



ORGANIC FARMERS & GROWERS RUN SEMINARS AND TALKS ON PROCESSING CERTIFICATION AT EVENTS AROUND THE UK THROUGHOUT THE YEAR.

CHECK [WWW.ORGANICFARMERS.ORG.UK](http://WWW.ORGANICFARMERS.ORG.UK) FOR DETAILS.

CONTACT US FOR FURTHER INFORMATION OR IF YOUR COMPANY WOULD LIKE A PRESENTATION BY OF&G.

Processor Department  
Organic Farmers & Growers Ltd  
The Old Estate Yard  
Shrewsbury Road  
Albrighton, Shrewsbury  
Shropshire SY4 3AG

T: 01939 291800 (general enquiries number)  
F: 01939 291250  
E: [processors@organicfarmers.org.uk](mailto:processors@organicfarmers.org.uk)  
W: [www.organicfarmers.org.uk](http://www.organicfarmers.org.uk)

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# GUIDE TO ORGANIC CERTIFICATION

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## FOOD PROCESSING



## WHAT IS OF&G?



Organic Farmers & Growers (OF&G) is a leading organic certifier and the first body approved by the Government to inspect and licence organic production and processing in the UK.

OF&G works with many businesses, large and small, existing organic and those considering applying for organic certification.

Gaining certification can take longer than it should do if people do not fully understand the organic requirements, or think they may not have the time, knowledge or experience to develop the procedures and documents that are required.

We would like to make the path to organic certification as smooth and straightforward as possible, so have written this guide, which we hope new applicants will find helpful.

This guide includes an explanation of the organic requirements for food processors and examples of flowcharts and an organic procedure.

Examples of forms are given – for raw material intake, supplier lists, pest control etc. You are welcome to use these as they are or adapt them. Similar forms are given in Section 14 of the OF&G Standards.

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# CERTIFICATION PROCESS

## STEP 1: OPERATOR (YOUR COMPANY) CONTACTS OF&G TO DISCUSS ORGANIC CERTIFICATION

Our processor certification officers are contactable by telephone, email or post, for any questions. With their food manufacturing experience they will be happy to help clarify how the organic regulations apply in practice.

## STEP 2: OPERATOR REQUESTS AN APPLICATION PACK FROM THE OF&G OFFICE

Alternatively, an application pack may be downloaded from the OF&G website.

## STEP 3: OPERATOR SENDS COMPLETED APPLICATION FORM AND CHEQUE TO OF&G

## STEP 4: INSPECTOR CONTACTS OPERATOR TO ARRANGE INSPECTION DATE AND TIME

OF&G's organic inspections are carried out by highly qualified SAI Global/EFSIS Inspectors

## STEP 5: INSPECTION

This generally takes about 4 hours. At the end, the inspector will list and explain any non-compliances found and will ask you to commit to carry out corrective actions.

## STEP 6: COMPLIANCE REVIEW

The inspection report is returned to OF&G where one of the processor certification officers will review it and write to you formally, with details of any corrective actions required.

## STEP 7: ORGANIC CERTIFICATION

Once you have carried out any corrective actions required and submitted satisfactory proof, your organic certificate will be sent to you (see example in Appendix G) and you are then allowed to market the organic products listed on the certificate.

## STEP 8: ANNUAL RE-CERTIFICATION

Two to three months before your certificate is due to expire, you will be contacted to arrange your next inspection and OF&G will invoice you for the next annual inspection and certification fee.

# ENSURING THAT YOUR BUSINESS COMPLIES WITH THE ORGANIC REQUIREMENTS

Every enterprise needs systems and records and it is best to keep these as simple as possible. Decide what you need to record, then do it as briefly as you can. In our experience, the systems and documents required for organic certification are also very useful for running an efficient business.

You need to think your process through – recipe, ingredients, processing, packing, labelling, despatch, sale – then write an Organic Procedure, bearing in mind the organic requirements at every stage. (The organic requirements for a food processing business are summarised in Appendix A of this leaflet.)

A simple and useful way to do it is to start with a flowchart (see below) then develop the organic procedure from there. (See example on page 5)

Draw up the forms you will need to check goods in and track them through the process, from ingredient intake to finished goods despatch. (See examples in Appendices H to L).

Use the procedure and the forms to train your staff and make sure they understand the organic requirements.

## EXAMPLE OF A TYPICAL FLOWCHART FOR ORGANIC PRODUCTION



The flowchart above is useful for most multi-ingredient products, such as muesli, chicken pie etc. Examples of flowcharts for a simple meat cutting enterprise and for a vegetable box scheme are given in Appendix C.

## EXAMPLE OF AN ORGANIC PROCEDURE

*This example is based on the Flowchart on Page 4 and is for a plant that makes both organic and non-organic products, where it is important to keep the organic goods separate.*

**RECIPES:** All ingredients used are organic or from the approved lists in Section 10 of the OF&G Standards. A Multiple Ingredient Product Sheet\* is completed for each recipe and submitted to OF&G for approval, together with details of the supplier of each ingredient, and a copy of their organic certificate.

**PURCHASING:** Agricultural ingredients are ordered from certified organic suppliers only. A copy of each supplier's organic certificate is obtained every year and kept on file.

**GOODS IN:** The nature, quantity, origin and organic status of all ingredients is checked at intake and recorded on the Product Intake Form\*

Note: The organic status of the goods should be made clear on both the packaging and on the delivery note and it must be possible to identify the organic control body\*\* that has certified the goods. Each batch is allocated a goods received number (GRN), which follows the ingredient through the process, to enable traceability.

**MASS BALANCE AND TRACEABILITY:** Stock takes of raw materials and finished goods are carried out on a weekly basis, so that mass balances can be carried out, when required. Goods are traceable from intake through to processing, by means of the GRN. When ingredients are mixed, the GRN numbers are recorded on the daily Process Record Sheet\* and the batch of finished products is traceable by means of the Best Before date on the packs.

**SEGREGATION DURING STORAGE, PROCESSING AND PACKING:** Organic goods are securely packed, clearly labelled and kept separate from non-approved goods at all times. Dedicated organic containers and utensils are used wherever possible. Where this is not possible, containers and utensils are cleaned and rinsed before being used for organic items.

We aim to do organic processing first thing in the morning, when the line is clean. However, if for some reason, it is not possible to do organic production first, then the line is fully cleaned and rinsed, before organic production starts.

**CLEANING:** All product contact surfaces, including utensils, are cleaned using food-grade detergents and sanitisers, then rinsed with clean water. Details of areas cleaned and rinsed are logged on Cleaning Record Sheet\*.

**PEST CONTROL:** This is undertaken using licensed baits and electronic fly killers, by a member of staff trained in Pest Control. Details of baits used, checks done, pest activity seen and subsequent treatment are recorded on the Pest Control Record Sheet\*.

**PACKAGING:** Biodegradable or recyclable packaging is used where possible and a specification is requested from the supplier together with confirmation (for any that comes into contact with food) that each material complies with relevant packaging regulations and does not contain material derived from GM sources.

**TRAINING:** All staff are trained in Basic Food Hygiene and this organic procedure. Details of training are recorded on the Training Record sheet\* and kept in the Personnel file.

**LABELLING:** Until July 1st, 2010 all labels include the OF&G logo, or the statement 'Organic Certification UK2' \*\*

\* Examples of record sheets are given at the end of this leaflet    \*\* See APPENDIX F - LABELLING

## THE INSPECTION

The inspector will review the intake, processing, packing and despatch processes to make sure organic items are kept separate from non-approved items throughout the process. He/she will also expect to see documentation to prove that you are complying with the organic requirements (organic certificates for all suppliers, intake logs, cleaning record sheets etc) and will ask you to do a mass balance and traceability exercise.

You need to have current organic certificates from your suppliers, to be able to prove that the ingredients you are buying are organic. If you have several suppliers, it is best to make a list of them with dates of certificate expiry. Remember, out of date certificates are not valid.

One of the challenges when starting up organic processing is that OF&G cannot award a certificate until you have demonstrated that your operation complies with the organic requirements, but you cannot do this until you have started organic processing.

There are two scenarios:-

1. If you have not yet started trading and there are no records to review, the inspector will inspect your premises and discuss your proposed procedures;
2. If you have started trading, but only in non-organic goods, the inspector will review your records for these and will ask you to demonstrate how you intend to keep organic and non-organic goods separate, from intake through to finished product despatch.

In both cases you need to be prepared. Please think the process through, write an organic procedure (see previous page for an example), source suppliers and have copies of their certificates, and have written procedures for intake, processing, packing etc. These procedures need only be a few lines long, but they do need to be in place.

If you need guidance to understand how the organic regulations apply to your process, please contact our certification officers.

Once your premises and proposed procedures have been approved, you will be given a temporary certificate to allow you to start organic processing and you will be asked to forward copies of the records for the first organic processing runs to OF&G. Once these documents have been checked and approved, you will be given a full certificate, valid for the remainder of the year.

A MASS BALANCE is one of the most important parts of the inspection and is used to demonstrate that sufficient organic raw materials have been brought in to make the amount of organic finished products produced.

For example, if you have sold 400 kg of clean packed organic carrots the previous week, the inspector will ask you to prove that you have brought in sufficient dirty organic carrots to provide this quantity, plus a reasonable allowance for damaged produce and dirt.

A mass balance for a multi ingredient product, such as an apple pie, or muesli, is obviously more complex, but you still need to be able to show that you have brought in enough of each ingredient to make the quantity of finished product sold.

## THE INSPECTION CONTINUED

The only way to do a mass balance is by recording quantities of each ingredient brought in, quantities used in each production run, and quantities packed and sold. You also need to carry out stock takes (daily, weekly or monthly – depending on the rate the ingredients are used). Please see Appendix B for an example of a mass balance form.

If there is not enough information for the inspector to be able to do a mass balance, you will be asked to forward further details to OF&G.

If controls and documentation are lacking and you are not able to prove that all finished products have been made from organic ingredients, you may be required to have another inspection (at your cost), so it is clearly in your interest to make sure this information is available. We also think it is good business practice – how do you know your process is efficient if you do not check yields? You cannot check yields without doing a mass balance.

At the end of the inspection, the inspector will detail any non-compliances on the Inspection Summary Report (RD9) and ask you to propose corrective actions.

For example, you and your staff may be complying with the organic requirements but have no written organic procedure nor have any records of staff training; these would be non-compliances. The corrective actions would be to write a simple organic procedure, make sure your staff read and understand it and record this on a Staff Training Record Sheet.

## NON-COMPLIANCES FREQUENTLY FOUND DURING INSPECTIONS

- ▶ Missing or out of date supplier certificates and trading schedules
- ▶ No organic procedure
- ▶ No staff training records
- ▶ Mass balance impossible because of lack of records (e.g. stock takes have not been recorded or it is not possible to trace ingredients through the process)
- ▶ No cleaning records to show that equipment has been cleaned and rinsed before organic processing has begun
- ▶ No pest control records. We also ask for a bait plan and proof that if Pest Control Contractors are used that they have a current BPCA (or NPCT) certificate and confirm that they comply with section 11.7 of the OF&G Standards. These are often missing.
- ▶ GM declarations out of date. (We ask for these to be updated annually)
- ▶ Declaration (RD90) or Residue Testing form (RD190) not completed and signed

Please feel free to ring our certification officers to clarify any of the above.



## AFTER THE INSPECTION

### HOW TO RESOLVE NON-COMPLIANCES AND GAIN CERTIFICATION

If the Declaration (RD90) and the Residue Testing form (RD190) have not already been submitted to OF&G, please sign these documents and send them to OF&G.

The inspector will leave you with two copies of the Inspection Summary Report (RD9) which details any non-compliances or further information required. It is best if you can send this information to OF&G as soon as possible, whilst it is fresh in your mind.

The inspector sends the Inspection Summary Report to the OF&G office, where it is reviewed by your certification officer, together with any information you have sent in after the inspection. If everything is in order, your certificate will be awarded, otherwise the certification officer will send you a compliance notice (CN) with details of any other information or corrective actions required.

Please send this information in as soon as possible. Tell your certification officer if there is a problem – for example if it is proving difficult to get a copy of a supplier's certificate. Your certification officer may be able to help or suggest an alternative supplier.

Once information and proof of any corrective actions requested have been received by the certification officer, and judged satisfactory, a certificate will be awarded.

Your status at OF&G will then be changed from applicant to licensee and you will be legally allowed to market the organic goods listed on your certificate.

Your premises will then be re-inspected annually but please contact your certification officer if you wish to add more products or enterprises to your certificate between inspections. (This can often be done by post.)

# APPENDIX A

## SUMMARY OF ORGANIC PROCESSING REQUIREMENTS

The OF&G Standards for organic processing ensure the organic integrity of the product throughout the processing operation.

Helpful leaflets are available for specific enterprises (see page 22 for details) but the main requirements are as follows:-

**STATUTORY LEGISLATION AND GOOD PRACTICE:** organic regulations do not override statutory legislation, they are in addition to it. Each processing operation must be registered with the appropriate statutory authority (e.g. Defra, Environmental Health, Meat Hygiene Inspection Service) and comply with all relevant statutory regulations and good practice.

**COMPOSITION:** non-organic ingredients and additives may be used as long as they are from the Approved Lists in Section 10 of the OF&G Standards. GMOs or ingredients derived from them are not allowed.

**ORGANIC STATUS:** there must be proof of organic status for all organic ingredients used.

**RECORDS FOR TRACEABILITY AND MASS BALANCE:** appropriate controls must be in place and adequate records kept, so that it is possible to trace all ingredients used, from intake through to the final products and to compare quantities of organic ingredients used with quantities of finished products made.

**SEGREGATION AND HACCP:** organic ingredients must be clearly identified and segregated from conventional products during:

INTAKE / STORAGE / PROCESSING AND PACKING / TRANSPORT / DISPLAY IN OPEN PACKAGING.  
(Products in sealed and labelled packaging do not need to be kept separate)

A hazard analysis (HACCP) should be done to identify points in the process at which contamination may occur.

**CLEANING:** cleaning chemicals, procedures and standards should be appropriate to the industry. If wet cleans are done, they must be followed by a final water rinse to remove traces of any cleaning chemicals.

**PEST CONTROL:** procedures should be appropriate to the industry and trained personnel or professional pest contractor used. Licensed rodent baits are allowed but spraying of any kind needs prior approval from OF&G.

**TRAINING:** staff must be trained to understand the organic requirements.

**PROCESSES:** must be approved. Certain processes such as solvent extraction, or use of ionising radiation are not permitted.

**PACKAGING:** recyclable or biodegradable packaging is preferred where possible.

**LABELS AND MARKETING:** there are very specific labelling rules for organic products. All labels and marketing literature should be submitted to OF&G for approval at the proof stage. (Please see our Technical Leaflet on Labelling TL212).

**EFFLUENT CONTROL:** the operation should not have an adverse effect on the environment.

# APPENDIX B

## MASS BALANCE EXAMPLES

Please see below an example of two mass balances done at a bacon slicing and packing plant.

OF&G Quality Manual	RD73 Processor Mass Balance Reconciliation		
Operator Name	Welwyn Organic Bacon Packing Co.	OF&G Reg No.	UKP00123

Start date: 07/07/08      End date: 11/07/08

Organic ingredient	Opening stock	Quantity received (give dates)	Total stock	Quantity used	Wastage	Theoretical closing stock	Actual closing stock	Difference between the theoretical and actual usage	Inspector Comments please state whether mass balance is satisfactory
Unit (Wt or vol)	kg	kg	kg	kg	kg	kg	kg	kg	
Smoked bacon	07/07/08 250 kg	08/07/08 1000 kg  10/07/08 250 kg	1500 kg	From 07/07/08 to 11/07/08 1175 kg	200 kg	125 kg	115 kg	10 kg	Satisfactory. Acceptable difference between theoretical and actual closing stocks
Un-smoked bacon	07/07/08 115 kg	09/07/08 1000 kg	1115 kg	From 07/07/08 to 11/07/08 1000 kg	115 kg	0 kg	150 kg	(150 kg)	Unacceptable. Further investigation required

The first mass balance is judged satisfactory because there is only a small difference between the theoretical (calculated) closing stock and the stock actually seen in the chiller by the inspector.

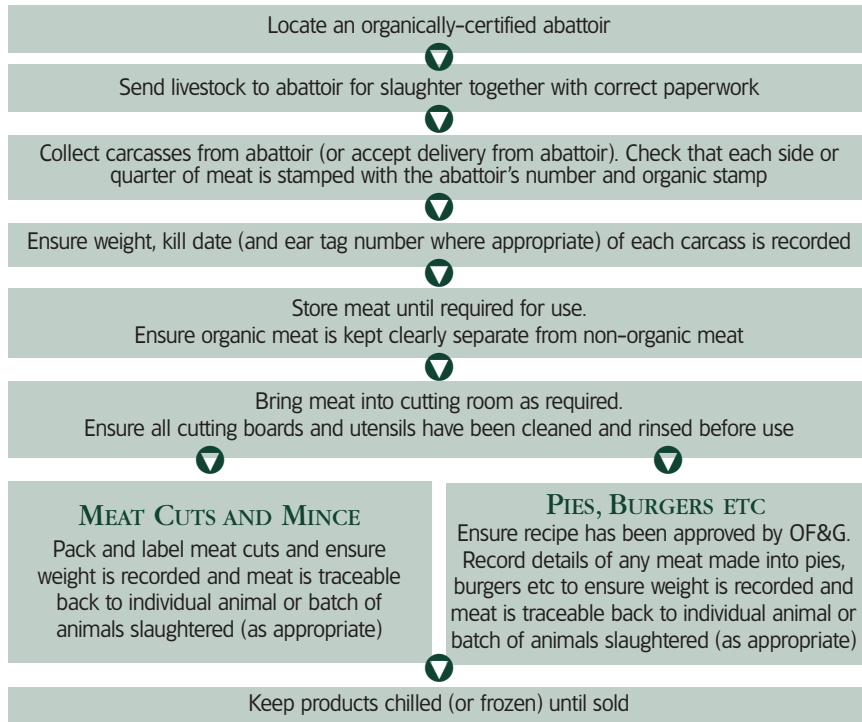
The second mass balance is unacceptable because the inspector found 150kg of unsmoked bacon in the chiller. If the figures are correct for quantities used and wastage, there should have been no raw material stock remaining in the chiller.

Possible explanations are that either non-organic bacon was packed and sold as organic or that the figures are inaccurate. Both scenarios are unacceptable, so this would be a major non-compliance.

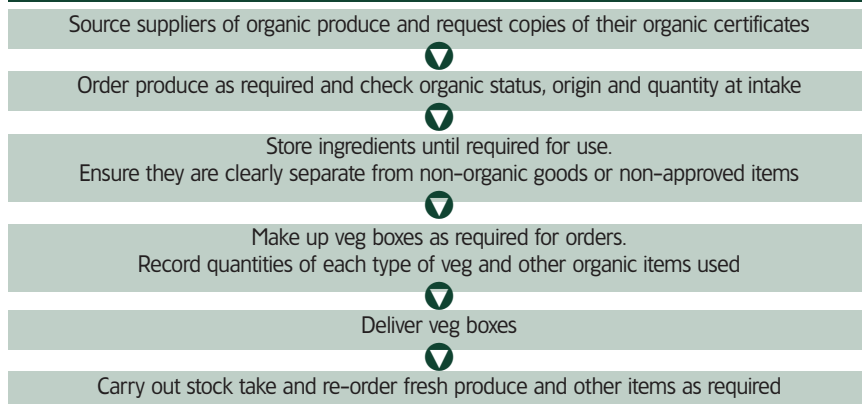
Corrective actions would be for the operator to quarantine the stock made until it could be proved to be organic and improve procedures to ensure better controls on subsequent production runs.

# APPENDIX C

## EXAMPLE FLOWCHART FOR AN ON-FARM MEAT CUTTING ENTERPRISE



## EXAMPLE FLOWCHART FOR A VEGETABLE BOX SCHEME



# APPENDIX D

## EXAMPLE FORM: SINGLE INGREDIENT PRODUCT SHEET

### Single Ingredient Product Sheet (SIPS)

Please complete this form with details of all single ingredient organic products marketed.

Operator: <b>Joanna's Veggie Box</b>		UKP56748
Name: Joanna Smith	Signed: <i>Joanna Smith</i>	Date: 13/08/08

### Single Ingredient Processed Products

Product	Raw Material Supplier	Control body** for raw materials
Lettuce	D.P. Farms	OF&G (UK2)
(Italian) Carrots	The Italian Veg. Co.	Biogricert
(French) Potatoes	R.S.J. Produce	Ecocert

### Processing Aids and Treatments used in the process (see section 10.4 of OF&G Standards)

Materials Used	Purpose	Suppliers	E Number
Citric acid Vegetable Wash	Wash	Downland Chemicals	E330

\*\* See APPENDIX F - LABELLING

# APPENDIX E

## EXAMPLE FORM: MULTIPLE INGREDIENT PRODUCT SHEET

### Multiple Ingredient Product Sheet (MIPS)

Please complete this form with details of all multi-ingredient organic products marketed.

Operator: <b>Bramley Farm</b>	Product: <b>Organic Apple Pie</b>	UKP56748
Name: Maureen Carey	Signed: <i>Maureen Carey</i>	Date: 13/08/08

#### Agricultural Ingredients (see section 10.3 of OF&G Standards)

Product	Wt kg	%	Status	Suppliers	Control Body**
Apples	227.5	45.5	O	Bramley Farm	OF&G (UK2)
Wheatflour	100.0	20	O	Windmill Foods Ltd	Agrocet
Margarine	100.0	20	O	Butter-me-up Foods	Ecocert
Sugar	50.0	10	O	The Spice & Sweetie Co.	OF&G (UK2)
Corn starch	15.0	3	N/O	Starch World	Not applicable
Spices (Cinnamon and Cardamom)	7.5	1.5	O	The Spice & Sweetie Co.	OF&G (UK2)
Total Weight	500kg	100%	Agricultural ingredients only in descending order by weight. Status – O = organic, N/O = non-organic		

#### Non-Agricultural Ingredients (see section 10.3 of OF&G Standards)

Materials Used	Purpose	Suppliers	E Number
Water	Bind pastry	Mains supply	Not applicable
Salt	Seasoning	The Spice & Sweetie Co.	Not applicable

#### Processing Aids and Treatments used in the process (see section 10.4 of OF&G Standards)

Materials Used	Purpose	Suppliers	E Number
Organic margarine	Greasing pie dishes	Butter-me-up Foods	Not applicable

\*\* See APPENDIX F - LABELLING

# APPENDIX F

## LABELLING

### LABELLING OF ORGANIC FOOD PRODUCTS

When making organic products, it is preferred that 100% of the agricultural ingredients are organic but **at least 95% must be**. The remaining 5% can **only be from the list of approved non-organic agricultural products in section 10.5** of the OF&G Standards.

Note 1 – In rare situations, a derogation may be given by Defra, where a particular ingredient is not available in organic form. See paragraph 10.5.04 of the OF&G Standards.

Note 2 – From January 2009 a product that contains less than 95% organic agricultural

You must identify your organic control body\*\*, using the statement: Organic Certification UK X (e.g. 'Organic Certification UK 2' for OF&G)



ingredients cannot be called 'organic' but the organic ingredients can be listed as such. See below for an overview of both statutory and organic labelling requirements. Should you need any further detail please contact us here at OF&G.

UK law states that food products should be labelled with the name of the food, the declaration of quantity (weight or volume), a list of ingredients in descending order, a "use by" or "best before date", usage / storage instructions, name and contact details of the manufacturer, packer or marketer.

You must clearly differentiate organic ingredients from non-organic ingredients in the list of ingredients.

**INGREDIENTS:** Organic Apples (45.5%), Organic Wheatflour, Organic Margarine, Organic Sugar, Water, Corn Starch, Organic Spices (Cinnamon, Cardamom), Salt.

**STORAGE INSTRUCTIONS:** Refrigerate: 2°C - 4°C

**USAGE INSTRUCTIONS:** Ready to Eat. To serve warm heat in an oven at 180°C / Mark 5 for 15 minutes

**CONTACT DETAILS:** Bramley Farm, Bracburn, Shropshire, SY6 2BN Tel: 01743 22 22 55.

LOT NO: 14454332

PLEASE ensure OF&G approves artwork before printing. We also recommend that all labels are also checked by Trading Standards.

Please note if you take on any new suppliers or ingredients at any time you must inform OF&G and submit a valid certificate and trading schedule. You must also notify OF&G if there is a recipe and/or label change and supply new labels and recipes (SIPS/MIPS).

\*\*Control bodies (formerly referred to as Certification bodies) in the UK will be designated by the code 'GB Organic Certification' and a number, e.g. for OF&G it will be 'GB Organic Certification 2'. The new Control Body codes will be required to be used on all produce packed, or packed and labelled, in the EU from July 1st, 2010. However as part of transitional measures, packaging and labels complying with the current EU Regulation can continue to be used until January 1, 2012. This change will take effect throughout the EU. We are happy to speak to companies who are interested in learning more, please don't hesitate to contact us.

# APPENDIX G

## EXAMPLE OF AN ORGANIC CERTIFICATE



# APPENDIX H

## EXAMPLE FORM: SUPPLIER CERTIFICATION, GM STATUS

Operator: <b>Bramley Farm</b>	Reg No: UKP56748	Date: 13/08/08
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### Supplier List with details of organic certification\*\* and GM declarations

#### ORGANIC CERTIFICATION DETAILS

	Supplier #1	Supplier #2	Supplier #3	Supplier #4
Supplier Name	Windmill Foods Ltd	Butter-me-up Foods	The Spice & Sweetie Co	Starch World
Control body**	Agrocet (Italy)	Ecocert (France)	OF&G (UK2)	Non-organic
Cert expiry	Dec-09	May-09	Oct-09	N/a
Products	Organic wheatflour	Organic margarine	Organic sugar, spices, (cinnamon & cardamom)	Non-organic corn starch (from OF&G Standards permitted list)
Cert checked and valid	Yes	Yes	Yes	N/a
Trading Schedule	Yes	Yes	Included on certificate	N/a

#### GM DECLARATIONS FOR NON-ORGANIC INGREDIENTS

	Supplier #3	Supplier #4
Supplier name	The Spice & Sweetie Co	Starch World
Product	Salt	Non-organic corn starch
GM declaration	Not required for salt	Yes
Date issued	Oct -07	Mar-08
Obtained annually	N/a	Yes

Note: If you take on any new suppliers or ingredients at any time you must inform OF&G and submit a valid certificate and trading schedule for each one.

\*\* See APPENDIX F - LABELLING



# APPENDIX K

## EXAMPLE FORM: RECORD OF CLEANING PROCEDURES

Operator: <b>The Spice &amp; Sweetie Co.</b>	Sheet 142
Equipment/Area: <b>Processing Line</b>	

Date	Area/equipment/processing line	Materials used	Operator/supervisor
18/08/08	Incline conveyor	WU Liquid, final water rinse	J.Abel
18/08/08	Small lane hopper	WU Liquid, final water rinse	J.Abel
18/08/08	Line 1 conveyors	WU Liquid, final water rinse	J.Abel
18/08/08	Line 2 conveyors	WU Liquid, final water rinse	J.Abel
18/08/08	Comitrol cutters	WU Liquid, final water rinse	J.Abel
18/08/08	Packing conveyors	WU Liquid, final water rinse	J.Abel
18/08/08	Stokers x 4	WU Liquid, final water rinse	J.Abel
18/08/08	8 head weigh pans x 4	Air line	J.Abel
18/08/08	Baggers	Air line	J.Abel
18/08/08	Metal detectors	Air line	J.Abel
18/08/08	Check weigher	Air line	J.Abel
18/08/08	Case erector	Air line	J.Abel
18/08/08	Case check weigher	Air line	J.Abel

# APPENDIX L

## EXAMPLE FORM: PEST CONTROL RECORD

Operator: <b>The Spice &amp; Sweetie Co.</b>	Sheet 22
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Date	Area/equipment/processing line	Pest or problem	Materials used	Operator/supervisor
18/08/08	Intake	None	Difenacoum, EFks	OK L.London
18/08/08	Processing	None	Difenacoum, EFks	OK L.London
18/08/08	QA	None	Difenacoum, EFks	OK L.London
18/08/08	Warehouse	Slight rodent activity outside	Difenacoum	Increase Checks L.London
18/08/08	Engineers workshop	Slight mouse activity in roof space (separate building from production)	Difenacoum	Increase Checks L.London
18/08/08	Security	None	Difenacoum	OK L.London

# APPENDIX M

## EXAMPLE FORM: TRAINING RECORD

<b>The Spice &amp; Sweetie Co.</b>	
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### Staff sign off form for training against organic procedure

Date:	Name:	Signature:
18/08/08	M.Simpson	<i>M. Simpson</i>
18/08/08	T.J. Holden	<i>T.J. Holden</i>
18/08/08	P.Patel	<i>P. Patel</i>
18/08/08	CR. Taylor	<i>CR Taylor</i>
18/08/08	T. Abela	<i>T. Abela</i>
18/08/08	R. Johnson	<i>R. Johnson</i>
18/08/08	L. London	<i>L. London</i>

# RESOURCES

## A LIST OF TECHNICAL LEAFLETS AVAILABLE FROM OF&G

### Processor Technical Leaflets

TL 201	Introduction to Organic Certification for Processors
TL 202	An Introduction to Organic Certification for Importers
TL 204	An Introduction for Organic Certification for Suppliers of Seeds, Seedlings, Transplants and Vegetative Reproductive Materials
TL 205	Evaluation Scheme - Farm Inputs
TL 206	Guidance notes for Feed Mills on the Manufacture, Labelling and Use of Feeds for Organic Farming
TL 208	An Introduction to the National Organic Program (NOP) for Processors
TL 209	On Farm Processing - Red Meat Cutting
TL 210	On Farm Processing - Poultry Slaughter and Dressing
TL 211	Packing and Grading Organic Eggs
TL 212	Labelling of Organic Food Products
TL 213	Evaluation Scheme - Food Processing
TL 215	Information for Exporters of Organic Products to the UK
TL 217	Mass Balance and Traceability
TL 218	Registration of Storage and Warehousing Operations
TL 219	Guidance Notes on writing an Organic Procedure
TL 210	Slaughter of Organically Farmed Livestock
TL 223	Organic Product Re-Certification
TL 225	Timetable for Organic Control Body Transfer

All of these Technical Leaflets are available to download from the OF&G website