	Certification System INFORMATION SHEET	CODE IS_Developing a Producer OMP
	DEVELOPING A PRODUCER ORGANIC MANAGEMENT PLAN (OMP)	Version 1 Effective: 01/12/17

DEVELOPING A PRODUCER ORGANIC MANAGEMENT PLAN (OMP)

An Organic Management Plan is a documented Management Plan which details an operator's current organic farming practice. It will make reference to the farm map and also to floor plans of any storage, packing and/or handling facilities. It should also describe the method of monitoring the management and resultant performances to ensure ongoing compliance to the NASAA & National Organic and Biodynamic Standard (and other Organic Standards, where the operator undertakes multiple certification programs). An Organic Management Plan must also elaborate and address any significant risks or hazards specific to the operation which may compromise organic certification by outlining procedures for reducing or eliminating such risks.

The document should also allow operators to identify opportunities to fully achieve the objectives of organic aims and principles.

Since the Organic Management Plan (OMP) will be used by NASAA Certified Organic Pty Ltd as part of initial and ongoing inspection and review of operator performance, it is 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 all operator relevant Organic Standards.

STEP ONE SIGNED STATEMENT OF COMMITMENT

This will be a statement of commitment to abide by the requirements of the NASAA and National Organic & Biodynamic Standards (and other relevant Organic Standards where the operator undertakes multiple certification programs) which is signed by the operator.

STEP TWO DEVELOP YOUR FARM MAP

The farm map identifies the parts of the property that are to be certified and the products that will be produced in those areas. Each paddock or production area is identified on the map with a name or a numbering system that can be related to information and records that are kept by the operator.

The farm map is suitably scaled and shows:

- neighbouring activities,
- all relevant environmental aspects such as windbreaks and buffer zones, and
- any areas subject to contamination risks.

Boundaries shown on the map are to be recognisable on the ground (eg. fences, tree lines, dams, gullies)


STEP THREE DEFINE YOUR OPERATION

Begin by listing all the enterprises undertaken as part of the farm operation. The OMP will need to describe the operating conditions for each enterprises listed and explain how each of the following points will be managed and monitored:

- **SOIL MANAGEMENT:** includes Fertility management; Soil cultivation methods and management to prevent soil degradation/erosion with particular attention to riparian areas.
- **WATER MANAGEMENT**
- **BIODIVERSITY MANAGEMENT**
- **WEED MANAGEMENT**
- **PEST MANAGEMENT**
- **DISEASE MANAGEMENT**
- **RISK MANAGEMENT**

The following also needs to be documented if it is relevant to your operation:

- **CROP PROGRAM including ROTATIONS**
- **ANIMAL MANAGEMENT, including HEALTH and NUTRITION**
- **POST-HARVEST MANAGEMENT**

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TIP

The most EFFICIENT WAY TO DEVELOP your Organic Management Plan is to run through each of the Sections and Clauses in the NASAA and/or National Standard (and any other relevant organic Standard where you are certified for multiple organic programs) that are relevant for each enterprise listed in the OMP and document how your operation is managed to comply with the requirements detailed in the Standards.

Note: During inspection, a NCO Inspector will work through a checklist which asks questions which reflect the Section and clause requirements detailed in the Organic Standard relevant to the program you are certified to. If your OMP is similarly structured, it will facilitate the inspection process and reduce the risk of the inspector needing extra time to complete the inspection.

A template is attached which can be used to develop your OMP. The template has the same structure as the Inspector Checklist.

**STEP FOUR
DOCUMENTATION**

The OMP will need to indicate what documentation is used to enable the NCO inspector to verify that products produced by the operator comply with Standard requirements. Records are the most acceptable and consistent way of supporting the operator’s organic production and handling claims and provide the basis for ongoing monitoring of management strategies.

Suitable records include the following:

Input Records: Operators record the source, brand name (if any), amount, location and date of application of all input materials eg, fertility and/or pest/disease inputs, purchased stock, animal treatments, feed-stuffs, seed. In addition, receipts and/or Organic Transaction Certificates for inputs must be maintained and made available at inspections.


Harvest Records: Harvest records include the crop, paddock identification, date of harvest, and quantity harvested. In some cases, sales records may be the equivalent of harvest records if produce is harvested and sold within a short period of time.

Sales Records: must include the date of sale, the product and the amount sold. All sales invoices for organic product contain the operator’s name, registration number and level of certification as well as the consignee and date. Where an invoice lists both certified and non-certified products, each product is clearly identified. Completed consignment notes accompany all product sales. Sales documentation refer to certification of the product and the level of the product whether organic, biodynamic or in conversion.

Audit Trail: Certification requires detailed documentation in order to provide an audit trail which enables tracking of produce sold back to the certified production area. Cross-referencing with other records allows the processes and inputs used in the course of production to be determined. A complete audit trail is made up of documents such as input records, harvest records, transport documents, storage and sales records.

Other Records: Keep records of farm activities like soil preparation, green manure, rotations, livestock records, equipment clean down records, records of buffer zone harvests, and irrigation records.

Records must be maintained and kept for at least five years after the certified product has been sold.

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