

**Organic Food Federation**

**CERTIFICATION AGREEMENT FORM FOR RETAIL AND FOODSERVICE OPERATIONS**

## 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

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| --- |
| Name of company:Click or tap here to enter text. |
| Trading name (if different):Click or tap here to enter text.Companies House Number: :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

1. **List products to be covered by organic certification**

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1. **Are these products**

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|  | **YES** | **NO** |
| a) Consumed on the premises? |  |  |
| b) Consumed elsewhere? |  |  |

1. **List the ingredients purchased for use in the above products:**

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| --- | --- | --- | --- |
| **Raw Material/Ingredient** | **Unit of purchase** | **Supplier** | **Certified by** |
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|  | **YES** | **NO** |
| Do you have a separate store or storage facility dedicated for organic materials and pre prepared food? |  |  |
| Do you plan to have dedicated preparation equipment for organic foods? |  |  |
| Please describe the facilities for food storage and preparation: |
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| What measures are taken during food preparation to ensure that organic materials or work in progress are protected from accidental contamination or substitution? |
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| What measures are taken at the point of sale to ensure that organic foodstuffs are kept physically separated from non-organic food? |
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| 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? |
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| 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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**Certification Agreement**

As an OFF certified operator, you are required 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 OFF personnel, with or without prior notice, for the purpose of carrying out surveillance and spot inspections or the collection of samples
5. Make records available upon request, which are subject to a certificate of conformity.
6. Keep a record of all complaints made against you relating to compliance with certification requirements and investigate these complaints. These records should be available to the OFF upon request. Take appropriate action with respect to such complaints and any deficiencies relating to products resulting in them being non-compliant with our standards.
7. Give three months notice in the event of wishing to withdraw from the scheme, unless due to circumstances beyond your control.
8. Inform the OFF all intended changes to the operational processes and site operations. This includes
* legal and commercial; organisational status of ownership.
* key management changes.
* modifications to product or production method.
* contact address and production sites.
* major changes to the quality management system.
1. Not use product certification in such a manner as to bring the OFF into disrepute and do not make any statement regarding product certification that the OFF may consider misleading or unauthorized.
2. Upon suspension, withdrawal, or termination of certification, discontinue the use of all advertising material that contains any reference thereto and take action as required by the OFF (e.g. the return of certification documents) and any other required measures.
3. Provide copies of the certification documents to others, the documents shall be reproduced in their entirety without any unauthorised amendments or modifications.
4. When referencing product certification in communication media such as advertising, marketing and social media, comply with the requirements of the OFF certification scheme.

1. Comply with the labelling requirements relating to the use of marks of conformity, and in information related to the product.
2. Provide true and correct statements relating to OFF certification and correspondence.

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| **Signed:** |  |
| **Print Name:** |  |
| **Company:** |  |
| **Position:** |  |
| **Date:** |  |

(This section **must** be completed in order to proceed with the assessment inspection.)

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