

**PLEASE PROVIDE COMPLETED FORM TO THE NASAA INSPECTOR!
WHOLESALE/EXPORTER ORGANIC HANDLING
PLAN UPDATE**



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

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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.

SECTION 1: GENERAL INFORMATION		DATE:...../...../.....
COMPANY NAME:		REG. NO.
TRADING AS:		
PHONE:	FAX:	EMAIL:
YEAR FIRST CERTIFIED:	DO YOU HAVE A CURRENT COPY OF THE PROCESSING STANDARDS:	

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

SECTION 3: ORGANIC HANDLING PLAN CHANGES			
Check the following categories where changes have been made to your certified operation since the last inspection and summarise all changes made or planned to be made			
Wholesaler OHP Plan Category	Summary Statement of Changes	Inspector Verified	
<input type="checkbox"/> Certified Product & Processes	<i>Has an application been lodged with NASAA?</i>	Yes	No
<input type="checkbox"/> Management & Key Personnel	<i>NASAA Organic Standard section 9.1.5</i>		
<input type="checkbox"/> Labelling	<i>NASAA Organic Standard section 2.20</i>		

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<input type="checkbox"/> Handling & Packaging	<i>NASAA Organic Standard section 9.5/9.6</i>		
<input type="checkbox"/> Pest Control	<i>NASAA Organic Standard section 9.7</i>		
<input type="checkbox"/> Hygiene and Cleaning	<i>NASAA Organic Standard section 9 & Annex 7</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"/> Storage and Warehouse	<i>NASAA Organic Standard section 9.3</i>		
<input type="checkbox"/> Import and Export	<i>NASAA Organic Standard section 2.15 & 9.12</i>		
<input type="checkbox"/> Samples	<i>NASAA Organic Standard section 9.13</i>		
<input type="checkbox"/> Product Recall	<i>NASAA Organic Standard section 9.10</i>		
<input type="checkbox"/> Product Acceptance	<i>NASAA Organic Standard section 9.11</i>		
<input type="checkbox"/> Imported Product	<i>NASAA Organic Standard section 9.12</i>		

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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).