

Please forward the completed OHP to the NCO Office within 2 weeks. Thank you!

# INPUT MANUFACTURER ORGANIC HANDLING PLAN UPDATE



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All NASAA Certified Organic (NCO) licensees are required to complete an Organic Handling Plan update on an annual basis to capture any changes that have occurred during the preceding year.

All sections need to be completed – use N/A (not applicable) if a question does not apply to your operation. Please use additional sheets of paper if necessary.

<b>SECTION 1: GENERAL INFORMATION</b>		<b>DATE:...../...../.....</b>
<b>COMPANY NAME:</b>		<b>REG. NO.</b>
<b>TRADING AS:</b>		
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>
<b>YEAR FIRST CERTIFIED:</b>	<b>DO YOU HAVE A CURRENT COPY OF THE NASAA STANDARDS?:</b>	
<b>Tick the Programs that the product is to be assessed for.</b> Note that this assessment for any program other than NASAA is a service for you to enable you to know whether the product may be used by any certified organic operator in any of our organic programs. Assessment is automatic for the NASAA IFOAM Program only.	NASAA USDA NOP Japan JAS Canadian Organic Regime EU Equivalence	

<b>SECTION 2: CONTRACT PROVISOS</b>
Where there any contract conditions or additional areas to address arising from the last inspection? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please detail how you have addressed the contract conditions from your current certification contract.
1.
2.
3.
(Please attach additional information if required)

## SECTION 3: ORGANIC PRODUCTION/MANUFACTURING PLAN CHANGES

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Tick the boxes where changes have been made to your certified production since the last inspection and summarise all changes made or planned to be made

Input Manufacturer OHP Category	Summary Statement of Changes	Inspector Verified	
		Yes	No
<input type="checkbox"/> Management & Key Personnel	<i>NASAA Organic Standard 9.1.5</i>		
<input type="checkbox"/> Certified Product & Processes	<i>Has an application been lodged with NCO?</i>		
<input type="checkbox"/> Raw Agricultural Ingredients	<i>NASAA Organic Standard Annex 8</i>		
<input type="checkbox"/> Processing Aids & Additives	<i>NASAA Organic Standard Annex 8</i>		
<input type="checkbox"/> Water Use	<i>NASAA Organic Standard section 3.9</i>		
<input type="checkbox"/> Hygiene and Cleaning	<i>NASAA Organic Standard section 9 &amp; Annex 7</i>		
<input type="checkbox"/> Pest Control	<i>NASAA Organic Standard section 9.7</i>		
<input type="checkbox"/> Packaging	<i>NASAA Organic Standard section 9.5</i>		
<input type="checkbox"/> Record Keeping	<i>NASAA Organic Standard section 9.8</i>		
<input type="checkbox"/> Transport and Distribution	<i>NASAA Organic Standard section 9.2</i>		
<input type="checkbox"/> Handling and Packaging	<i>NASAA Organic Standard section 9.6</i>		
<input type="checkbox"/> Storage and Warehouse	<i>NASAA Organic Standard section 9.3</i>		

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<input type="checkbox"/> Labelling	<i>NASAA Organic Standard section 2.18 – 2.20</i>		
<input type="checkbox"/> Samples	<i>NASAA Organic Standard section 9.13</i>		
<input type="checkbox"/> Environmental Issues	<i>NASAA Organic Standard section 9.9</i>		
<input type="checkbox"/> Product Recall	<i>NASAA Organic Standard section 9.10</i>		

## DECLARATION OF INPUTS FOR THE 12 MONTH PERIOD PRIOR TO INSPECTION.

This section must be completed each year. You must record **every** ingredient, agricultural product, processing aid and additive used during the 12-month period prior to reinspection.

### ANNUAL ORGANIC REGISTER:

Please provide the quantities, suppliers and dates of all incoming raw certified product/ingredients that you have handled, processed, packed, stored, sold/exported in the period since last inspection.

<b>Date Received</b>	<b>Supplier</b>	<b>Organic Product or Ingredient (also indicate variety if relevant)</b>	<b>Total Quantity Received (raw materials)</b>	<b>Quantity used in NCO Product</b>	<b>Quantity in “Other” (ie, storage, conventional product, non-NCO product)</b>	<b>Conversion Factor (average ratio of raw material to finished material)</b>

Are you using any ingredients in an NCO product that are with a certification agency other than NCO?:

YES  NO

If yes, provide details: \_\_\_\_\_

### INGREDIENTS, ADDITIVES, PROCESSING AIDS:

List input products requested for inclusion under organic certification:

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**Please attach additional paper if required**

- **include both active and inert materials**

<b>PRODUCT # 1:</b>			
<b>Ingredients</b>	<b>% Weight to weight</b>	<b>Manufacturer</b>	<b>MSDS Enclosed</b>
<b>Comments:</b>			

<b>PRODUCT # 2:</b>			
<b>Ingredients</b>	<b>% Weight to weight</b>	<b>Manufacturer</b>	<b>MSDS Enclosed</b>
<b>Comments:</b>			

<b>PRODUCT # 3:</b>			
<b>Ingredients</b>	<b>% Weight to weight</b>	<b>Manufacturer</b>	<b>MSDS Enclosed</b>
<b>Comments:</b>			

I/we declare that all information supplied is true and accurate. I affirm my commitment to abide by the NASAA Standards. No prohibited products, including genetically engineered products, have been used, applied, or otherwise allowed to compromise the integrity of the organic products produced and sold by me. I understand that failure to follow the NASAA Standards or giving false information may result in the de-certification of my operation. I further understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Witnessed \_\_\_\_\_ Date \_\_\_\_\_

(NB The witness must be an adult who is not signatory to the operator's NCO license).