

**PROCESSOR ORGANIC HANDLING PLAN
(STRICTLY CONFIDENTIAL)**



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.

The information provided by the company in this form will be kept CONFIDENTIAL and will not be divulged to any other party without your written permission as per the Privacy Act.

Please use black ink or type, initial each page and provide NASAA with two copies of the completed questionnaire

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Email enquiries@nasaa.com.au
Web www.nasaa.com.au

NAME OF REGISTERED COMPANY: _____

CERTIFICATION NBR: _____

TRADING AS: _____

POSTAL ADDRESS _____

SECTION 1: PRODUCT AND PROCESSES

Indicate what processing and preparation methods are employed at your operation (where applicable):

Mechanical Physical Biological Extraction
 Precipitation Filtration Other (specify)

List processed products requested for inclusion under organic certification:

Please attach additional paper if required

PRODUCT # 1:					
Ingredients	% Weight to weight	Certification Level	Certifier	Certificate Expires	Product Acceptance
Comments:					

PRODUCT # 2:					
Ingredients	% Weight to weight	Certification Level	Certifier	Certificate Expires	Product Acceptance
Comments:					

Mechanical filtration
 H₂O₂
 Other (please indicate) _____

Ozone Treatment
 Carbon Filtration

Does steam come into direct contact with organic product: Yes No

If yes, what do you use steam for:

Steam filters Condensate traps Testing of condensate
 Testing of finished product Other (specify)

Are boiler additives used: Yes No N/A

If yes attach the MSDS for each boiler additive

Is water monitoring carried out:

Weekly Monthly Annually As needed N/A

SECTION 5: Prohibited Practices – Processing Standards section 1.1.7

Is documentation maintained to verify that all ingredients, processing aids and additives do not contain, nor derived from genetically modified organisms (GMO): Yes No

Is irradiation or microwave used during the processing of product: Yes No

If yes, please detail: _____

SECTION 6: Hygiene and Cleaning – Processing Standards section 1.2

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					
Ingredient Storage					
Product transfer					
Production area					
Packing area					
Final product storage					
Loading dock					
Building exterior					
Accidental spill					
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 7: Pest Control – Processing Standards section 1.3

What typed of pest management system to you use:

In house Name of responsible person

Contract Pest Control Please supply name

Indicate problem pests:

Flying insects Crawling insects Rodents Spiders
Birds Other (specify)

What pest management practices do you employ:

Exclusion Physical barriers Monitoring Pheromone Traps
Bait stations Mechanical Traps Fogging Fumigation
Other (specify)

Are bait stations placed on the exterior of buildings only: Yes No N/A

Are bait stations marked on the floor chart supplied to NASAA: Yes No N/A

If fogging or fumigation is carried out on site are organic products removed during the process and for 48 hours thereafter: Yes No N/A

Attach an MSDS for all pest management products used at the facility requesting certification

Is documentation maintained to verify all pest management procedures: Yes No

SECTION 8: Packaging – Processing Standards section 1.4

Indicate packaging materials used:

Paper Cardboard Wood Glass
Metal Waxed paper Plastic Foil
Natural Fibre Other (specify)

Please indicate that the products stated below are not used in the packaging of organic product:

CFCs PVC Lead

Have any packaging materials been exposed to synthetic fungicides, preservatives or fumigants:

Yes No *If yes, attach an MSDS for the product used*

If recycled packaging material is used indicate how contamination is prevented:

SECTION 9: Record Keeping – Processing Standards section 1.5

It is a requirement of the NASAA Standards that comprehensive records are maintained to clearly demonstrate compliance with all aspects of organic handling. These records must be made available at the time of inspection.

Have you attachd a Product Flow Chart and Floor Plan: Yes No

Indicate what records are maintained:

Incoming:

Purchase orders Contracts Invoices Bills of lading
Sales tickets Receiving records Scale tickets
Certificate of analysis Copies of certificates to verify organic status

Verification of non GM ingredients Other (specify)

In Process:

Blending reports Products reports Equipment clean out logs
Sanitation logs Packaging reports QA reports
Products summary records Other (specify)

Storage:

Ingredient inventory reports Finished product inventory reports
Other (specify)

Outgoing:

Shipping log Bills of lading Scale tickets Purchase orders
Sales invoices Phytosanitary certificates Export declaration forms
Transaction certificates Sales summary log Audit control register
Other (specify)

Describe the batch numbering system implemented:

Can your record keeping system track the finished product back to all ingredients: Yes No

Can you record keeping system balance organic ingredients in and out: Yes No

Are records maintained for at least 5 years: Yes No

SECTION 10: Transport and Distribution – Processing Standards section 1.6

Incoming Products:

In what form are incoming products received:

Dry bulk Liquid bulk Tote bags Metal drums
Cardboard drums Paper bags Foil bags Other (specify)

Do you use a contract transport company for incoming product transport: Yes No

Do transportation vehicles transport both organic and non organic product: Yes No

How is contamination prevented during transportation with non organic product:

Indicate how transportation units are cleaned prior to handling organic product:

Are records maintained to verify clean down of transportation vehicles prior to handling organic product (unless transportation is dedicated organic): Yes No

Are incoming products imported: Yes No

Are phytosanitary certificates & Quarantine Orders maintained for all imported organic products to verify fumigation procedures (if applicable): Yes No

Outgoing Finished Products:

In what form are finished products transported:

Dry bulk Liquid bulk Tote bags Metal drums
Cardboard drums Paper bags Foil bags Other (specify)

Do you use a contract transport company for finished product transport: Yes No

Do transportation vehicles transport both organic and non organic product: Yes No

How is contamination prevented during transportation with non organic product (only indicate if different to incoming goods above):

Indicate how transportation units are cleaned prior to handling organic product (only indicate if different to incoming goods above):

SECTION 11: Handling and Packaging – Processing Standards section 1.7

Is handling and packaging of organic product separated in time or place from handling and packaging of non organic products: Yes No

Describe the handling and packaging process for organic product:

Is packaging carried out on site: Yes No

If no, indicate where packaging is carried out:

SECTION 12: Storage and Warehouse – Processing Standards section 1.8

Provide information on your storage areas by completing the following details:

Storage Area	Dedicated Organic Yes/No	Comments on potential contamination or commingling
Ingredient Storage		
Packaging Material Storage		
In Process Storage		
Finished Product Storage		
Off Site Storage		
Other (specify)		

Please indicate the name and physical location of any off site storage areas:

Are organic storage areas clearly identified as “organic”: Yes No

SECTION 13: 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

SECTION 14: Labelling & Consumer Information – Processing Standards section 1.10

Products containing 95% certified organic ingredients:

Will products for which certification is sought contain at least 95% certified organic ingredients:

Yes No

Do you intend to use the NASAA label on such goods: Yes No

Products containing 70% - 95% certified organic ingredients:

Will products for which certification is sought contain 70% to 95% certified organic ingredients:

Yes No

Do you understand that the NASAA label can not be used on such products: Yes No

Products labelled as 100% certified organic:

Will products derived from 100% certified organic ingredients indicate such on the product labelling: Yes No

Will labels be forwarded to NASAA for approval prior to use: Yes No

SECTION 15: Samples – Processing Standards section 1.11

Are ingredient samples retained: Yes No

If yes, how long are they maintained:

Are finished product samples retained: Yes No

If yes, how long are they maintained:

SECTION 16: Best Environmental Practice – Processing Standards section 1.13

Indicate how chemical and waste substances are managed during collection, storage and disposal:

Waste/Contaminant	Management
Boiler water disposal	
Cleaning materials	
Waste water	
Dust	
Commercial waste	
Fumes	
Noise	
Packaging materials	
Other (specify)	

What measures are implemented to minimise water and electricity usage:

.....

.....

.....

SECTION 17: Product Recall – Processing Standards section 1.14

Do you have a product recall system in place: Yes No

Detail your product recall system:

.....

.....

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.

You must complete this declaration **prior to your inspection** to enable review and re-contracting of your certification.

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.

Date Received	Supplier	Organic Product or Ingredient (also indicate variety if relevant)	Total Quantity Received (raw materials)	Quantity used in NASAA Certified Product	Quantity in "Other" (ie, storage, conventional product, non-NASAA product)	Conversion Factor (average ratio of raw material to finished material)

Are you using any ingredients in a NASAA certified product that are with a certification agency other than NASAA:

YES NO

If yes, provide details: _____

INGREDIENTS, ADDITIVES, PROCESSING AIDS:

Please list all ingredients, additives, processing aids, packaging materials other than those listed above that make up each batch of organic product.

Type of ingr/add/proc.aid etc	Source	Quantity Used Per Batch	Percentage of Final Product	Description of Final Product	Reason For Use

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 should be an adult who is not signatory to the operator's NASAA licence).