



FOR OFF USE ONLY

Ref No:	PC
Date of enquiry	
Date Recd:	
Additional Info required.	
Previous CB	
Papers from Previous CB	
Accepted & Quoted:	
Quotation accepted	
Logged on:	
Assigned to:	
Date Assigned:	
Date Inspected:	

Organic Food Federation

APPLICATION FORM FOR PROCESSORS

PLEASE COMPLETE IN BLOCK CAPITALS

THIS APPLICATION MUST BE SIGNED AND DATED

Please post or Fax to the **Organic Food Federation**
 31, Turbine Way, Eco-Tech Business Park, Swaffham, Norfolk PE37 7XD
 Tel: 01760 720444 Fax: 01760 720790

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1. COMPANY DETAILS

Name of Company:	
Trading Name (if different)	
Type of Business:	Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/> Sole Trader <input type="checkbox"/> Plc <input type="checkbox"/>
Ultimate Holding Company (if any)	
Name and Address of Premises to be registered:	
Tel:	Fax:
E-mail:	
Address for Correspondence (if different):	
Tel:	Fax:
Name of person responsible for Organic Production & Sales:	
Name of Chief Executive (if different):	
Financial Year:	
Annual Turnover: (not used for fee calculation)	£
No of Employees (staff and operatives) involved with organic production	
Have you been certified by another certification body? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes , what body?	
When did certification cease.	
Have you been refused certification by another certification body? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes , what body?	
Are there any prosecutions pending, current or recent (within the last 12 months) that may have a bearing on your application for organic certification. YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, please include full written detail on separate sheet.	

NB: If you are changing your certification from another body to the Organic Food Federation, you **MUST** contact your present certifier to request that they forward your files to OFF. The Federation reserves the right to contact DEFRA* to clarify whether there has been any prohibition of organic activities

**Department for Environment Food and Rural Affairs.*

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2. Plant Description

Site Area: sq metres

Processing Area: sq metres

Stores Area: Ambient: sq metres
 Cold sq metres
 Storage: sq metres
 Chilled: sq metres

Please sketch here or on a separate sheet an approximate plan of the production facility, showing production, storage, packaging, distribution and office areas separately. Please give approximate areas in sq metres and positions of main exits.

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4. Records

Our inspector will want to see how you keep organic ingredients and products separated from non-organic ones and records showing the total outputs of organic products matches usage of organic ingredients. However it will help him/her to prepare for the inspection if you provide the following information.

4.1. Are organic ingredients stored separately from non-organic ingredients	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4.2. If not, are they clearly marked so that there can be no confusion?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4.5. Describe your Quality Control Procedures:	YES	NO
Do you have documented raw material specifications?	<input type="checkbox"/>	<input type="checkbox"/>
Do you check all Raw Materials against specification?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have documented product Specifications?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a HACCP for each of your product types?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have documented Quality Control Procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have documented Sanitation Procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an Analytical Laboratory on site?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a Microbiological Laboratory on site?	<input type="checkbox"/>	<input type="checkbox"/>

5. Pest Control & Hygiene

5.1 Name of Pest Contractor:

5.2 Details of Rodent treatments:

5.3 Details of other Pest Treatments:

5.3 Details of Hygiene Procedures:

5.4 Cleaning Chemicals Used:

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6. General Environment

Packaging Materials used:

Immediate Wrap:

Re-cycled content:

Secondary Packaging: Recyclable? YES NO

Re-cycled content:

Transit Packaging Recyclable? YES NO

Re-cycled content:

Recyclable? YES NO

Other Relevant Environmental Procedures:

6.2 Do you sell / propose to sell organic products:

	YES	NO
Under your own brand	<input type="checkbox"/>	<input type="checkbox"/>
Under Customers' brand/s	<input type="checkbox"/>	<input type="checkbox"/>
As ingredients for further processing	<input type="checkbox"/>	<input type="checkbox"/>
For Domestic market	<input type="checkbox"/>	<input type="checkbox"/>
For export*	<input type="checkbox"/>	<input type="checkbox"/>

* If intending to export organic products to the USA, you are reminded that the product has to comply in full with the USDA/National Organic Program (NOP) Standards; these are available on request from the Organic Food Federation

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UNDERTAKING

Should you be accepted in to our Organic Certification Scheme you are required to undertake to comply with:

1. All relevant sections of our Standard for organics at all times (as amended from time to time).
2. Prompt payment of all fees and charges according to our terms and conditions (available on request), including fees or costs for work undertaking for applications that do not proceed) should they be charged.
3. Resolution of any non-compliance raised against your operation within the agreed timescale.
4. Providing site access during normal working hours to inspectors authorised by us, with or without prior notice, for the purpose of carrying out surveillance inspections or collection of samples from operations, which are subject to a Certificate of Conformity.
5. Agreeing, if accepted into our Certification Scheme, to give three months notice in the event of wishing to withdraw from the scheme, unless due to circumstances beyond their control.
6. Providing true and correct statements on my application form.

Signed:

Print Name:

Company:

Position

Date:

(This section must be completed in order to proceed with the assessment inspection.)

NOTE: We are asked from time to time to provide lists of organic operators to third parties seeking suppliers or potential customers. Please indicate if you do NOT wish your company to be included on any such lists by ticking the box.

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