



ORGANIC FOOD FEDERATION

RULES FOR OPERATORS

All applicants sign a declaration that they will abide by the Rules of the Federation as amended from time to time.

These Rules relate to the Certification Scheme operated by the Federation for the purpose of determining conformity with organic production standards.

1. The Federation is responsible for authorising or withholding Certificates of Conformity. The Certification Panel of the Federation is responsible for adjudicating on matters of interpretation and in cases where operators appeal against judgements made by the Federation. In the granting or withdrawal of Certificates of Conformity, the Certification Officer/s and the Certification Panel members are independent, i.e. independent of Federation Members or the Federation Management Committee.
2. Operators who satisfy the Federation that they are capable of compliance with the requirements of the Scheme will be entitled to a Certificate of Conformity, which shall nevertheless remain the property of the Federation.
3. Initial Certificates of Conformity are valid from the date of the inspection for the following 12 calendar months. Thereafter, they are renewable yearly subject to satisfactory inspection. The Federation reserves the right to shorten the period of certificates issue.
4. If an operator does not intend to renew the Certificate of Conformity at the end of any year of compliance, they must inform the Executive Secretary in writing with a minimum of three month's notice of the intention.
5. An Operator in the Scheme shall:
 - 5.1 At all times comply with these Rules.
 - 5.2 Use the word Organic in accordance with the conditions defined by the Federation, only in respect of the production and supply of products that are subject to the Certificate of Conformity from the address stated on the Certificate. This also applies to certification logos.
 - 5.3 Maintain and document operating procedures in accordance with the requirements of the Scheme and make available copies of all or any part of the documented system should the Federation or Control authority require them for reference purposes.
 - 5.4 Keep available on site copies of all relevant Federation standards.
 - 5.5 Not make alterations to the system of production, formulation (recipe), processing or manufacture under which the Certificate of Conformity is issued during the period of its validity unless agreed by the Federation in writing. A fee payable in advance is chargeable for any modifications to the certificate, including additions of recipes or land.
 - 5.6 Submit for approval any promotional or advertising material and if required to do so stop using any claims, statements or logos that are unacceptable or considered misleading to the Federation.

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- 5.7 Give representatives of the Federation access to holding and premises, which are subject to certification for the purpose of inspection, validation and termination procedures.
- 5.8 Allow the Federation the right to carry out additional visits at the cost of the operator when it is deemed necessary to verify corrective action or to conduct random unannounced inspections in order to assure compliance with the Compendium of UK Organic Standards or for any other valid reason.
- 5.9 Take regular samples for analytical testing. In addition to this when need arises, the operator must take additional samples and/or allow Federation representatives to obtain any such samples as deemed necessary to check compliance. The cost of analysis of any samples whether taken by the operator or by the Federation on behalf of the operator will be chargeable to the operator. The Federation requires access to all test results on request.
- 5.10 Provide when required to do so, any information relating to organic activities that are requested by the Federation or the Control authority.
- 5.11 Nominate the individual who directly controls the day-to-day operations for all matters in connection with the requirements of the Scheme and one or more deputies authorised to act in the main nominee's absence.
- 5.12 Upon withdrawal of a Certificate of Conformity discontinue immediately the use of the Certification and all related advertising matter. In addition, if the Federation so requires, any reference to the Certificate of Conformity shall be removed from any other documents in the participant's possession.
- 5.13 Comply with all requirements of the Scheme and correct any deficiencies noted during an inspection within the timescale required. Failure to comply with any of the specified requirements of the Scheme will be the cause for withdrawal of the Certificate of Conformity and relevant parties maybe informed.
- 5.14 Not deliver or knowingly permit the delivery or sale of non-organic products as organic products complying with the Scheme.
- 5.15 Not conduct operations in a manner that may have an adverse effect on the integrity and reputation of the Scheme.
- 5.16 Pay all fees when due.
- 5.17 Give notice of not less than two working days to the Federation if a pre-arranged audit needs to be cancelled. If the audit is not cancelled a charge for costs incurred will be made.
- 5.18 Inform the Federation of any current court orders or pending prosecutions against you or your operations that have a bearing on the activities on which certification is being sought.

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6. The Organic Food Federation shall:
 - 6.1 Send an Inspector at annual intervals to the holding or premises of the operator for the purpose of verifying that the obligations defined by the Federation are being carried out.
 - 6.2 Notify operators of any changes in the rules or standards for the Scheme and give them such time, in the opinion of the Federation as is reasonable to adjust their processes and relevant procedures to meet the revised requirements.
 - 6.3 Not disclose to third parties any information concerning an operator that is of a confidential nature other than information that is in the public domain (unless compelled to do so by an official government department or local authority).
 - 6.4 Notify operators of any complaints relating to products to which the Certificate of Conformity applies.
7. If an Approved operator is temporarily unable to comply with these Rules, the Federation may require the operator to discontinue the use of its Certification logo or any claim of compliance with the Scheme with immediate effect until it is satisfied that compliance is again restored.
8. If a operator fails to comply with these rules, the Federation will, subject to the provisions of point 11 as appropriate:
 - 8.1 Withdraw the Certificate of Conformity or reduce its scope.
 - 8.2 Refuse to grant or renew the Certificate of Conformity or extend its scope.
 - 8.3 Communicate such decisions and the grounds for them to the operator and Control authority in writing.
9. The Federation may after consideration withdraw or refuse to grant or renew a Certificate of Conformity if the operator's business is likely to be disbanded or unable to pay its debts, or undertakes an act which threatens to bring the Federation into disrepute. Such decisions, and the grounds for them, shall be communicated to the operator in writing. *The Federation is required to inform the control authority in these instances.*
10. In the event of an operator wishing to appeal against any decision of the Certification Officer. They shall, within 14 clear days of being officially informed of such a decision, give notice to the Executive Secretary / Technical Manager of the desire to appeal against that decision and give the grounds for doing so.
 - 10.1 In the event of a notification by an operator of their intention to appeal a copy of the appeals procedure will be sent to the operator.
11. The Federation may alter these Rules. No such alterations shall affect the right of any operator to use the Certification logo or claim compliance to the

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Scheme unless they have been given notice in writing. The Federation will notify the operator of the date by which they must comply with the altered rules, which shall not normally be less than 6 months, or 1 crop season, from the date of notification.

12. Names of operators shall be provided on request from time to time to potential new clients of said operators unless they have specifically requested that their details are omitted. Any notice in relation to the suspension or deletion of a certificate shall be sent by recorded delivery. This will be deemed to have been served forty-eight hours from the time of posting.
13. Extension certificates are only issued for one month after the date of inspection. These will not be re-extended on behalf of the operator without incurring a fee.
14. In the event that any applicant or operator has prosecution leading to a conviction, the Federation reserves the right to reconsider its certification decision.

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