

According to Regulation (EC) No 834/2007 and Regulation (EC) No 889/2008 the signed company description and the description of the measures taken to ensure compliance with the named Regulations are obligatory for each company/operation.

**Company description document
(without variable data as list of suppliers, assortment list, list of customers,...)**

I Documents relevant for inspection (variable)

The following data are variable and must be submitted to the inspection body in an up-to-date and complete form during the annual audit or must be available in the current version at the inspection body.

List of suppliers with valid certification proof (certificate), raw material list, list of additives and processing aids, assortment list, recipes, labels, list of incoming goods, list of outgoing goods, production journals/consumption lists, location plans with description of all units, organization chart with organic-responsible persons, import notification or licenses for imports from third countries, GMO vendor declarations, prohibition of GMO, possibly exception from the responsible competent authority.

II Company description – processing and/or storage

Please enter business data			
Company name			
Street			
Postal code and town/country			
Telephone number			
Fax number			
Contact person/Name	E-mail	Mobile phone number	Telephone number
Date of survey			

Give a short description of the field of activities (e.g. import and trade of/with organic products/production of bread, pastry,.../production, packaging, labelling of...) of your company.

III Description of concrete measures for the implementation of the Organic Regulation

Goods receipt

How do you separate the organic goods from the non-organic goods when taking over goods ?
<input type="checkbox"/> goods are only taken over in bulk / not packaged, separation is done: <input type="checkbox"/> temporally separated <input type="checkbox"/> spatially separated from non-organic goods <input type="checkbox"/> only labelled goods are accepted <input type="checkbox"/> only packaged goods are accepted <input type="checkbox"/> other:
If temporally separated: how is the cleaning of the facilities done between the acceptance of non-organic and organic goods?
How do you check the goods on receipt?
Who carries out the check?
What is checked?
Is the implementation and the result of the check documented in writing, e.g. at the delivery papers?
Do you assign a batch number when goods are accepted?
<input type="checkbox"/> yes <input type="checkbox"/> no
If yes: How do you assign the batch numbers? – Please explain the (number) system!

How is traceability of the accepted goods to the respective deliveries ensured (traceability supplier/date/quantity)?

Storage

How do you/your employees distinguish organic goods from non-organic goods **during storage**?

How do you record receipts and issues in the receiving warehouse?

- Merchandise management system via EDP
- Lists on EDP
- Handwritten lists
- other:

Please enclose a sample – see Appendix No.:

When do you carry out inventories?

Production

When do you produce?
Production times in general: from - to:
Production times for organic products: from - to:

Briefly describe your production process:

How do you record the produced quantities and products in the production warehouse?
<input type="checkbox"/> production control system (EDP) <input type="checkbox"/> lists (EDP) <input type="checkbox"/> handwritten lists <input type="checkbox"/> other:
Please enclose a sample – see Appendix No.:

Do you produce organic and non-organic goods with the same production facilities?
<input type="checkbox"/> yes <input type="checkbox"/> no
If yes: How is the plant cleaned between the production of non-organic and organic goods? (Cleaning agents are relevant for containers, equipment, facilities that come into contact with the relevant organic products. The correct rinsing with water etc. must be documented and specified - <i>e.g. work surface must be rinsed with "DETERGENT" and washed twice with water</i>):

How do you/your employees distinguish between organic and non-organic goods **during the production?**

How do you/your employees distinguish between organic and non-organic goods **after the processing?**

Do you assign a batch number for the finished product?

yes no

If yes: how do you assign the batch numbers? – Please explain the (number) system!

Documentation

How are the organic products identified in the accounting/bookkeeping?

Do you have a management system in your company? If so, which one?

- | | |
|--|--|
| <input type="checkbox"/> ISO 9000 et seq.
<input type="checkbox"/> IFS
<input type="checkbox"/> GMP
<input type="checkbox"/> others, which? | <input type="checkbox"/> ISO 2200
<input type="checkbox"/> IFS Global Market
<input type="checkbox"/> no management system |
|--|--|

Which measures for storage protection and pest control do you carry out?

Do you use products that could be genetically modified? (e.g. soya, maize, etc., also in conventional areas)
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yes no

If yes, which ones?

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Where could a contamination / pollution of organic products with these products theoretically take place?

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How do you prevent this?

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Which records do you keep to prove your diligence in this regard?

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.....
Town, date

.....
Signature of responsible person

Remarks of inspector:

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.....
Town, date

.....
Signature of inspector