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| **ORGANIC HANDLING PLAN**  |

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| **CERTIFICATION NUMBER**  | **REGISTRATION NAME** |  **TRADING NAME** |
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| **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.

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| **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:** |

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| **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 |

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| **PRODUCT AND PROCESSES** |
| Indicate what processing and preparation methods are employed at your operation (where applicable):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Mechanical | [ ]  | Physical | [ ]  | Biological | [ ]  | Extraction | [ ]  |
| Precipitation | [ ]  | Filtration | [ ]  | Other |  | [ ]  |

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| **List all processed products requested for organic certification: (*Please attach additional paper if required*)** |
| PRODUCT NAME #1:  |
| Ingredients | % Weight to weight | Certification Level | Certifier | Certificate Expires | Certificate program (DAWR / IFOAM etc) |
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| Comments: |  |
| PRODUCT NAME #2:  |
| Ingredients | % Weight to weight | Certification Level | Certifier | Certificate Expires | Certificate program (DAWR / IFOAM etc) |
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| Comments: |  |
| PRODUCT NAME #3:  |
| Ingredients | % Weight to weight | Certification Level | Certifier | Certificate Expires | Certificate program (DAWR / IFOAM etc) |
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| Comments: |  |

Add extra sections if required.

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| **RAW INGREDIENTS (AGRICULTURAL)**  |
| Please state below ALL operators associated in any way with this certification. This will include the producers of the raw ingredients as well as all processors, packers etc. Certificates must be maintained for all raw ingredients.**All elements of the audit trail must be certified and current organic certificates must be kept on site:** |
| Name of Producer / Processor | Certified by | Certificate kept on file |
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| **PROCESSING AIDS AND ADDITIVES**  |
| All additives must comply with the Certification Program Standard(s) and relevant State/Federal Laws. Additives and processing aids used must not exceed a total of 5% m/m of total ingredients: |
| Processing Aid or Additive | Manufacturer | MSDS submitted with application |
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|  **WATER**  |
| Water is a non-certifiable ingredient. All water used as an ingredient or processing aid must be of potable quality in compliance with World Health Organisation guidelines.

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| Source of water | [ ]  Municipal | [ ]  On site | [ ]  Other (specify):  |
| Water use | [ ]  Ingredient | [ ]  Processing Aid | [ ]  Cooling |
| [ ]  Cleaning Equipment | [ ]  Product Transport | [ ]  Cleaning Organic Products |
| [ ]  Other (specify):  |
| Water treatment on site | [ ]  Carbon Filtration | [ ]  H2O2  | [ ]  Mechanical filtration  |
| [ ]  Ozone Treatment | [ ]  Other (please indicate):  |

***Does steam come into direct contact with organic product:***  [ ]  Yes [ ]  No *If Yes, indicate steam Use:*

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| --- | --- | --- | --- | --- | --- |
| Steam Filters | [ ]  | Condensate Traps | [ ]  | Testing of Condensate | [ ]  |
| Testing of Finished Product | [ ]  | Other (specify) | [ ]  |  |  |

**Are boiler additives used?** [ ]  Yes [ ]  No *If yes attach the MSDS for each boiler additive****How often is water monitoring carried out?:*** [ ]  Weekly [ ]  Monthly [ ]  Annually [ ]  As needed [ ]  N/A |

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| **PROHIBITED PRACTICES**  |
| **Is documentation maintained to verify that all ingredients, processing aids and additives do not contain, nor derived from genetically modified organisms (GMO)?**: [ ]  Yes [ ]  No**Is irradiation or microwave used during the processing of product?:** [ ]  Yes [ ]  NoIf yes, please detail:  |

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| **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:** |

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| **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:** |

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| **Packaging**  |
| **Indicate packaging materials used:**[ ]  Paper [ ]  Cardboard [ ]  Wood [ ]  Glass [ ]  Metal [ ]  Waxed paper [ ]  Plastic [ ]  Foil [ ]  Natural Fibre [ ]  Other (specify): **Please indicate if CFC’s; PVC & Lead are not used in the packaging of organic product:**[ ]  Yes [ ]  No [ ]  N/A**Have 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:** |

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| **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): **Describe the batch numbering system implemented:** **Can your record keeping system track the finished product back to all ingredients?:** [ ] Yes [ ] No**Can you record keeping system balance organic ingredients in and out?:** [ ] 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:** |

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| **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/ingredients 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 Finished 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 finished 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:** |

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| **Handling and 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/A**Describe the handling and packaging process for organic product:** **Is packaging carried out on site?:** [ ]  Yes [ ]  NoIf no, indicate where packaging is carried out:  |
| **List any risks that may compromise organic integrity and indicate how these risks are managed:** |

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

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| Storage Area | Dedicated OrganicYes/No | Comments on potential contamination or commingling  |
| Ingredient Storage | [ ]  Yes [ ]  No |  |
| Packaging Material Storage | [ ]  Yes [ ]  No |  |
| In Process Storage | [ ]  Yes [ ]  No |  |
| Finished Product Storage | [ ]  Yes [ ]  No |  |

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| 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:** |

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

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| --- | --- |
| Product | Imported (from)  |
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| **Indicate what products will be exported:**

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| Product | Export Destination(s) |
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| **Estimate the volume of organic products exported per annum:**

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| Product | Volume Exported Per Annum  |
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| 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:** |

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| **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:** |

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

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

|  |  |
| --- | --- |
| Waste/Contaminant | Management |
| Boiler water disposal |  |
| 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:** |

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| **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:** |

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