|  |
| --- |
| **ORGANIC HANDLING PLAN**  |

|  |  |  |
| --- | --- | --- |
| **CERTIFICATION NUMBER**  | **REGISTRATION NAME** |  **TRADING NAME** |
|  |  |  |

|  |
| --- |
| **STATEMENT OF COMMITTMENT** |
| I have read the following Standards (indicate those relevant to your operation) and I understand the purpose of the Standard/s and what is required in order to comply with them.

|  |
| --- |
| **CERTIFICATION PROGRAM/S** |
| NASAA ORGANIC STANDARD (NOS) |  |
| NATIONAL STANDARD FOR ORGANIC & BIODYNAMIC PRODUCE (NS) |  |
| JAPANESE AGRICULTURAL STANDARD (JAS) |  |
| USDA NATIONAL ORGANIC PROGRAM (NOP) |  |
| NASAA/IFOAM (IS) |  |
| EU Wine Regulation |  |
| Other (Specify) |  |

Furthermore, I will conduct my activities and operations in accordance with the requirements of these Standard/s and will notify NCO immediately of any activity that could impact on the integrity of product certified to these Standards.The following Organic Handling Plan information is current and accurately reflects my organic management. |
| **Name of Operator:****Signature:****Date:** |

|  |
| --- |
| **OMP UPDATE AND CONTACT INFORMATION** |
| Contact Person’s Phone Number  |  |
| Contact Person’s Mobile Number |  |
| Contact Person’s Email |  |
| Accounts Email (if different from above) |  |
| Information to be displayed on website (if different from contact person’s details) |
| Email: |  |
| Phone: |  |
| Mobile: |  |
| Please state any Addendum OMP/OHP’s |  |
| Are there any changes to the OMP or OHP? If so state:1. Date of Change
2. which section the change has been made in:
 | Yes No |
| Are there any changes to your certification? 1. Date of Change
2. What has been changed?
 | Yes No |

|  |
| --- |
| **PRODUCT AND PROCESSES** |
| Indicate if any product preparation and/or repackaging occurs:  |

|  |
| --- |
| Please state below ALL suppliers associated in any way with this certification. Certificates must be maintained for all certified product handled by you. |
| Name of Producer / Processor / supplier of the goods | Certified by | Certificate kept on file |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Add extra sections if required*.

|  |
| --- |
| **PROHIBITED PRACTICES**  |
| **Are genetically modified organisms (GMO) or products derived from GMO’s handled by your operation?**: [ ]  Yes [ ]  NoIf yes, detail what measures are in place to prevent contamination of organic product:**Is irradiation or microwave used during the handling of product?:** [ ]  Yes [ ]  NoIf yes, please detail: List any non-permitted substances used in your operation, and indicate what you do to prevent any contamination of the certified products: |

|  |
| --- |
| **Hygiene and Cleaning**  |
| **Do you have a Quality Assurance program in place (eg: ISO, HACCP, SQF)?** (Please specify) |
| **What cleaning methods are employed (eg: sweeping, scraping, vacuuming, compressed air)?** |
| **Provide information of your cleaning program and products used:**Please attach an MSDS for all cleaning products listed below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Area | Type of Cleaning | Cleaning Equipment Used | Products Used | Frequency | Cleaning Documented |
| Receival |  |  |  |  |  |
| Ingredient Storage |  |  |  |  |  |
| Product Transfer |  |  |  |  |  |
| Production Area |  |  |  |  |  |
| Packing Area |  |  |  |  |  |
| Final Product Storage |  |  |  |  |  |
| Loading Dock |  |  |  |  |  |
| Building Exterior |  |  |  |  |  |
| Accidental Spill |  |  |  |  |  |
| Other (please Specify) |  |  |  |  |  |

**Are all product contact surfaces food grade?:** [ ]  Yes [ ]  No**Are all product contact surfaces rinsed with potable water after cleaning?:** [ ]  Yes [ ]  No**Is the above documented in a cleaning log?:** [ ]  Yes [ ]  No**Where are cleaning and sanitation materials stored?**:**If physical cleaning is not possible will a product flush be used?:** [ ]  Yes [ ]  No |
| **List any risks that may compromise organic integrity and indicate how these risks are managed:** |

|  |
| --- |
| **PEST CONTROL**  |
| **What type of pest management system do you use?:**       In house – Name of Responsible person:       Contract Pest Control – Name of Company:*Attach an MSDS for all pest management products used at the facility requesting certification* |
| **Indicate problem pests:**[ ]  Flying insects [ ]  Crawling insects [ ]  Rodents [ ]  Spiders [ ]  Birds [ ]  Other (specify): **What pest management practices do you use?:**[ ]  Exclusion [ ]  Physical barriers [ ]  Monitoring [ ]  Pheromone Traps[ ]  Bait stations [ ]  Mechanical Traps [ ]  Fogging [ ]  Fumigation [ ]  Other (specify): **Are bait stations placed on the exterior of buildings only?:** [ ]  Yes [ ]  No [ ]  N/A**Are bait stations marked on the floor chart supplied to NCO?:** [ ]  Yes [ ]  No [ ]  N/A**If fogging or fumigation is carried out on site are organic products removed during the process and** **for 48 hours thereafter?:** [ ]  Yes [ ]  No [ ]  N/A**Is documentation maintained to verify all pest management procedures?:** [ ]  Yes [ ]  No |
| **List any risks that may compromise organic integrity and indicate how these risks are managed:** |

|  |
| --- |
| **Handling & Packaging**  |
| **Does staff training include an overview of organic certification?:**  Yes [ ]  No [ ]  If not, why:**Do you conduct organic training for all staff involved with organic products?** Yes [ ]  No [ ]  **Is handling of organic product separated in time or place from handling and packing of non-organic products?:** [ ]  Yes [ ]  No [ ]  N/APlease provide details:**Do you repackage organic product?:** [ ]  Yes [ ]  No [ ]  N/AIf yes, then indicate the following:* is packaging carried out on site?**:** [ ]  Yes [ ]  No

If no, indicate where packaging is carried out: - packaging materials used:[ ]  Paper [ ]  Cardboard [ ]  Wood [ ]  Glass [ ]  Metal [ ]  Waxed paper [ ]  Plastic [ ]  Foil [ ]  Natural Fibre [ ]  Other (specify): - if CFC’s; PVC & Lead are not used in the packaging of organic product: [ ]  Yes [ ]  No [ ]  N/A- if any packaging materials been exposed to synthetic fungicides, preservatives or fumigants: [ ]  Yes [ ]  No *If yes, attach an MSDS for the product used** if recycled packaging material is used indicate how contamination is prevented:
 |
| **List any risks that may compromise organic integrity and indicate how these risks are managed:** |

|  |
| --- |
| **Record Keeping**  |
| It is a requirement of Organic Certification that comprehensive records are maintained to clearly demonstrate compliance with all aspects of organic handling. These records must be made available at the time of inspection.**Have you attached a Product Flow Chart and Floor Plan?:** [ ]  Yes [ ]  No**Indicate what records are maintained:*****Incoming:***[ ]  Purchase orders [ ]  Contracts [ ]  Invoices [ ]  Bills of lading[ ]  Sales tickets [ ]  Receiving records [ ]  Scale tickets [ ]  Certificate of analysis[ ]  Copies of certificates to verify organic status [ ]  Verification of non GM ingredients Other (specify): ***In Process:***[ ]  Blending reports [ ]  Products reports [ ]  Equipment clean out logs[ ]  Sanitation logs [ ]  Packaging reports [ ]  QA reports [ ]  Products summary records [ ]  Other (specify): ***Storage:***[ ]  Ingredient inventory reports [ ]  Finished product inventory reports[ ]  Other (specify): **Outgoing:**[ ]  Shipping log [ ]  Bills of lading [ ]  Scale tickets[ ]  Purchase orders [ ]  Sales invoices [ ]  Phytosanitary certificates[ ]  Export declaration forms [ ]  Transaction certificates [ ]  Sales summary log  [ ]  Audit control register [ ]  Other (specify): **Do you have a batch numbering system:** [ ] Yes [ ] NoIf yes, provide details on how this is implemented:**Can your record keeping system balance organic product in and out with stock on hand?:** [ ] Yes [ ] No**Are records maintained for at least 5 years?:** [ ] Yes [ ] No |
| **List any risks that may compromise organic integrity and indicate how these risks are managed:** |

|  |
| --- |
| **Transport and Distribution**  |
| ***Incoming Products:*****In what form are incoming products received?:**[ ]  Dry bulk [ ]  Liquid bulk [ ]  Tote bags [ ]  Metal drums [ ]  Cardboard drums [ ]  Paper bags [ ]  Foil bags [ ]  Other (specify): **Do you use a contract transport company for incoming product transport?:** [ ]  Yes [ ]  No**Do transportation vehicles transport both organic and non-organic product?:** [ ]  Yes [ ]  NoIf Yes, how is contamination prevented during transportation with non-organic product?:**Indicate how transportation units are cleaned prior to handling organic product**: **Are records maintained to verify clean down of transportation vehicles prior to handling organic product?** (unless transportation is dedicated organic): [ ]  Yes [ ]  No**Are incoming products from imported sources?:** [ ]  Yes [ ]  NoIf yes, are phytosanitary certificates & Quarantine Orders maintained for all imported organic products/ingredients to verify fumigation procedures (if applicable): [ ]  Yes [ ]  No***Outgoing Products:***I**n what form are finished products transported:**[ ]  Dry bulk [ ]  Liquid bulk [ ]  Tote bags [ ]  Metal drums [ ]  Cardboard drums [ ]  Paper bags [ ]  Foil bags [ ]  Other (specify): **Do you use a contract transport company for outgoing product transport?:** [ ]  Yes [ ]  No**Do transportation vehicles transport both organic and non-organic product?:** [ ]  Yes [ ]  NoIf yes, how is contamination prevented during transportation with non-organic product (only indicate if different to incoming goods above): **Indicate how transportation units are cleaned prior to handling organic product** (only indicate if different to incoming goods above):  |
| **List any risks that may compromise organic integrity and indicate how these risks are managed:** |

|  |
| --- |
| **STORAGE AND WAREHOUSE**   |
| **Provide information on your storage areas by completing the following details:**

|  |  |  |
| --- | --- | --- |
| Storage Area | Dedicated OrganicYes/No | Comments on potential contamination or commingling  |
| Product Storage | [ ]  Yes [ ]  No |  |
| Packaging Material Storage | [ ]  Yes [ ]  No |  |

|  |  |  |
| --- | --- | --- |
| Off Site Storage | [ ]  Yes [ ]  No |  |
| Other (specify) | [ ]  Yes [ ]  No |  |

**Please indicate the name and physical location of any off-site storage areas:** **Are organic storage areas clearly identified as “organic”?:** [ ] Yes [ ] No |
| **List any risks that may compromise organic integrity and indicate how these risks are managed:** |

|  |
| --- |
| **IMPORT AND EXPORT**  |
| **Indicate what products/ingredients will be imported:**

|  |  |
| --- | --- |
| Product | Imported (from)  |
|  |  |
|  |  |
|  |  |

 |
| **Indicate what products will be exported:**

|  |  |
| --- | --- |
| Product | Export Destination(s) |
|  |  |
|  |  |
|  |  |

 |
| **Estimate the volume of organic products exported per annum:**

|  |  |
| --- | --- |
| Product | Volume Exported Per Annum  |
|  |  |
|  |  |
|  |  |
|  |  |

 |
| For Australia - Have you read the Australian Product Export Control Act 1982 (Export Control Orders No 6 of 1997) and understand your obligations with regards to exporting produce from Australia: [ ]  Yes [ ]  No |
| **List any risks that may compromise organic integrity and indicate how these risks are managed:** |

|  |
| --- |
| **LABELLING AND CONSUMER INFORMATION**  |
| **Do you intend to use the NASAA label on the certified products?:** [ ]  Yes [ ]  NoIf yes, have labels been forwarded to NCO for approval prior to use: [ ]  Yes [ ]  No***Products labelled as 100% certified organic:*****Will products derived from 100% certified organic ingredients indicate such on the product Labelling?:** [ ]  Yes [ ]  No***Products containing 95% certified organic ingredients:*****Will products for which certification is sought contain at least 95% certified organic ingredients?:** [ ]  Yes [ ]  No ***Products containing 70% - 95% certified organic ingredients:*****Will products for which certification is sought contain 70% to 95% certified organic ingredients?:** [ ]  Yes [ ]  No**Do you understand that the NASAA label cannot be used on such products?:** [ ]  Yes [ ]  No |
| **List any risks that may compromise organic integrity and indicate how these risks are managed:** |

|  |
| --- |
| **SAMPLES**  |
| **Are product samples retained?:** [ ]  Yes [ ]  NoIf yes, how long are they maintained:   |

|  |
| --- |
| **Best Environmental Practice**  |
| **Indicate how chemical and waste substances are managed during collection, storage and disposal:**

|  |  |
| --- | --- |
| Waste/Contaminant | Management |
| Cleaning materials |  |
| Waste water |  |
| Dust |  |
| Commercial waste |  |
| Fumes |  |
| Noise |  |
| Packaging materials |  |
| Other (specify) |  |

**What measures are implemented to minimize water and electricity usage:**  |
| **List any risks that may compromise organic integrity and indicate how these risks are managed:** |

|  |
| --- |
| **PRODUCT RECALL**  |
| **Do you have a product recall system in place?:** [ ]  Yes [ ]  NoIf not, why not: |
| **Please detail your product recall system:**  |
| **List any risks that may compromise organic integrity and indicate how these risks are managed:** |

|  |
| --- |
| **SOCIAL JUSTICE** s |
| *This section is applicable to specific programs such as International Grower Group Certifications and IFOAM.* ***DESCRIBE HOW YOU MONITOR AND MANAGE the Social Justice requirements of the NASAA and/or IFOAM Standard***. |
|  |

|  |
| --- |
| **ATTACHMENTS** |
|  | **TITLE** | **PURPOSE** |
| Att.1 |  |  |
| Att.2 |  |  |
| Att.3 |  |  |
| Att.4 |  |  |