



Ref No:	TR
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:	

For OFF use only

Organic Food Federation

APPLICATION FORM FOR RETAIL & FOODSERVICE OPERATIONS

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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Organic Food Federation
Retail & Foodservice Application

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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List products to be covered by Organic Certification

Products to be processed partly, wholly or re-packed on the premises

Are these products:

a) Consumed on the premises

YES

NO

b) Consumed elsewhere

List the raw materials purchased for use in the above products:

Raw Material/Ingredient	Unit of purchase	Supplier	Certified by

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Do you have a separate store or storage facility dedicated for organic materials and pre prepared foods?

Yes

No

Do you plan to have dedicated preparation equipment for organic foods?

Please describe the facilities for food storage and preparation:

What measures are taken during food preparation to ensure that organic materials or work in progress are protected from accidental contamination or substitution?

What measures are taken at the point of sale to ensure that organic foodstuffs are kept physically separated from non-organic foods?

If commodities and produce are presented for self-service, what precautions will be taken to ensure that organic commodities and produce are protected from contamination?

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What packing materials are used for organic goods dispensed at the counter or by self-service, and how will they be labelled to show that the contents are organic?

How do you propose to account for the quantities of organic materials purchased and the quantity of organic foods that are sold? What records are kept?

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UNDERTAKING

In the event of being accepted into OFF's Certification Scheme for the production of organic food and being granted a Certificate of Conformity as an approved producer, I/we undertake to:

- a) Abide by the appropriate Section(s) of OFF's Standards for Organic Food Production as amended from time to time by OFF.
- b) Abide by the OFF Rules For Operators as amended from time to time.
- c) Pay all fees and costs involved in considering my application whether or not accepted into OFF's certification scheme.
- d) Provide site access during normal working hours to inspectors authorised by OFF, with or without prior notice, for the purpose of carrying out surveillance inspections or collection of samples of production operations, which are subject to a Certificate of Conformity.
- e) Supply such documentary information as is required for the evaluation of any products that require certification.
- f) The Applicant agrees, if accepted into the OFF's Certification Scheme, to give three month's notice in the event of wishing to withdraw from the scheme.

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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