

## ORGANICS PRODUCER 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 timeframe for completion of corrective action(s) will be negotiated.

The following must be made available at your audit and should cover the entire period since your last annual audit. Please use this checklist to confirm that the relevant information is available and keep the checklist until the completion of your audit. All information will remain confidential.

AsureQuality Organics Standard
<p><b>1. GENERAL</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current farm map / plan</li> <li><input type="checkbox"/> Approved Restricted Practice or Restricted Input Application requests</li> <li><input type="checkbox"/> Marketing details</li> <li><input type="checkbox"/> Renewals – OMP update form including production figures, production estimates &amp; a signed declaration for each programme you wish to continue with</li> </ul> <p><b>2. FINANCIAL RECORDS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All purchase invoices and sales receipts</li> </ul> <p><b>3. CROPPING / FIELD DETAILS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current cropping details (please include any non-organic cropping)</li> <li><input type="checkbox"/> Crop rotations</li> <li><input type="checkbox"/> Harvested crop details including dates, weight (estimated if not harvested), weight/yield (t/ha)</li> <li><input type="checkbox"/> Harvested forage (tonnes/bales)</li> <li><input type="checkbox"/> Seed purchase records. Derogations for non-organic seed treatments (save old packets)</li> <li><input type="checkbox"/> Manure management (source and treatment)</li> <li><input type="checkbox"/> Inputs including supplementary fertilisers, composts etc (records of purchases and applications)</li> <li><input type="checkbox"/> Pest and disease control methods</li> <li><input type="checkbox"/> GMO declarations</li> </ul>

#### 4. LIVESTOCK DETAILS

- Livestock Management Plan for each enterprise
- Movement, birth, and death records
- Declarations for brought-in cattle
- Grazing records
- Daily / annual feeding records for each feeding group / enterprise
- Feed purchases
- GMO declarations for brought-in, non-organic feeds and inputs
- Veterinary treatment records
- Veterinary purchase records
- Example labelling for organic products not in bulk (e.g. wool bales)
- Transport contracts for bulk organic products

(See No. 3 'Cropping / Field Details' for information relating to feed crops)

#### 5. HORTICULTURE

- Records of modules / transplants brought-in and raised
- Compost details
- Example labelling for organic products
- Transport contracts for bulk organic products

(See No. 3 'Cropping / Field Details' for all other information required)

#### 6. APIARY

- Current master beekeeper list for apiary sites
- Up-to-date maps for apiary sites
- Records of artificial feeding with organic syrup (and relevant authorisation if applicable)
- Documentary accounts and organic certification for organic sugar if applicable
- Documentary accounts for purchased organic beeswax for new foundations and gear
- Documentary accounts for purchased hives and queens (and organic certification as applicable)
- Harvest and extraction records
- Drum / retail container packaging specifications and declarations from suppliers as applicable
- Documentary accounts for sales including relevant beekeeper declaration forms

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

Please note: Product certified to COR must be viewed at the audit.

#### **IMPORTANT!**

Please contact AsureQuality to add new land / enterprise to your certification. Additional land / enterprise can be audited at your next annual audit by completing a submitting an extension to scope request well before 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.