



PREPARING FOR YOUR INSPECTION

Preparation is important in getting your certification up and running and then for maintaining your certification with NCO throughout the annual reinspection cycle. If you are well prepared in advance, the inspector can conduct the inspection more efficiently and therefore more economically for your business. Here are some points to assist you as you prepare for the inspector's visit.

Records the Inspector will need to see

FARM		HANDLING	
Inputs Register	<input type="checkbox"/>	Ingredients Register	<input type="checkbox"/>
Spray Diary	<input type="checkbox"/>	Organic Recipes List	<input type="checkbox"/>
Purchase Records	<input type="checkbox"/>	Receivals Records	<input type="checkbox"/>
Rotation Records	<input type="checkbox"/>	Sanitation and Pest Control Logs	<input type="checkbox"/>
Management Records	<input type="checkbox"/>	Clean-down Records	<input type="checkbox"/>
Harvest Records	<input type="checkbox"/>	Sales Records	<input type="checkbox"/>
Clean-down Records	<input type="checkbox"/>	Quality System (including Organic Processing Procedures)	<input type="checkbox"/>
Quarantine Paddock Records	<input type="checkbox"/>	Grading Records (for JAS)	<input type="checkbox"/>
Sales Records	<input type="checkbox"/>		
Grading Records (for JAS)	<input type="checkbox"/>		

Additional Crops, Livestock, Land, Processes or Products

Reinspection is the best time to extend your certification. It may be necessary to complete an additional questionnaire if you plan to add in a separate process, factory or farm. Plan ahead and contact NCO in good time so that we can advise you. For USDA NOP, additional crops and products must be referred to on the OSP and cannot just be added in when the inspector is on site.

Organic Management or Handling Plan

It is essential that you have this ready to give to the inspector so that they can check for changes to your organic management at the inspection. For USDA NOP inspections, you will need to complete your update, send it to NCO and have it approved before the Anniversary Date on your Certificate, which is 4 weeks prior to your reinspection.

Outstanding Contract Conditions

If we are reinspecting your operation this time the inspector will need to review any requirements set by NCO from the previous inspection.

Map or Site Layout

Please have ready an up-to-date map or site layout to give to the inspector.

Labelling

Please have available examples of how the NASAA label and/or name are being used on your product.