

## Guide to Organic Certification : Food Processing

### Who is OF&G?

Organic Farmers & Growers (OF&G) is a leading organic Control Body and the first body approved by the Government to inspect and licence organic production and processing in the UK.

OF&G works with many businesses, large and small, existing organic ones and those considering applying for organic certification.

Gaining certification can often take longer than expected when you do not fully understand the organic requirements, or think that you might not have the time, knowledge or experience to develop the procedures and documents that are required.

We aim to make the path to organic certification as smooth and straightforward as possible and with that in mind have prepared this guide, which we hope you will find helpful.

The guide includes an explanation of the organic requirements for food processors and examples of flowcharts and an organic procedure.

OF&G produce a variety of forms which detail the specific information required for organic certification. You can use these forms or use your own as long as they convey the same information. All OF&G forms can be found in Appendix 2 of the OF&G Organic Standards & Certification Manual or downloaded from our website.



### Certification Process

#### STEP 1:

**Operator (your company) contacts OF&G to discuss Organic Certification**

Our processor certification officers are contactable for any questions. With their food manufacturing experience they will be happy to help clarify how the organic regulations apply in practice.

#### STEP 2:

**Operator requests an applicaiton pack from OF&G**

Alternatively an application pack can be downloaded from the OF&G website - ofgorganic.org

#### STEP 3:

**Operator sends completed application form and payment to OF&G**

#### STEP 4:

**Inspector contacts operator to arrange inspection time and date**

OF&Gs organic inspections are carried out by highly qualified Acoura inspectors

#### STEP 5:

**Inspection**

This generally takes about 4 hours. At the end the inspector will list and explain any non-compliance found and will ask you to commit to carry out corrective actions.

#### STEP 6:

**Compliance review**

The inspection report is returned to OF&G where one of the processor certification officers will review it and write to you formally with details of any corrective actions required.

#### STEP 7:

**Organic Certification**

Once you have carried out any corrective actions required and submitted satisfactory proof your organic certificate will be sent to you. You are then allowed to market the organic products listed on the certificate.

#### STEP 8:

**Annual re-certification**

Two to three months before your certificate is due to expire, you will be contacted to arrange your next inspection and OF&G will invoice you for the next annual inspection and certification fee.

## Ensuring that your business complies with the organic requirements

Every enterprise needs systems and records and it is best to keep these as simple as possible. Decide what you need to record, then do it as briefly as you can. In our experience, the systems and documents required for organic certification are also very useful for running an efficient business.

You need to think your process through - recipe, ingredients, processing, packing, labelling, despatch, sale - then write an Organic Procedure, bearing in mind the organic requirements at every stage. (The organic requirements for a food processing business are summarised in Appendix A)

A simple and useful way to do it is to start with a flow chart (as shown) then develop the organic procedure from there.

Draw up the forms you will need to check goods in and track them through the process, from ingredient intake to finished goods despatch (See examples in Appendices G to K).

Use the procedure and the forms to train your staff and make sure they understand the organic requirements.

**This flowchart is useful for most multi-ingredient products, such as muesli, chicken pie etc. Examples of flowcharts for an on-farm meat cutting enterprise and for a vegetable box scheme are given in Appendix C.**



## Example of an Organic Procedure

This example is based on the Flowchart above and is for a plant that makes both organic and non-organic products, where it is important to keep the organic goods separate.

**RECIPES :** All ingredients used are organic or from the approved lists in Section 10 of the OF&G Organic Standards. A Multiple Ingredient Product Sheet (MIPS) is completed for each recipe and submitted to OF&G for approval, together with details of the supplier of each ingredient and a copy of their organic certificate.

**PURCHASING :** Agricultural ingredients are ordered from certified organic suppliers only. A copy of each supplier's organic certificate is obtained every year and kept on file.

**GOODS IN :** The nature, quantity, origin and organic status of all ingredients is checked at intake and recorded on the Product Intake Form.

Note: The organic status of the goods should be made clear on both the packaging and on the delivery note and it must be possible to identify the organic control body that has certified the goods. Each batch is allocated a goods received number (GRN) which follows the ingredient through the process to enable traceability.

**MASS BALANCE AND TRACEABILITY :** Stock takes of raw materials and finished goods are carried out on a weekly basis, so that mass balances can be carried out, when required. Goods are traceable from intake through to processing, by means of the GRN. When ingredients are mixed, the GRN numbers are recorded on the daily Processing Record Sheet and the batch of finished products is traceable by means of the Best Before date on the packs.

**SEGREGATION DURING STORAGE, PROCESSING &**

**PACKING:** Organic goods are securely packed, clearly labelled

and kept separate from non-approved goods at all times. Dedicated organic containers and utensils are used wherever possible. Where this is not possible, containers and utensils are cleaned and rinsed before being used for organic items. We aim to carry out organic processing first thing in the morning, when the line is clean. However, if for some reason it is not possible to do organic production first, then the line is fully cleaned and rinsed, before organic production starts.

**CLEANING :** All product contact surfaces, including utensils, are cleaned using food-grade detergents and sanitisers, then rinsed with clean water. Details of areas cleaned and rinsed are logged on the Cleaning Record Sheet.

**PEST CONTROL :** This is undertaken using licensed baits and electronic fly killers, by a member of staff trained in Pest Control. Details of baits used, checks done, pest activity seen and subsequent treatment are recorded on the Pest Control Record Sheet.

**PACKAGING :** Biodegradable or recyclable packaging is used where possible and a specification is requested from the supplier together with confirmation that each material complies with relevant packaging regulations and does not contain material derived from GM sources.

**TRAINING :** All staff are trained in Basic Food Hygiene and this organic procedure. Details of training are recorded on the Training Record Sheet and kept in the Personnel File.

**LABELLING :** All labels include the statement GB-ORG-02 with the conditions and requirements relating to the organic logo of the EU. All artworks are approved by OF&G prior to use.

## The Inspection

The Inspector will review the intake, processing, packing and despatch processes to make sure organic items are kept separate from non-approved items throughout the process. He/she will also expect to see documentation to prove that you are complying with the organic requirements (organic certificates for all suppliers, intake logs, cleaning record sheets etc.) and will ask you to carry out a mass balance and traceability exercise.

You need to have current organic certificates from your suppliers, to be able to prove that the ingredients you are buying are organic. If you have several suppliers it is best to make a list of them with dates of certificate expiry. Remember, out of date certificates are not valid.

One of the challenges when starting up organic processing is that OF&G cannot award a certificate until you have demonstrated that your operation complies with the organic requirements, but you cannot do this until you have started organic processing.

There are two scenarios:-

1. If you have not yet started trading and there are no records to review, the inspector will inspect your premises and discuss your proposed procedures;
2. If you have started trading, but only in non-organic goods, the inspector will review your records for these and ask you to demonstrate how you intend to keep organic and non-organic goods separate, from intake through to finished product despatch.

In both cases you need to be prepared. Please think the process through, write an organic procedure, source suppliers and have copies of their certificates, and have written procedures for intake, processing, packing etc. These procedures need only be a few lines long, but they do need to be in place.

If you need guidance to understand how the organic regulations apply to your process, please contact our certification officers.

Once your premises and proposed procedures have been approved, you will be given a temporary certificate to allow you to start organic processing and you will be asked to forward copies of the records for the first organic processing run to OF&G. Once these documents have been checked

and approved, you will be given a full certificate, valid for the remainder of the year.

A **MASS BALANCE** is one of the most important parts of the inspection and is used to demonstrate that sufficient organic raw materials have been brought in to make the amount of organic finished product produced.

For example, if you have sold 400 kg of clean packed organic carrots the previous week, the inspector will ask you to prove that you have brought in sufficient dirty organic carrots to provide this quantity, plus a reasonable allowance for damaged produce and dirt.

A mass balance for a multi ingredient product, such as an apple pie or muesli, is obviously more complex, but you still need to be able to show that you have brought in enough of each ingredient to make the quantity of finished product sold.

The only way to do a mass balance is by recording quantities of each ingredient brought in, quantities used in each production run, and quantities packed and sold. You also need to carry out stock takes (daily, weekly or monthly - depending on the rate the ingredients are used). Please see Appendix B for an example of a mass balance form.

If there is not enough information for the inspector to be able to do a mass balance, you will be asked to forward further details to OF&G.

If controls and documentation are lacking and you are not able to prove that all finished products have been made from organic ingredients you may be required to have another inspection (at your cost), so it is clearly in your interest to make sure this information is available. We also think it is good business practice - how do you know your process is efficient if you do not check yields? You cannot check yields without doing a mass balance.

At the end of the inspection the inspector will detail any non-compliances on the Inspection Summary Report (RD9) and ask you to propose corrective actions.

For example, you and your staff may be complying with the organic requirements but have no written organic procedure nor have any records of staff training; these would be non-compliances. The corrective actions would be to write a simple organic procedure, make sure your staff read and understand it and record this on a Staff Training Record Sheet.

## Non-compliances frequently found during inspections

- Missing or out of date supplier certificates and trading schedules
- No organic procedure
- No staff training records
- Mass balance impossible because of lack of records (e.g. stock takes have not been recorded or it is not possible to trace ingredients through the process)
- No cleaning records to show that equipment has been cleaned and rinsed before organic processing has begun
- No pest control records. We also ask for a bait plan and proof that if Pest Control Contractors are used that they have a current BPCA (or NPCT) certificate and confirm that they comply with Section 11.8 of the OF&G Standards. These are often missing.
- GM declarations out of date. (We ask for these to be updated annually)
- Declaration (RD90) or Residue Testing form (RD190) not completed and signed

Please feel free to ring our certification officers to clarify any of the above.

For your organic business

## Importing

Organic products entering the EU should be produced according to production rules equivalent to EU rules. Therefore any product enterprise that wishes to import organic food from outside the EU must ensure that the exporter holds a valid organic certificate showing that the product is EU compliant.

**Imports from EU Member states** - Organic certification may be required, this is conditional and is based on how the product is packaged (e.g. bulk product is treated differently to pre-packed goods) and to whom the product is to be sold.

**Imports from outside the EU** - in all cases the importing enterprise must be certified with a UK Control Body to import the consignments into the UK.

There are two different importing types outside the EU:

1. Products imported from EU-recognised third countries\*, e.g. Argentina
2. Products imported from other third countries where the control body has been recognised as applying equivalent standards

\*The terminology 'third country' refers to any country outside Europe.

### TRACES NT (Trade Control and Expert System New Technology)

Anybody importing from outside of the EU (third country) must be registered on TRACES NT.

Since October 2017 the issuing of the EC Certificate of Inspection is carried out via TRACES. For more detailed information on this and to clarify the requirements of the EU legislation on imports of organic product from outside the EU please read further details in our Technical Leaflet TL202 - An Introduction to Organic Certification for Importers.

The preparation for an importing inspection is the same as those detailed on the previous page, with the additional requirement for ensuring the correct paperwork is in place and has been received for each imported consignment. This may include some or all of the following.

- Copies of your supplier invoices
- Copies of shipping/air freight documents
- A copy of both sides of your EC Certificate of Inspection
- A copy of the Defra authorisation for the import
- Phytosanitary certificates
- Intake goods in / records (including organic certification verification check)
- A copy of the sales invoice and any dispatch records.

## After the inspection

### How to resolve non-compliances and gain certification

If the Declaration (RD90) and the Residue Testing form (RD190) have not already been submitted to OF&G, please sign these documents and send them to OF&G.

The inspector will leave you with two copies of the Inspection Summary Report (RD9) which details any non-compliances or further information required. It is best if you can send this information to OF&G as soon as possible, whilst it is fresh in your mind.

The inspector sends the Inspection Questionnaire and Summary Report to the OF&G office, where it is reviewed by your certification officer, together with any information you have sent in following the inspection. If everything is in order, your certificate will be awarded, otherwise the certification officer will send you a compliance notice (CN) with details of any other information or corrective actions required.

Please send this information in as soon as possible. Tell your certification officer if there is a problem - for example if it is proving difficult to get a copy of a supplier's certificate. Your certification officer may be able to help or suggest an alternative supplier.

Once information and proof of any corrective actions requested have been received by the certification officer, and judged satisfactory, a certificate will be awarded.

Your status at OF&G will then be changed from applicant to licensee and you will be legally allowed to market the organic goods listed on your certificate.

Your premises will then be re-inspected annually but please contact your certification officer if you wish to add more products or enterprises to your certificate between inspections. (This can often be done by post.). New artwork will also have to be approved before printing.

Useful Email addresses: [Compliance Notice information - info@ofgorganic.org](mailto:info@ofgorganic.org) / [Artwork proofs - labels@ofgorganic.org](mailto:labels@ofgorganic.org)

For your organic business

# Appendices

## APPENDIX A

### Summary of Organic Processing Requirements

The OF&G Organic Standards for organic processing ensure the organic integrity of the product throughout the processing operation.

Helpful leaflets are available for specific enterprises (see end for details) but the main requirements are as follows.

<b>STATUTORY LEGISLATION AND GOOD PRACTICE</b>
Organic regulations do not override statutory legislation, they are in addition to it. Each processing operation must be registered with the appropriate statutory authority (e.g. Defra, Environmental Health, Meat Hygiene Inspection Service) and comply with all relevant statutory regulations and good practice.
<b>COMPOSITION</b>
Non-organic ingredients and additives may be used as long as they are from the Permitted Ingredients List in Section 10 of the OF&G Organic Standards and Certification Manual. GMOs or ingredients derived from them are not allowed.
<b>ORGANIC STATUS</b>
There must be proof of organic status for all organic ingredients used.
<b>RECORDS FOR TRACEABILITY AND MASS BALANCE</b>
Appropriate controls must be in place and adequate records kept, so that it is possible to trace all ingredients used, from intake through to the final products and to compare quantities of organic ingredients used with quantities of finished products made.
<b>SEGREGATION AND HACCP</b>
Organic Ingredients must be clearly identified and segregated from conventional products during: Intake / Storage / Processing & Packing / Transport / Display in Open Packaging (Products in sealed and labelled packaging do not need to be kept separate) A hazard analysis (HACCP) should be done to identify points in the process at which contamination may occur.
<b>CLEANING</b>
Cleaning chemicals, procedures and standards should be appropriate to the industry. If wet cleans are done, they must be followed by a final water rinse to remove traces of any cleaning chemicals.
<b>PEST CONTROL</b>
Procedures should be appropriate to the industry and trained personnel or professional pest contractor used. Licensed rodent baits are allowed but spraying of any kind needs prior approval from OF&G.
<b>TRAINING</b>
Staff must be trained to understand the organic requirements.
<b>PROCESSES</b>
Must be approved. Certain processes such as solvent extraction, or use of ionising radiation, are not permitted.
<b>PACKAGING</b>
Recyclable or biodegradable packaging is preferred where possible.
<b>LABELS AND MARKETING</b>
There are very specific labelling rules for organic products. All labels and marketing literature should be submitted to OF&G for approval at the proof stage. Please see our Summary Leaflet on Labelling.
<b>EFFLUENT CONTROL</b>
The operation should not have an adverse effect on the environment.

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# APPENDIX B

## Example Form: Mass Balance

Please see below an example of two mass balances done at a bacon slicing and packing plant.

OF&G QUALITY MANUAL	RD73 PROCESSOR MASS BALANCE RECONCILIATION		
OPERATOR NAME	WELWYN ORGANIC BACON PACKING CO	OF&G REG NO	UKP00123

ORGANIC INGREDIENT	OPENING STOCK	QUANTITY RECEIVED (GIVE DATES)	TOTAL STOCK	QUANTITY USED	WASTAGE	THEORETICAL CLOSING STOCK	ACTUAL CLOSING STOCK	DIFFERENCE BETWEEN THE THEORETICAL AND ACTUAL USAGE	INSPECTOR COMMENTS (PLEASE STATE WHETHER MASS BALANCE SATISFACTORY)
Unit (Wt or Vol)	kg	kg	kg	kg	kg	kg	kg	kg	
<b>Smoked Bacon</b>	03/07/17 250 kg	03/07/17 1000kg  06/07/17 250 kg	1500 kg	From 03/07/17 to 07/07/17 1175 kg	200 kg	125 kg	115 kg	10 kg	Satisfactory. Acceptable difference between theoretical and actual closing stocks
<b>Unsmoked Bacon</b>	03/07/17 115 kg	03/07/17 1000 kg	1115 kg	From 03/07/17 to 07/07/17 1000 kg	115 kg	0 kg	150 kg	(150 kg)	Unacceptable. Further investigation required.

The first mass balance is judged satisfactory because there is only a small difference between the theoretical (calculated) closing stock and the stock actually seen in the chiller by the inspector.

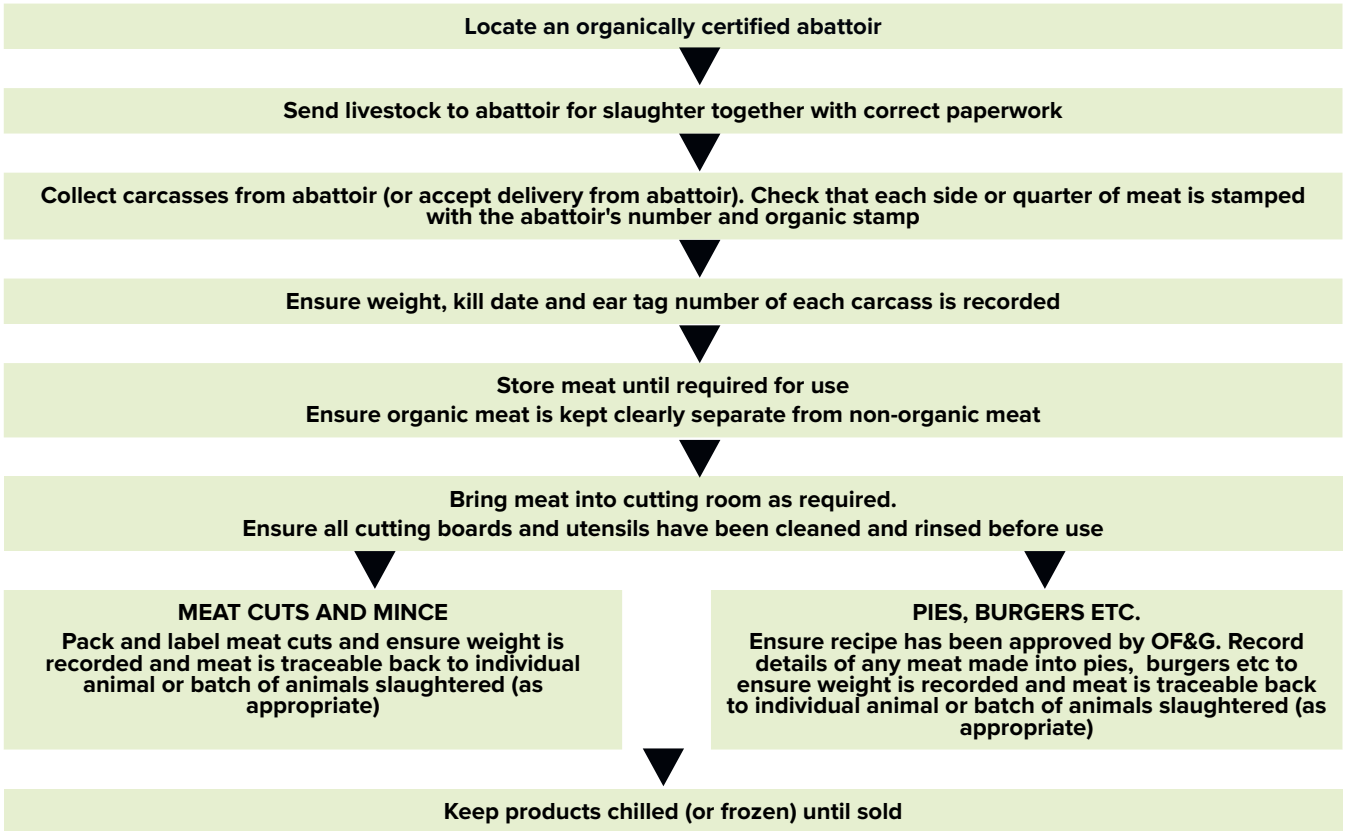
The second mass balance is unacceptable because the inspector found 150 kg of unsmoked bacon in the chiller. If the figures are correct for quantities used and wastage, there should have been no raw material stock remaining in the chiller.

Possible explanations are that either non-organic bacon was packed and sold as organic or that figures are inaccurate. Both scenarios are unacceptable, so this would be a major non-compliance.

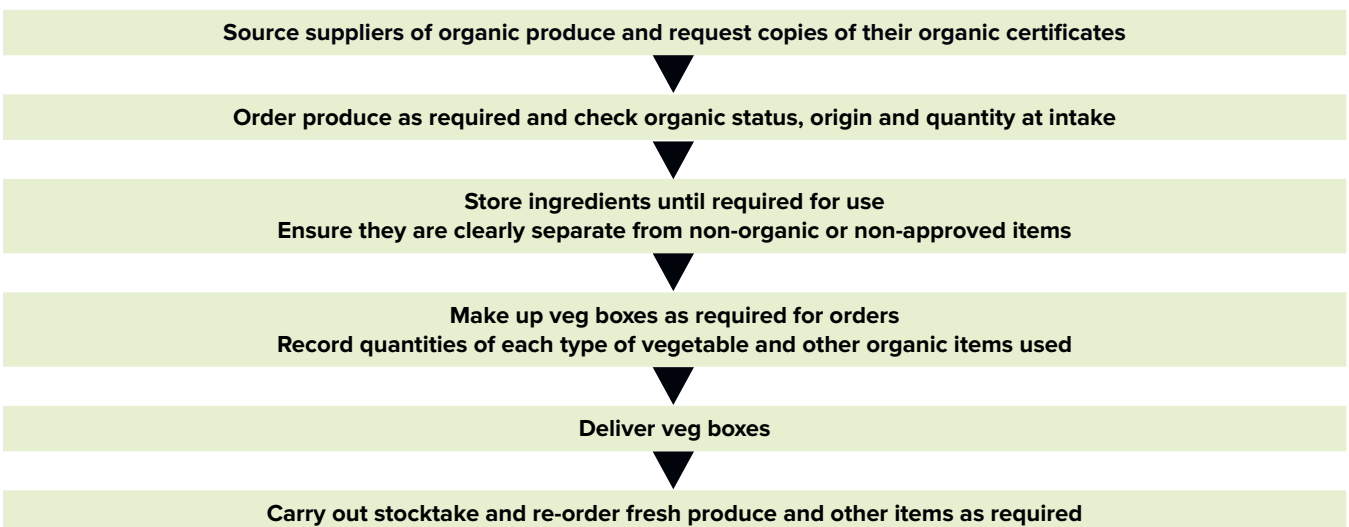
Corrective actions would be for the operator to quarantine the stock made until it could be proved to be organic and improve procedures to ensure better controls on subsequent production runs.

# APPENDIX C

## Example Flowchart: On-farm meat cutting enterprise



## Example Flowchart: Vegetable box scheme



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# APPENDIX D

## Example Form: Multiple Ingredient Product Sheet

### Multiple Ingredient Product Sheet (MIPS)

Please complete this form with details of all multi-ingredient organic products marketed.

OPERATOR: BRAMLEY FARM	PRODUCT: ORGANIC APPLE PIE	UKP56748
NAME: MAUREEN CAREY	SIGNED: <i>M CAREY</i>	DATE: 11/08/17

### Agricultural Ingredients (see Section 10.3 of the OF&G Organic Standards)

PRODUCT	WT KG	%	STATUS	SUPPLIERS	CONTROL BODY
Apples	227.5	45.5	O	Bramley Farm	OF&G (GB-ORG-02)
Wheatflour	100.0	20	O	Windymill Food Ltd	Agrocert
Margarine	100.0	20	O	Butter-me-up Foods	Ecocert
Sugar	50.0	10	O	The Spice & Sweetie Co.	OF&G (GB-ORG-02)
Corn Starch	15.0	3	N/O	Starch World	Not Applicable
Spices (Cinnamon & Cardamom)	7.5	1.5	O	The Spice & Sweetie Co.	OF&G (GB-ORG-02)
Total Weight	500kg	100%	Agricultural ingredients only in descending order by weight. Status - O = organic , N/O = non-organic		

### Non-Agricultural Ingredients (see Section 10.3 of the OF&G Organic Standards)

MATERIALS USED	PURPOSE	SUPPLIERS	E NUMBER
Water	Bind pastry	Mains supply	Not applicable
Salt	Seasoning	The Spice & Sweetie Co	Not applicable

### Processing Aids & Treatments used in the process

(see Section 10.3 of the OF&G Organic Standards)

MATERIALS USED	PURPOSE	SUPPLIERS	E NUMBER
Organic Margarine	Greasing pie dishes	Butter-me-up Foods	Not applicable



# APPENDIX E

## Labelling

### Labelling of Organic Food Products

This is a general overview, for full detailed information please refer to OF&G Technical Leaflet TL212 - Labelling of Organic Food Products.

When making organic food products it is preferred that 100% of the agricultural ingredients are organic but at least 95% must be. The remaining 5% can only be from the list of approved non-organic agricultural products (See Section 10 of the OF&G Organic Standards). A product that contains less than 95% organic agricultural ingredients cannot be called 'organic', but the organic ingredients can be listed as such. UK law states that the food products should be labelled with the name of the food, the declaration of quantity (weight or volume), a list of ingredients in descending order, a 'use by' or 'best before date', usage, storage instructions, name and contact details of the manufacturer, packer or marketer.



From 1 July 2010, the organic logo of the EU was introduced throughout the European Union. The use of the organic logo of the EU is now mandatory for all pre-packaged organic products that have been produced in any EU member state.

All organic products packed and/or labelled within the EU must carry the agricultural place of origin and code of the relevant control body; for OF&G this is GB-ORG-02. The code must be in the same visual field as the organic logo of the EU. In addition the OF&G logo can be used, but this is not a mandatory requirement.

**It is a requirement that OF&G approves all artwork before printing.** We would also recommend that labels are checked by Trading Standards.

Please note that if you take on any new suppliers or ingredients at any time you must inform OF&G and submit a valid certificate and trading schedule. You must also notify OF&G if there is a recipe and/or label change and supply new labels and recipes (SIPS/MIPS).

If you have any queries or need help with labelling please do not hesitate to contact us.



GB-ORG-02  
UK Agriculture



GB-ORG-02  
EU Agriculture

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Example Certificate



Certificate of Compliance

GB-ORG-02

This certificate has been issued on the basis of Article 29(1) of Regulation (EC) 834/2007 and Regulation (EC) 889/2008. The declared operator has submitted his activities under control, and meets the requirements laid down in the named regulations, and the OF&G Certification system:

The Spice & Sweetie Co.

Sweet Lane, Newtown, Farmfordshire, WA1 5LP

is certified for the following organic enterprise/s:

Packing  
Processing

and the following organic products:

- Cardamom
- Cinnamon
- Clove - Powder, Whole
- Curry Powder
- Fennel
- Garlic Powder
- Ground Ginger
- Sea Salt (approved for use in organic systems)
- Sugar

SAMPLE

Registration No: UKP012345

Date Issued: 4 August 2017

Document No: GB-ORG-02-012345-2017-216

Certificate Expires: 31 December 2017

Signed by:

Stephen Clarkson - Certification & Compliance Manager

This Annual Certificate remains at all times the property of OF&G  
Old Estate Yard, Shrewsbury Road, Albrighton, Shrewsbury SY4 3AG.  
Enquiries: 01939 291800 Fax: 01939 291250 Email: info@ofgorganic.org  
Registered Office as postal address. Co. Reg. No. 1202852 (England). VAT Reg. No. 282 7266 37



# APPENDIX G

## Example Form: Supplier Certification, GM status

OPERATOR: BRAMLEY FARM	REG NO: UKP56748	DATE: 11/08/17
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### Supplier List with details of organic certification and GM declarations

#### ORGANIC CERTIFICATION DETAILS

	SUPPLIER #1	SUPPLIER #2	SUPPLIER #3	SUPPLIER #4
SUPPLIER NAME	Windymill Foods Ltd	Butter-me-up Foods	The Spice & Sweetie Co	Starch World
CONTROL BODY	Agrocert (Italy)	Ecocert (France)	OF&G GB-ORG-02	Non-organic
CERT EXPIRY	Dec-17	May-18	Dec-17	N/A
CERT CHECKED AND VALID	Yes	Yes	Yes	N/A
TRADING SCHEDULE	Yes	Yes	Included on Certificate	N/A

#### GM DECLARATIONS FOR NON-ORGANIC INGREDIENTS

	SUPPLIER #3	SUPPLIER #4
SUPPLIER	The Spice & Sweetie Co	Starch World
PRODUCT	Salt	Non-organic corn starch
GM DECLARATION	Not required for salt	Yes
DATE ISSUED	Oct 16	Mar 17
OBTAINED ANNUALLY	N/A	YES

*Note: If you take on any new suppliers or ingredients at any time you must inform OF&G and submit a valid certificate and trading schedule for each one.*

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# APPENDIX H

## Example Form: Product Intake

OPERATOR: THE SPICE & SWEETIE CO.

GRN	DATE	PRODUCT	SUPPLIER	QUANTITY KG	BATCH NO	BEST BEFORE OR USE BY DATE	ORGANIC CONTROL BODY	ORGANIC STATUS CHECKED BY
001	15/08/17	Organic Sugar	McBride Sugar	20 x 25	VP 00967	June 2019	GB-ORG-02 OF&G	<i>J Holden</i>
002	15/08/17	Organic Cinnamon	French Spice Co	12 x 25	LR4452221	June 2019	Ecocert	<i>J Holden</i>
003	16/08/17	Salt	ORW	12 x 25	OR5859962	Aug 2019	N/A	<i>J Holden</i>
004								
005								
006								
007								

# APPENDIX I

## Example Form: Processing Record

OPERATOR: THE SPICE & SWEETIE CO.

*Note: The Goods Received Number (GRN) provides traceability back to the Supplier, via the Product Intake Form*

DATE	PRODUCT	GRN	QUANTITY KG	PACK SIZES	BEST BEFORE OR USE BY DATE	CHECKED BY
16/08/17	Organic Cinnamon	002	21 x 25	15000 x 20g packs	June 2019	<i>CR Taylor</i>

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# APPENDIX J

## Example Form: Cleaning Record

OPERATOR: THE SPICE & SWEETIE CO.	SHEET 142
EQUIPMENT / AREA: PROCESSING LINE	

DATE	AREA/EQUIPMENT/PROCESSING LINE	MATERIALS USED	OPERATOR / SUPERVISOR
15/08/17	Incline conveyor	WU Liquid, final water rinse	J Abela
15/08/17	Small lane hopper	WU Liquid, final water rinse	J Abela
15/08/17	Line 1 conveyors	WU Liquid, final water rinse	J Abela
15/08/17	Line 2 conveyors	WU Liquid, final water rinse	J Abela
15/08/17	Comitrol cutters	WU Liquid, final water rinse	J Abela
15/08/17	Packing conveyors	WU Liquid, final water rinse	J Abela
15/08/17	Stokers x 4	WU Liquid, final water rinse	J Abela
15/08/17	8 head weigh pans x 4	Air Line	J Abela
15/08/17	Baggers	Air Line	J Abela
15/08/17	Metal detectors	Air Line	J Abela
15/08/17	Check weigher	Air Line	J Abela
15/08/17	Case erector	Air Line	J Abela
15/08/17	Case check weigher	Air Line	J Abela

# APPENDIX K

## Example Form: Pest Control Record

OPERATOR: THE SPICE & SWEETIE CO.	SHEET 22
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DATE	AREA/EQUIPMENT/PROCESSING LINE	PEST OR PROBLEM	MATERIALS USED	OPERATOR / SUPERVISOR
15/08/17	Intake	None	Difenacoum, EFks	OK L London
15/08/17	Processing	None	Difenacoum, EFks	OK L London
15/08/17	QA	None	Difenacoum, EFks	OK L London
15/08/17	Warehouse	Slight Rodent activity outside	Difenacoum	increase checks L London
15/08/17	Engineers workshop	Slight mouse activity in roof space (separate building from production)	Difenacoum	increase checks L London
15/08/17	Security	None	Difenacoum	OK L London

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# APPENDIX L

## Example Form: Training Record

THE SPICE & SWEETIE CO.			
TRAINING RECORD			
COLLEAGUE'S NAME	J ABELA		
DATE OF TRAINING	15/08/17	PLEASE TICK (✓) AS APPROPRIATE	CONTRACT STAFF
			✓
			AGENCY
TIME OF TRAINING	START: 14.00	FINISH: 15.30	TOTAL: 1.5 HRS
TRAINER'S NAME	M SIMPSON		
SUBJECT/TASK	PROCESSING LINE		
DETAILS OF TRAINING DELIVERED AND ANY RELEVANT INFORMATION			
<p>- Organic Procedure "The Spice &amp; Sweetie Co" Review Version 2 (dated 15/08/17)</p> <p>- Organic cleandown procedures and machine minder processing, reviewed and understood.</p>			
Notes on how learning validation was assessed: e.g. Written exam or On Job Demonstration of Acquired Skills.			
<b>On Job Training and audit / review of completed machine minder sign off sheets.</b>			
RECORD OF TRAINING SIGN OFF			
Signature of Trained Person:	<i>J Abela</i>	Date:	15/08/17
Signature of Trainer:	<i>M. Simpson</i>	Date:	15/08/17
I the undersigned declare that I have fully understood the training delivered to me and have had the opportunity to ask questions of my trainer in order to aid my understanding of the training delivered to me.			
Signature of Trained Person:	<i>J Abela</i>	Date:	15/08/17

## RESOURCES

### List of Technical Leaflets available from OF&G

TL 201	An Introduction to Organic Certification for Processors
TL 202	An Introduction to Organic Certification for Importers
TL 205	Approved Inputs Scheme - Farm Inputs
TL 206	Guidance Notes for Feed Mills on the Manufacture, Labelling and Use of Feeds for Organic Farming
TL 209	On-Farm Processing - Red Meat Cutting
TL 210	On- Farm Processing - Poultry Slaughter and Dressing
TL 211	Packing and Grading Organic Eggs
TL 212	Labelling of Organic Food Products
TL 213	Approved Inputs Scheme - Food Processing
TL 217	Mass Balance and Traceability
TL 218	Merchant Registration Scheme

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