

DESCRIPTION OF PLANT PRODUCTION ORGANIC SYSTEM PLAN (OSP)

Operator's Name	Type		
Operator's Code <i>(N/A for initial submissions)</i>	Type		
Name, Surname	Owner or legal representative		
Authorized Person to be present during the inspection <input type="checkbox"/> Mr / <input type="checkbox"/> Mrs			
Name	Type	Surname	Type
ID number	Type	Phone	Type
email	Type	Fax	Type

You are requested to describe in detail your activities. It is of vital importance to keep your OSP up to date! Please submit it annually and anytime an update to the description of the Unit or the Control measures occurs during the production year.

Type of submission	<input type="checkbox"/> Initial	<input type="checkbox"/> Annual	<input type="checkbox"/> Updates
Date of submission	Date		

1	Parallel Production <input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable		
1.1	Production of	<input type="checkbox"/> Organic products only	<input type="checkbox"/> Organic and non-organic products
	If applicable, which are the non-organic products/crops?		Type
1.2	In case of production of organic and non-organic perennial crops, can the varieties be easily differentiated?		<input type="checkbox"/> Yes / <input type="checkbox"/> No
	If no, has a conversion plan been submitted to register these crops in the shortest possible period which may not, in any event, exceed a maximum of five years? <i>(Applicable only in case of perennial crops that are newly planted and are not in productive)</i>		<input type="checkbox"/> Yes / <input type="checkbox"/> No
	Have the conversion plan and the control measures been approved by A CERT?		<input type="checkbox"/> Yes / <input type="checkbox"/> No

2	Mechanical Equipment <input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable		
2.1	Equipment that is being used by the operator,		
	<input type="checkbox"/> Tractor	<input type="checkbox"/> Tiller	<input type="checkbox"/> Fertilizer distributor
	<input type="checkbox"/> Plow	<input type="checkbox"/> Ripper	<input type="checkbox"/> Manure/ Compost distributor
	<input type="checkbox"/> Cultivator	<input type="checkbox"/> Sowing machine	<input type="checkbox"/> Sprayer
2.2	The above equipment is,	<input type="checkbox"/> Owned	Rented <input type="checkbox"/> from/ <input type="checkbox"/> to other farms <input type="checkbox"/> Other
2.3	Is the above equipment being used for non-organic crops?		<input type="checkbox"/> Yes / <input type="checkbox"/> No
2.4	Precautionary measures to avoid contamination from the machinery,		
	<input type="checkbox"/> Cleaning the equipment with record-keeping	<input type="checkbox"/> Other	<input type="checkbox"/> Other
	Is the effectiveness of the cleaning measures also monitored and recorded?		<input type="checkbox"/> Yes / <input type="checkbox"/> No

3	Storage & Infrastructure <input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable					
3.1	Unit Type	Unit Address <i>(Including Latitude, Longitude)</i>	Surface <i>(m²)</i>	Storage of	Owned/ Rented	Used for
	Choose	Type	Type	<input type="checkbox"/> Plant Products, <input type="checkbox"/> Equipment, <input type="checkbox"/> Sowing/ Planting material, <input type="checkbox"/> Fertilizers; <input type="checkbox"/> Pesticides,	Choose	Choose
	Choose	Type	Type	<input type="checkbox"/> Plant Products, <input type="checkbox"/> Equipment, <input type="checkbox"/> Sowing/ Planting material, <input type="checkbox"/> Fertilizers; <input type="checkbox"/> Pesticides,	Choose	Choose
	Remarks <i>(Example: warehouse X is rented to another legal entity),</i> Type					
3.2	Are non-organic final products being stored?				<input type="checkbox"/> Yes / <input type="checkbox"/> No	
3.3	Are any inputs prohibited by Regulation (EU) 2018/848 being stored?				<input type="checkbox"/> Yes / <input type="checkbox"/> No	
3.4	Precautionary measures to avoid contamination at the storage level,					
	<input type="checkbox"/> Cleaning with record-keeping	<input type="checkbox"/> Other			<input type="checkbox"/> Other	
	Is the effectiveness of the above measures also monitored and recorded?				<input type="checkbox"/> Yes / <input type="checkbox"/> No	

4 Transportation of Organic Products <input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable						
Means of transport for the transportation of organic products,						
4.1	<input type="checkbox"/> Farm car	<input type="checkbox"/> Truck <10t	<input type="checkbox"/> Truck 10-20t	<input type="checkbox"/> Truck >20t		
	<input type="checkbox"/> Train wagon	<input type="checkbox"/> Vessel	<input type="checkbox"/> Airplane	<input type="checkbox"/> Other		
4.2	Are the above means being used to transport non-organic crops?				<input type="checkbox"/> Yes / <input type="checkbox"/> No	
4.3	Do organic products transport together with non-organic products?				<input type="checkbox"/> Yes / <input type="checkbox"/> No	
4.4	The products are being transported by the buyer		<input type="checkbox"/> Always / <input type="checkbox"/> Never / <input type="checkbox"/> Occasionally			
4.5	Organic products transport in		<input type="checkbox"/> Bulk, <input type="checkbox"/> Small bags, <input type="checkbox"/> Big bags, <input type="checkbox"/> Crates, <input type="checkbox"/> Other			
4.6	Are the products transported in retail packaging systems?				<input type="checkbox"/> Yes / <input type="checkbox"/> No	
4.7	Are the products labeled?				<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Commercial and transportation documents,						
4.8	<input type="checkbox"/> Invoice	<input type="checkbox"/> Transportation receipt/ bill	<input type="checkbox"/> Certificate of Inspection (COI)	<input type="checkbox"/> Other		
	<input type="checkbox"/> Bill of lading	<input type="checkbox"/> CMR	<input type="checkbox"/> Transaction Certificate	<input type="checkbox"/> Other		
4.9	Are the below mandatory indications included in the commercial documents?				<input type="checkbox"/> Yes / <input type="checkbox"/> No	
a.	<i>the name and address of the operator;</i>				<input type="checkbox"/> Yes / <input type="checkbox"/> No	
b.	<i>the name of the product accompanied by a reference to the organic production method;</i>				<input type="checkbox"/> Yes / <input type="checkbox"/> No	
c.	<i>the code number of A CERT (YY-BIO-171);</i>				<input type="checkbox"/> Yes / <input type="checkbox"/> No	
d.	<i>where relevant, the lot identification mark according to a marking system agreed with A CERT and which permits to link the lot with the accounts;</i>				<input type="checkbox"/> Yes / <input type="checkbox"/> No	
e.	<i>is the above information presented also on an accompanying document that can be undeniably linked with the packaging, the container, or the vehicular transport of the product?</i>				<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Precautionary measures to avoid contamination at the transportation level,						
4.10	<input type="checkbox"/> Cleaning with record-keeping	<input type="checkbox"/> Other	<input type="checkbox"/> Other			
Is the effectiveness of the above measures also monitored and recorded?					<input type="checkbox"/> Yes / <input type="checkbox"/> No	
5 Subcontracting Activities <input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable						
5.1	Are there activities carried out by third-party companies?				<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Are there contracts with the subcontractors that state clearly the particular subcontracting activities and the provisions according to Regulation (EU) 2018/848 of the applied services available and attached?					<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Are the subcontractors certified by a Control Body recognized for the purpose of compliance according to Regulation (EU) 2018/848?					<input type="checkbox"/> Yes / <input type="checkbox"/> No	
If yes, are their certificates attached?					<input type="checkbox"/> Yes / <input type="checkbox"/> No	
5.2	is the company willing to include these activities in the operator's control system? (Submit an additional OSP for the activities provided by the Subcontractor)				<input type="checkbox"/> Yes / <input type="checkbox"/> No	
	If no,	are the subcontracting activities monitored or supervised?				<input type="checkbox"/> Yes / <input type="checkbox"/> No
		how is the compliance with Regulation (EU) 2018/848 being monitored at all stages? (<i>Requires documentation</i>)				
		<input type="checkbox"/> Supervision	<input type="checkbox"/> Training	<input type="checkbox"/> Record-keeping	<input type="checkbox"/> Other	
List the subcontractors at the below table,						
5.3	Name of Subcontractor	Address	Control Body	Period of applied services	Products concerned	Activity
	Type	Type	YY-BIO-XXX	Type	Type	<input type="checkbox"/> Harvesting <input type="checkbox"/> Transportation <input type="checkbox"/> Packaging <input type="checkbox"/> Storage <input type="checkbox"/> Other
5.4	Are there subcontracted activities provided to other organic operators?				<input type="checkbox"/> Yes / <input type="checkbox"/> No	
5.5	If yes,	are their certificates attached?				<input type="checkbox"/> Yes / <input type="checkbox"/> No
		are the contracts with the operators, that state clearly the particular subcontracting activities of the applied services, available and attached?				<input type="checkbox"/> Yes / <input type="checkbox"/> No
		list of the operators that receive subcontracting services by the company at the below table,				
5.6	Name of Operator	Address	Control Body	Period of applied services	Products concerned	Activity
	Type	Type	YY-BIO-XXX	Type	Type	<input type="checkbox"/> Transportation <input type="checkbox"/> Storage <input type="checkbox"/> Processing <input type="checkbox"/> Packaging

						<input type="checkbox"/> Labelling
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6 Propagating Material	<input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable
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6.1	Type,
	<input type="checkbox"/> Seeds <input type="checkbox"/> Seedlings <input type="checkbox"/> Planting stock (e.g., potatoes, garlic, plant crowns, etc.)

6.2	Origin,
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i	<input type="checkbox"/> Produced by the operator	Authorization is not required, Remark: the mother plant in the case of seeds and the parent plant in the case of vegetative propagating material shall have been organically produced, for at least one generation, or, in the case of perennial crops, two growing seasons.
ii	<input type="checkbox"/> Sourced from Scope F certified operator	Authorization is not required, Instructions: invoice, and the supplier's Scope F certificate Scope F certification: A certified operator for organic plant propagating material.
iii	<input type="checkbox"/> Sourced from Scope A certified operator	Authorization is required before sowing/planting, Instructions: Submit the Application for the use of non-organic propagating material (ICS-BIO3C-D1.28) with the invoice, and the supplier's certificate (a Transaction Certificate may be requested).
iv	<input type="checkbox"/> Non-organic untreated seeds/ seedlings	Authorization is required before sowing/planting, Instructions: Submit the Application for the use of non-organic propagating material (ICS-BIO3C-D1.28) accompanied by; 1. vendor declaration ICS-BIO3C-D1.19; 2. your research for organic propagating material and evidence of commercial non-availability - at least three attempts; 3. If the seeds are treated, you must submit the propagating material specification which lists the treatment substances; 4. Photo of the seeds; and optionally, 5. Pesticide lab report. The invoice may be submitted after authorization.
v	<input type="checkbox"/> Other	

Important notice: Seeds treated with non-authorized substances are **forbidden** to be used in organic production units. The precautionary measures on this level shall be applied to avoid possible sanctions (Products and Units Downgrade). For any information, please contact the Certification Department of A CERT (info@a-cert.org).

6.3	Seed treatments, <input type="checkbox"/> Yes / <input type="checkbox"/> No
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	<input type="checkbox"/> Disinfection	<input type="checkbox"/> Fungicide/ Insecticide	<input type="checkbox"/> Coating	<input type="checkbox"/> Inoculant	<input type="checkbox"/> Priming	<input type="checkbox"/> Other

7 Soil Management & Irrigation	<input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable
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7.1	Are plant production techniques applied to prevent or minimize any contribution to the contamination of the environment?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
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	<input type="checkbox"/> Tillage	<input type="checkbox"/> Crop rotation	<input type="checkbox"/> Green manure crops	<input type="checkbox"/> Other
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7.2	Incorporation of the crop residues into the soil?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
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7.3	Green manure crops (<input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable)	Type
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7.4	Cover crops (<input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable)	Type
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7.5	Manure/Compost applications (Annex II, Regulation (EU) 2018/848), <input type="checkbox"/> Yes / <input type="checkbox"/> No					
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Type/composition	Manure origin (if applicable)	Form	Crop(s)	Quantity (kg/ha)	Date (month)
Type	Choose	Choose	Type	Type	Type
Type	Choose	Choose	Type	Type	Type

*Factory farming origin forbidden.

7.6	Other fertilizers, soil conditioners, and nutrients (Annex II, Regulation (EU) 2018/848), <input type="checkbox"/> Yes / <input type="checkbox"/> No					
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Type/composition	Commercial name	Applied by	Crop(s)	Quantity (kg/ha)	Date (month)
Type	Type	Choose	Type	Type	Type
Type	Type	Choose	Type	Type	Type

7.7	Are the crops irrigated?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
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a	If yes, which is the origin of the water? (E.g., public streams, river, lake, pond, drainage ditches, well, spring, etc.)	Type
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b	Water conservation methods in irrigation	<input type="checkbox"/> Yes / <input type="checkbox"/> No
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c	<input type="checkbox"/> Drip irrigation	<input type="checkbox"/> Irrigation scheduling	<input type="checkbox"/> Sprinkler Systems	<input type="checkbox"/> Hand watering	<input type="checkbox"/> Other
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d	Is the quality of the water analyzed?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
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8 Pest, Disease & Weed Management		<input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable				
8.1	Use of indigenous species and environmentally adapted varieties	<input type="checkbox"/> Yes / <input type="checkbox"/> No				
8.2	An effective Crop Rotation Plan (<i>mandatory for annual crops</i>)	<input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> Not Applicable				
Other cultivation practices to control pests, diseases, and weeds,						
8.3	<input type="checkbox"/> Tillage	<input type="checkbox"/> Early seeding	<input type="checkbox"/> Sanitizing tools & equipment	<input type="checkbox"/> Green manure crops		
	<input type="checkbox"/> Fallow	<input type="checkbox"/> Overseeding	<input type="checkbox"/> Water management	<input type="checkbox"/> Other		
	<input type="checkbox"/> Mowing	<input type="checkbox"/> Delayed planting	<input type="checkbox"/> Cover/ smother	<input type="checkbox"/> Other		
8.4	Management of weeds: <input type="checkbox"/> Mechanical management	<input type="checkbox"/> Hand weeding	<input type="checkbox"/> Other			
Plant protection applications (Annex II, Regulation (EU) 2018/848), <input type="checkbox"/> Yes / <input type="checkbox"/> No						
8.5	Commercial name	Active Substance	Crop	Date (month)	Reason	Dosage (kg/ha)
	Type	Type	Type	Type	Type	Type
	Type	Type	Type	Type	Type	Type
Natural Enemies, <input type="checkbox"/> Yes / <input type="checkbox"/> No						
8.6	Natural enemy (common name)	Scientific name	Crop	Date (month)		
	Type	Type	Type	Type		
	Type	Type	Type	Type		
8.7	Use of Traps? <input type="checkbox"/> Yes / <input type="checkbox"/> No	Use of Lures? <input type="checkbox"/> Yes / <input type="checkbox"/> No				
8.8	Monitoring and assessment of the above cultivation techniques and external applications effectiveness with,					
	<input type="checkbox"/> farm visits	<input type="checkbox"/> documenting/ recording	<input type="checkbox"/> Other			

9 Collection of Wild Plants		<input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable			
9.1	Have the wild collection areas received treatment with products other than those authorized for use in organic production for at least three years before the collection?	<input type="checkbox"/> Yes / <input type="checkbox"/> No			
9.2	Does the collection affect the stability of the natural habitat or the maintenance of the species in the collection area?	<input type="checkbox"/> Yes / <input type="checkbox"/> No			
	Monitoring the stability of the natural habitat or the maintenance of the species in the collection area?	<input type="checkbox"/> Yes / <input type="checkbox"/> No			
9.3	Are the collectors trained and supervised by local experts, responsible in the Country in concern, for the sustainable collection within the determined area?	<input type="checkbox"/> Yes / <input type="checkbox"/> No			
	Name of trainer: Type	Name of supervisor: Type			
9.4	Has official permission been obtained from the local authorities before the collection operations?	<input type="checkbox"/> Yes / <input type="checkbox"/> No			
9.5	Are the satellite maps of the collection area attached?	<input type="checkbox"/> Yes / <input type="checkbox"/> No			
9.6	Species – Product	Collection Period	Surface (ha)	Quantities (kg)	Permitted Quantities (kg)
	Type	Type	Type	Type	Type
	Type	Type	Type	Type	Type

10 Mushroom Production		<input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable			
Organic Raw Materials					
10.1	Material	Origin/ Supplier	Certified	Ratio	
	Type	Type	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Type %	
	Type	Type	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Type %	
Inorganic & other raw materials					
10.2	Material	Origin/ Supplier	Certified	Ratio	
	Type	Type	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Type %	
	Type	Type	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Type %	
10.3	Description of the substrate production process: Type				

11	Control Measures			
11.1	Contamination risks,			
	<input type="checkbox"/> Neighboring non-organic crops	<input type="checkbox"/> Busy roads	<input type="checkbox"/> Industrial wastewater or other pollutants	<input type="checkbox"/> There are no risks
11.2	Strategies to avoid contamination,			
	<input type="checkbox"/> Buffer zones (min. length) Type m	<input type="checkbox"/> Parcels identification with signs	<input type="checkbox"/> Separate harvest	
	<input type="checkbox"/> Segregation zones (min. length) Type m	<input type="checkbox"/> Inform neighbors (<input type="checkbox"/> letter, <input type="checkbox"/> email)		<input type="checkbox"/> Other
11.3	The buffer zones consist of,			
	<input type="checkbox"/> trees	<input type="checkbox"/> windbreaks	<input type="checkbox"/> diversion ditches	<input type="checkbox"/> bushes
	<input type="checkbox"/> perennial crops	<input type="checkbox"/> annual crops	<input type="checkbox"/> mountainous structure	<input type="checkbox"/> Other
11.4	Buffer zones minimum density	<input type="checkbox"/> low	<input type="checkbox"/> medium	<input type="checkbox"/> high
11.5	In case of contamination, which measures are taken at the operational level? (Example: Internal investigation, product recall, improvement of the strategies, etc.)			Type
11.6	There are fields or plots that neighbor directly with non-organic crops			<input type="checkbox"/> Yes / <input type="checkbox"/> No
11.7	Are GMO crops grown in the neighboring fields?			<input type="checkbox"/> Yes / <input type="checkbox"/> No
11.8	Are internal samples going to be taken and analyzed for applicable non-authorized substances?			<input type="checkbox"/> Yes / <input type="checkbox"/> No
11.9	Is the effectiveness of the above strategies to avoid contamination monitored?			<input type="checkbox"/> Yes / <input type="checkbox"/> No

12	Record System & Traceability			
12.1	<input type="checkbox"/> Harvest/collection records (mandatory fields: date; type; quantity; farm/plot)			
12.2	<input type="checkbox"/> Fertilization records (mandatory fields: date of application; type and amount of fertilizer; parcels concerned)			
12.3	<input type="checkbox"/> Manure/Compost application records (including manure invoices & origin documentation)			
12.4	<input type="checkbox"/> Plant protection records (mandatory fields: crop; plots/fields; reason; date; type; amount; method of treatment)			
12.5	<input type="checkbox"/> Purchases of farm inputs - including seeds, planting stock, and seedlings (mandatory fields: date; type; and amount)			
12.6	<input type="checkbox"/> Invoices and certificate copies from input suppliers (pesticides, fertilizers, manure, compost, seeds, etc.)			
12.7	<input type="checkbox"/> Storage records of organic products			
12.8	<input type="checkbox"/> Sales records (including invoices and buyer certificates as well as local sales and sales as non-organic)			
12.9	<input type="checkbox"/> Mass balance own check			
12.10	<input type="checkbox"/> Transportation records and receipts			
12.11	<input type="checkbox"/> Cleaning records (discriminated to the cleaning of storage; equipment/tools; means of transport, etc.)			
12.12	<input type="checkbox"/> Field activity records (includes general crop activities and crop observations)			
12.13	<input type="checkbox"/> Other			
12.14	In which language or languages are the above records kept? (E.g., English, Arabic, Chinese, Turkish, Russian, Ukrainian, etc.)			Languages
12.15	Are the records kept for at least five years?			<input type="checkbox"/> Yes / <input type="checkbox"/> No
12.16	Has an effective traceability system been established?			<input type="checkbox"/> Yes / <input type="checkbox"/> No
12.17	Has an effective lot numbering system been established?			<input type="checkbox"/> Yes / <input type="checkbox"/> No

13	Supporting Documents			
	<input type="checkbox"/> A five-year crop rotation plan	<input type="checkbox"/> Product descriptive sheet/ label		
	<input type="checkbox"/> Operating license	<input type="checkbox"/> Record forms		
	<input type="checkbox"/> ID/ Passport/ Tax card	<input type="checkbox"/> Input invoices and/or receipts		
	<input type="checkbox"/> Ownership documents and/or renting contracts	(seeds, fertilizers, pesticides, manure, compost, etc.)		
	<input type="checkbox"/> Storage and infrastructure facilities plan/ layout	<input type="checkbox"/> Internal sample laboratory reports		
	<input type="checkbox"/> Satellite maps of the farms and storage units	<input type="checkbox"/> Water analysis reports		
	(with coordinates, field borders, neighboring risks of contamination)	<input type="checkbox"/> Private agreements for manure sourcing		
	<input type="checkbox"/> Lot numbering / Traceability system	(organically certified or extensive breeding operations)		
	<input type="checkbox"/> Photos/ videos	<input type="checkbox"/> Other		

I DECLARE AND UNDERTAKE:

- a) to perform the operations in accordance with the organic production rules;
- b) to accept, in the event of non-compliances, the enforcement of the measures of the organic production rules;
- c) to undertake to inform in writing without undue delay the buyers of the product in order to ensure that the indications referring to the organic production method are removed from this production in the event that a suspicion of non-compliance has been substantiated, that a suspicion of non-compliance cannot be eliminated, or that non-compliance that affects the integrity of the products in question has been established;
- d) to accept, in cases where my operation and/or the subcontractors of my operation are checked by different control authorities or control bodies in accordance with the control system set up by A CERT, the exchange of information between those authorities or bodies;
- e) to accept, in cases where my operation and/or the subcontractors of my operation change our control authority or control body, the transfer of the control files to the subsequent control authority or control body;
- f) to accept, in cases where my operation withdraws from the control system, to inform without delay the relevant local competent authority, according to the provisions laid down in the Third Country concerned;
- g) to accept, in cases where my operation withdraws from the control system, that the control file is kept for a period of at least five years;
- h) to inform A CERT and the relevant control authority or authorities or control body or bodies without delay of any non-compliances affecting the organic status of my products or organic products received from other operators or subcontractors.

I solemnly declare that all information submitted to A CERT S.A. with my application is true and accurate. I have received and I fully accept the Certification Regulation and the provisions laid down in Regulation (EU) 2018/848 and its amendments thereof. I will fully comply with the provisions laid down in Regulation (EU) 2018/848 and I undertake the obligation to immediately notify A CERT whenever any measures described in the present form are modified.

Date: Date

Name/ Surname: Owner or legal representative

Signature: