



ABN 60 101 829 163

PO Box 768  
Stirling SA 5152 Australia  
Tel +61 08 8370 8455  
Fax +61 08 8370 8381  
Email enquiries@nasaa.com.au  
Web www.nasaa.com.au

# GUIDELINES FOR EXPORTERS

## INTRODUCTION

In order to provide a consistent and accurate export service we ask that all exporters, whether based in Australia or overseas, become acquainted with the particular requirements applying to organic export. We are very happy to assist you to avoid delays.

Section A: Goods Produced in Australia

Section B: Goods Produced outside Australia

### **The Australian Quarantine Inspection Service (AQIS) requires all exports of organic product from Australia to be certified by an AQIS accredited certifier – Export Control Orders.**

NCO is an Approved Certifying Organisation for the purpose of providing export certification for organic and biodynamic produce. This provides assurance to the importing country that the product has been produced in accordance with the requirements of export legislation. See Section F for information for non-certified exporters.

An AQIS certificate is required for all exports out of Australia if the words “organic”, “biodynamic” or similar appear on the accompanying paper, **irrespective** of whether the importing country requires an ‘organic export certificate’ or not. That means that export of organic produce is prohibited unless a compliant organic produce certificate has been issued for the produce.

Required export documentation varies substantially depending on whether the goods are produced in Australia or outside Australia. Note that conditions relating to documentation for exports to countries other than the EU may change without notice. Exporters/operators should confirm overseas import requirements well in advance of export and any request for documentation for export of certified produce.

## **A. GOODS PRODUCED IN AUSTRALIA – Administrative requirements applicable to all destinations**

- An original certificate (ie not a fax or electronic copy) must be issued by an Approved Certifying Organisation for the export of ALL organic and biodynamic goods from Australia whatever the destination.
- Certificates must be issued *prior* to the consignment/shipment departing the country.
- All certificate details are to be completed in accordance with these Guidelines and forwarded to NCO for endorsement and return to the exporter. **INCOMPLETE OPCs WILL NOT BE ISSUED.**
- Certificates must be either entirely in typescript or entirely written in capital letters.
- A copy must be taken by the exporter and retained for 5 years.
- The white (original) copy must go with the shipment.
- The pink (duplicate) and yellow (triplicate) are retained by NCO and AQIS.
- Ensure a pack/shipping list is attached to all copies of the certificate if applicable.
- If flight/vessel numbers are unavailable at the time of completion of the certificate, please indicate ‘*to be advised*’ in the box. As soon as these details are known, forward them to NCO and the Importer for completion of the records. Where these details are difficult to obtain due to security procedures, the exporter must complete a “Disclosure Letter” (an undertaking not to disclose the flight details to other parties). This will allow the freight company to release the information. The letter should be provided on request by the Forwarding Agent. The Export Certificate can then be completed in full.

- Exports of organic goods from Australia are to be accompanied by a declaration that the goods have either been produced in Australia or have been “substantially transformed” in Australia.
- As a general rule a certificate signed by NCO will be delivered to the originator by Express or Air Mail (and/or fax if urgent). Supply of a signed certificate to a third party will not usually be undertaken.
- Operators with more than one NCO contract should ensure that the Registration Number for any subsidiary contract is written on the certificate (eg 1234 ML22).
- Total amount of shipment to be shown in **kilograms** or **litres** as applicable.
- The description area must contain full details including product description (name, size & quantity), batch/lot numbers, expiry/best before dates, container numbers/marks, total number of packages and total weight of each item.
- As batch numbers cannot be stamped on fresh produce, the certification number of the producer of the produce must be included in the description area.

#### **a) Export Destination – Australia to the European Union (EU)**

***Certificate of Inspection for Import of Products from Organic Production into the European Community EX11300 - 02/09 (EU)*** for European countries is required for goods being exported to EU member states (countries).

- For produce destined for the EU, the organic produce certificate **must accompany the consignment**.
- A commercial document of Export must accompany certificates to EU countries (eg: Purchase order, Bill of Lading etc) and a copy of this commercial document must be forwarded to NCO at the same time as the completed export certificate as part of the certificate application.
- Box 2: Council Regulation (EC) No 834/2007, Reference Number must state Article 33(2) - (export of plant based products) if produced and exported from Australia. The other article 33(3) – is not relevant to Australia at this stage.

#### ***For Livestock products (honey etc) going to the UK***

- Additional prior notification is required – please plan ahead as this documentation can be extremely time-consuming.
- For these exports Box 2 needs to be ticked as Commission Regulation (EC) No 1235/2008, Article 19.
- PRIOR NOTIFICATION NUMBER is entered in Box 4.
- Box 6: Inspection Body or Authority shall state NCO, Unit 7, 3 Mt Barker Road, Stirling SA 5152, Australia, IFOAM Accredited.

#### **b) Export Destination – Australia to Switzerland**

***Swiss Confederation Import Certificates (Swiss)*** are required for the import of organic farming products to Switzerland.

- Procedures for completion are as for EU but using the Swiss certificate.

#### **c) Export Destination – Australia to all other Non-EU countries**

***Organic Produce certificate EX1399- 11/04 (OPC)*** is required for all countries other than Europe or Switzerland.

#### **d) Export Destination – Australia to Japan**

***Organic Produce certificate EX1399 – 11/04 (OPC)***.

- For a list of JAS Organic Standards scopes and import requirements refer to *F1.08 JAS Certification Information Pack*. Livestock products and livestock feed may be exported as certified organic or as uncertified organic. Uncertified organic products are required to be labelled appropriately so as not to mislead consumers.
- Each consignment of bulk goods exported under the Equivalence Agreement between Australia and Japan must be accompanied by a letter stating that specified prohibited substances have not been used in the production/preparation of the goods. Refer to *F1.08 JAS Certification Information Pack* for details.

This applies to plant and plant products produced and sold from Australia only and these must be certified by and AQIS approved certifier such as NCO.

- Exports of all other goods labelled as organic to Japan must be of JAS certified produce only. Exceptions from JAS labelling requirements are for honey, alcohol, health & beauty/cosmetics. These may be exported to Japan as certified organic under the NASAA Organic label. This is because these products are not included in the JAS Law for Organic Products, but must meet other Japanese regulations.
- All JAS certificates must include both the NCO JAS number as well as the NCO registration number.

#### **e) Export Destination – Australia to USA**

##### ***Organic Produce certificate EX1399 – 11/04 (OPC).***

- Exports to the USA as organic must be US NOP certified by an Accredited Certifying Agent (ACA) such as NCO. Refer to *F1.09 USNOP APPLICATION INFORMATION*.
- All US certificates must include both the NCO USDA NOP number as well as the NCO registration number.

#### **f) Export Destination – Australia to Taiwan**

##### ***Organic Produce Certificate EX1399- 11/04 (OPC).***

- All organic exports to Taiwan must meet the requirements of the importing country which includes a zero tolerance for the presence of contaminants in organic produce.
- Operators must be in possession of a current NASAA certificate of analysis for each type of product exported to Taiwan. Analysis must be done each season for plant products. Current samples will be required for livestock products (offal & bone may not be certified organic). These analyses must be available before export.
- Export Certificates will only be issued on current independent evidence of zero residues for the relevant product.
- Batch/lot numbers must be listed on the OPC and be consistent with those listed on related documentation (eg health certificate, request for Permit (RFP), Phytosanitary Certificate).

#### **g) Export Destination – Australia to Canada**

##### ***Organic Produce Certificate EX1399- 11/04 (OPC).***

- All organic exports to Canada must meet the requirements of the Canadian Organic Products Regulations and be certified by an approved certifier listed on the Canadian Food Inspection Agency website for the relevant country of origin (ie NASAA Certified Organic's Canada Program).
- Refer to F1.14 COR Certification Application Info Pack for information about this certification.
- Canada has specific labelling requirements for organic imports.

#### ***For Organic Honey going to Canada***

- The producer/exporter must be listed with AQIS as an approved honey exporter. Exporters must provide proof that they are listed on the AQIS Honey Register. The AQIS number must be noted on the OPC in the Related Certification Box. OPCs will NOT be issued for honey without this number. Operators should email [exportestablishmentregistration@aqis.gov.au](mailto:exportestablishmentregistration@aqis.gov.au) to request an application form. Please allow time to obtain this before requesting the OPC.

### **B. GOODS PRODUCED OUTSIDE AUSTRALIA – Administrative Requirements**

- Separate non-AQIS certificates apply to certified organic exports from outside Australia. NCO will supply these electronically as required.
- Requirements as for A. above excluding requirements for triplicate copies. Certificates must be either entirely in typescript or entirely written in capital letters.

#### **a) Export Destination - the European Union (EU)**

##### ***Certificate of Inspection for Import of Products from Organic Production into the European Community***

- The Certificate of Inspection will only be issued once NCO has received a signed statement that the importer in the EU importing country has a specific permit to import the specified produce and that they

are a certified organic importer if this is required. The import authorisation reference number must be entered in **Box 4** of the EU certificate.

- An **EU import permit** is usually required by the government of the importing country (member state).
- A commercial document of Export must accompany certificates to EU countries (eg: Purchase order, Bill of Lading etc) and a copy of this commercial document must be forwarded to NCO with the certificate application.
- Box 2: Reference Number must state Article **19** if produced and/or exported from outside Australia.
- Box 6: Inspection Body or Authority should state NCO P/L, Unit 7, 3 Mount Barker Road, Stirling SA 5152, Australia, IFOAM Accredited. Do not use the PO Box Address.

#### **b) Export Destination - Switzerland**

**Swiss Confederation Import Certificate for the Import of Organic Farming Products** is required.

- Procedures for completion are as for EU a) above.

#### **c) Export Destination - Japan**

- Exports of all goods labelled as organic to Japan must be of JAS certified produce only. Exceptions from JAS labelling requirements are for honey, alcohol, health & beauty/cosmetics. These may be exported to Japan as certified organic under the NASAA Organic label. This is because these products are not included in the JAS Law for Organic Products, but must meet other Japanese regulations.
- For a list of JAS Organic Standards scopes and import requirements refer to *F1.08 JAS Certification Information Pack*. Livestock products and livestock feed may be exported as certified organic or as uncertified organic. Uncertified organic products are required to be labelled appropriately so as not to mislead consumers.
- All JAS certificates must include both the NCO JAS number as well as the NCO registration number.

#### **d) Export Destination - USA**

**NCO Form: International Export to non-EU**

- Exports to the USA that will bear the USDA or NASAA label must be of US NOP certified produce only.
- All US certificates must include both the NCO USDA NOP number as well as the NCO registration number.
- Exports of alcohol products have further labelling approval requirements; please contact NCO.

#### **e) Export Destination – Canada**

**NCO Form: International Export to non-EU.**

- As a result of the determination of equivalence between Canada and the US, both the Canada Organic Biologique logo and the USDA organic seal may be used on products entering Canada, provided the product is USDA certified by NCO and meets the NOP labelling requirements for the USDA organic seal.
- Canada has specific labelling requirements for organic imports (eg Canada does not have a 100 percent organic claim for products.)

#### **f) Export Destination – Other Non-EU countries**

**NCO Form: International Export to non-EU**

### **C. PROCEDURES FOR AIRFREIGHTED SHIPMENTS**

In the case of airfreighted goods it may be necessary to receive confirmation of organic status on the same day as departure. In these instances we require that the packlists, original completed certificate and any accompanying paperwork be faxed to the office as early in the day as possible. We will still require the actual original certificate in triplicate at the office within the next two days.

It is quite acceptable for packlists to be e-mailed however for the sake of security we must ask that the certificates be faxed and that **no** pro-formas be used.

Exporters must complete organic certificates in a manner similar to the attached pro-formas and are reminded that the validity of faxed certificates may or may not be acceptable at the point of departure by AQIS.

If you have difficulty in reading the attachments or would like to discuss this with NCO, please do so as soon as possible.

#### **E. FEES**

Refer to the *L1.1 NCO Fee Schedule – Other Fees – Transaction/Export Certificate*

#### **F. EXPORT CERTIFICATE FOR NON-CERTIFIED OPERATOR**

NCO may issue Export Certificates for a non-certified business only in the case where the **certified** product is packed in the final retail pack for the end consumer by a **certified** processor/packer.

#### **G. EXAMPLES OF CERTIFICATES & BLANKS OF INTERNATIONAL CERTIFICATES**

NCO will supply on request examples of forms & instructions on how to complete them. Australian forms are not available electronically.