



**AF2 NASAA PROCESSOR / HANDLER  
CERTIFICATION APPLICATION FORM**

Version 28/6/2010

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**NASAA Certified Organic P/L**  
 PO Box 768 Stirling SA 5152 **TEL** +61 (08) 8370 8455 **FAX** +61 (08) 8370 8381  
**EMAIL** [enquiries@nasaa.com.au](mailto:enquiries@nasaa.com.au) **WEB** [www.nasaa.com.au](http://www.nasaa.com.au)

**A. APPLICANT DETAILS**

Company Name in full.....  
 Trading as .....ABN.....  
 Contact Person .....Position.....  
 Postal Address .....Post Code.....  
 Physical Location Address.....  
 Phone No: (.....).....Fax No: (.....).....  
 Email.....Mob .....

Are you currently, or have you previously been certified by another certifier? **YES** **NO**  
 Have you been denied certification by another certification body? **YES** **NO**

**If Yes, please provide the name of the certifying body & brief explanation.....**

**B. CERTIFICATION APPLICATION CATEGORY (See Section F for Category Description clarification)**

Please indicate by ticking the applicable category or categories for which certification is desired.

PROCESSOR	CONTRACT PROCESSOR	PACKER &/or TRANSPORTER	AUSTRALIA (country of business)
WHOLESALE/EXPORT/ IMPORT		SUBLICENSE	INTERNATIONAL (country of business)

**C. PRODUCTS &/OR PROCESSES TO BE CERTIFIED**

Please list all products to be certified by name. If application is for a process (eg packing, export, contract processing) provide details of the process and what is produced and for whom. Please attach if not enough space.

.....  
 .....  
 .....

**Select Market Programs Required (tick boxes)**

	<b>NASAA (IFOAM) Australia only</b>		<b>NASAA Australia only</b>
	<b>NASAA INTERNATIONAL (IFOAM) International only</b>		<b>NASAA INTERNATIONAL EU (IFOAM) International EU Export only</b>

Current export markets: .....

Proposed export markets: .....

**Site Plan Provision:** Please attach:

- A flow plan describing movement of product through each facility. State ownership of each site and activity associated with the site for all steps in the chain.
- A site map.



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**D. STANDARDS & COMPLIANCE**

I have read and understood the **NASAA Organic Standard** (for all NASAA Certifications) **YES NO**

I have read and understood the **National Standard for Organic & Biodynamic Produce Edition 3.4** (for all NASAA Certification Australia only). This must be obtained from the AQIS website <http://www.daff.gov.au/aqis/export/organic-bio-dynamic> **YES NO**

I have read and understood the **EU Additional Requirements** (for NASAA International EU only). **YES NO**

1. I agree to comply with the requirements of the NASAA Organic Standard and applicable additional standards for the program for which I have applied
2. I agree to supply NCO with further information needed for evaluation of the production to be certified.
3. I understand that if the information I have supplied is false the application will be cancelled.
4. I consent to the use of subcontracted inspection personnel and/or laboratories as required.
5. I provide this information on the understanding that it will be used by NCO in accordance with the Privacy Statement outlined in Section I.

Print Name:..... Position:.....

Signed ..... Date.....

**Please check that following has been completed before submitting your application:**

- Section A:** Applicant Details       **Section B:** Certification Category   
**Section C:** Products &/or Processes to be Certified       **Section D:** Standards & Compliance   
**Section E:** Payment Details       **Section G:** Applicant Feedback   
**Attached:** Site plan for each facility       Flow chart for each facility/process       Organic Handling Plan

On receipt of application, Organic Handling Plan (OHP) and fee, the application will be checked for completeness. Once approved an inspection will be allocated.

**E. PAYMENT DETAILS**

Application fees cover initial inspection deposit and application fee. Please refer to the **NCO Fee Schedule** to determine applicable fee. The application fee portion is non-refundable.

**Fast Track:** For priority turnaround (usually 2-4 weeks from receipt of documents to issuance of NCO contract). Additional fee as per **NCO Fee Schedule**.

**CATEGORY TYPE**      Insert combined initial application & inspection cost from NCO Fee Schedule into appropriate category. International operators refer to the International section of NCO Fee Schedule for application fee.

PROCESSOR	\$	CONTRACT PROCESSOR	\$	PACKER	\$
MULTIPLE LOCATION	\$	WHOLESALE/EXPORT/IMPORT	\$	TRANSPORTER	\$
				SUBLICENSE	\$

International Inspection Deposit: Please supply me with a quote   
Please **send** me a hard copy of the NASAA Organic Standard (price per Fee Schedule) \$   
(Standard is free when downloaded from NASAA/NCO website)

**FAST TRACK** \$

**TOTAL AMOUNT PAYABLE** \$

**Cheque:** Made payable to **NASAA Certified Organic Pty. Ltd.**  
**Or by Credit Card:**



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VISA    MASTERCARD (please circle)

CARDHOLDER'S NAME.....

CARD NO..... EXPIRY DATE.....

**Direct Debit:** to NASAA Certified Organic Pty Ltd account; BSB 085-458 Account No 83-272-8926

For International Transfers: BIC/Swift Code: NATAAU3303M

## F. CATEGORY DESCRIPTIONS

Processor (P) (Handler)	<ul style="list-style-type: none"> <li>An operator that modifies or manufactures certified product, including packing of the end product.</li> <li>For example, cooking, baking, curing, heating, drying, mixing, grinding, churning, separating, extracting, slaughtering, cutting, fermenting, distilling, eviscerating, preserving, dehydrating, freezing, chilling, or otherwise manufacturing and includes the packaging, canning, jarring, or otherwise enclosing food in a container. Edible sprout production is certified as processing. Exporting must be declared at application.</li> </ul>
Contract Processor	<ul style="list-style-type: none"> <li>Do not own any certified product (ie no products under own label) but process under contract for other certified operators (eg slaughter house, manufacturer of Health &amp; Beauty products, other manufacturer).</li> </ul>
Packer (Handler) (PK)	<ul style="list-style-type: none"> <li>An operator that packs certified product without modification, manufacture, or wholesale distribution, generally under contract for another certified operator. The product is NOT owned by the packer. Label application is only for another certified operator under contract.</li> </ul>
Transporter	<ul style="list-style-type: none"> <li>Exception: Primary producer that packs &amp; markets own produce plus packs for other operators. In this case, the levy is paid on the producer license.</li> <li>Transport operators in the organic food chain (wine, dairy, bulk product transport etc).</li> </ul>
Wholesaler (W) Exporter Importer	<ul style="list-style-type: none"> <li>An operator that purchases and wholesales or distributes certified product without modification. No label use.</li> <li>If packing is required including label use, then must be certified as a processor.</li> </ul>
Sub-licence(SL)	<ul style="list-style-type: none"> <li>A third party operation not directly certified but is subcontracted by a certified operator to provide a service such as packing, storage, processing. A certified operator takes responsibility for the certification with the sub- licensee subcontracted to the certified operator.</li> <li>May not be involved in an export chain (if so must be directly certified in own right)</li> <li>Main license sales under \$500,000 p.a. thereafter sublicense must be directly certified.</li> </ul>
Multiple Location	<ul style="list-style-type: none"> <li>A separate site owned by a certified operator. All products/produce /animals sold under the name of the certified operator.</li> </ul>

## G. APPLICANT FEEDBACK

Please indicate how you found out about certification with NASAA Certified Organic?

MEDIA ARTICLE

EVENT

WORD OF MOUTH

PUBLICATION

WEBSITE

OTHER (please state) .....

## H. MEMBERSHIP OF NASAA

Membership of NASAA is separate from certification by NCO for your organic operation. If you wish to apply to become a NASAA Member please use the NASAA Membership Form enclosed with the application pack and make a separate payment to NASAA Ltd.

## I. PRIVACY INFORMATION

NCO is committed to handling personal information about you in accordance with the Privacy Act. NCO may collect and hold information about you for the purposes of assessing, reviewing and making decisions about your suitability for certification and/or membership, maintaining that certification and/or membership over time, and providing information on services and products that NCO considers may be useful and informative. You may have access to your personal file held by NCO. NCO will handle all such personal information confidentially and will not divulge it to any party outside NCO without your written permission except that:

- ◆ Generalised information may be extracted to be used for statistical purposes without disclosing personal details
- ◆ NCO may release such information to those bodies to which it is accredited and other certifying organisations in some circumstances as well as meeting any lawful obligations imposed upon it by statutory authorities
- ◆ NCO may publish notice of your certification (if granted) on its website and will include your general certification details on a list, which shall be available to the public on request
- ◆ NCO may disclose copies of your Certificates of Registration for the current and three previous calendar years to the general public