

**Organic Food Federation**

**CERTIFICATION AGREEMENT FORM FOR PROCESSORS:**

**MANUFACTURING**

**IMPORTING**

**TRADING**

**STORAGE AND WAREHOUSING**

**WHOLESALING**

**RETAILING (including internet)**

## 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 the sections of the form that are relevant, 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.Companies House Number: 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. Organic activities**

Indicate the scope of your organic activities requiring certification

Tick all of the boxes that apply to your operation:

|  |  |  |
| --- | --- | --- |
| **Type of organic activity:** | **Details:** | **Tick Accordingly:** |
| **Manufacturing** | Labelling, packing or producing a product |  |
| **Importing** | Bringing goods into the UK from either 3rd country or the EU |  |
| **Trading** | Selling organic goods/products |  |
| **Storage and Warehousing** | Storing organic goods either as bulk or pre packaged |  |
| **Wholesaling** | Supply of goods for further process or in bulk |  |
| **Retailing** | Selling products direct to customer |  |
| **Other** | Any additional processing activities not included above |  |
| **If other please specify:** |  |

**N.B. Trading takes ownership or possession**

This form is sectional, fill in the relevant section according to the activities that you have listed above:

**Sections 3,4 and 9:** These should be filled in by **all processors** regardless of the scope of organic activity.

**Section 5:** This should be filled out by processors who are undertaking: **manufacturing, trading, storage and warehousing, retailing** and any **other** organic activities.

**Section 6:** This is only applicable to processors who are **importing** products from the EU and third countries.

**Section 7 and 8:** These sections are only applicable to processors who are **manufacturing** products.

**3. Contract Operations and Storage Facilities**

**3.1** Contract operations

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Do you contract out any operations? |  |  |

Details of operations if contracted out. Does your contractor hold Organic Certification? If so include the name and the Certification Body:

|  |
| --- |
|  |

**3.2** Storage facilities

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Do you store products off site? |  |  |
| Are your storage facilities contracted? |  |  |
| If yes to either question do you have an Organic Certificate for the storage unit? |  |  |

**4. Site plan**

|  |  |
| --- | --- |
| **Site area:** | square metres |
| **Processing area:** | square metres |
| **Storage area:** | **Ambient**  | square metres  |
| **Frozen**  | square metres |
| **Chilled** | square metres |

Please supply an approximate plan of the production facility, showing production, storage, packaging, distribution and office areas separately. The plan should give approximate areas in square metres and positions of the main exits.

|  |  |
| --- | --- |
| Please tick this box in order to confirm that you have forwarded this plan |  |

**5. List of organic processed products.**

For products you manufacture, recipes and artwork must be submitted to the Organic Food Federation and approved before the products listed can be produced. These are found in our downloads section

**Only** fill in this section if your operation is: manufacturing, trading, storage and warehousing or other activities. List here or on a separate sheet, organic goods with the anticipated quantities.

|  |  |
| --- | --- |
| **Product** | **Expected Quantity per Month** |
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**6. List the organic products that are imported**

For products you manufacture, recipes and artwork must be submitted to the Organic Food Federation and approved before the products listed can be produced. These are found in our downloads section

**Only** list here or on a separate sheet if you are importing products into the UK. Give an indication of the quantities, also include the country of origin from which the products are being imported as well as the certification body in that country.

|  |  |  |  |
| --- | --- | --- | --- |
| **Product** | **Expected Quantity per Month** | **Country of Origin** | **Original Certification Body** |
|  |  |  |  |
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| --- | --- | --- |
|  | **YES** | **NO** |
| Are the consignments mixed (organic and non-organic)? |  |  |
| Are imported goods stored prior to delivery to the customer? |  |  |
| Are imported goods delivered straight to the customer without intermediate storage? |  |  |

**7. Your manufactured products**

**Only** fill in this section of the form if you are a manufacturer.

**7.1** Do you sell or propose to sell organic products:

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Under your own brand |  |  |
| Under customers brand/s |  |  |
| As ingredients for further processing |  |  |
| For domestic market |  |  |
| For export |  |  |

**7.2** Exports to the US

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Are you intending to export to the USA |  |  |
| Do you require a USDA NOP audit for animal products? |  |  |

**8. Organic manufacturing / packing**

**Only** fill in this section of the form if you are a manufacturer.

**8.1** Please define your operation

|  |  |
| --- | --- |
| Packing operation |  |
| Manufacturing operation |  |
| Packing and manufacturing |  |

**8.2** How frequently do you produce or intend to produce organic goods?

|  |  |
| --- | --- |
| Every shift |  |
| Every day |  |
| More than 3 days per week |  |
| Less than 3 days per week |  |

**9. Storage**

**Everybody** needs to fill in this section regardless of the scope of organic activity undertaken.

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Are organic ingredients stored separately from non-organic ingredients? |  |  |
| If no, are they clearly marked so that there can be no confusion? |  |  |
| What steps do you take to prevent cross contamination between organic and non-organic raw materials and products? |
| Click or tap here to enter text. |
| What training has been given to staff to help them understand and implement the strict controls needed for organic production? |
| Click or tap here to enter text. |
| Do the products need special temperature storage? |  |  |
| Are there dedicated facilities for storage of organic products? |  |  |
| If not, what provisions are made to prevent cross-contamination or accidental substitution? |
| Click or tap here to enter text. |
| How does the warehouse account for organic deliveries and dispatches? |
| Click or tap here to enter text. |
| What provisions are made to control pests at the warehouse (Rodents, Insects and Birds)? |
| Click or tap here to enter text. |

**Note** Our inspector will want to see how you keep organic raw materials or products separated from non-organic ones and records showing the amounts delivered into and from your warehouse

**Certification Agreement**

Should you be accepted in to our organic certification scheme you are required to undertake to comply with the following:

1. All relevant sections of our organic Standard at all times (as amended from time to time), including section 3 general non organic requirements (covering reports, fees, access, confidentiality, exchange of information etc.).
2. Prompt payment of all fees and charges according to section 3.8 of our Standard including fees or costs for work undertaken for applications that do not proceed.
3. Resolve any non compliance raised against your operation within the agreed timescale.
4. 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.
5. 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.
6. 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.
7. 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 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: |  |