



# Organic Food Federation

## Explanatory Note 306

*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.*

### Annual Audit for Box Schemes & Retail

Organic audits are carried out at every stage of food production from the farmer who produces the basic raw material to the factory that packs the product.

The purpose of annual audit is to ensure that the amounts of organic product you produce are consistent with the quantities of organic raw materials and ingredients purchased by you and that all ingredients used are acceptable.

The audit period is calculated as the time between your previous inspection and the date of your current inspection.

Organic Inspectors are also required to confirm that there have been no changes in ingredients or process that would put organic integrity at risk and that the procedures required ensuring compliance with organic standards have been continuously operated.

Before the OFF Inspector arrives, you must ensure the following documentation is made available:

- Copies of valid organic certificates for each organic supplier.
- Documentation for non-organic ingredients supporting claims of freedom from GMOs or compliance with specific compositional standards where appropriate.
- Accumulated quantities of all organic purchases since the start of the audit period.
- Opening and closing stocks of each organic product for the audit period.
- A summary of the sales of each organic product for the audit period.
- If you have directly imported ingredients or products from non-EC countries you should also have documentation from DEFRA authorising you to bring them into the community.
- Complaint Records

Failure to provide any of this information if it is relevant to your operations is a non-compliance. If the absence of information results in failure to carry out an acceptable reconciliation it becomes a serious non-compliance and your continued certification is at risk. OFF WILL HAVE TO CHARGE IF FURTHER INSPECTIONS ARE REQUIRED DUE TO A SERIOUS NON-COMPLIANCE.

**REMEMBER:** If you need to change the formulation or the materials used in the formula you **MUST** seek prior approval from OFF and inform us of any new suppliers and their certification details.

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Document No:	Revision No:	Issue Date:	Issued By:	Page No.
306	1	29/08/07	JW	1 of 1