



**Certification System
WORK INSTRUCTION**

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

PURPOSE

This document provides instruction for
How to Complete the Word document 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. Click on the link to the word documents at the bottom of the page
4. Download the relevant OMP or OHP required
5. The document is protected, you will need to click on the enable content button to allow you to make changes to the document
6. Save the document to your computer
7. If you need help developing your OMP/OHP please download the Developing a Producer OMP located in the Organic Management Plan Templates
8. Fill in the relevant information in the empty boxes provided
9. If it is a Selection box, please select the correct response
10. If multiple answers are relevant, please state the other correct responses in the If Other Please Describe boxes provided
11. Once the OMP and/or OHP have been completed re-save your document
12. 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
13. Please make sure that NCO always has an updated copy of your OMP and/or OHP
14. Updated OMP/OHP's can be sent to info@ncocertifiedorganic.com.au