



Organic Food Federation

Explanatory Note 323

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.

Specimen Procedure for Organic Processing & Packing

Organic Procedure

Organic raw materials and organic work in progress must:

1. Be clearly labelled.
2. Be physically separated from non-organic materials.
3. Be effectively protected from cross contamination and foreign body contamination at all times.

Before starting production and/or packing:

General Care

1. Clean protective clothing and headwear MUST be worn.
2. Hands must be scrubbed and free from any sores, cuts or infection.
3. Insectocutor must be left on at all times.

Organic Care

1. All non-organic materials containers must be closed and removed from the production or packing area.
2. Equipment and Machinery must be thoroughly cleaned to remove all traces of non-organic material.
3. Organic raw materials must be checked to ensure that
 - They are the materials specified in the daily work instruction.
 - They are labelled organic and that it has been stored in the correct location.
 - There is no sign of contamination, substitution, moisture or infestation in the material.
 - The material is free from unusual or "off" smells.
 - The expiry date of the material is still valid
4. A record of the quantity of organic materials taken for packing must be maintained.

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During and after packing

Ensure that:

- All organic packs are correctly labelled and have the correct production code and expiry date.
- All organic packs are satisfactorily and correctly sealed.
- All organic packs are stored in the designated area within finished goods department.
- An accurate record is made of the total number of packages produced.

Cleaning and Maintenance

1. All mechanical equipment must be kept clean and in good order. Damage, flaking paint and loose nuts and bolts must be rectified on discovery.
2. Cleaning chemicals must only be those approved for use in food operations and must not be flavoured or perfumed. If chemicals are used for cleaning the equipment and utensils and surfaces MUST be thoroughly rinsed to remove traces of them.
3. Floors must be kept swept and all accumulations of waste and other debris must be gathered up and disposed of into covered bins.

IF THERE IS DOUBT ABOUT A MATERIAL'S ORGANIC STATUS, IT MUST NOT BE USED

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