

Timetable for Organic Control Body Transfer

- Food Processing

Organic requirements are in addition to other statutory requirements.
Statutory information is for guidance only and is correct at time of going to print.

This timetable is designed to help ensure that you can maintain a valid organic certificate as you move from your previous control body to OF&G.

OF&G recommends a minimum three month period for you to move across. For example if your current organic certificate is due to expire at the end of Oct 2010, OF&G recommends that you send in your application and fee by the end of July 2010 / beginning of August at the latest, so that your inspection can be arranged for the end of September 2010. See Timeline overleaf.

As you are already certified with a DEFRA approved control body there may be little that needs changing. OF&G have put together a checklist reminder of the information the inspector requires for your organic audit, with comments specifically relating to operators who are transferring.

If you require any further information on the above or the combined BRC and organic inspections please contact the OF&G processing department, details below:

T: 01939 291800
E: processors@organicfarmers.org.uk

The Old Estate Yard,
Shrewsbury Road, Albrighton,
Shrewsbury, SY3 3AG.

CHECKLIST REMINDER

The following information must be readily accessible at your inspection and should cover the period from your last annual inspection.

PROCESSING RECORDS

- All records kept for product processing / packing / labelling
- Cleaning records
- Pest Control records – **ensure that your pest contractor has a copy of the OF&G pest control standard and sends you a letter acknowledging that they will comply with these standards.**

INCOMING GOODS

- Delivery notes
- Supplier invoices
- Intake records
- Supplier certificates and any accompanying schedules or appendices
- Supplier GMO statements

IMPORTER DOCUMENTATION

If you import any organic goods from a non-EU country or organic goods in bulk (which means that they do not have any outer packaging i.e. a container of soya) from any EU country, the following information must be easily accessible at your inspection.

- Original EU Certificates of Inspection
- DEFRA Import Authorisations
- Supplier certificates
- Purchase orders, shipping or airfreight documentation, haulage records, phytosanitary records, supplier and customer invoices, third party storage details.

FINISHED GOODS

- Despatch records
- Despatch Notes
- Customer Invoices

OTHER DOCUMENTATION

- Quality Manual
- Organisational Chart / Organogram
- Organic Procedure – **if this references your previous control body's standard or makes reference to a different Control Body code, this needs to be updated to include OF&G's organic standard and GB-ORG-02**
- HACCP flow chart and Plan
- Cleaning Procedures
- Pest Control Records
- Supplier List
- Customer List
- Single Ingredient Product Sheet/Multiple Ingredient Product Sheet or equivalent (product recipes) for all products requiring certification – other control body's formats can be submitted
- Labels or other product packaging for all products requiring certification **must state GB-ORG-02. OF&G allows you to use up current stocks of packaging but pdfs or draft labels with OF&G logo or the control body code must be seen before adding your products to the new OF&G certificate.**
- Staff training records – **these will have to be updated to incorporate the changes above.**

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Timeline

Tasks

Before your current organic certificate expires

12 weeks before

- ✓ Contact OF&G
- ✓ Discuss organic certification and your requirements
- ✓ Request an application pack

10 weeks before

- ✓ Complete application
- ✓ Return form
- ✓ Submit fee

- ✓ You are allocated a Certification Officer (CO)
- ✓ The inspector contacts you to arrange an inspection date

During this period look at your:

- Current records
- The information the inspector requires for your inspection (See list overleaf)

4-6 weeks before

Organic inspection (combined with BRC if required) with OF&G / SAI Global

2-4 weeks before

- ✓ The inspection report is sent to OF&G for review

- ✓ Your CO writes to you detailing any information required
- ✓ You provide evidence of compliance where required

Goal

Your new OF&G certificate is issued

1-2 weeks after

- ✓ Your organic certificate with current Control Body expires

