	<b>OPERATOR INFORMATION SHEET</b>	CODE <b>IS_Preparing for Inspection</b>
	<b>PREPARING FOR YOUR INSPECTION</b>	<b>Version 2</b> Effective:01/12/17

<b>PREPARING FOR YOUR INSPECTION</b>
<p>This information sheet will help you prepare for your NCO inspection to ensure on-site efficiency of the allocated Inspector's time.</p> <p>Please ensure the availability of a nominated person to attend the inspection.</p> <p>Note that additional costs will be incurred if an inspection appointment is cancelled within seven days of the arranged date.</p>

**Prior to your (re-)inspection the following documents must be complete and up-to-date:**

**1. ORGANIC MANAGEMENT PLAN (OMP) AND/OR ORGANIC HANDLING PLAN (OHP)**  
*The Organic Management Plan (OMP) and/or Organic Handling Plan (OHP) will be used by NCO as part of initial and ongoing inspection and review of operator performance. It is therefore necessary to maintain and update the document regularly so that it accurately reflects and clearly demonstrates how management of activities comply with the requirements of the Organic Standards.*

Review Your Plan to ensure it is up to date with your current organic practice.

If any changes are required amend your OMP/OHP document and record those changes in your Amendment Register.

- Where change is substantial and/or permanent, submit a copy of your new document to the NCO Office.
- If the change is minor and/or temporary, send a copy of the OMP/OHP Update to the NCO office.
- **For USDA NOP program:** your current Organic Management/Handling/Systems Plan and/or Update needs to be submitted to the NCO office **before the anniversary date** on your NOP certificate. *Failure to submit prior to the anniversary date will result in Non-Compliance.*

**2. FARM MAP AND/OR FLOOR PLAN AND FLOW DIAGRAM**


Your Farm Map, and/or Site Plan and Flow Diagram will be used by the NCO inspector to over-view your operation and to guide them to any areas that may require further investigation due to increased risk to organic integrity.

**3. RECORDS**

The records you keep will be entirely dependent on your specific operation. Your records must allow an Inspector to verify that all organic activity and processes are compliant with Standard requirements.

**Examples include:**

- Management Records
  - OMP/OHP amendment register
  - Sowing, Harvesting (including any buffer zone harvests)
  - Stock vaccination and/or treatment requiring quarantine
  - Equipment clean-down
  - Batch lot processing dates & times etc.
- Production Records
  - In/Out balance for all inputs
  - In/Out balance for all outputs (including sales, stored/on-hand product and any wastage)

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- For JAS program - grading records
- Demonstrated traceback ability should product recall be required.
- Labels and/or advertising
  - Examples of all current Labels and/or advertising which carry the NASAA Certified Organic mark.
- Complaints register

*Note: Your OMP/OHP should outline which records are kept by your operation. If adequate/suitable records are not available this will result in Non-Compliance.*

#### **4. OUTSTANDING CONTRACT CONDITIONS**

Corrective Action Responses (CARs) you have made to any previously identified Non-Compliances should be documented. The Inspector will review the effectiveness of your CARs.

*Note: Non-Compliance responses may require changes to your documented OMP/OHP.*

#### **Further Information**

If you have any questions regarding preparation for your upcoming inspection please contact the office. Update templates, OMP templates and template recording forms can be found on the NCO website:

<https://www.nasaacertifiedorganic.com.au/our-publications/re-inspection-updates.html>

<https://nasaacertifiedorganic.com.au/our-publications/record-templates.html>

***The following changes to certification may require additional inspection:***

- *Additional Acreage/Livestock/Crops*
- *Additional Programs*
- *Extension of Scope*
- *Addition or change of facilities*
  - If you wish to include additional land, programs or scope to your certification, or if you are adding or moving facilities, please contact the NCO office at least **30 days prior to reinspection** since these changes require the relevant application forms to be completed by the Operator, returned to NCO for review by the Certification Team and then forwarded to the Inspector.
  - Provided the required documents are submitted **30 days prior to the re-inspection date** there will be no additional charge. Separate inspection visits can be made at other times throughout the year, however stand-alone additional inspection costs will be incurred.