

Documents and information required for organic inspections

The checklist is a starting point for your certification application and inspection. Certification inspectors will need access to a variety of documentation and records to verify the validity of your organic claim.

The inspection is confidential and materials will not be available to any outside organization. The material submitted to a state certification agency is exempt from Freedom of Information Act requests.

[] **Individual Organic Product Profiles that include:**

- complete formulation for each product produced
- sources of all ingredients used in each organic product
- each organic ingredient must be certified as organic with complete records
- salt and water are not considered as part of the formulation

[] **Processing aids and water**

- list of processing aids and if used boiler additives
- boiler records
- water report from supplier

[] **Facility Map**

- shows how the facility is laid out with regard to each operational area such as receiving, storage, processing, etc.
- shows placement of equipment and conveyors

[] **Flow chart of production**

- the complete sequence of steps from receiving to shipping of product.
- may be useful to describe each step and equipment used
- list equipment to be used in the processing

[] **Description of how organic integrity is maintained**

- good organic manufacturing practices
- organic control points
- examples of signage or map of segregation

[] **Audit Control and Record Keeping Systems**

1. Incoming – all transactions leading up to the arrival of the ingredients

- organic certification records for ingredients
- Certificates of analysis
- purchase orders
- receiving records
- bills of lading
- invoices
- weigh or scale tickets

- supplier letters of understanding on packaging materials
 - transporter letters of understanding on transport of organic ingredients
2. Sanitation records
 - sanitation logs
 - chemicals used and method used for each area and piece of equipment
 - MSDS for all chemical used in plant
 - equipment clean out
 - chemical usage records
 - sanitation checks before processing
 - delineation of cleaning and organic protection from residues
 3. In-process records
 - inspection forms
 - equipment flush or rinse records
 - batch records
 - blending forms
 - production reports with shrink
 - re-work disposition
 - QA reports
 - packaging
 4. Storage records
 - inventory reports
 - packaging inventory
 - finished product reports
 - re-work records
 5. Outgoing
 - shipping log
 - purchase orders
 - shipping summary log
 - inspection reports on shippers
 - sales summary log
 - inventory reconciliation records
 - bills of lading
 - Organic Certs produced
 - Audit control
 - sales invoices
 6. Recall/tracability
 - lot numbering system

[] **Pest Management**

- contractor pest control log and manual
- map of control measures
- chemical storage map
- complete listing of all management practices that your plant uses
- fumigation log

- MSDS for all chemicals used in plant.

[] **Labeling**

- examples of labels