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Instructions

The purpose of this document is to demonstrate and track the traceability and quantity of products for which you are requesting a Certificate of Inspection or transaction. We detail below, by tab, the rules for filling in this document in order to facilitate the request for a COI/TC and to ensure its rapid issuance.

The PRODUCTION tab is to be filled in for PRODUCERS (operators and grower groups) only. It is to be filled in per product, once a year at the first COI request of the year. You are asked to provide the production volume of the previous year (N-1) and the remains from the year before the previews year or to provide an estimate if it is the first year of production. Also stock of the previews year or of the date of application in case of certificate transfer and the remains from the year. If it is a product undergoing processing, please indicate the processing rate*.

The PROCESSING tab is to be filled in if you are a PROCESSOR. It has to be completed only once, and updated in case of a change, such as a new product. Please indicate the processing rate* applicable to each organic ingredient* in the final certified product.

The TRACEABILITY tab is to be filled in for each request for a COI or TC. Each lot to be exported must be clearly filled in.
It is divided into two parts: the "shipment" part detailing the information of the lots to be exported. And the "origin" part which traces the purchases of products (ingredients) entering in the composition of the lots to be sent. To do this, please indicate for each ingredient/product entering in the composition of the exported lot, the name of the supplier as well as the Certification Body of this supplier, the quantity purchased from the said supplier as well as corresponding TC number (or invoice if need be) and the lot number from which it comes.
If your product is a single ingredient product, then only list the ingredient in question and the supplier(s) of that ingredient along with the TC/invoice number and lot number it came from.

Please always use this same file and create a new Traceability tab for any new COI/TC request. To do this, you can right-click on the name of the "Traceability" tab (below) that you wish to duplicate, then click on "Duplicate", and the new tab will be generated automatically. You will only have to modify the information required for this new transaction.
If you have no supplier for a lot to be exported, then you do not need to fill in the "origin" part but only indicate "own production" in column H.
If you are a part of a grower group, please indicate the most precise traceability possible, by simply stating "own production" in column H, as well as the name of the members/producers of the exported lot in column I.

Glossary

Lot number: a designation, in the form of numbers and/or letters, allowing the identification and tracking of a set of identical products that share certain production characteristics (time and date of production, identification code, etc.). This number guarantees the traceability of the product and is mentioned on the label or packaging.

ingredient: any raw material from the direct supplier (-1) that is part of the product sent. Only mention the direct supplier, there is no need to trace further upstream.

processing rate: quantity of raw material (in kg) necessary to produce 1kg of final product

code CN : custom combined nomenclature of the product

Product decription: indicate the commercial name of the certified product

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Production plan

For producers and Grower groups only

1st year of certification: provide an estimation
Following years : indicate the real quantity produced during the previous year -1

To be updated at the beginning of each new year or season, or for each new product

Period (year/season)	Product name	Total volume produced during the previous year/season	Processing rate (if applicable)
Total quantity of raw materials received/produced from January to December _Year_____			
Organic products remain from previews years / The year before last year(N-1)			
Stock at the end of the year in case of certificate transfer from the date of application			

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Processing rate

For processors

To be updated at the beginning of each new year or season, or for each new product

Name of certified product	Name of the ingredient	processing rate

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SHIPMENT / EXPORTED LOT							ORIGIN OF THE LOT					
Lot number	Shipment Date (or estimated)	Buyer name	Buyer/importer country	Product description	CN Code (product nomenclature)	Net weight of exported lot (kg)	Name of the product/ingredient purchased (one line per ingredient)	Name of your supplier(s) for this ingredient (one line per supplier)	Certifier of your supplier	Quantity purchased (per supplier)	TC number (or supplier invoice nb)	Lot number of purchased ingredient

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