

ORGANIC CERTIFICATION SCHEME

RULES FOR APPLICANTS & REGISTRANTS

1. General Rules

- 1.1 Organic Certification is valid for a period of 12 months from the date of the first inspection under the certification scheme.
- 1.2 The Certificate of compliance is valid only for the product certified or products listed on the authorised Schedule to the organic certificate and only for the production site named on the certificate.
- 1.3 No changes to the recipe or ingredient supplier may be made without PRIOR agreement with "Non-Food Cert Co.."

2. Renewal of Certification and changes to scope of certification

- 2.1 Changes made to the scope of specification are subject to a fee of £75 + VAT per occasion and are dependent on the recipe continuing to comply with the compositional rules and any new ingredients or ingredient suppliers being in possession of a VALID certificate of compliance for the product/s or ingredient/s supplied.
- 2.2 Changes to the processing site must be regarded as a fresh application and will be treated as such. In such cases the fee for terminating inspections at the original site without giving prior notice will be waived.
- 2.3 In the event that it has not been possible for an inspection and reconciliation audit cannot be completed before the existing certificate of conformity has expired, a temporary certificate may be issued providing that:
 - a) there are no known non-compliances or legal actions in hand against the operator
 - b) the inspection/reconciliation audit has been arranged within 1 month of the expiry date.
- 2.4 Temporary certificates will not be issued by "Non-Food Cert Co." to cover delays which are due to the operator postponing the agreed date for inspection.
- 2.5 Certificates of compliance are valid only when operators agree to operate within the Rules of "Non-Food Cert Co." . In the event that a certificate is withdrawn, the original certificate must be returned to "Non-Food Cert Co.."

3. Applicants

- 3.1 "Non-Food Cert Co." Guidance Notes are provided with the application pack to all companies which apply to the them for Certification. On acceptance of the completed application form and after agreeing a date for the assessment inspection, a copy of the full standards will be sent to the applicant.
- 3.2 The undertaking at the end of the application form for registration and certification by "Non-Food Cert Co." requires that applicants accept that 12 months notice of termination from the certification scheme must be given. This must be given in writing . Failure to give 12 months notice will result in a charge of 75% of the previously charged fee being made.

3.3 No applications for Certification are accepted without being lodged on the correct application form. The application will not be accepted unless the applicant has signed the undertaking which is at the last page of the application.

3.4 In the Undertaking referred to above, the applicant agrees to:

- a) Abide by the Regulations of the Certification Scheme as amended from time to time by "Non-Food Cert Co."
- b) Pay all fees and costs related to the Scheme as determined by "Non-Food Cert Co." whether or not accepted into the "Non-Food Cert Co." scheme
- c) Provide site access during normal working hours to inspectors authorised by "Non-Food Cert Co.", with or without prior notice, for the purpose of carrying out surveillance inspections on production operations which are subject to a Certificate of Conformity
- d) The Applicant agrees, if accepted into "Non-Food Cert Co." Certification Scheme, to give one year's notice in the event of wishing to withdraw from the scheme.

4. Registrants

4.1 If a registrant declines to have a certification inspection for the purposes of renewal of certification without giving notice, and without agreeing an alternative date within two weeks of the postponement, the cost of inspection as charged at the time of the previous inspection will be due.

4.2 Registrants must 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 "Non-Food Cert Co." require it to be lodged with them for reference purposes.

4.3 Registrants must not vary the system of production, formulation (recipe), processing or manufacture under which the Certificate of Conformity is issued during the period of its validity unless the holder shall have given "Non-Food Cert Co." notice in writing of the intention to do so and shall have received confirmation in writing from them that such variations do not render the Certificate invalid.

4.4 Registrants must discontinue any use of the "Non-Food Cert Co." Certification Symbol which is unacceptable to the Certification Committee and any form of statement with reference to the authority of the holder of the Certificate of Conformity to claim compliance with the Scheme which, in the opinion of the Certification Committee, might be misleading.

4.5 Registrants must give representatives of "Non-Food Cert Co." (inspectors or officers) access during normal working hours to holdings and premises in which production and storage of products, which are subject to the Certificate of Conformity, for the purpose of ascertaining compliance with the conditions of the Scheme.

4.6 Registrants must nominate the individual who directly controls the day-to-day operations who shall be responsible 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.

4.7 Upon withdrawal of a Certificate of Conformity (however determined) registrants must forthwith discontinue the use of the Certification Symbols and all advertising matter which contains them or reference thereto. In addition, if the Scheme Certification Committee so requires, any reference to the Certificate of Conformity shall be removed from any other documents in the participant's possession.

- 4.8 Registrants must comply with all requirements of the Scheme. Failure to comply with any of the specified requirements of the Scheme may be the cause for withdrawal of the Certificate of Conformity.
- 4.9 Registrants must correct any deficiencies noted during a surveillance visit.
- 4.10 Registrants must not deliver or knowingly permit the delivery or sale of non-organic products as organic products complying with the Scheme.
- 4.11 Registrants must not conduct operations in a manner which may have an adverse effect on the integrity and reputation of the Scheme.

5. Fees

- 5.1 Certificates of conformity will not be issued until the fees due for inspection and certification have been paid in full. The marketing, selling and processing of organic foods using the "Non-Food Cert Co." symbol or its name is forbidden unless the operator is in possession of a **valid** Certificate of Conformity.
- 5.2 The fees charged at prevailing rates cover inspection and certification and abnormal expenses when applicable (fares and accommodation)
- 5.3 VAT at the prevailing rate is added to all accounts.