

## INSPECTION PLAN

<b>Inspector Team</b>			
Lead Inspector		Code	
Inspector 1		Code	
Inspector 2		Code	

<b>Inspected Operation</b>			
Company name		Code	
Present during inspection	<input type="checkbox"/> Owner <input type="checkbox"/> Legal representative		
Company data	Country		
	Postal Address		
	Phones (Land lines & Mobile)		
	email		

Date / Dates of Inspection			
Inspection Duration	Start:	Finish:	

**Inspection Plan:**  
(The below plan may be subject to modifications depending on the needs of the control process)

<b>III. Scope of Inspection</b>	
Inspection Scope	<input type="checkbox"/> Producer <input type="checkbox"/> Handler <input type="checkbox"/> Grower Group <input type="checkbox"/> Wild Crop
Inspection Type	<input type="checkbox"/> Initial <input type="checkbox"/> Renewal (Annual) <input type="checkbox"/> Other: [describe]
Reference Documents	EU Regulation 2018/848

<b>IV. Audit Itinerary</b>		
Activity	Items to Review / Actions	Approx. Time
Opening Meeting	Introductions, updates to EU Organic Regulation 2018/848 and/or A CERT Procedures, confirmation of inspection scope and inspection plan, review of general information  <u>Confirmation of Organic System Plan Updates</u> <b>list</b>  <u>Summary of Observations from Previous Organic Certification Review</u> <b>list</b>	
Review of Organic System Plan (OSP)	Confirm accuracy of information in the Organic System Plan (OSP) approved by A CERT with respect to the to the system/processes implemented on-site <b>Category ____ (Production/Algae)</b> <b>applicant crops:</b> <b>existing crops:</b>  <b>Category ____ (Processing/Handling/Wholesaler/ Export/Trade)</b> <b>applicant products:</b> <b>existing products:</b>	
On-Site Inspection	<b>PRODUCTION</b> <b>applicant parcels:</b> <b>existing parcels:</b>	

	<p>Observation of areas and processes described in the OSP, such as but not limited to:</p> <ul style="list-style-type: none"> <li>- parcel maps</li> <li>- crop storage areas, farm outbuildings, simple post-harvest handling areas, including pest control practices, if applicable</li> <li>- tillage methods and protocols</li> <li>- crop rotation and cover cropping practices</li> <li>- potential risks to contamination of organic crops from adjoining land uses and buffer zones</li> <li>- fertility and pest/weed/disease control practices</li> <li>- standard sanitation operating procedures for production/harvest equipment/containers</li> <li>- chemical storage areas (e.g. production/crop storage inputs and/or equipment cleaners, sanitizers)</li> <li>- indicators of contamination/natural resource concerns (e.g. soil erosion)</li> </ul> <p><b>HANDLING/PROCESSING</b></p> <p>Observation of areas and processes described in the OSP, such as but not limited to:</p> <ul style="list-style-type: none"> <li>- process flow and facility map</li> <li>- raw material and finished good storage</li> <li>- equipment, WIP bins, and all food contact surfaces</li> <li>- standard sanitation operating procedures</li> <li>- chemical storage areas (e.g. cleaners, sanitizers, boiler treatments)</li> <li>- pest control practices</li> <li>- label control</li> </ul>	
Document Review	<p><b>PRODUCTION</b></p> <p>Review of the organic production records and applicable records described in the OSP, such as but not limited to:</p> <ul style="list-style-type: none"> <li>- seed/planting stock specification and sourcing records, including commercial availability records if applicable</li> <li>- organic certificates for organic inputs</li> <li>- planting logs</li> <li>- raw manure application/compost production logs</li> <li>- input use records (fertility, pest/weed/disease control, and stored crop inputs, as applicable)</li> <li>- input approval records</li> <li>- fertility monitoring records</li> <li>- soil, water, and/or tissue tests as needed for crop nutrients, pathogenic organisms, heavy metals, and/or prohibited substances</li> <li>- pest/weed/disease monitoring records</li> <li>- harvest records, including disposition of buffer crops, if applicable</li> <li>- cleaning/sanitation records for production, harvest, and storage equipment</li> <li>- sales and shipping records</li> <li>- field activity logs (other, as applicable)</li> <li>- audit trail (traceability) records and in/out mass balance records, e.g. to meet the following objectives</li> </ul> <p><b>“Traceback”</b> - track quantities of crops sold/delivered to the quantity harvested from specific production sites (parcels)</p> <p><b>“In/Out Balance (Crop)”</b> – mass balance of crop yield (quantity) to quantity of crops sold/delivered/in inventory over a specified timeframe</p>	

	<p><b>“In/Out Balance (Seed)”</b> – mass balance of quantity of seed purchased to quantity seed planted/in inventory over a specified timeframe</p> <p><b>“In/Out Balance (Input)”</b> – mass balance of quantity of input (e.g. a specific fertility or pest/disease control input) purchased to quantity applied/in inventory over a specified timeframe</p> <p><b>NOTE:</b> records may be paper and/or computerized but must be available for random sampling by inspector</p> <p><b>HANDLING/PROCESSING</b> Review of the organic production records and applicable records described in the OSP, such as but not limited to:</p> <ul style="list-style-type: none"> <li>- product profiles</li> <li>- supplier list / supplier certificates for all organic ingredients</li> <li>- supplier list / declarations for all nonorganic ingredients and processing aids</li> <li>- ingredient specification sheets</li> <li>- commercial availability records for nonorganic ingredients</li> <li>- and/or labels for equipment &amp; food contact surface cleaners/sanitizers and boiler chemicals</li> <li>- food contact surface cleaning/sanitation records</li> <li>- pest control map, pest monitoring records, and service reports</li> <li>- other process monitoring records as needed (e.g. sanitizer ppm if applicable)</li> <li>- traceability and in/out mass balance records for various products and ingredients pursuant to the following objectives:</li> </ul> <p><b>“Traceback”:</b> track lot(s) of finished good(s) back to the specific lot(s) of each ingredient/raw material consumed in production of FG lot(s)</p> <p><b>“In/Out Balance”:</b> mass balance(s) of quantities of raw material(s) purchased/received/in inventory and quantities consumed to finished good(s) sold/delivered/in inventory over a specified timeframe</p> <p><b>NOTE:</b> types of records used to meet audit trail and mass balance objectives include purchase orders, inbound ingredient receiving documents (e.g. BOLs, pack lists, invoices), receiving logs, sales records, work orders/batch production records or other processing logs, outbound product shipping documents (BOLs, shipping registers)/invoices, and inventory records (ingredients/products) records may be paper and/or computerized but must be available for random sampling by inspector</p>	
Closing Meeting Prep	Inspector(s) take time to consolidate notes and confirm inspection findings and Non Conformities	
Closing Meeting	Convene with all relevant staff to summarize inspection findings, non-conformities and next steps.	
Estimated End Time		

**BREAKS FOR SNACKS OR LUNCH AS NEEDED ARE NOT REFLECTED IN THIS PLAN. ALL TIMES ARE ESTIMATES.**

In order to facilitate an efficient and complete inspection process, we kindly ask that all necessary documentation be made available for review at the time of the inspection. Incomplete or unorganized records may result in a longer onsite inspection time or the issuance of corrective actions and/or findings of noncompliance. Please note that the inspector must be able to select **random** records for sampling.

Please call my **cell number** for any last-minute changes or questions. This inspection is considered to be confirmed and will proceed as planned, unless I hear otherwise from you.

A CERT appreciates your business and commitment to organic production!

Thank you and best regards,

The Lead Inspector