



**Certification System
WORK INSTRUCTION**

**How to Complete: Excel OMP &
OHP**

PURPOSE

This document provides instruction for

- How to Complete the Excel Organic Handling Plan and/or Organic Management Plan on the NCO website

PROCEDURE

1. Go to the NCO website:
2. Go to Operations Resources, then go to Forms and Applications
3. Download the relevant OMP or OHP required
4. The spreadsheet is protected, you will need to click on the enable content button to allow you to make changes to the spreadsheet
5. Save the document to your computer
6. If you need help developing your OMP/OHP please download the Developing a Producer OMP located in the Organic Management Plan Templates
7. Fill in the relevant information in the empty boxes provided
8. If it is a Selection box, please select the correct response
9. If multiple answers are relevant, please state the other correct responses in the If Other Please Describe boxes provided
10. Once the OMP and/or OHP have been completed re-save your document
11. Please keep the file in a place that will be easily remembered and accessed, as this can be updated as necessary and will be required at inspection time
12. Please make sure that NCO always has an updated copy of your OMP and/or OHP
13. Updated OMP/OHP's can be sent to info@ncocertifiedorganic.com.au