storage site) Name &amp; Address</b>	

## Record Sheet 17 - Organic Integrity Management Plan

### Introduction

1. The purpose of this Organic Management Plan is to:

- a. Fulfil the requirement of the Compendium of UK Organic Standards – Annex III General Provisions 3. which states:

#### **Initial inspection**

**When the inspection arrangements are first implemented, the operator responsible must draw up:**

- **a full description of the unit and/or premises and/or activity,**
- **all the practical measures to be taken at the level of the unit and/or premises and/or activity to ensure compliance with this Regulation, and in particular with the requirements in this Annex,**
- **the precautionary measures to be taken in order to reduce the risk of contamination by unauthorised products or substances and the cleaning measures to be taken in storage places and throughout the operator's production chain.**

**Where appropriate, those description and measures may be part of a quality system as set up by the operator.**

- b. To develop a HACCP (Hazard Analysis and Critical Control Points) based approach to maintaining the organic integrity of organic products by identifying the hazards to organic integrity and the Key Standards (KS) that minimise the risk. It does not remove the need for processors to develop a full food safety HACCP in line with current legislation.
  - c. Provide a pro-forma Management Plan document to guide new entrants, on-farm and small scale processors and feed compounders in developing their organic procedures and quality systems, thus improving their compliance with the Organic Standards..
  - d. Maintain and improve the integrity and food safety of organic products by standardising the documentation used and introducing industry codes of best practice.
  - e. Encourage continuous improvement among organic processors by enabling procedures and records to be better organised and internally or externally audited and reviewed.
  - f. Improve the inspection and audit process by standardising the systems and filing of documents for speedier access and assessment.
2. Notes to operators:
- a. This Management Plan is issued as a Word document on CD for computer editing or as a PDF document for completion by hand.
  - b. It is primarily aimed at on-farm and small scale processing operations where there is limited experience in developing Quality Systems. Its use is not obligatory and existing or alternative plans are acceptable provided that all the Key Standards are covered. Where an operator has a Food Safety HACCP and supporting documents in place, it is not necessary to duplicate those documents and a reference to the relevant HACCP documents can be provided instead. Alternatively the Organic Integrity Matrix format can be used to slot the Key Standards into the Food Safety HACCP.
  - d. A summary of the Standard is given but operators must refer to the full standards when developing their procedures to ensure familiarity and full compliance.
  - e. This Management Plan, or the equivalent organic procedures, must be used as part of an active operating system, for training the personnel responsible for maintaining organic integrity and empowering them to be responsible for the quality of the product throughout the production process.
  - f. The Plan or organic procedures must be reviewed and updated annually and be available at your inspection for evaluation by the inspector. Record Sheet 19 may be used to record the review. The inspector will assess your plan against the Key Standards. A copy of the Plan or the organic procedures may be required by your certification officer.
3. If you have any questions about completing this Plan or developing written organic procedures, please contact your certification officer or advisor.

## **Contents**

<b>Key Standard (KS)</b>	<b>Topic</b>
	Company Details
1	Organic Standards
2	Compliance with Food Legislation
3	Food Safety HACCP
4	Organic Certification
5	Correcting Non-compliance
6	Key Personnel & Responsibilities
7	Product Composition
8	GMO Declarations
9	Water Quality
10	Labelling
11	Approved Supplier Certification
12	Control of Non-certified Sub-contractors
13	Process Flow & Critical Controls
14	Goods Received Procedure & Organic Authentication
15	Storage of Raw Materials
16	Processing Operations
17	Storage of Part Completed Product
18	Storage of Finished Products
19	Packaging & Packaging Storage
20	Transport
21	Dispatch documents
22	Ingredient & Product Traceability
23	Ingredient Input/Output Reconciliation
24	Cleaning Procedures
25	Rodent Control, Pest Control and Fumigation
26	Factory Fabric & Environment
27	Maintenance & Calibration of Equipment
28	Product & Environment Testing
29	Non-conforming Product & Product Recall
30	Disposal of Waste Materials
31	Staff Facilities and Personal Hygiene
32	Staff Training
33	Register of Complaints

## ***Company Details***

Company Name/Trading Name	
Contact	
Position	
Address	
Telephone	
Fax	
Mobile	
Email	
Website	
Financial year end	



<b>KS 2</b>	<b>Compliance with Food Legislation</b>
Hazard	Failure to notify statutory bodies of the operation and comply with food safety legislation and codes of practice through lack of information and advice.
Standards	8.03
Summary	Food processing operations must be registered with the relevant authorities.
Procedures	<b>Complete the entries below to identify the bodies registered with.</b>
Documentation	<b>Append copies of correspondence, compliance reports etc. OR Reference where these documents are located : -</b>

Local Authority Environmental Health Office (EHO)	
Contact	
Address	
Telephone	
Date registered	

Local Authority Trading Standards Office (TSO)	
Contact	
Address	
Telephone	

Meat Hygiene Inspection Service (MHIS)	
Contact	
Address	
Telephone	

Other -	
Contact	
Address	
Telephone	

<b>KS 3</b>	<b>Food Safety HACCP</b>
Hazard	Failure to develop operating systems based on HACCP principles to identify risks to food safety potentially leading to contamination by micro-organisms and chemicals.
Standards	8.04
Summary	Processing operations must have a HACCP system in place when advised to do so by the EHO. Animal feed compounders must have a HACCP in place at all times.
Procedures	<b>Complete the entry below to confirm that the HACCP is required and has been developed.</b>
Documentation	<b>Reference where the HACCP is located: -</b>

HACCP details	
HACCP drawn up by	
Position	
Training and qualifications in HACCP	
Pro forma document if used	
Date implemented	

<b>KS 4</b>	<b>Organic Certification Details</b>
Hazard	Failure to be certified for an operation or product, leading to non-certified products being marketed or supplied to other organic operators.
Standards	8.05
Summary	Operators must have an up to date Certificate/Trading Schedule listing all the certified products. No product may be marketed as organic unless it is listed on the Certificate/Trading Schedule.
Procedures	<b>Complete the certification details below.</b>
Documentation	<b>Append your Certificates of Compliance/Conformity and Trading Schedules. OR Reference where these documents are located :-</b>

Certification details	
Certification body	
Certification officer	
Contact telephone number	
Date first certified	





<b>KS 7</b>	<b>Product Composition</b>
Hazard	Failure to comply with the relevant standards for product composition, leading to non-conforming products being marketed or supplied to other organic processors.
Standards	8.08
Summary	Product Specification Sheets must be established for each product. (Pro forma specification sheets will be supplied by your certification body). A copy must be supplied to the certification body for approval and inclusion on the Certificate/Trading Schedule before the product is put on the market.
Procedures	<b>Append a separate product schedule for the organic products and other permitted ingredients.</b>
Documentation	<b>Append Record Sheet 1 - Single Ingredient Product Specification Sheet (SIPS) listing products containing only one agricultural ingredient</b> <b>Append Record Sheet 2 - Multi-ingredient Product Specification Sheet (MIPS) for each product containing more than one agricultural ingredient</b> <b>Append Record Sheet 3 - Compound Animal Feed ingredient sheets.</b> <b>Append product specs for all other permitted ingredients. OR</b> <b>Refer to where these documents are located : -</b>

Permitted non organic or non-agricultural product details		
Product	Supplier	Product Specification/Number



<b>KS 9</b>	<b>Water Quality</b>
Hazard	Risk to product integrity and food safety if private supplies of water are used or additional chlorine is added.
Standards	8.10
Summary	The water must be potable. Private supplies must be treated to ensure potability and be periodically tested. Additional levels of chlorine are not permitted for washing organic products.
Procedures	<b>Describe the water supply and any treatments it is subject to.</b>
Documentation	<b>Append the results of testing the water. OR Refer to where these documents are located : –</b>

Describe the water supply and any treatments undertaken:
Describe the tests undertaken to ensure potability:

<b>KS 10</b>	<b>Labelling</b>
Hazard	Use of incorrect labelling leading to non-conforming products being marketed or incorrect authentication of the product by processors further down the distribution chain.
Standards	8.11
Summary	All labelling must comply with the relevant standards and be approved by the certification body.
Procedures	<b>The following procedures will be observed.</b>
Documentation	<b>Append a sample of each label or sample of packaging (in transparent sleeves if poly bags are involved). OR</b> <b>Refer to where these labels and samples are located : –</b>

Labelling procedures
Copies of the draft labels are to be supplied to the certification body for approval prior to printing and before the product is put on the market.
Each food label must include the following information; <ul style="list-style-type: none"> <li>▪ Name and address of the processor or sufficient information for the processor to be traced.</li> <li>▪ The Organic Status of the product if containing 95%+ organic ingredients.</li> <li>▪ The 'Made with X% Organic ingredients' if containing more than 70% organic ingredients.</li> <li>▪ The certification body's code 'Organic Certification UK?'</li> <li>▪ The batch number, packing date or use by/best before date to enable traceability.</li> </ul>
Each animal feed label must contain <ul style="list-style-type: none"> <li>▪ Name and address of the processor or sufficient information for the compounder to be traced.</li> <li>▪ The % Organic Status of the product and total % of organic and in conversion ingredients</li> <li>▪ The list of ingredients and organic/in conversion status of each</li> <li>▪ The statement to the effect that – 'The product is produced in accordance with the Defra Compendium and approved for feeding to organic livestock' (as specified by the certification body)</li> <li>▪ The certification body's code 'Organic Certification UK?'</li> <li>▪ The batch number, packing date or use by/best before date to enable traceability.</li> </ul>
The use of the certification body's logo is optional but if used must comply with the terms and conditions set by the body.
The labelling of bulk products to comply with CCP 19.

<b>KS 11</b>	<b>Approved Supplier Certification</b>
Hazard	Failure to use certified organic ingredients from approved suppliers, leading to non-conforming products being marketed or supplied to other organic processors.
Standards	8.12
Summary	The current Certificate/Trading Schedules must be obtained for all suppliers or organic ingredients and checked to ensure that the supplier is certified for the products to be supplied.
Procedures	<b>List the suppliers, the products and certificate expiry dates below.</b>
Documentation	<b>Append a copy of each supplier’s Certificate/Trading Schedule. OR Refer to where these documents are located –</b>

Supplier approval procedures		
Suppliers shall be instructed to supply a copy of their Certificate/Trading Schedule on renewal. Where this is not received, they must be contacted annually and asked to supply a copy.		
<b>Supplier</b>	<b>Products</b> (generic list e.g. vegetables, wholesale products)	<b>Date certificate expires</b>

<b>KS 12</b>	<b>Control of Non-certified Sub-contractors</b>
Hazard	Use of uncertified sub-contractors who are not operating to the organic standards, leading to potential loss of organic integrity.
Standards	8.13
Summary	Details of storage or processing carried out elsewhere by sub-contractors not certified by an organic certification body must be subject to inspection as part of the operator's licence and monitoring by the operator during each processing operation.
Procedures	<b>Notify certification body and provide details of all sub-contractors below.</b>
Documentation	<b>Append copy of the Agreement</b> <b>Append copy of record sheet used for monitoring the operation</b> (a pro-forma Agreement and Record Sheet will be supplied by your certification body)

Details of sub-contractor 1	
Name of sub-contractor	
Contact	
Telephone Number	
Address	
Sub-contracted storage or processing operation carried out	

Details of sub-contractor 2	
Name of sub-contractor	
Contact	
Telephone Number	
Address	
Sub-contracted storage or processing operation carried out	

<b>KS 13</b>	<b>Process Flow &amp; Critical Controls</b>
Hazard	Failure to identify key parts of the processing operation and the critical controls, potentially leading to food safety issues and non-conforming product.
Standards	8.14
Summary	A process flow chart must be established with critical controls, e.g. temperatures identified.
Procedures	<b>Draw a diagram or process flow chart describing the stages from intake to dispatch below. OR</b>
Documentation	<b>Append an existing flow chart/diagram. OR Refer to where this document is located :-</b>

Process Flow Chart and critical controls, if any.

<b>KS 14</b>	<b>Goods Received Procedure &amp; Organic Authentication</b>
Hazard	Failure to check the organic status of organic ingredients or the specification of approved non-organic ingredients on arrival, potentially leading to non-conforming products being marketed or supplied to other organic processors.
Standards	8.15
Summary	The organic status of the goods must be verified on intake by checking the labels and accompanying documentation. This verification must be recorded. Where there is any doubt over the authenticity of the product, its provenance must be checked and the doubt dispelled before it can be used.
Procedures	<b>Describe below how the check is made and recorded. OR Append written procedures detailing the intake checks.</b>
Documentation	<b>Append a copy of the record document used to log in the organic goods as they are received. Append a copy of the record document used to record the verification check. OR Refer to where these documents are located: –</b>

Describe how the goods are logged in and the organic status is checked and recorded.
Describe how the specifications and labels are checked for permitted non-organic ingredients to ensure that the correct material has been received.

<b>KS 15</b>	<b>Storage of Raw Materials</b>
Hazard	Loss of organic integrity due to contamination by non-organic ingredients in store or by confusion on the part of personnel leading to incorrect ingredients being used in the process.
Standards	8.16
Summary	Where non-organic raw materials are also stored on the premises, organic products must be stored in a dedicated or designated area, separate from the non-organic materials and clearly labelled.
Procedures	<b>Describe the storage, means of separation and labelling below. OR Append a copy of the written procedures relating to the storage and separation of organic and non-organic products.</b>
Documentation	<b>Append a copy of the record documents used to record the storage. OR Refer to where these documents are located :-</b>

Description of the storage, separation and labelling of organic raw materials, including dedicated sites.			
<b>Product</b>	<b>Type of store</b> (e.g. silo, pallet rack, chill)	<b>Separation</b> (e.g. dedicated, designated area)	<b>Labelling</b> (e.g. painted floor area)

<b>KS 16</b>	<b>Processing Operations</b>
Hazard	Contamination of organic products during processing by residues left from previous non-organic production runs, leading to non-conforming products.
Standards	8.17
Summary	Where non-organic raw materials are also processed on the premises, organic products must be processed as the first operation of the day, or after the clean down of the line or bleed run of organic product and completed in a single production run.
Procedures	<b>Describe the processing stages for a dedicated site and the means of separation where non-organic product are also processed below. OR Append a copy of the written procedures relating to the processing and separation of organic and non-organic products.</b>
Documentation	<b>Append a copy of the documents used to monitor the processing stages. OR Refer to where these documents are located :-</b>

Description of the processing and separation procedures, including those in dedicated sites.		
Processing operation	Means of separation, bleed run etc.	Record document

<b>KS 17</b>	<b>Storage of Part Completed Product</b>
Hazard	Part processed organic products contaminated or confused with non-organic products due to poor storage and labelling, leading to loss of organic integrity.
Standards	8.16
Summary	Where organic materials are part processed and stored for later completion, e.g. prepacking or relabelling, the batches must be clearly labelled and stored in a designated and labelled area.
Procedures	<b>Describe the part processing stages for a dedicated site and the means of separation where non-organic products are also part processed below. OR</b> <b>Append a copy of the existing procedures relating to the part processing, labelling, storage and separation of organic and non-organic products.</b>
Documentation	<b>Append a copy of the record documents used to monitor the part processing, labelling and storage. OR</b> <b>Refer to where these documents are located: –</b>

Description of the part processing and separation procedures, including those in dedicated sites.		
Part processing operation	Type of storage	Separation, labelling and record document

<b>KS 18</b>	<b>Storage of Finished Products</b>
Hazard	Contamination of organic products, especially products stored in bulk, by non-organic products and confusion by personnel due poor storage and labelling.
Standards	8.16
Summary	Where non-organic finished products are also processed on the premises, organic products must be stored in a designated and labelled area.
Procedures	<b>Describe the finished goods storage facility for a dedicated site and the means of separation where non-organic product are also processed below. OR Append a copy of the written procedures relating to the storage and separation of organic and non-organic finished products.</b>
Documentation	<b>Append a copy of the record documents used to monitor the storage of finished goods. OR Refer to where these documents are located: –</b>

Description of the storage and separation procedures for finished goods, including those in dedicated sites.			
<b>Product</b>	<b>Type of store</b> (e.g. silo, pallet rack, chill)	<b>Separation</b> (e.g. dedicated, designated area, locked bin, positive release)	<b>Labelling</b> (e.g. painted floor area)

<b>KS 19</b>	<b>Packaging Materials &amp; Packaging Storage</b>
Hazard	Packaging contaminated with residues or can contaminate the organic product through leaching.
Standards	8.18
Summary	Food grade packaging must be used which does not leach chemicals into salty or acid foods. Reusable packaging e.g. for box schemes, must be clean and free from residues. Packaging must be stored in clean and dry conditions.
Procedures	<b>Describe the packaging used and the storage</b>
Documentation	

Describe the types of packaging:
Describe the storage for the packaging:

<b>KS 20</b>	<b>Transport</b>
Hazard	Contamination of organic products, especially products transported in bulk, by residues from previous loads or loss of organic status due to poor labelling and handling.
Standards	8.19
Summary	Organic products must be transported in such a way that their integrity remains intact. Products transported in bulk must be loaded in vehicles that have been cleaned and inspected prior to loading. The transporter of milk in bulk must be subject to inspection and certification by an approved organic certifier.
Procedures	<b>Describe the transport of finished organic good below. OR Append a copy of the written procedures relating to the transport of finished products.</b>
Documentation	<b>Append a copy of the record documents used to monitor the cleaning and inspection of vehicles. Append organic or assurance certificates for hauliers. OR Refer to where these documents are located: –</b>

Description of the transport of finished goods.		
<b>Product</b>	<b>Type of transport</b> (e.g. own van, bulk haulier, chilled, pallet)	<b>Documents used to monitor cleanliness</b>

KS 21	Dispatch Documents
Hazard	Organic processors further down the distribution chain misidentifying organic products due to poor labelling or mislabelling.
Standards	8.20
Summary	Dispatch documents, especially those for products transported in bulk, must have the specified information.
Procedures	<b>Observe the procedure below.</b>
Documentation	<b>Append a copy of the delivery documents and invoices. OR Refer to where these documents are located: –</b>

Information to appear on delivery documents.
<p>Delivery notes and invoices for all organic products must include the following information:</p> <ul style="list-style-type: none"> <li>▪ The name and address of the operator sending the product.</li> <li>▪ The name of the product.</li> <li>▪ The organic status of the product or a statement that all products supplied are organic products.</li> <li>▪ The code of the processor’s certification body ‘Organic Certification UK?’</li> </ul>
<p>Bulk products being transported to another certified processor must have the following information on an accompanying document:</p> <ul style="list-style-type: none"> <li>▪ The name and address of the operator sending the product or where different the owner of the product</li> <li>▪ The name of the product.</li> <li>▪ The organic status of the product.</li> <li>▪ The code of the processor’s certification body ‘Organic Certification UK?’.</li> <li>▪ The batch number to enable traceability.</li> </ul>



<b>KS 23</b>	<b>Ingredient Input/Output Reconciliation</b>
Hazard	Product integrity lost if non-organic ingredients are substituted, either intentionally or in error.
Standards	8.22
Summary	The records must demonstrate a reconciliation or mass balance between inputs and outputs. Inspectors must carry out sample reconciliations at the annual inspections and may carry out additional reconciliations at spot inspections.
Procedures	<b>List the documents that enable the reconciliation to be done below.</b>
Documentation	<b>Append samples of the documents used to ensure product reconciliation. OR Refer to where these documents are located : –</b>

Documents enabling input/output reconciliation.	
Input documents	
Processing documents	
Output documents	

<b>KS 24</b>	<b>Cleaning Procedures</b>
Hazard	Risk to product integrity and food safety if the cleaning procedures are not adequate.
Standards	8.23
Summary	Cleaning procedures must comply with industry standards ad best practice. All cleaning chemicals must be washed off surfaces and equipment with water prior to organic production. Cleaning procedures must be recorded.
Procedures	<b>Describe the cleaning procedures if very simple. OR</b> <b>Append copies of the procedures for each area, machine and time eg daily, weekly, monthly.</b>
Documentation	<b>Append copies of the checklists used to record a satisfactory state of cleanliness pre and post production. OR</b> <b>Refer to where these documents are located : -</b>

Describe the cleaning procedure in a very simple situation:

<b>KS 25</b>	<b>Rodent Control, Pest Control &amp; Fumigation</b>
Hazard	Risk to product integrity and food safety if the product is contaminated by pests such as rodents or birds or the chemicals used to control the pests.
Standards	8.24
Summary	Preventive measures must be in place to control the ingress of pests. Pest control must be undertaken by a licensed contractor or trained staff member who is aware of the organic requirements. Where fumigation is required the certification body must be notified and organic products removed for a specified period. Records must be kept of all pest control and plans of baiting sites.
Procedures	<b>Describe the rodent control measures if done in house.</b> <b>Describe any chemical applications or fumigation procedures carried out.</b>
Documentation	<b>Append copies of the checklists used to record the use of materials in house and COSHH Safety Data Sheets. OR</b> <b>Refer to where these documents or the Pest Control Contractor’s file are located : –</b>

Describe the rodent control undertaken:
Contractor: Accreditation: Confirming that they are aware of the organic requirements: Number of visits per year:
In house rodent control by: Materials used: Storage of materials: Training: Baiting plans:
Describe any other pesticides or fumigants used:
Material used: Purpose: Area: Frequency: Apply by: Training: Storage of materials: Date CB notified:

<b>KS 26</b>	<b>Factory Fabric &amp; Environment</b>
Hazard	Risk to food safety if the premises are not suitable for food and animal feed preparation and the surroundings harbour pests.
Standards	8.25
Summary	The premises must be suitable for the storage and processing of food and animal feeds and maintained to prevent the ingress of contaminants. The surroundings must be maintained in a clean and tidy state.
Procedures	<b>Describe the maintenance programme and external cleaning procedures.</b>
Documentation	<b>Append copies of the records. OR Refer to where these documents are located : –</b>





<b>KS 29</b>	<b>Non-conforming Product &amp; Product Recall</b>
Hazard	Non-conforming product is not immediately embargoed or recalled.
Standards	8.28
Summary	Operators must have a procedure which prevents a non-conforming product from being dispatched. Where the fault is detected after dispatch, there must be a means of recalling it or notifying customers to remove it from the shelves. The certification body must be notified immediately of any product recall.
Procedures	<b>Describe or append the procedures for embargoing non-conforming products and product recall.</b>
Documentation	<b>Append copies of the positive release documentation. OR Refer to where these documents are located : –</b>

Describe the procedure for checking product prior to dispatch and for embargoing non-conforming products:
Describe the procedure for notifying customers and recalling a non-conforming product:

<b>KS 30</b>	<b>Disposal of Waste Materials</b>
Hazard	Reputation of the organic sector damaged through inappropriate or illegal waste disposal.
Standards	8.29
Summary	All waste must be disposed of according to statutory requirements. Organic operators should recycle and treat waste wherever possible.
Procedures	<b>Describe the waste materials produced and the means of disposal.</b>
Documentation	<b>Append details of the contractors used. OR Refer to where these documents are located : –</b>

Describe the main waste products and the means of disposal:	
Waste product	Means of disposal, contractor etc

<b>KS 31</b>	<b>Staff Facilities and Personal Hygiene</b>
Hazard	Contamination of the product due to inadequate staff and visitor hygiene and facilities.
Standards	8.30
Summary	Staff must maintain statutory and industry best practice hygiene standards to prevent contamination from pathogens or objects such as jewellery etc. Visitors should be controlled and recorded.
Procedures	<b>Append or describe the hygiene practices.</b>
Documentation	<b>Append the records for controlling visitor. OR Refer to where these documents are located : –</b>

Describe the main practices in place:	
Control of Risk	Facility/Practice
Toilet & washing facilities	
Protective work wear	
Basic Food Hygiene training	
Removal of jewellery, watches etc.	
Reporting of infectious/contagious illness by staff	
Control of visitors	
Other	

<b>KS 32</b>	<b>Staff Training</b>
Hazard	Inadequate staff training and lack of understanding of the organic requirements.
Standards	8.31
Summary	Staff must undergo appropriate training to ensure that they understand the organic standards and requirements. Records must be kept of the training.
Procedures	<b>Append or describe the training of staff.</b>
Documentation	<b>Append the records of staff training. OR Refer to where these documents are located : –</b>

Describe the training that has taken place and is provided for new employees:

<b>KS 33</b>	<b>Register of Complaints</b>
Hazard	Failure to investigate complaints against the organic products and make corrective actions to avoid reoccurrence.
Standards	8.32
Summary	Operators must have a record of complaints received and the actions taken.
Procedures	<b>Append the procedures or describe the means of handling complaints.</b>
Documentation	<b>Append the records of complaints received. OR Refer to where these documents are located : –</b>

Describe how complaints are handled and who is responsibly:

The following format is an acceptable record of complaint received:
Date received:
Complainant:
Nature of the complaint:
Investigation and action taken to prevent reoccurrence:
Responsible person:
Date conclude:

## Record Sheet 18 - Organic Integrity Matrix

Risk categories: **Low** risk – Dedicated organic production with single ingredient products.  
**Medium** risk – Dedicated organic production with multi-ingredient products containing non-organic and non-agricultural ingredients.  
**High risk** – Non-dedicated sites also handling non-organic products.

Definitions: **Control Measure/Operating Procedure** –The work instruction that specifies how the Key Standard is implemented.  
**Monitoring or Record Document** –The Record Sheet used to monitor and record that the Operating Procedure has been implemented.  
**Verification Record Document & Period** –The Record Sheet used to periodically check that the Operating Procedures and Monitoring Documents have been correctly implemented and the interval between or dates when the checks will be made.

No	Key Standard/Hazard	Risk	Standard	Summary of the Standards	Control Measure or Operating Procedure	Monitoring or Record Document	Verification Record Document & Period
1	<b>Organic Standards</b> Out of date version of the Standards and Management Plan/Organic Operating Procedures not available for reference by key personnel.		8.01 & 8.02	The Standards and Management Plan/Organic Operating Procedures must be kept up to date and available for all staff with responsibilities for organic integrity.  The Management plan must be reviewed and verified periodically and at least annually.			
2	<b>Compliance with Food Legislation</b> Failure to notify statutory bodies of the operation and comply with food safety legislation and codes of practice through lack of information and advice.		8.03	Food processing operations must be registered with the relevant authorities.			
3	<b>Food Safety HACCP</b> Failure to develop operating systems based on HACCP principles to identify risks to food safety potentially leading to contamination by micro-organisms and chemicals.		8.04	Processing operations must have a HACCP system in place when advised to do so by the EHO.  Animal feed compounders must have a HACCP in place at all times.			

4	<p><b>Organic Certification</b> Failure to be certified for an operation or product, leading to non-certified products being marketed or supplied to other organic operators.</p>		8.05	<p>Operators must have an up to date Certificate/Trading Schedule listing all the certified products.</p> <p>No product may be marketed as organic unless it is listed on the Certificate/Trading Schedule.</p>			
5	<p><b>Correcting Non-compliances</b> Failure to correct non-compliances identified at inspections, leading to non-conforming products being marketed or supplied to other organic operators.</p>		8.06	<p>Operators must correct any non-compliances identified at the inspection.</p> <p>The Certificate/Trading Schedule cannot be issued or renewed until all non-compliances have been corrected and relevant evidence of compliance supplied.</p>			
6	<p><b>Key Personnel &amp; Responsibilities</b> Failure to define the key personnel and their areas of responsibility, leading to gaps in the monitoring system and non-conforming product.</p>		8.07	<p>An organisation chart or organogram must be established, listing the key personnel and their areas of responsibility.</p>			
7	<p><b>Product Composition</b> Failure to comply with the relevant standards for product composition, leading to non-conforming products being marketed or supplied to other organic processors.</p>		8.08	<p>Product Specification Sheets must be established for each product. (Pro forma specification sheets will be supplied by your certification body).</p> <p>A copy must be supplied to the certification body for approval and inclusion on the Certificate/Trading Schedule before the product is put on the market.</p>			

8	<p><b>GMO Declarations</b> Failure to obtain positive declarations from suppliers of non-organic ingredient, potentially leading to contamination by genetically modified organisms and loss of organic integrity.</p>		8.09	<p>A declaration must be obtained from the supplier of each non-organic agricultural ingredient or approved additive and processing aid used (other than water, salt or elemental mineral). (A pro-forma declaration form will be supplied by your certification body to send to a supplier if required). This must be updated at least every two years.</p>			
9	<p><b>Water Quality</b> Risk to product integrity and food safety if private supplies of water are used or additional chlorine is added.</p>		8.10	<p>The water must be potable. Private supplies must be treated to ensure potability and be periodically tested. Additional levels of chlorine are not permitted for washing organic products.</p>			
10	<p><b>Labelling</b> Use of incorrect labelling leading to non-conforming products being marketed or incorrect authentication of the product by processors further down the distribution chain.</p>		8.11	<p>All labelling must comply with the relevant standards and be approved by the certification body.</p>			
11	<p><b>Approved Supplier Certification</b> Failure to use certified organic ingredients from approved suppliers, leading to non-conforming products being marketed or supplied to other organic processors.</p>		8.12	<p>The current Certificate/Trading Schedules must be obtained for all suppliers of organic ingredients and checked to ensure that the supplier is certified for the products to be supplied.</p>			

12	<p><b>Control of Non-certified Sub-contractors</b> Use of uncertified sub-contractors who are not operating to the organic standards, leading to potential loss of organic integrity.</p>		8.13	<p>Details of storage or processing carried out elsewhere by sub-contractors not certified by an organic certification body must be subject to inspection as part of the operator's licence and monitoring by the operator during each processing operation.</p>			
13	<p><b>Process Flow &amp; Critical Controls</b> The failure to identify key parts of the processing operation and the critical controls, potentially leading to food safety issues and non-conforming product.</p>		8.14	<p>A process flow chart must be established with critical controls, e.g. temperatures identified.</p>			
14	<p><b>Goods Received Procedure &amp; Organic Authentication</b> Failure to check the organic status of organic ingredients or the specification of approved non-organic ingredients on arrival, potentially leading to non-conforming products being marketed or supplied to other organic processors.</p>		8.15	<p>The organic status of the goods must be verified on intake by checking the labels and accompanying documentation. This verification must be recorded.  Where there is any doubt over the authenticity of the product, its provenance must be checked and the doubt dispelled before it can be used.</p>			
15	<p><b>Storage of Raw Materials</b> Loss of organic integrity due to contamination by non-organic ingredients in store or by confusion on the part of personnel leading to incorrect ingredients being used in the process.</p>		8.16	<p>Where non-organic raw materials are also stored on the premises, organic products must be stored in a dedicated or designated area, separate from the non-organic materials and clearly labelled.</p>			

16	<p><b>Processing Operations</b> The potential contamination of organic products during processing by residues left from previous non-organic production runs, leading to non-conforming products.</p>		8.17	Where non-organic raw materials are also processed on the premises, organic products must be processed as the first operation of the day, or after the clean down of the line or bleed run of organic product and completed in a single production run.			
17	<p><b>Storage of Part Completed Product</b> Part processed organic products contaminated or confused with non-organic products due to poor storage and labelling, leading to loss of organic integrity.</p>		8.16	Where organic materials are part processed and stored for later completion, e.g. prepacking or relabelling, the batches must be clearly labelled and stored in a designated and labelled area.			
18	<p><b>Storage of Finished Product</b> Contamination of organic products, especially products stored in bulk, by non-organic products and confusion by personnel due poor storage and labelling.</p>		8.16	Where non-organic finished products are also processed on the premises, organic products must be stored in a designated and labelled area.			
19	<p><b>Packaging &amp; Packaging Storage</b> Packaging is contaminated with residues or can contaminate the organic product through leaching.</p>		8.18	<p>Food grade packaging must be used which does not leach chemicals into salty or acid foods.</p> <p>Reusable packaging eg for box schemes, must be clean and free from residues.</p> <p>Packaging must be stored in clean and dry conditions.</p>			

20	<p><b>Transport</b> Contamination of organic products, especially products transported in bulk, by residues from previous loads or loss of organic status due to poor labelling and handling.</p>		8.19	<p>Organic products must be transported in such a way that their integrity remains intact.</p> <p>Products transported in bulk must be loaded in vehicles that have been cleaned and inspected prior to loading.</p> <p>The transporter of milk in bulk must be subject to inspection and certification by an approved organic certifier.</p>			
21	<p><b>Dispatch Documents</b> Organic processors further down the distribution chain misidentifying organic products due to poor labelling or mislabelling.</p>		8.20	<p>Dispatch documents, especially those for products transported in bulk, must have the specified information.</p>			
22	<p><b>Ingredient &amp; Product Traceability</b> Product integrity and food safety in the distribution chain compromised if ingredients are later identified to be non-conforming and the products cannot be identified and recalled or taken off the market.</p>		8.21	<p>There must be a means of tracing the ingredients received through the process to the finished good.</p>			

23	<p><b>Ingredient Input/Output Reconciliation</b>                  Product integrity lost if non-organic ingredients are substituted, either intentionally or in error.</p>		8.22	<p>The records must demonstrate a reconciliation or mass balance between inputs and outputs.</p> <p>Inspectors must carry out sample reconciliations at the annual inspections and may carry out additional reconciliations at spot inspections.</p>			
24	<p><b>Cleaning Procedures</b>                  Risk to product integrity and food safety if the cleaning procedures are not adequate.</p>		8.23	<p>Cleaning procedures must comply with industry standards ad best practice.</p> <p>All cleaning chemicals must be washed off surfaces and equipment with water prior to organic production.</p> <p>Cleaning procedures must be recorded.</p>			
25	<p><b>Rodent Control, Pest Control &amp; Fumigation</b>                  Risk to product integrity and food safety if the product is contaminated by pests such as rodents or birds or the chemicals used to control the pests.</p>		8.24	<p>Preventive measures must be in place to control the ingress of pests.</p> <p>Pest control must be undertaken by a licensed contractor or trained staff member who is aware of the organic requirements.</p> <p>Where fumigation is required the certification body must be notified and organic products removed for a specified period.</p> <p>Records must be kept of all pest control and plans of baiting sites.</p>			
26	<p><b>Factory Fabric &amp; Environment</b>                  Risk to food safety if the premises are not suitable for food and animal feed preparation and the surroundings harbour pests.</p>			<p>The premises must be suitable for the storage and processing of food and animal feeds and maintained to prevent the ingress of contaminants.</p> <p>The surroundings must be maintained in a clean and tidy state.</p>			

27	<p><b>Maintenance &amp; Calibration of Equipment</b> Product does not conform to critical processing controls such as temperatures, weights and cooking times etc.</p>		8.26	<p>Food processing and handling equipment must be suitable for food or animal feeds and be maintained and calibrated according to the manufacturers instructions. A record must be kept of the maintenance and calibrations carried out.</p>			
28	<p><b>Product &amp; Environment Testing</b> Product is contaminated with micro-organisms, pesticides or products of genetically modified organisms.</p>		8.27	<p>Statutory requirements and best practice for observing food safety must be observed when taking swabs and samples for testing. The laboratory must be accredited with the United Kingdom Accreditation Service (UKAS). Any positive test for a GMO or pesticide must be notified to the certification body immediately and the product embargoed. Records must be kept of all tests.</p>			
29	<p><b>Non-conforming Product &amp; Product Recall</b> Non-conforming is not immediately embargoed or recalled.</p>		8.28	<p>Operators must have a procedure which prevents a non-conforming product from being dispatched. Where the fault is detected after dispatch, there must be a means of recalling it or notifying customers to remove it from the shelves. The certification body must be notified immediately of any product recall.</p>			
30	<p><b>Disposal of Waste Materials</b> Reputation of the organic sector damaged through inappropriate or illegal waste disposal.</p>		8.29	<p>All waste must be disposed of according to statutory requirements. Organic operators should recycle and treat waste wherever possible.</p>			

31	<p><b>Staff Facilities and Personal Hygiene</b> Contamination of the product due to inadequate staff and visitor hygiene and facilities.</p>		8.30	<p>Staff must maintain statutory and industry best practice hygiene standards to prevent contamination from pathogens or objects such as jewellery etc. Visitors should be controlled and recorded.</p>			
32	<p><b>Staff Training</b> Inadequate staff training and lack of understanding of the organic requirements.</p>		8.31	<p>Staff must undergo appropriate training to ensure that they understand the organic standards and requirements. Records must be kept of the training.</p>			
33	<p><b>Register of Complaints</b> Failure to investigate complaints against organic products and make corrective actions to avoid reoccurrence.</p>		8.32	<p>Operators must have a record of complaints received and the actions taken.</p>			

**Record Sheet 19 – Record of Periodic Review and Verification Checks**

Name of operator:	Sheet number:
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The Organic Integrity Management Plan must be reviewed and checked by the QA manager or proprietor on a periodic basis to verify that the operating procedures and associated record documents are being correctly implemented.

Key Standard (KS)	Topic	Are the procedures and record documents up to date and being correctly implemented?		
		Yes	No	N/A
	Company Details			
1	Organic Standards			
2	Compliance with Food Legislation			
3	Food Safety HACCP			
4	Organic Certification			
5	Correcting Non-compliance			
6	Key Personnel & Responsibilities			
7	Product Composition			
8	GMO Declarations			
9	Water Quality			
10	Labelling			
11	Approved Supplier Certification			
12	Control of Non-certified Sub-contractors			
13	Process Flow & Critical Controls			
14	Goods Received Procedure & Organic Authentication			
15	Storage of Raw Materials			
16	Processing Operations			
17	Storage of Part Completed Product			
18	Storage of Finished Products			
19	Packaging & Packaging Storage			
20	Transport			
21	Dispatch documents			
22	Ingredient & Product Traceability			
23	Ingredient Input/Output Reconciliation			
24	Cleaning Procedures			
25	Rodent Control, Pest Control and Fumigation			
26	Factory Fabric & Environment			
27	Maintenance & Calibration of Equipment			
28	Product & Environment Testing			
29	Non-conforming Product & Product Recall			
30	Disposal of Waste Materials			
31	Staff Facilities and Personal Hygiene			
32	Staff Training			
33	Register of Complaints			

**Corrective Actions**

KS No	Deviations Observed	Corrective Actions

<b>Responsible Person's Signature:</b>		<b>Position:</b>	
<b>Date:</b>			

**Record Sheet 20 – Record of Residue Testing (Defra RTR1)**

Name of operator:	SOPA Members Number:	Date Collected:
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This form must be completed and supplied to the inspector at the annual inspection.

All test results must be available to the inspector at any inspection or be supplied to SOPA/SFQC on request.

A positive result is any residue at or above the limit of detection and must be immediately notified to SOPA/SFQC for investigation.

Where no tests are carried out, please enter 'None Tested' in the Product Category column as this form must be completed by all licensees.

\* Other – Any other testing e.g. heavy metals or for nutritional information (give details in the Comments column) but not including microbiological sampling as part of HACCP.

<b>Product Tested in previous calendar year</b>	<b>Number and type of residue tests plus number of positives.</b> <small>Do not include tests for soil nutrients, microbiological contamination or nutritional content.</small>										<b>Comments</b> <small>Basis for testing (frequency, sampling rate for programme etc)</small>
Year -	Single pesticide		Multi- pesticide		GMOs		Antibiotics		*Other Tests		If 'Other' please specify what is tested for.
	Number tests	Number pos	Number tests	Number pos	Number tests	Number pos	Number tests	Number pos	Number tests	Number pos	
<b>Totals</b>											