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Center for Smart Agriculture

Organic Certification and Inspection Systems



Module 4: Inspection and Certification Process
Session 8 : Certification Records and Reports



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Certification Records and Reports

- ❑ Licensed Operator's Files: Licensed Operator's files shall be up to date and contain all relevant information
- ❑ Inspection reports and written documentation shall provide sufficiently comprehensive information
- ❑ The files shall demonstrate the way in which each certification procedure was applied.



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The Authorized Inspection and Certification Agencies shall maintain regularly updated lists of all certified production units

Records: Records shall be kept by respective Authorized Inspection and Certification Agencies for:

- Violations
- Precedents
- Exceptions
- Disciplinary measures



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Annual report: An annual report shall include details on:

area certified / under conversion

- The number of inspections performed
- The number of certified Licensed Operators
- Number of Licensed Operators under conversion
- Number of grower groups certified
- The frequency and kind of violations and disciplinary measures
- The frequency and kind of exemptions
- The frequency and kind of complaints



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- The frequency and kind of infringements found
- Total quantity of organic products produced under the certification system.
- Name of the products / crops certified
- Quantity of products exported
- Quantity of products sold in the domestic market
- Number of transaction certificates issued
- Other areas of concern.



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The Licensed Operators shall sign contracts, agreements or affidavits obliging them inter-alia to:

- Follow the production standards and other published Requirements for certification
- Accept inspections
- Supply accurate information
- Notify the certification process of any changes



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- ❑ The system shall not allow Licensed Operators to switch in and out of the certification system.

- ❑ Disciplinary measures: The Authorized Inspection and Certification Agencies shall have a documented range of disciplinary measures.

- ❑ Authorized Inspection and Certification Agencies shall ensure that the indication of certification is removed from the entire lot of the production run which is affected by the infringement concerned.



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Marks and Certificates: The Authorized Inspection and Certification Agencies shall exercise proper control over the use of its Licenses, certificates and certification marks.

The Certificate of Registration shall include:

- ❖ Name and address of the Licensed Operator
- ❖ Name and address of the Inspection and Certification Agency and authorization number
- ❖ Reference to the applicable standards
- ❖ Products or product categories
- ❖ Date of issue
- ❖ Validity



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Transaction certificate: The Authorized Inspection and Certification Agencies may issue transaction certificates only if the seller provides all the required details

Product certificate: The certifier on request of the Licensed Operator will issue product certificate to the buyer, at a cost to be borne either by the Licensed Operator or the buyer.



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Product certificate shall contain the following:

- ❖ The name and description of the seller
- ❖ The name and description of the buyer
- ❖ The date of delivery of the product
- ❖ The date of issuing of certificate

A clear indication of the product, its quantity and wherever applicable, the quality and season



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- ❖ Lot numbers and other identification (marks) of the products
- ❖ Reference to invoice or bill of lading
- ❖ An indication of the Authorized Inspection and Certification Agency and the applicable standard
- ❖ A statement from the certifier that the product is produced according to the applicable standards



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Wherever applicable, the original certification of raw materials, and any other certification from another system shall be indicated on product certificates.

Copies of transaction certificates issued to Licensed Operators shall be stored in a manner that enables easy retrieval of information on each Licensed Operator.



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Licensed Operators

Information to the Licensed Operators: The Inspection and Certification Agencies shall ensure that each certified Licensed Operator has at the time of application:

- ❖ An up-to-date version of the applicable standards for organic products.
- ❖ An adequate description of the procedure for inspection, certification and appeals.



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For the existing Licensed Operators:

- ❖ Notification of changes in the standards and relevant procedures without undue delay.
- ❖ A valid certificate or other written proof of certification status.
- ❖ Valid contracts/licenses.



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Inspection and Certification of All Stages in Handling

The following applies to inspection and certification of the whole production chain, and clarifies what is applicable for various special cases:-

- Each step in the handling of a product shall be inspected, at least once annually.
- This means that not only the farmers but also the storage units, the processing units, packaging, shipment etc. shall be inspected.
- Any person who sells a product (raises invoice) shall be registered and certified.
- Normally this applies until the product is in its final package/has its final label.



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- ❑ **Packed Products:** The Authorized Inspection and Certification Agencies are not obliged to have a system for inspection of products that are further handled after being packed.

- ❑ **Storage Facilities:** Depending on the kind of storage, the product, packing, prevailing storage practices (fumigation) and the time of storage, inspections may be required.



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- ❑ **Transport Facilities:** Transport is normally not certified as such, but remains under the responsibility of the party owning the product during the transport.

- ❑ **Chain of Custody:** The Authorized Inspection and Certification Agency shall not issue any license to use its certification mark or issue any certificate for any products unless it is assured of the chain of custody of the product.



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