

# APPLICANT ORGANIC HANDLING PLAN (Wholesaler/Exporter) QUESTIONNAIRE (STRICTLY CONFIDENTIAL)



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Please complete all sections of the form and indicate "n/a" for sections that are not applicable to your operation.

You can attach additional paper if required.

Please use black ink or type, initial each page and forward to NASAA.

**NAME OF REGISTERED BUSINESS:** .....

**CONTACT NAME AND POSITION:** .....

**Trading As:** .....

**Physical Address of business premise:** .....

**Name any subsidiary premise(s) for which certification is sought:** .....

**Postal Address (if different from above):** .....

**Legal Status of Company:**

Sole Proprietorship  Legal Partnership  Corporation   
 Trust or non-profit  Other (specify):

**Identify which best describes your operation:**

Wholesaler  Exporter   
 Packer  Other

**Identify products handled at your retail premise:**

Fresh fruit & veg	<input type="checkbox"/>	Meat	<input type="checkbox"/>	Dairy	<input type="checkbox"/>
Imported product	<input type="checkbox"/>	Packaged product	<input type="checkbox"/>	Repackaged product	<input type="checkbox"/>
Prepared meals	<input type="checkbox"/>	Bulk	<input type="checkbox"/>	Cosmetics	<input type="checkbox"/>
Vitamins/Supplements	<input type="checkbox"/>	Other (detail)	<input type="checkbox"/>		

**Years of Ownership of business for which certification is being sought:** .....

**Government Permits/licence:** .....

**Are you certified with any other organic organisation?** Yes  No

If yes please specify: .....

**Have you failed to attain certification with another organisation?** Yes  No

**If you failed to obtain certification in the past, what have you done to remedy the reason(s)?**  
.....  
.....

**Have you obtained and read a current copy of NASAA Organic Standard?**

Yes  No

**Do you own/operate another business not included in this application:** Yes No

**Please detail:** .....

**SECTION 1: LABELLING**

Detail current product labeling:

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How do you currently differentiate between certified and non-certified product:

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Do you understand the requirements for use of the NASAA label? Yes  No

Do you intend to utilize the NASAA label for certified product? Yes  No

**SECTION 2: RECORDS**

Indicate which records are currently maintained:

Purchase	<input type="checkbox"/>	Sales	<input type="checkbox"/>	Storage	<input type="checkbox"/>
Cleaning	<input type="checkbox"/>	Pest Control	<input type="checkbox"/>	Staff Training	<input type="checkbox"/>
Other	<input type="checkbox"/>	(please detail) _____			

Are organic certificates maintained for all certified product handled? Yes  No

If no, how is the certification detail of purchased product verified?

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Are procedures in place to enable product recall? Yes  No  NA

**SECTION 3: STORAGE & HANDLING**

Are certified products stored and handled separately from non-certified product?

Yes  No  NA

Detail what strategies are employed to ensure certified product is not contaminated during storage and handling:

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Do storage and display areas clearly identify certified product? Yes  No  NA

**SECTION 4: PACKAGING**

Detail current product packaging of certified product:

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How does current packaging prevent contamination of certified product?

**SECTION 5: SANITATION, CLEANING & PEST CONTROL**

Do you have a Quality Assurance program in place: Yes  No

If yes, what program do you use:

ISO 9000  HACCP  ISO 1400  SQF 1000

SQF 2000  Other (specify):

Indicate what cleaning methods are employed:

Sweeping  Scraping  Vacuuming  Compressed air

Manual Washing  Clean in place (CIP)  Steam cleaning

Sanitising  Other (specify)

Provide information on your cleaning program and products used:

Area	Type of Cleaning	Cleaning Equipment Used	Products Used	Freq	Cleaning Documented
Receival					
Storage					
Production area					
Packing area					
Final product storage					
Other (specify)					

Please attach an MSDS for all cleaning products listed above

Are all food contact surfaces food grade: Yes  No

Are all food contact surfaced 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  N/A

**SECTION 6: STAFF TRAINING**

Are all new staff subject to an "induction"? Yes  No  N/A

Does the induction include an overview of organic certification? Yes  No  N/A

Do you conduct regular staff training that includes organic certification? Yes  No  N/A

**SECTION 7: Import and Export – Processing Standards section 1.9**

Indicate what products will be exported:

Product	Export Destination(s)

Estimate the volume of organic products exported per annum:

Product	Volume Exported Per Annum

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

# STATUTORY DECLARATION

I [Name in full] .....

of [Address] .....

[Occupation] .....

## DO SOLEMNLY AND SINCERELY DECLARE AS FOLLOWS:

1. I am the applicant named in the attached questionnaire/\*employed by the applicant company named in the attached questionnaire as ..... and am authorised to make this statutory declaration on behalf of the applicant.
2. I have read the NASAA Organic Standard and NASAA Organic (Trader) Standard (“the Standard”) and I understand the purpose of the Standard and what is required in order to comply with them. I will operate in accordance with the Standard from hereforth and will notify NASAA immediately of any activity that could impact on the integrity of certified product.
3. I have completed the attached questionnaire having regard to the Standard and from my own knowledge. The answers given are true and accurate. If NASAA requires further information in relation to my application, I agree to supply it to NASAA.
4. I understand that NASAA will rely upon the answers and information contained in the attached questionnaire in deciding whether to certify me/the applicant\* in accordance with the Standard and that it is important to the integrity of the Standard and the scheme of certification operated by NASAA that the answers and information provided in the attached questionnaire are true and accurate.
5. I understand and agree:
  - i) That NASAA may deploy an inspector to visit my premises;
  - ii) That this inspector may be directly employed by NASAA or by another certification agency subcontracted to NASAA;
  - iii) That NASAA may perform announced and/or unannounced inspections of my operation;
  - iv) To grant right of access to all appropriate facilities and to all relevant documentation including financial records to NASAA and to inspectors of NASAA’s accreditors.

**AND I MAKE THIS SOLEMN DECLARATION** by virtue of the Statutory Declarations Act 1959 and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously stating that the statements contained in this declaration to be true in every particular.

**DECLARED at** [Address].....

the ..... day of .....

Before me, a JP or Commissioner for the taking of declarations:

[Signature of JP/Commissioner].....

[Signature of person making the declaration] .....

\* Delete whichever is inapplicable