

# Section 1 Introduction

## 1.0 Contents Page

Welcome to the Organic Farmers & Growers Ltd's Organic Inspection & Certification Control Manual.

This introduction is designed to give you a brief guide to the regulations covering organic farming, the food processing industry and to the contents of this Manual.

Please take time to read this introduction before studying the rest of the Manual.

### Contents

Section	Contents	Page
1.1	Introduction to Organic Farming	2
1.2	Organic Farmers & Growers Ltd (OF&G)	3
1.3	Using this Manual	5

### Revision Details

Rev No.	Revision date	Pages revised	Issued by	Authorised by
1	1/3/2001	1 to 10	JL Dalby & T Green	C Peers (Board Chairman)
2	16/4/2005	All pages	JL Dalby & R Jacobs	Dr AG Harris (Certification Committee Chairman)
3	31/10/2006	3	S Clarkson	R Jacobs (Chief Executive)

## 1.1 Introduction to Organic Farming

1.1.01	Organic farming is a sustainable farming system that combines modern science and technology with traditional farming practices to maintain the long-term fertility of the soil and use less of the Earth's finite resources whilst producing high quality, nutritious food.
1.1.02	Organic techniques have been developed from an understanding of and research into soil science, crop breeding, animal husbandry and ecology. The maintenance of soil fertility relies principally on the use of legumes, crop rotations, the application of composted animal manures and ground rock minerals. Pests, diseases and weeds are normally controlled by choice of appropriate species and varieties, appropriate rotations, mechanical cultivation, protection of natural pest enemies, physical barriers and flame weeding.
1.1.03	Artificial fertilisers, pesticides, growth regulators and livestock feed additives are generally prohibited although some specified materials can be used in severely restricted circumstances.

### Organic Regulations

1.1.04	Organic food production is subject to statutory control. Once a producer or processor decides to undertake organic food production and processing, they become subject to an EC Regulation, which has been incorporated into the laws of the United Kingdom.
1.1.05	This Regulation (EEC) 2092/91 regulates all organic production by specifying: <ul style="list-style-type: none"> <li>i) That each member state must establish a Control or Inspection Authority to implement the law in the member state;</li> <li>ii) How organic products (made of essentially plant ingredients intended for human consumption) must be labelled;</li> <li>iii) How the agricultural ingredients must be produced;</li> <li>iv) What inputs are permitted for soil fertilising and conditioning and pest and disease control by listing these in the annexes;</li> <li>v) How organic animal products must be produced and inspected. It permits member states to adopt higher livestock standards than the Regulation.</li> <li>vi) How organic products must be processed;</li> <li>vii) What additional non-organic ingredients, non-agricultural materials such as additives and processing aids may be used by listing these in the annexes;</li> <li>viii) The procedures by which organic products can be imported from non-member states, known as third countries;</li> <li>ix) The minimum inspection requirements that all organic operators must be subject to;</li> <li>x) The penalties which must be imposed when infringements of the Regulation are found;</li> <li>xi) The mechanism by which amendments to the Regulation can be made.</li> </ul>
1.1.06	The consequence of the Regulation is that a farmer or grower, food processor, or an importer of organic food from a non-EU country must be registered with an approved certification body such as Organic Farmers & Growers and undergo regular inspections to ensure that they meet the strict organic standards required. Only then can their products legally be labelled and marketed as organically produced or carry any indication of organic production.

## 1.1 Introduction to Organic Farming - continued

### The United Kingdom Competent Authority

1.1.07	Until July 2003, the Competent Authority in the UK was known as the United Kingdom Register of Organic Food Standards (UKROFS). This was an independent third party organisation established by the Minister of Agriculture, Fisheries and Food in 1987 to be the UK Certifying Authority for organic foods and became the Control Authority under the EEC Regulation for Organic Production 2092/91.
1.1.08	<p>From July 2003, the role of the UK Competent Authority was taken over by the Rural Affairs Minister of the Department for Environment, Food and Rural Affairs (Defra) in consultation with the devolved regional administrations:</p> <p style="padding-left: 40px;">Scottish Executive Environment and Rural Affairs Department (SEERAD)</p> <p style="padding-left: 40px;">National Assembly of Wales Agricultural Department (NAWAD)</p> <p style="padding-left: 40px;">Department of Agriculture and Rural Development Northern Ireland (DARDNI)</p>

## 1.2 Organic Farmers & Growers Ltd (OF&G)

1.2.01	Organic Farmers & Growers Ltd was the first UK organic certification body accredited by Defra to inspect and certify organic production and processing in the UK.
1.2.02	<p>The OF&amp;G Inspection and Certification Scheme inspects and certifies the following operations:</p> <ul style="list-style-type: none"> <li>i) Arable and livestock farms and horticultural units, both those entering conversion and fully converted organic units;</li> <li>ii) On farm processing;</li> <li>iii) Food processors, abattoirs, wholesalers and retailers;</li> <li>iv) Importers of organic products from EU member states and third countries;</li> <li>v) Animal feed compounders;</li> <li>vi) Other operations which involve non-organic products that are approved for use in organic production, such as approved fertilisers and composts;</li> <li>vii) Other non-food products such as organic pet foods, cosmetics and textiles.</li> </ul>

### Legal Basis

1.2.03	Organic Farmers & Growers Ltd was incorporated in March 1990 as a Limited Company under the Companies Act of 1985, as amended. The Company's Registration number is 1202852 and the registered office is the OF&G business address.
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### EN45011 & ISO 65

1.2.04	The OF&G operating procedures comply with the international criteria for certification bodies operating product certification and are assessed by Defra and the United Kingdom Accreditation Service (UKAS) to demonstrate equivalence.
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## 1.2 Organic Farmers & Growers Ltd. (OF&G) - continued

### Certification Programmes

1.2.05	<p>OF&amp;G offers three certification programmes:</p> <p>i) <b>The OF&amp;G/Defra Certification Programme:</b></p> <p>This programme is based on the Defra Compendium of UK Organic Standards that in turn is based on the EEC Regulation 2092/91. Additional interpretations and OF&amp;G standards are included to expand on grey areas in the Defra Compendium, to make the programme compatible with Farm Assurance Schemes and to include best processing practices. See also section 1.3.</p> <p>ii) <b>Partnership Programme:</b></p> <p>This programme applies to those operators who supply products and ingredients to a producer or processor certified under the SA Certification Ltd Symbol Scheme. Where there are additional requirements these are printed in a bold italic font preceded by the terms – <b><i>Partnership Programme (sections 4 to 8)</i></b> or PP STD (sections 10 to 14).</p> <p>iii) <b>United States Department of Agriculture National Organic Program (USDA-NOP):</b></p> <p>This programme applies to those operators who supply products and ingredients which are to be exported to the United States of America. Where there are additional requirements these are printed in a bold italic font and are preceded by the terms <b><i>National Organic Programme</i></b> (sections 4 to 8) or NOP STD (sections 10 to 14).</p> <p>Due to differences in the standards between the EU and the USA, Defra require that all products must first and foremost be produced to the Defra Compendium of Standards (as incorporated into the OF&amp;G Control Manual) as well as the NOP Standards.</p> <p>Due to the complex cross-referencing in the NOP production and processing standards, they have been published by OF&amp;G in a separate USDA National Organic Programme (NOP) Control Manual. The differing requirements of the OF&amp;G Control Manual are indicated by Explanatory Notes where relevant.</p>
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### Quality Statement

1.2.06	<p>The OF&amp;G Board, having executive responsibility for quality, has defined and documented its policy for quality and its objectives for, and commitment to, quality. The OF&amp;G management ensures that the policy is understood, implemented and maintained at all levels of the organisation. It is the policy of OF&amp;G to:</p> <p>i) Provide a competent, consistent and cost effective product certification service to its customers and to operate certification in a non-discriminatory way. The services are available to all potential applicants and financial association, membership or other conditions will not apply. Participation is not conditional on the number of certificates already issued;</p> <p>ii) For each product certified, OF&amp;G shall establish and maintain an effective system for surveillance to ensure that the specific requirements are being met. Standards required of participants seeking certification will be published. The standards will be formulated by relevant and impartial committees or persons possessing the necessary technical competence. Standards required of participants, the evaluation of their performance against the standard and the decisions on certification will be confined specifically to matters related to scope of the certification being considered;</p> <p>iii) Conduct certification activities in accordance with the requirements of BS EN45011 1 (1998) and to conform to all UKAS rules regarding achieving certification;</p>
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## 1.2 Organic Farmers & Growers Ltd. (OF&G) - continued

1.2.06 cont	<ul style="list-style-type: none"> <li>iv) Ensure, through the Chairman, that the policy and procedures are understood and maintained at all levels within the organisation;</li> <li>v) Maintain a structure to foster confidence in the certification activity being carried out and maintain all information learnt in a confidential manner;</li> <li>vi) Not produce or trade in agricultural products that are subject to inspection and certification.</li> </ul>
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## 1.3 Using this Manual

1.3.01	Producers wishing to apply for registration with OF&G must ensure that they familiarise themselves with the contents of this Control Manual where relevant to their operation.
1.3.02	Producers must ensure that they keep this Control Manual up-to-date by incorporating amendments as they are issued by OF&G. Obsolete pages must be disposed of.
1.3.03	Each section has its own Contents Page, which lists the chapter headings within the section and the date of revision. When a revision to any of the pages is issued, this will be indicated on the Contents Page with the date of revision.

### Identification of the Defra Compendium of UK Organic Standards

1.3.04	The text from the Defra Compendium of UK Organic Standards is prefixed by the Compendium reference at the beginning of the text and, in sections 10 to 14, 'DEFRA STD' in the left hand column.
1.3.05	Guidance Notes or Interpretive Notes from the Compendium are identified by the use of GN in the Compendium reference in the text (all sections), <i>italic</i> font style in sections 3 to 8 and, in sections 10 to 14, 'DEFRA GN' or 'DEFRA IN' in the left hand column.

### Identification of OF&G Standards & Guidance Notes

1.3.06	Additional OF&G Standards are included to expand on areas of the Compendium where this is open to interpretation and for areas not covered by the Compendium. These are identified by the use of the normal font style but without the prefix to the Compendium and, in sections 10 to 14, 'OF&G STD' in the left hand column.
1.3.07	OF&G Guidance Notes explain the meaning of the preceding Standards and are indicated either by the <i>italic</i> font style in sections 3 to 8 or 'OF&G GN' in the left hand column of sections 10 to 14. Where the text requires that a producer 'should' carry out an operation, this indicates that the action is recommended as 'best practice' but not obligatory.
1.3.08	Where a practice or material is 'permitted' this may be carried out or used without any restriction.
1.3.09	Where a practice or material is indicated with 'Must be approved before use' or requires that approval be obtained, the operator must obtain permission. Failure to do so before use may result in loss of certification for the product or area of land affected.
1.3.10	Where a material is not listed in this Manual as a permitted or restricted input or is specifically prohibited any use will be considered to be a manifest infringement of these Standards and will result in loss of certification for the land, product or holding, depending upon the nature of the infringement.

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