



Organic Food Federation

Explanatory Note 307

These notes are intended to help applicants comply with Organic EC Regulation 2092/91. They are not exhaustive and are for explanation only. In cases of doubt the Regulation or the OFF should be consulted.

Annual Audit for Farmers

Organic audits are carried out at every stage of food production from the farmer who produces the basic raw material to the factory that packs the product.

The purpose of your annual audit is to ensure that what you have done over the past year is in line with the organic rules and that all your purchases and sales are consistent with what has occurred on the farm. The audit period is calculated as the time between your previous inspection and the date of your current inspection.

Before the inspector arrives, you should ensure that you have the following information:

- Farm map showing the organic area and farm plan showing the farm buildings.
- Rotational plan for the farm and a cropping plan by field or area.
- Details of seeds/transplants used including quantity purchased and their organic status or derogation.
- Field Records showing the dates of all the activities on that field, including details of the quantities of all the inputs used (mineral fertilizers, pest and disease control products, manure).
- A livestock management plan including in it management of feeding, health and reproduction.
- Records of livestock purchase, conversion period, all veterinary and treatment details and identification. Details of the livestock sold, age, weight, identification and destination. Details of animals lost and the reason.
- Records of animal feed purchased, the quantities fed to each type of stock and its organic status.
- Details of any veterinary products used on farm with details of the stock treated, products used and withdrawal periods.
- Records of when milk or egg production starts.
- A waste management plan for the manure and/or where necessary details of the organic unit where it is going.
- Complaints record.
- Details of the products sold, the quantities and the purchasers. If the sales are direct to the final consumer then these must be kept on a daily basis.
- Details of any conventional production and proof of separateness.

Failure to provide any of this information if it is relevant to your operations is a non-compliance. If the absence of information results in failure to carry out an acceptable reconciliation it becomes a serious non-compliance and your continued certification is at risk. OFF WILL HAVE TO CHARGE IF FURTHER INSPECTIONS ARE REQUIRED DUE TO A SERIOUS NON-COMPLIANCE.

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