

DESCRIPTION OF HANDLING 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

Quality manager/ authorized person to be present during the inspection <input type="checkbox"/> Mr. / <input type="checkbox"/> Mrs.					
Name	Type	Surname	Type	Phone	Type
ID number	Type	email	Type	Fax	Type

Scope of Organic Certification for <input type="checkbox"/> Products for use as food <input type="checkbox"/> Products for use as feed			
<input type="checkbox"/> Processing <i>(includes all handling activities)</i>	<input type="checkbox"/> Packaging <i>(packing, labelling, marketing)</i>	<input type="checkbox"/> Wholesaling <i>(only storage, distribution)</i>	<input type="checkbox"/> Trading <i>(only invoicing)</i>

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

Type of submission	<input type="checkbox"/> Initial	<input type="checkbox"/> Annual	<input type="checkbox"/> Updates
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1 General Information					
1.1	Total number of facilities	Type	Total number of personnel	Type	
1.2 Quality Management Systems maintained by the operator					
<input type="checkbox"/> ISO 9001		<input type="checkbox"/> ISO 22000		<input type="checkbox"/> ISO FSSC 22000	
<input type="checkbox"/> ISO 14001		<input type="checkbox"/> BRC		<input type="checkbox"/> IFS	
<input type="checkbox"/> None		<input type="checkbox"/> Other			
1.3 Production of <input type="checkbox"/> organic products only <input type="checkbox"/> same organic & non-organic <input type="checkbox"/> different organic & non-organic					
If different, list the non-organic products Type					
1.4 Training in Organic takes place every <input type="checkbox"/> 2 years <input type="checkbox"/> year <input type="checkbox"/> 6 months <input type="checkbox"/> 3 months <input type="checkbox"/> Other					
1.5 Organic-trained personnel <input type="checkbox"/> All <input type="checkbox"/> Legal representative <input type="checkbox"/> Quality manager <input type="checkbox"/> Handling personnel <input type="checkbox"/> Cleaning service					

2 Facilities & Equipment				
Units managed by the operator				
2.1	Name or unit identifier	Unit address <i>(Including latitude & longitude)</i>	Type of activity	Used for
A	Type	Type	<input type="checkbox"/> Administration office, <input type="checkbox"/> Processing, <input type="checkbox"/> Packaging, <input type="checkbox"/> Storage	Choose
B	Type	Type	<input type="checkbox"/> Administration office, <input type="checkbox"/> Processing, <input type="checkbox"/> Packaging, <input type="checkbox"/> Storage	Choose
2.2 Handling equipment <input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable				
Name of equipment		Activity description		Used for
1	Type	Type		Choose
2	Type	Type		Choose
3	Type	Type		Choose
4	Type	Type		Choose
5	Type	Type		Choose
6	Type	Type		Choose
7	Type	Type		Choose
8	Type	Type		Choose
9	Type	Type		Choose
10	Type	Type		Choose
2.3 Contamination Risks at processing/ handling activity <input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable				
<input type="checkbox"/> Mix of products with non-organic or in-conversion products		<input type="checkbox"/> Mix of non-authorized ingredients or substances		
<input type="checkbox"/> Contamination from non-organic or in-conversion products		<input type="checkbox"/> Traceability loss		
<input type="checkbox"/> Contamination with non-authorized ingredients		<input type="checkbox"/> Other		
2.4 Precautionary measures to avoid contamination at processing/ handling level				
<input type="checkbox"/> Only organic production		<input type="checkbox"/> Cleaning equipment before organic production		<input type="checkbox"/> Time separation
<input type="checkbox"/> Dedicated production unit		<input type="checkbox"/> Disposal of the first organic batch - Type kg		<input type="checkbox"/> Signs
<input type="checkbox"/> Dedicated processing/ handling line		<input type="checkbox"/> Lot identification at all production stages		<input type="checkbox"/> Other

2.5	Is water used in the preparation activities?				<input type="checkbox"/> Yes / <input type="checkbox"/> No
a	Ways water is used,				
	<input type="checkbox"/> production activities	<input type="checkbox"/> Cleaning organic products	<input type="checkbox"/> Cleaning handling units	<input type="checkbox"/> Cooling	
	<input type="checkbox"/> Ingredient	<input type="checkbox"/> Cleaning equipment	<input type="checkbox"/> Cleaning means of transport	<input type="checkbox"/> Other	
b	Is drinking water used in organic production?				<input type="checkbox"/> Yes / <input type="checkbox"/> No
c	Is the quality of the water analyzed?				<input type="checkbox"/> Yes / <input type="checkbox"/> No
d	Source of water	<input type="checkbox"/> Municipal	<input type="checkbox"/> On-site well	<input type="checkbox"/> Other	

3	Subcontracting Activities	<input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable
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3.1	Are there activities carried out by third-party companies?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
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	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
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	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
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	If yes, are their certificates attached?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
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3.2	is the operator 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
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If no,	are the subcontracting activities monitored or supervised?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
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	how is the compliance with Regulation (EU) 2018/848 being monitored at all stages? <i>(Requires documentation)</i>	
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	<input type="checkbox"/> Supervision	<input type="checkbox"/> Training	<input type="checkbox"/> Record-keeping	<input type="checkbox"/> Other
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List of the subcontractors at the below table,

3.3	Name of Subcontractor	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

3.4	Are there subcontracted activities provided to other organic operators?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
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	are their certificates attached?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
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3.5	If yes, 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
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List of the operators that receive subcontracting services by the operator at the below table,

3.6	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

4	Product Flow Chart(s)	<input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable
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S/N	Internal Flowchart code <i>(if any)</i>	Type of products <i>(fruit, grain, flour, juice, dairy products, etc.)</i>	Attached	Used for
1	Type	Type	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Choose
2	Type	Type	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Choose
3	Type	Type	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Choose
4	Type	Type	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Choose
5	Type	Type	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Choose

5	Suppliers	<input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable
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S/N	Supplier Name	Supplier of	Organic Certificate
1	Type	Choose	<input type="checkbox"/>
2	Type	Choose	<input type="checkbox"/>
3	Type	Choose	<input type="checkbox"/>
4	Type	Choose	<input type="checkbox"/>
5	Type	Choose	<input type="checkbox"/>

Use the above Serial Numbers (S/N) in table 6 to identify the flowchart(s) & supplier(s) for each product.

6 Products																
S/N	Product name	CN code	Flowchart serial number	Supplier Serial number	Storage raw materials	Sorting	Processing	Packaging	Labelling	Storage final products	Transportation - final products	Sales/ Invoicing	Subcontracted by others	Subcontracted to others	Annual Est. Volume (tons)	Activity period
1	Type	Type	Type	Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type	Type
2	Type	Type	Type	Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type	Type
3	Type	Type	Type	Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type	Type
4	Type	Type	Type	Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type	Type
5	Type	Type	Type	Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type	Type
6	Type	Type	Type	Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type	Type
7	Type	Type	Type	Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type	Type
8	Type	Type	Type	Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type	Type
9	Type	Type	Type	Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type	Type
10	Type	Type	Type	Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type	Type
11	Type	Type	Type	Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type	Type
12	Type	Type	Type	Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type	Type
13	Type	Type	Type	Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type	Type
14	Type	Type	Type	Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type	Type
15	Type	Type	Type	Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type	Type

EXAMPLES

1	Grapes	08061010	2	1, 3, 5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	Aug-Mar
2	Wheat	10019900	1	2, 4, 6, 7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5000	Jun-Oct
3	Bulgur	19043000	3	2, 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	600	All year

If processing is checked (e.g., bulgur), fill ICS-BIO3C-D1.30 for each processed product.

If labelling is checked (e.g., grapes), provide the retail/consumer label(s) with ICS-BIO3C-D1.30.

7 Cleaning and disinfection products in processing, preservation, standardization, packaging and storage facilities <input type="checkbox"/> Applicable / <input type="checkbox"/> Non applicable			
S/N	Trade name of cleaning products	Active Substances	Facilities and/or equipment used
1			
2			
3			
4			
5			

Any additional information can be described below

Please complete the following sections based on the description of the unit and the control measures at each stage of organic product management, where applicable. The information will be checked against the submitted flowcharts and related documentation.

8 Transportation and Acceptance of Raw Materials			
8.1	The products are transported by the supplier <input type="checkbox"/> Always <input type="checkbox"/> Never <input type="checkbox"/> Occasionally (If always , skip questions 8.2-8.5 & 8.10)		
8.2	Means of transport for the transportation of organic products,		
	<input type="checkbox"/> Farm car	<input type="checkbox"/> Truck <10t	<input type="checkbox"/> Truck 10-20t
	<input type="checkbox"/> Train wagon	<input type="checkbox"/> Vessel	<input type="checkbox"/> Airplane
			<input type="checkbox"/> Truck >20t
8.3	Are the above means being used to transport non-organic crops?		<input type="checkbox"/> Yes / <input type="checkbox"/> No
8.4	Do organic products transport together with non-organic products?		<input type="checkbox"/> Yes / <input type="checkbox"/> No

8.5	Are there selected means of transport exclusively for the transport of organic raw materials?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
	If yes, list their license plates:		
8.6	Reception of Organic raw materials in	<input type="checkbox"/> Bulk <input type="checkbox"/> Small bags <input type="checkbox"/> Big bags <input type="checkbox"/> Crates <input type="checkbox"/> Cartons/boxes <input type="checkbox"/> Container	
8.7	Lab analysis of raw materials	<input type="checkbox"/> Every lot <input type="checkbox"/> Every supplier <input type="checkbox"/> Other	
Documents assessed by the operation for the acceptance of organic products,			
8.8	<input type="checkbox"/> Invoice	<input type="checkbox"/> Certificate from supplier	<input type="checkbox"/> Bill of lading / CMR
	<input type="checkbox"/> Transportation receipt/ bill	<input type="checkbox"/> Transaction Certificate (TC)	<input type="checkbox"/> Other
8.9	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 supplier</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 the supplier's Control Body (YY-BIO-XXX)</i>		<input type="checkbox"/> Yes / <input type="checkbox"/> No
d.	<i>where relevant, the lot number</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, <i>(non-applicable in cases where the raw materials are delivered by the supplier)</i>			
9.10	<input type="checkbox"/> Cleaning with record-keeping	<input type="checkbox"/> Time separation	<input type="checkbox"/> Other
	Is the effectiveness of the above measures also monitored and recorded?		<input type="checkbox"/> Yes / <input type="checkbox"/> No

9	Storage of Ingredients and other Materials				<input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable
9.1	Unit Type	Surface (m²)	Storage of	Owned/ Rented	Used for
A	Choose	Type	<input type="checkbox"/> Raw materials; <input type="checkbox"/> Food additives; <input type="checkbox"/> Processing aids; <input type="checkbox"/> Packaging material; <input type="checkbox"/> Equipment	Choose	Choose
B	Choose	Type	<input type="checkbox"/> Raw materials; <input type="checkbox"/> Food additives; <input type="checkbox"/> Processing aids; <input type="checkbox"/> Packaging material; <input type="checkbox"/> Equipment	Choose	Choose
C	Choose	Type	<input type="checkbox"/> Raw materials; <input type="checkbox"/> Food additives; <input type="checkbox"/> Processing aids; <input type="checkbox"/> Packaging material; <input type="checkbox"/> Equipment	Choose	Choose
9.2	Are non-organic raw materials being stored together with organic raw materials?				<input type="checkbox"/> Yes / <input type="checkbox"/> No
	If yes, are identification signs placed in the storage unit to separate the organic raw materials?				<input type="checkbox"/> Yes / <input type="checkbox"/> No
9.3	Are any prohibited inputs being stored together with the organic raw materials?				<input type="checkbox"/> Yes / <input type="checkbox"/> No
9.4	The management of the storage areas of the products ensures the possibility of identifying the batches and prevents any mixing with (or contamination from) products or substances that do not comply with the rules of organic production. Identification of organic products and in-conversion products may be effected at any given time.				<input type="checkbox"/> Yes / <input type="checkbox"/> No
Risks of contamination,					
9.5	<input type="checkbox"/> Mix of products with non-organic or in-conversion	<input type="checkbox"/> Mix of ingredients	<input type="checkbox"/> Other		
	<input type="checkbox"/> Contamination with non-authorized substances	<input type="checkbox"/> Traceability loss	<input type="checkbox"/> Other		
Precautionary measures to avoid contamination at the storage level,					
9.6	<input type="checkbox"/> Place separation	<input type="checkbox"/> Time separation	<input type="checkbox"/> Sanitation		
	<input type="checkbox"/> Cleaning with record-keeping	<input type="checkbox"/> Signs on the wall	<input type="checkbox"/> Lot identification		
	<input type="checkbox"/> Discriminated with different package colour	<input type="checkbox"/> Signs on the floor	<input type="checkbox"/> Other		
	Is the effectiveness of the above measures also monitored and recorded?				<input type="checkbox"/> Yes / <input type="checkbox"/> No

10	Packaging and Labelling				<input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable
10.1	Organic final products packaging	<input type="checkbox"/> Bags <input type="checkbox"/> Big bags <input type="checkbox"/> Cartons/boxes <input type="checkbox"/> Cans <input type="checkbox"/> Aseptic <input type="checkbox"/> Liquid tanks <input type="checkbox"/> Net			
10.2	If not listed above, describe	Type			
10.3	Are the products packaged in retail/consumer packaging? <i>(examples: tahini in jar, yogurt in pot, canned beans, lemons in sealed net, rice in vacuum sealing, etc.)</i>				<input type="checkbox"/> Yes / <input type="checkbox"/> No
10.4	Type of labelling	<input type="checkbox"/> Descriptive label sheet <i>(attach it to the OSP)</i>	<input type="checkbox"/> Product label in retail/consumer packaging <i>(submit ICS-BIO3CC-D1.30 for each labelled product)</i>		

Remark: the below mandatory indications must be included in the organic-product labels?

- o the name and address of the operator,
- o the name of the product accompanied by a reference to the organic production method,
- o organic logo of the EU,
- o the code number of A CERT (YY-BIO-171),
- o an indication of the place where the agricultural raw materials of which the product is composed have been farmed (e.g.,

non-EU Agriculture, [country name] Agriculture).

- o Other specific labelling requirements applicable to in-conversion products, and feeds.

11 Storage of Final Products					<input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable
11.1	Unit Type	Surface (m²)	Storage of	Owned/Rented	Used for
A	Choose	Type	<input type="checkbox"/> Final products - <input type="checkbox"/> Semi-final products	Choose	Choose
B	Choose	Type	<input type="checkbox"/> Final products - <input type="checkbox"/> Semi-final products	Choose	Choose
C	Choose	Type	<input type="checkbox"/> Final products - <input type="checkbox"/> Semi-final products	Choose	Choose
11.2	Are non-organic products being stored together with organic final products?				<input type="checkbox"/> Yes / <input type="checkbox"/> No
	If yes, are identification signs placed in the storage unit to separate the organic final products?				<input type="checkbox"/> Yes / <input type="checkbox"/> No
11.3	Are any prohibited inputs being stored together with the organic final products?				<input type="checkbox"/> Yes / <input type="checkbox"/> No
Risks of contamination,					
11.4	<input type="checkbox"/> Mix of products with non-organic or in-conversion		<input type="checkbox"/> Mix of final products with other ingredients		<input type="checkbox"/> Other
	<input type="checkbox"/> Contamination with non-authorized substances		<input type="checkbox"/> Traceability loss		<input type="checkbox"/> Other
Precautionary measures to avoid contamination at the storage level,					
11.5	<input type="checkbox"/> Place separation		<input type="checkbox"/> Time separation		<input type="checkbox"/> Sanitation
	<input type="checkbox"/> Cleaning with record-keeping		<input type="checkbox"/> Signs on the wall		<input type="checkbox"/> Lot identification
	<input type="checkbox"/> Discriminated with different package colour		<input type="checkbox"/> Signs on the floor		<input type="checkbox"/> Other
	Is the effectiveness of the above measures also monitored and recorded?				<input type="checkbox"/> Yes / <input type="checkbox"/> No
12 Transportation of Final Products					<input type="checkbox"/> Applicable / <input type="checkbox"/> Non-Applicable
12.1	The products are transported by the buyer <input type="checkbox"/> Always <input type="checkbox"/> Never <input type="checkbox"/> Occasionally (If always , skip questions 12.2-12.5 & 12.7)				
12.2	Condition of final products during transport	<input type="checkbox"/> Bulk	<input type="checkbox"/> Unsealed packages	<input type="checkbox"/> Sealed packages	
Means of transport for the transportation of organic products,					
12.3	<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	
12.4	Are the above means being used to transport non-organic crops?				<input type="checkbox"/> Yes / <input type="checkbox"/> No
12.5	Do organic products transport together with non-organic products?				<input type="checkbox"/> Yes / <input type="checkbox"/> No
Commercial and transportation documents,					
12.6	<input type="checkbox"/> Invoice		<input type="checkbox"/> Certificate of Inspection (COI)		<input type="checkbox"/> Bill of lading / CMR
	<input type="checkbox"/> Transportation receipt/ bill		<input type="checkbox"/> Transaction Certificate (TC)		<input type="checkbox"/> Other
12.7	Are the below mandatory indications included in the commercial documents?				<input type="checkbox"/> Yes / <input type="checkbox"/> No
a.	the name and address of the operator;				<input type="checkbox"/> Yes / <input type="checkbox"/> No
b.	the name of the product accompanied by a reference to the organic production method;				<input type="checkbox"/> Yes / <input type="checkbox"/> No
c.	the code number of A CERT (YY-BIO-171);				<input type="checkbox"/> Yes / <input type="checkbox"/> No
d.	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;				<input type="checkbox"/> Yes / <input type="checkbox"/> No
e.	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?				<input type="checkbox"/> Yes / <input type="checkbox"/> No
Precautionary measures to avoid contamination at the transportation level, (non-applicable in cases where the final products are transported always by the buyer)					
12.8	<input type="checkbox"/> Cleaning with record-keeping		<input type="checkbox"/> Time separation		<input type="checkbox"/> Other
	Is the effectiveness of the above measures also monitored and recorded?				<input type="checkbox"/> Yes / <input type="checkbox"/> No
12.9	Lab analysis of final lots before transportation	<input type="checkbox"/> Never	<input type="checkbox"/> Every lot	<input type="checkbox"/> Every define	<input type="checkbox"/> Other

13 Record System and Traceability	
13.1	<input type="checkbox"/> Transportation records and receipts of raw materials
13.2	<input type="checkbox"/> Raw material sourcing – Reception of organic products
13.3	<input type="checkbox"/> Storage of raw materials
13.4	<input type="checkbox"/> Handling/processing activities (records must provide a link to previous production batches for reference to the control measures)
13.5	<input type="checkbox"/> Storage of final materials
13.6	<input type="checkbox"/> Transportation records and receipts of final products

13.7	<input type="checkbox"/> Invoices of raw materials, certificate copies from suppliers	
13.8	<input type="checkbox"/> Storage records of organic products	
13.9	<input type="checkbox"/> Sales records (including invoices and buyer certificates as well as local sales and sales as non-organic)	
13.10	<input type="checkbox"/> Storage records of organic products	
13.11	<input type="checkbox"/> Handling and sales of wastes	
13.12	<input type="checkbox"/> Cleaning records (discriminated to the cleaning of storage; facilities; machinery; equipment/tools; means of transport, etc.)	
13.13	<input type="checkbox"/> Records related to subcontracting activities (activities provided by others or provided to others by the operator)	
13.14	<input type="checkbox"/> Other	
13.15	In which language or languages are the above records kept? (E.g., English, Arabic, Chinese, Turkish, Russian, Ukrainian, etc.)	Languages
13.16	Are the records kept for at least five years?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
13.17	Has an effective lot numbering and traceability system been established?	<input type="checkbox"/> Yes / <input type="checkbox"/> No

14	Actions in cases of suspected non-compliance due to the presence of non-authorized products or substances	
14.1	Where an operator suspects that, due to the presence of a product or substance not authorised for use in organic production in a product intended to be used or marketed as an organic or in-conversion product, the final product does not comply, the operator:	
a.	Identifies and separates the product concerned	<input type="checkbox"/> Yes / <input type="checkbox"/> No
b.	It examines whether the suspicion may be substantiated	<input type="checkbox"/> Yes / <input type="checkbox"/> No
c.	Does not market the product in question as organic or in-conversion and does not use it in organic production, unless the suspicion may be eliminated	<input type="checkbox"/> Yes / <input type="checkbox"/> No
d.	<p>If the suspicion is substantiated or may not be ruled out, it immediately informs A CERT (info@acert.org) and provides A CERT with the information available according to each case:</p> <ul style="list-style-type: none"> - information and documents concerning the supplier (transportation receipt/ bill, invoice, supplier's certificate, organic control certificate); - product traceability with batch identification, stock quantity and quantity of products sold; - laboratory results, from an accredited laboratory as the case may be and if available; - the sampling form in which the time, place and method used to take the sample are described; - any information regarding any suspicions that have arisen in the past in relation to the particular non-authorized product or the particular non-authorized substance; - any other relevant document to clarify the case. 	<input type="checkbox"/> Yes / <input type="checkbox"/> No
e.	Cooperates fully with A CERT and the competent control authority in determining and verifying the reasons for the presence of non-authorized products or substances	<input type="checkbox"/> Yes / <input type="checkbox"/> No
14.2	When the suspicion of non-compliance concerns an incoming organic or in-conversion product, the operator examines whether:	
a.	The information included on the label of the organic or in-conversion product is consistent with the information in the accompanying documents;	<input type="checkbox"/> Yes / <input type="checkbox"/> No
b.	the information included in the certificate provided by the supplier actually relates to the product purchased	<input type="checkbox"/> Yes / <input type="checkbox"/> No
14.3	When there is a suspicion that the presence of non-authorized products or substances is due to a cause for which the operator is liable, the operator examines every possible cause of the presence of the non-authorized products or substances	
a.	the operator examines every possible cause of the presence of the non-authorized products or substances	<input type="checkbox"/> Yes / <input type="checkbox"/> No

15	Supporting Documents	
<input type="checkbox"/>	Operating license	<input type="checkbox"/> Product descriptive sheet/ label
<input type="checkbox"/>	Tax registry	<input type="checkbox"/> Lot numbering system
<input type="checkbox"/>	ID/ Passport	<input type="checkbox"/> Traceability system
<input type="checkbox"/>	Product ID (ICS-BIO3CC-D1.30, if applicable)	<input type="checkbox"/> Photos/ videos
<input type="checkbox"/>	Schematic facility map/layout	<input type="checkbox"/> Record forms
<input type="checkbox"/>	Schematic flowcharts	<input type="checkbox"/> Input invoices and/or receipts
<input type="checkbox"/>	Descriptive flowcharts	<input type="checkbox"/> Internal sample laboratory reports
<input type="checkbox"/>	Product and financial flowchart (only if different)	<input type="checkbox"/> Water analysis reports
<input type="checkbox"/>	Supplier certificate	<input type="checkbox"/> Subcontracting agreement(s)
<input type="checkbox"/>	Satellite maps of the facilities (including coordinates)	<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:
