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ORGANICS PROCESSOR/HANDLER AUDIT PLAN

The provisional timetable is:

Entry meeting (as per the start time detailed within the audit confirmation letter)
Commence site audit
Auditor to prepare audit findings
Exit meeting to discuss audit findings

Entry Meeting: The entry meeting will include introductions, an explanation of the audit process, confirmation of the scope and standard to be audited against, clarification of the audit timetable, and potential classification of corrective action requests (CARs). In addition, the entry meeting will help determine operational times and the availability of key staff during the audit. Key staff may include those responsible for specific areas of the audit criteria.

Site Audit: This will include a review of the documented system, premises and operations.

Exit Meeting: The exit meeting will be carried out on completion of the audit to review the findings. Any CARs will be discussed at the exit meeting and a time-frame for completion of corrective action(s) will be negotiated.

To enable the auditor to verify that the organic standard has been met, the following information must be made readily available. As the audit covers all aspects of organic processing – from procurement through to sales – please ensure that the relevant technical, production and financial staff are available.

AsureQuality Organics Standard

▪ Records to demonstrate the balance between inputs and outputs as required by Section 6.7 AsureQuality Organic Standard
▪ Records to demonstrate full traceability from raw materials through to finished product and vice versa (Section 6.7)
▪ Documentation for goods received (Section 6.7), including:
  ○ Delivery notes and purchase invoices
  ○ Goods received logs/records
  ○ Organic certificates (confirming the authenticity of the organic goods)
▪ Organic operating procedures / quality manual and training records (Section 6.7)
▪ Company organic product specifications / working recipes and specification sheets for all certified products, plus AsureQuality approvals for non-organic ingredients and GMO-free declarations (Section 6.7)
▪ Examples of product labelling / packaging for all certified products (Sections 3 and 6.5)
▪ Transport contracts particularly for bulk products
▪ Production records including processing / packing records with quantities processed (Section 6.7) (plus completed OMP update form suitable)
▪ Sales records (Section 6.7), including:
  ○ Confirmation of the volume of organic products sold during the last audit period
  ○ Copies of sales invoices (plus completed OMP update form suitable)
▪ Physical stocktaking records for the beginning and end of the company financial year and any intermediate stocktakes (plus completed OMP update form suitable)
▪ Prediction of production for next 12 months (Completed OMP update form suitable)
▪ Hygiene / cleaning schedules and records (Section 6.6)
▪ Records of pest control inspections and treatments (Section 6.4)

- Information for directly imported organic products (Section 7), including:
    - Import certificates that accompanied consignments of organic produce
    - Copies of organic certificates for overseas suppliers
    - Details of import routes and intermediate storage / handling facilities for all directly imported goods
- Information for directly exported organic products including;
    - Export certificates issued by MPI
    - Evidence that each organic consignment sent to USA has been registered with MPI
    - Export certificates issued by AsureQuality - Japan, Canada and non-regulated countries
    - Export certificates for imported products plus import permit
- Renewals – OMP update form including production figures, production estimates and a signed declaration for each programme you wish to continue with.

There may be other documentation required but this can be requested on site.

Please note: The processing of product certified to COR must be viewed at the audit.

All information obtained during this assessment will be treated confidentially and will remain confidential to your company, AsureQuality Limited and applicable accreditation/regulatory bodies. No information will be released to any other party except with your express permission in writing.