



F2.1.13 NOP Organic Handling System Plan Questionnaire

Version: G/1

Effective: 19/01/2017

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Organic Handling System Plan Questionnaire

Please fill out this questionnaire if you are requesting organic handling certification. Attach an Organic Product Profile sheet for every product requested for certification, and a current schematic product flow chart and facility map for each facility which will handle organic products. Use additional sheets if necessary.

SECTION 1: General Information 205.401				NOP Rule 205.201 and
Applicant company name Trading as:			NCO Reg number	
Owner/manager		Authorised Representative Name & Position		ABN
Address				All other facilities where handling occurs for this application:
City	State/province	Post code	Country	
Legal status: <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Legal partnership <input type="checkbox"/> Other (specify)				
Year company began	Number of employees	Name of person overseeing organic production	Government permits/licenses	
Do you have a copy of current NOP organic standard? <input type="checkbox"/> Yes <input type="checkbox"/> No			Do you understand the NOP organic standard? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a copy of the current National List? <input type="checkbox"/> Yes <input type="checkbox"/> No				
What general categories of organic products are manufactured or planned to be manufactured? <i>Provide a complete list of products requested for certification in Section 2: Product Composition and Labelling.</i>				
List all non-compliances from last year's certification and state how the non-compliances have been addressed. <input type="checkbox"/> Not applicable				
List previous years certified organic and name of certifying agent.			List current organic certification by other agents.	
Has certification ever been denied, suspended, or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the circumstances. <i>Attach a description of the actions taken to correct non-compliances.</i>				
Preferred time for inspection visit: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon Give directions to the processing facility.				
Type of processing/handling operation, e.g. grain cleaning, canning, freezing	Is your operation: <input type="checkbox"/> Primary (you own the products) <input type="checkbox"/> Contract (production for others)		Estimated annual total production _____ % organic _____ % nonorganic	
IF YOU USE CONTRACT SERVICES, PROVIDE THE FOLLOWING INFORMATION:				
NAME OF CONTRACT VENDOR	SERVICE PROVIDED	Address		CERTIFIED BY
List or attach a list stating the general categories of nonorganic products produced by your company.				

SECTION 2: Labelling and Product Composition

**NOP Rule 205.105, 205.270, 205.300-205.305 and
205.307-205.311**

The NOP Rules have categories of products which can use the word “organic”. These are "100% organic", "organic", "made with organic (specified ingredients or food group(s))", and products with less than 70% organic ingredients. The % of organic ingredients is calculated by dividing the total net weight or volume (excluding salt and water) of combined organic ingredients by the total weight or volume of all ingredients (excluding salt and water). All ingredients identified as "organic" in the ingredient list must be certified by an accredited certifying agent. Ingredients sourced from non-certified exempt or excluded operations must not be identified or used as organic ingredients.

Products labelled “100% organic” must contain 100% organic ingredients, including processing aids. Products labelled “organic” must contain at least 95% organic ingredients; nonorganic ingredients must not be commercially available in an organic form; and all synthetic ingredients and processing aids must be on the National List. Products labelled "made with organic (specified ingredients or food group(s))" must contain at least 70% organic ingredients. For "100% organic," "organic," and "made with ..." products, both organic and nonorganic ingredients must not be produced using excluded methods, sewage sludge, or ionizing radiation. Products labelled "organic" or "made with..." must not include organic and nonorganic forms of the same ingredient, except that a nonorganic ingredient in a product labelled "made with..." may contain organic and nonorganic forms of the same ingredient, but the ingredient must not be labelled as "organic" on the ingredient statement or be counted in the calculation of the product's organic percentage. Products with less than 70% organic ingredients can only identify the organic ingredients in the information panel. Refer to the National List, Section 205.605 and 205.606, to determine which non-agricultural substances and non-organically produced agricultural ingredients are allowed in or on products labelled "organic" or "made with..."

The NOP Rule has specific requirements for principal display panel information relating to the use of the term "organic", depending on the % of organic ingredients in the finished product. For all products, the organic ingredients must be identified in the ingredient information panel. Up to three ingredients or food groups can be listed on the principal display panel for products labelled as "made with organic (ingredients or food group(s))". The term "organic" cannot be used to describe a nonorganic ingredient in a product name. Water and salt cannot be identified as "organic". The name of the certifying agent must be identified on the information panel below the name of the handler or distributor, preceded by the statement, "Certified organic by..." or similar phrase. The address and telephone number of the certifying agent may be displayed.

The USDA seal can be used on "100% organic" or "organic" products, but not on products labelled "made with..." A certifying agent's seal, logo or other identifying mark can be used on "100% organic," "organic" or "made with..." Products with less than 70% organic ingredients cannot use the USDA seal or the certifying agent's name, seal or logo. The certifying agent's seal cannot be displayed more prominently than the USDA seal.

Attach an Organic Product Profile sheet for every product requested for certification.
See last page – submit one sheet per product.
Attach examples of labels for all products requested for certification.

A. PRODUCTS LABELED AS "100% ORGANIC" (All ingredients are certified 100% organic, including processing aids.)
List all products labelled or planned to be labelled as "100 % Organic" and check appropriate boxes.

None

BRAND NAME OF PRODUCT	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓)	USE USDA SEAL ON LABEL (✓)	USE NASAA LABEL ON LABEL (✓)

B. PRODUCTS LABELED AS "ORGANIC" (at least 95% certified organic ingredients)

List all products labelled or planned to be labelled as "Organic" and tick appropriate boxes.

None

NAME OF PRODUCT	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓)	USE USDA SEAL ON LABEL (✓)	USE NASAA LABEL ON LABEL (✓)

Are any nonorganic agricultural ingredients used? Yes No

If yes, list all organic products which contain nonorganic agricultural ingredients.

If yes, describe your attempts to source organic ingredients.

Are sulphites, nitrates, or nitrites added during the production or handling process? Yes No

No

If yes, list all organic products produced with sulphites, nitrates, or nitrites.

Do any products labeled "organic" show the percentage of organic ingredients on the label? Yes No

If yes, list all products so labeled.

Does the size of the percentage statement exceed one-half the size of the largest type size on the panel on which the statement is displayed? Yes No

Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting? Yes No

Is the percentage rounded down to the nearest whole number? YES NO

SECTION 2: Labelling and Product Composition

C. PRODUCTS LABELED AS "MADE WITH ORGANIC (SPECIFIED INGREDIENTS OR FOOD GROUPS(S))"
 (At least 70% certified organic ingredients; up to 3 ingredients or food groups can be listed)

List all products to be labelled "Made with organic (ingredients or food group(s))" and tick appropriate boxes.

None

NAME OF PRODUCT	HOW MANY INGREDIENTS OR FOOD GROUPS ARE LISTED ON THE LABEL?	LIST EACH INGREDIENT OR FOOD GROUP ¹ SHOWN ON THE PRINCIPAL DISPLAY PANEL	ORGANIC INGREDIENTS IDENTIFIED IN INFORMATION PANEL (✓)	CERTIFYING AGENT NAME IDENTIFIED ON LABEL (✓)	NASAA LABEL ON LABEL (✓)

Does the "made with organic ingredients" statement on the principal display panel exceed one-half the size of the largest type size on the panel? Yes No

Does the "made with organic ingredients" statement on the principal display panel appear in its entirety in the same type size, style, and colour without highlighting?
 No Yes

Do any products labelled "made with organic ingredients" show the percentage of organic ingredients in the product? Yes No

If yes, does the size of the percentage statement exceed one-half the size of the largest type size on the panel on which the statement is displayed? Yes No

Does the percentage statement appear in its entirety in the same type size, style, and color without highlighting? Yes No

Is the percentage rounded down to the nearest whole number? Yes No

D. PRODUCTS WITH LESS THAN 70% ORGANIC INGREDIENTS (organic ingredients listed only on the information panel)

List all products which contain less than 70% organic ingredients. None

E. BY-PRODUCTS

Will any by-products from certified organic products be sold as certified organic? Yes No Not applicable

If yes, list all organic products manufactured from by-products.

Include information on organic by-products as applicable on this Organic Handling Plan.

¹ Choose from the following food group listings: beans, fish, fruits, grains, herbs, meats, nuts, oils, poultry, seeds, spices, sweeteners, vegetables, or processed milk products.

Attach an Organic Product Profile sheet for each product.

F. WATER

Check ways water is used in processing: None
used

- ingredient processing aid cooking cooling product transport cleaning organic products
 cleaning equipment other (specify)

Source of water: municipal on-site well other, specify

Does the water meet World Health Organisation Standards? Yes No

Attach copy of water test, if applicable.

What on-site water treatment processes are used? None

Is steam used in the processing or packaging of organic products? Yes No

If yes, describe how steam is used.

If steam has direct contact with organic products, do you use: No direct contact

- steam filters condensate traps testing of condensate testing of finished products
 other (specify)

List products used as boiler additives. No boiler additives used

Attach MSDS and/or label information for boiler additives, if applicable.

Describe how you monitor water quality.

How often do you conduct water quality monitoring? weekly monthly annually as needed

other (specify)

**SECTION 3: Assurance of Organic Integrity
205.272**

**NOP Rule 205.201(a), 205.270 and
205.272**

NOP Rule requires that handling practices and procedures present no contamination risk to organic products from commingling with nonorganic products or contact with prohibited substances. Packaging materials, bins, and storage containers must not have contained synthetic fungicides, preservatives, or fumigants. Reusable bags or containers must be clean and pose no risk to the integrity of organic products. Procedures used to maintain organic integrity must be documented.

A. PRODUCT FLOW / SITE PLAN

Attach a complete written description or schematic product flow chart which shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping.

Indicate where ingredients are added and/or processing aids are used. Attached ? Yes No

Site Plan - All equipment and storage areas must be identified. Attached? Yes No

B. ORGANIC INTEGRITY

Do you have an organic integrity program in place to address areas of potential commingling and/or contamination? Yes No

If yes, list specific control points you have identified in your process and state how you have addressed them to protect organic integrity, or *attach a copy of your organic integrity program.*

If no, do you have plans to implement an organic integrity program? Yes N

C. MONITORING

Do you have a Quality Assurance program in place? Yes No

If yes, what program do you use? ISO HACCP TQM other (specify)

Are any outside quality assessment services used? Yes No

If yes, name of company

Product testing: (Check all that apply)

- ingredients tested prior to purchase ingredients tested upon receipt products tested during production
 finished products tested other (specify)

SECTION 3: Assurance of Organic Integrity

C. MONITORING (continued)

How do you prevent the use of ingredients produced using excluded methods (genetic engineering), sewage sludge, or ionizing radiation? (tick all that apply)

- GE testing letters from manufacturers other (specify)

Are ingredient samples retained?

Yes No

If yes, how long?

Are finished product samples retained?

Yes No

If yes, how long?

Do you have a product recall system in place?

Yes No

D. EQUIPMENT

List all equipment used in processing.

EQUIPMENT NAME	CAPACITY	TICK IF EQUIPMENT IS CLEANED PRIOR TO ORGANIC PRODUCTION (✓)	TICK IF CLEANING IS DOCUMENTED (✓)	TICK IF THE EQUIPMENT IS PURGED PRIOR TO ORGANIC PRODUCTION (✓)

If equipment is purged, list and describe purge procedures, quantities purged, and documentation.

E. SANITATION

Attach MSDS and/or label information for cleaning and sanitizing products.

Check all cleaning methods used:

- sweeping scraping vacuuming compressed air manual washing clean in place (CIP)
 steam cleaning sanitizing other (specify)

Provide information on your cleaning program and products used.

AREA	TYPE OF CLEANING	CLEANING EQUIPMENT USED	PRODUCTS USED	FREQ	TICK IF CLEANING IS DOCUMENTED (✓)
Receiving area					
Ingredient storage					
Product transfer					
Production area					
Production equipment					
Packaging area					
Finished product storage					
Loading dock					
Building exterior					
Accidental spills					
Other (specify)					

Are all surfaces which contact organic products food grade?

Yes No

Do you test food contact surfaces or rinsate for cleaner/sanitizer residues?

Yes No

Where are cleaning/sanitizing materials stored?

SECTION 3: Assurance of Organic Integrity (continued)

F. PACKAGING

Check types of packaging material used: paper cardboard wood glass metal foil
 plastic waxed paper aseptic natural fibre synthetic fibre other (specify)

Where are packaging materials stored?

Are any fungicides, fumigants, or pest control products used in this storage area? Yes No

If yes, describe use and list specific products.

Have any packaging materials been exposed to synthetic fungicides, preservatives, or fumigants? Yes No

If yes, describe exposure, including name of products used.

Are packaging materials reused? Yes No

If yes, describe how reusable packaging materials are cleaned prior to use.

G. STORAGE

Provide information on your storage areas by completing the following table.

USE	LOCATION	TYPE/CAPACITY	IDENTIFICATION NAME OR NUMBER	IS STORAGE UNIT DEDICATED ORGANIC ? (✓)	COMMENTS ON POTENTIAL FOR CONTAMINATION OR COMMINGLING PROBLEMS
Ingredient storage					
Packaging material storage					
In-process storage					
Finished product storage					
Off-site storage*					
Other (specify)					

***If there is off-site storage, give name, address, phone number, contact person and type of products stored at off-site facility.**

H. TRANSPORTATION OF ORGANIC PRODUCTS

Incoming:

In what forms are incoming products received?

- dry bulk liquid bulk tote bags tote boxes metal drums cardboard drums paper bags
 foil bags other (specify)

How are incoming products transported?

Do you arrange incoming product transport?

Yes No

If you use transport companies, have they been notified of organic handling requirements?

Yes No

Are transport units used to carry nonorganic products or prohibited substances?

Yes No

If yes, how do you insure that inbound transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?

Yes No

Are organic products shipped at the same time as nonorganic in the same transport units?

Yes No

If yes, check all steps taken to segregate organic products:

- use of separate pallets pallet tags identifying "organic" organic product shrink wrapped
 separate area in transport unit organic product sealed in impermeable containers
 other (specify)

H. TRANSPORTATION (continued)

In-Process:

How are in-process products transported?

How do you insure that in-process transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?

Yes No

Outgoing Finished Product:

In what form are finished products shipped?

- dry bulk liquid bulk tote bags paper bags foil bags metal drums cardboard drums
 mesh bags cardboard cases plastic crates other (specify)

How are outgoing products transported?

Do you arrange outgoing product transport?

Yes No

If you use transport companies, have they been notified of organic handling requirements?

Yes No

Are transport units used to carry nonorganic products or prohibited materials?

Yes No

If yes, how do you insure that outgoing transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?

Yes No

Are organic products shipped at the same time as nonorganic in the same transport units?

Yes No

If yes, check steps taken to segregate organic products:

- use of separate pallets pallet tags identifying "organic" organic product shrink wrapped
 separate area in transport unit organic product sealed in impermeable containers other (specify)

**SECTION 4: Pest Management
205.271**

NOP Rule

NOP Rule requires management practices to prevent pests, such as removal of pest habitat, food sources, and breeding areas, and prevention of access to handling facilities. Environmental factors, such as temperature, light, humidity, atmosphere, and air circulation, may be used to prevent pests. Pests may be controlled using mechanical or physical means, such as traps, light, or sound. Lures and repellents may be used if they do not contain prohibited substances or products produced using excluded methods (genetically engineered). If these measures are not effective, a synthetic substance not on the National List may be used provided the certifying agent approves use of the substance, method of application, and measures taken to prevent contact with ingredients or organic products. Use of pest control products must be documented and included as part of the Organic Handling System Plan.

Attach a facility map showing the location of traps and monitors.

Submit MSDS and/or label information for substances used for pest control, if applicable.

Attached? Yes No

Are records kept of your pest monitoring activities? Yes No

Check all aspects of your waste management system that apply:

- on-site dumpster material recycling daily pick-up of waste composting field application of waste
 other (specify)

Does your waste management system provide habitat and/or food sources for pests? Yes No

If yes, please describe.

Pesticide use information for the last 12 months:

SECTION 4: Pest Management (continued)

Are records kept of your pest monitoring activities? Yes No

Check all aspects of your waste management system that apply:

- on-site dumpster material recycling daily pick-up of waste composting field application of waste
 other (specify)

Does your waste management system provide habitat and/or food sources for pests? Yes No

If yes, please describe.

Pesticide use information for the last 12 months:

Complete attached table.....

SUBSTANCE	TARGET PEST	LOCATION WHERE USED	METHOD OF APPLICATION	DATE OF LAST APPLICATION

Are records kept of all pesticide applications? Yes No

If a pest control substance is used, list all measures taken to prevent contact with organic products, ingredients or packaging materials.

Are any substances used which are prohibited according to the National List? Yes No
 If yes, did you contact the certifying agent for prior approval before using? Yes No
 If prohibited pest control products were used, what measures are you taking or planning to take to prevent their use in the future?

Are there any substances intended for use which are not listed above? Yes No
 If yes, list substances intended for use:

SECTION 5: Record Keeping **NOP Rule**
205.103

NOP Rule requires that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked from receipt of incoming ingredients to sale of finished products. Organic ingredients must be verified as certified organic. Amounts of organic finished products must balance with certified organic ingredients purchased. All relevant documents must identify products as "organic". All records must be accessible to the inspector.

Which of the following records do you keep for organic processing/handling?

Incoming:

purchase orders contracts invoices receipts bills of lading Customs forms scale tickets

quality test results Certificates of Analysis Transaction Certificates

copies of Certificates of Organic Operation verification of non-GMO ingredients

verification of ingredients produced not using sewage sludge

verification of ingredients produced/handled without ionizing radiation

documentation that organic ingredients are not commercial available, when using nonorganic ingredients in products labelled as "100% organic" and/or "organic"

receiving records receiving summary log (12 mos.) other (specify)

In-Process:

ingredient inspection forms blending reports production reports equipment clean-out logs

sanitation logs packaging reports QA reports production summary records (12 mos.)

other (specify)

Storage:

ingredient inventory reports finished product inventory reports other (specify)

Outgoing:

shipping log transport unit inspection/cleaning forms bills of lading scale tickets purchase orders

sales orders sales invoices phytosanitary certificates export declaration forms

Transaction Certificates copies of Certificates of Organic Operation shipping summary log

sales summary log audit control register complaint log other (specify)

Describe your lot numbering system.

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

Can your record keeping system balance organic ingredients in and organic products out? Yes No

How long do you keep your records?

SECTION 6 : Declaration

NOP Rule 205.100, 205.400 and 205.401

I affirm that all statements made in this Organic Handling Plan are true and correct. I agree to comply with the Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations. I understand that the facility may be subject to unannounced inspection and/or organic products may be sampled and tested for residues at any time. I agree to provide further information as required by the certifying agent.

Signature of Owner/Manager _____

Date _____

I have attached the following additional documents:

- | | | |
|--|---|--|
| <input type="checkbox"/> product flow chart
Profiles for all products | <input type="checkbox"/> facility map | <input type="checkbox"/> Organic Product |
| <input type="checkbox"/> pest management map of traps and monitors | <input type="checkbox"/> water test, if applicable | <input type="checkbox"/> MSDS, if applicable |
| <input type="checkbox"/> organic product labels | <input type="checkbox"/> labels for minor ingredients | |
| <input type="checkbox"/> labels for other substances used (boiler additives, cleansers, or pesticides) | | <input type="checkbox"/> other (specify) |

I have made copies of this Organic Handling Plan and other supporting documents for my own records and will refer to these when submitting annual updates to NCO

Submit completed form, fees, and supporting documents to:

NASAA Certified Organic P/L

PO Box 768

Stirling SA 5152

Australia

Organic Product Profile

Applicant/company name	Date	Name of Product Requested for Certification					Percentage of Organic Ingredients²	%	
Check which labelling category this product meets. <i>Attach samples of labels for all products for which this Organic Product Profile is used.</i> <input type="checkbox"/> "100% organic" <input type="checkbox"/> "organic" (≥95% organic ingredients) <input type="checkbox"/> "made with organic (ingredients or food group(s)) (≥70% organic ingredients)									
Product Composition: Complete the information for all ingredients contained in this product. Although water and salt are not considered when determining the percentage, include information about these ingredients.									
INGREDIENT ³ (INCLUDE ADDITIVES)	TICK IF INGREDIENT IS CERTIFIED ORGANIC (✓)	SUPPLIER	CERTIFYING AGENT	IF NON-AGRICULTURAL, TICK IF INGRED. IS ON THE NATIONAL LIST (✓)	HAVE YOU VERIFIED THAT THE NONORGANIC INGREDIENT WAS NOT PRODUCED USING ANY OF THE FOLLOWING (✓):			TICK IF YOU HAVE DOCUMENTATION THAT THE NONORGANIC AGRICULTURAL INGREDIENT WAS NOT COMMERCIALY AVAILABLE ⁵ IN ORGANIC FORM (✓)	% OF FINISHED PRODUCT
					EXCLUDED METHODS ⁴	SEWAGE SLUDGE	IONIZING RADIATION		
Does this product include organic and nonorganic forms of the same ingredient?⁶ <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the specific organic and nonorganic forms of the same ingredient.									
Does this product contain imported product and /or ingredients? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list them.									
Processing Aids: Provide complete information about all processing aids used in the manufacture of this product.									
PROCESSING AID	TICK IF PROCESSING AID IS CERTIFIED 100% ORGANIC ⁷ (✓)	IF NONORGANIC, CHECK IF PROCESSING AID IS ON THE NATIONAL LIST? (✓)	SUPPLIER	CERTIFYING AGENT					
Is the final product exported? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the destination country/ies.									

² Calculate the percentage of organic ingredients by dividing the total net weight or volume of combined organic ingredients (excluding water and salt) by the total weight or volume of all ingredients (excluding water and salt).

³ All products labelled "100% organic" or "organic" and all ingredients identified as "organic" in an ingredient statement must not be produced using: excluded methods; sewage sludge; ionizing radiation; a processing aid not on the National List; or sulphites, nitrates or nitrites added during the production or handling process (except that wine containing added sulphites may be labelled "made with organic grapes").

⁴ Excluded methods include cell fusion, microencapsulation and macro encapsulation, and recombinant DNA technology, (gene deletion, gene doubling, introducing a foreign gene, and changing the positions of genes when achieved by recombinant DNA technology).

⁵ For products labelled as "100% organic" and "organic", handlers are required to source organic ingredients when commercially available. Commercial availability is determined by three factors: appropriate form, quality, or quantity. This is not required for products labelled as "made with.....".

⁶ Products labelled "organic" or "made with..." must not include organic and nonorganic forms of the same ingredient, except that a nonorganic ingredient in a product labelled "made with..." may contain organic and nonorganic forms of the same ingredient. This ingredient must not be labelled "organic" on the ingredient statement or be counted in the calculation of the product's organic %.

⁷ Required for products labelled as "100% organic".
