



# AF3.1.2 Extension of Scope Certification Application Form

Version: 28/6/2010

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## NASAA Certified Organic P/L

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Extension of Scope is required where any certified operator desires to add products or services to the certification. Refer to the Certification Contract Schedule and Certificate. In most cases where crops or products are not listed then they are not certified. (Please check with the office if you are not sure).

This form is applicable to:

**Producers:** Section A: Applicant Details  Section B: Farm Processing  and Section C: Processed farm products  (For extension of certification with new land and/or crops/livestock please complete the AF3.1.1 Additional Acreage & Additional Crop/Livestock Application Form)  
 Section: D: Declaration  Section E: Payment Details

### Processors, Input Manufacturers and other types of licensees:

Section A: Applicant Details  Section B: Processing  Section C: Products   
 Section: D: Declaration  Section E: Payment Details

### A. Applicant Details

Name of Licensee: \_\_\_\_\_ Certification number: \_\_\_\_\_

Certification Category (ie producer, processors): \_\_\_\_\_

### B. Additional Processing Activities

Please complete for each processing activity (attach more tables as necessary). **Attach as separate sheet(s)**

#### Process Flow Chart:

- Identify organic critical control points and describe how the integrity of the organic product will be maintained at each point.
- Include a description of hygiene and pest control practices.
- Attach an updated site map and floor plan if new equipment is to be used.
- Attach extra information if there is insufficient space below

Processing/manufacturing activity 1	Processor (e.g., Smith's Olive Press)	Certified (Y/N)	Certifier	Process or reg. no.	Certificate expiry date
Activity (e.g., Olive oil production)					
Process description					
Organic critical control points					
How organic integrity is maintained at each point					
Hygiene practices					
Pest control practices					
NCO use only		SL?		OK	OK



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**C. Additional Products**

Please complete a separate ingredients list (below) for each product (add rows and attach more tables as necessary).

- The mass of each ingredient must be shown for products that contain any solid ingredients.
- The volume of each ingredient must be shown for products that contain only liquid ingredients.
- Please refer to Section 2.20-2.21 of the NASAA Organic Standard for detailed instructions on calculating ingredient percentages.
- Complete all columns for certified ingredients or the first four columns for non-certified ingredients.
- For Input Manufacturers attach product specifications for each product to be added.

Product 1	Product name						
Ingredient	Mass or volume (kg or L)	% of total	Cert. level (Org, In Conv or not certified)	Supplier	Certifier	Supplier reg. no.	Certificate expiry date
<b>Comments</b>							
<i>NCO use only</i>	Total	% Cert	Product level	OK		OK	OK

Product 1	Product name						
Ingredient	Mass or volume (kg or L)	% of total	Cert. level (Org, In Conv or not certified)	Supplier	Certifier	Supplier reg. no.	Certificate expiry date
<b>Comments</b>							
<i>NCO use only</i>	Total	% Cert	Product level	OK		OK	OK

