

**Organic Food Federation**

**CERTIFICATION AGREEMENT FORM FOR NON AGRICULTURAL SUBSTANCE APPROVAL**

## THIS FORM MUST BE SIGNED AND DATED

Please email or post to the **Organic Food Federation**

31 Turbine Way, Eco Tech Business Park, Swaffham, Norfolk PE37 7XD

Tel: 01760 720444 Fax: 01760 720790

Email: info@orgfoodfed.comWeb: www.orgfoodfed.com

1. **Company details**

Please fill in all sections of the form, if not relevant please fill in N/A

|  |  |  |  |
| --- | --- | --- | --- |
| Name of company:Click or tap here to enter text. | | | |
| Trading name (if different):Click or tap here to enter text. | | | |
| Ultimate holding company (if any):Click or tap here to enter text. | | | |
| Function within ultimate company (if any): Click or tap here to enter text. | | | |
| Name and address of premises to be registered:  Click or tap here to enter text. | | | |
| Tel:Click or tap here to enter text.  Email:Click or tap here to enter text. | Mobile:Click or tap here to enter text. | | |
| Address for correspondence (if different):  Click or tap here to enter text. | | | |
| Tel:Click or tap here to enter text. | Email:Click or tap here to enter text. | | |
| Name of person responsible for organic operations: Click or tap here to enter text. | | | |
| Name of Chief Executive (if different):Click or tap here to enter text. | | | |
| Annual turnover £Click or tap here to enter text. | Financial year: Click or tap here to enter text. | | |
| Number of staff involved with organic operations? | | | |
|  | | **YES** | **NO** |
| Have you been certified by another organic certification body? | |  |  |
| If yes, what body?Click or tap here to enter text. | | | |
| When did certification cease?Click or tap to enter a date. | | | |
| Have you been refused certification by another certification body? | |  |  |
| If yes, what body?Click or tap here to enter text. | | | |
| Have there been any prosecutions within the last 12 months or pending which could affect organic certification? | |  |  |
| If yes, provide a full explanation on a separate sheet. | | | |
| If you are moving certification body have you contacted your present certifier to request that they forward your files to OFF | |  |  |

**Note:** The Federation reserves the right to contact DEFRA about any previous organic activities

**2. PRODUCT DETAILS**

##### **Please provide the following information for each specific product**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Enclosed (tick)** | | |
| **Product** | | |
| **1** | **2** | **3** |
| Usage instructions |  |  |  |
| Product labels |  |  |  |
| Sales literature |  |  |  |
| Composition / technical specifications |  |  |  |
| Safety data hazard sheets |  |  |  |
| Declaration product does not contain or is not derived from genetically modified products. |  |  |  |

**3. PRODUCT SUMMARY**

**Please give details of the products you wish to be evaluated:**

**Product 1**

|  |  |
| --- | --- |
| **Trade name** |  |
| **Product use** |  |
| **Application rate** |  |
| **Product composition** |  |

**Product 2**

|  |  |
| --- | --- |
| **Trade name** |  |
| **Product use** |  |
| **Application rate** |  |
| **Product composition** |  |

**Product 3**

|  |  |
| --- | --- |
| **Trade name** |  |
| **Product use** |  |
| **Application rate** |  |
| **Product composition** |  |

**Certification Agreement**

Should your product be accepted under our scheme you are required to undertake to comply with the following:

1. Prompt payment of all fees and charges including fees or costs for work undertaken for applications that do not proceed.
2. Resolve any non compliance raised against your operation within the agreed timescale.
3. Provide 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.
4. Agree, 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 your control.
5. Inform the Federation of all intended changes to the process and the processing environment. This includes legal and commercial; organisational status of ownership; key management changes; modifications to product or production method; contact address and production sites and major changes to the quality management system.
6. Provide true and correct statements on the certification agreement 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. |  | | | |  | |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office Use only** | | | |  |
|  |
| Date Received: |  |
| Additional Info required: |  |
| Previous CB: |  |
| Papers from Previous CB: |  |
| Accepted and Quoted: |  |
| Quotation accepted: |  |
| Reference No: |  |
| Logged on: |  |
| Date Assigned: |  |