

OF&G INSPECTION AND CERTIFICATION CONTROL MANUAL
Section 14
Record Sheets for Processors, Packers and Importers

14.0 Contents Page

This Section specifies the documentation and records, which must be kept by all certified processors and importers.

This section also includes a number of pro-forma Record Sheets designed to assist the operator in keeping the correct records. These should be copied for use and the originals kept in the file for future use when required.

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Revision Details

Rev No.	Revision date	Pages revised	Issued by	Approved by
1	1/3/2001	1 to 20	JL Dalby & T Green	C Peers (Board Chairman)
2	9/5/2005	Section renumbered from 9 to 14. Former Sections 9.1 to 9.3 deleted.	JL Dalby	Dr AG Harris (Certification Committee Chairman)

14.1 Pro-forma Record Sheets

14.1.01 OF&G STD	Records must be kept to prove that the operational requirements detailed in Section 11 of this manual, have been complied with.
14.1.02 OF&G GN	<p>A set of proforma record sheets is included in this section. They are listed below and may be photocopied and/or adapted for use for your records.</p> <p>Record Sheet 41 Single Ingredient Product Schedule (page 3)</p> <p>Record Sheet 42 Multi-ingredient Product Specification Sheet (page 4)</p> <p>Record Sheet 43 Compound Animal Feed Product Specification Sheet (page 5)</p> <p>Record Sheet 44 Record of Products Received (page 6)</p> <p>Record Sheet 45 Record of Products Processed (page 7)</p> <p>Record Sheet 46 Summary of Products Sold (page 8)</p> <p>Record Sheet 47 Record of Cleaning Procedures (page 9)</p> <p>Record Sheet 48 Record of Pest Control Materials (page 10)</p> <p>Record Sheet 49 EC Import Certificate (pages 11 to 13)</p> <p>Record Sheet 50 Schedule of Products to be Imported from Third Countries (page 14)</p> <p>Record Sheet 51 Hazard Analysis & Critical Control Point (page 15)</p> <p>Record Sheet 52 Record of Complaints Received (page 16)</p> <p>Record Sheet 53 Declaration of Non-Genetically Modified Content page 17)</p> <p>Record Sheet 54 EC Import Certificate for split consignments (pages 18 to 19)</p> <p>Record Sheet 55 Declaration of Product Conformity with Regulation 2092/91 (page 20)</p> <p>Record Sheet 56 Mass Balance proforma (page 21)</p> <p>Record Sheet 57 Agreement to subcontract a Transport, Storage or Processing Operation (page 22)</p>
14.1.03 DEFRA GN	<p>(Annex IIIB 5.1 GN) Processors must keep accurate records of their processing activities and make these available to inspection bodies. The records must be sufficiently comprehensive to allow the organic raw materials used in finished products to be traced back to the original source. The records must be retained for a period of not less than 3 years.</p> <p>Records should include:</p> <ul style="list-style-type: none"> i) The origin, nature and quantities of organically produced agricultural products which have been delivered to the unit; i) The origin, nature and quantities of non-organically produced agricultural products, non-agricultural ingredients and processing aids which have been delivered to the unit; ii) The composition of the organically produced products; iii) The nature, quantities and consignees of the organically produced products which have left the unit; iv) Stock records for raw materials and finished products; v) Plant cleaning schedules including a list of all substances used; vi) Details of any fumigation treatment of premises or equipment including dates of treatment, method of application, substances used, person or organisation responsible for the treatment, clearance time between completion of the treatment and the commencement of processing operations on organic products; vii) Pest control records including a list of the substances used.