



# Organic Food Federation

## Explanatory Note 308

*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 Importers

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 annual audit is to ensure that the organic product/s you import are fully traceable back to the growers of the original materials or ingredients and that stock movements are all recorded. The audit period is calculated as the time between your previous inspection and the date of your current inspection.

Organic Inspectors are also required to confirm that there have been no changes in the scope of the original certification by OFF or to the handling/warehousing that would put organic integrity at risk and that the procedures required ensuring compliance with organic standards have been continuously operated.

For the OFF Inspection, the following documents must be made available:

- Copies of valid organic certificates for each organic supplier.
- Documentation for non-organic ingredients supporting claims of freedom from GMOs or compliance with specific compositional standards where appropriate.
- Accumulated quantities of all organic purchases since the start of the audit period.
- Copies of organic /recipes formulations if appropriate.
- Opening and closing stocks of each organic product or material at the first consignee's warehouse for the audit period.
- A summary of the sales of each organic product for the audit period
- Authorisation from DEFRA Organic Strategy Branch for each product produced in a non-EU country to be imported into the community.
- Bills of Lading.
- Copies of EC Import Certificates for each shipment issued by Certification Body in country of origin.
- Quantities of imported organic materials used for sales samples and other disposals.
- Complaint records.

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.

REMEMBER: If you need to change the formulation or the materials used in the formula you MUST seek prior approval from OFF and inform them of any new suppliers and their certification details.

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