

# Farm Organic System Plan

Description of farm units and precautionary and concrete measures to respect organic production rules

Company name			VAT	
			Fiscal code	
			Activity	

Head office				
ZIP		Town		Country

Address				
ZIP		Town		Country

telephone:	Fax:	e-mail	internet
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Responsible			Fisc. Code		Date	
			Place of birth			

address				
ZIP		Town		Country

Other useful information for the company activity and contact details:
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Prevailing technical-economical trend OTE:
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### Rules on the basis of which the certification is requested

Reg EU 834/07	NOP-USDA	JAS	COR Canada	IFOAM	Other (to indicate)
<input type="checkbox"/>					

### Check enclosed forms:

- Summary Vegetable Productions
- Summary Livestock Production
- Part 1 Vegetable Productions
- Part 2 Wild Harvest
- Part 3 Livestock Production
- Part 4 Beekeeping
- Part 5 Production of mushrooms and yeasts
- Part 6 Related activities, structures and transport (to be completed in any case)
- Part 7 Bioagricert Regulation acceptance
- Documents to enclose: Farm Map , Land Title, Soil -Water tests (when necessary)

(date, stamp and signature) for validation by the consultant if applicable

According to the kind of activity, please complete the applicable part of the document. For example, a livestock company should complete parts 1-3-8-9, while a beekeeping should complete parts 4-8-9.

checked on the inspection of \_\_\_/\_\_\_/\_\_\_ inspector \_\_\_\_\_ Signature / stamp

satisfactory       unsatisfactory       incomplete       complete

remarks, suggestions, recommendations:

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VEGETABLE PRODUCTION

INFORMATION ON SURFACES						2
<b>Total Cadastral Surface</b>	ha	<input type="text"/>	are	<input type="text"/>	ca	<input type="text"/>
<b>Wood</b>	ha	<input type="text"/>	are	<input type="text"/>	ca	<input type="text"/>
<b>Uncultivable land</b>	ha	<input type="text"/>	are	<input type="text"/>	ca	<input type="text"/>
<b>Agricultural surface used</b>	ha	<input type="text"/>	are	<input type="text"/>	ca	<input type="text"/>
<b>of which grazing land</b>	ha	<input type="text"/>	are	<input type="text"/>	ca	<input type="text"/>
<b>Agricultural surface used:</b>						
<b>Conventional</b>	ha	<input type="text"/>	are	<input type="text"/>	ca	<input type="text"/>
<b>Conversion</b>	ha	<input type="text"/>	are	<input type="text"/>	ca	<input type="text"/>
<b>Organic</b>	ha	<input type="text"/>	are	<input type="text"/>	ca	<input type="text"/>

VEGETABLE PRODUCTION				3	STRUCTURES FOR STORAGE AND/OR PROCESSING			4	
PRODUCTION TREND:				Production method			STORAGES		
				organic	conventional				
				Yield: T/ff/on	Yield: Ton/ha				
<b>CEREALS</b>	<input type="checkbox"/>	rice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>OF THE COMPANY</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		wheat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>EXTERNAL</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		maize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>FOR TECHNICAL MEANS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		other cereals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>FOR EQUIPMENTS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<b>FOR PRODUCTS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<b>OTHER</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>VEGETABLE</b>	<input type="checkbox"/>	field crops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SILOS</b>			
		greenhouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>OF THE COMPANY</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INDUSTRIAL</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>EXTERNAL</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FRUITS</b>	<input type="checkbox"/>	KIND 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>CEREALS STORAGE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>INDUSTRIAL STORAGE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		citrus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>FEEDSTUFF STORAGE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		dry fruits/nuts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>PROCESSING OF SILAGE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		table grape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>OTHER</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>COLD STORE</b>			
<b>WINE</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>OF THE COMPANY</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>EXTERNAL</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PALM</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>VEGETABLE PRODUCTION</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TROPICAL</b>	<input type="checkbox"/>	Plant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>LIVESTOCK PRODUCTION</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FORAGE</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>OTHER</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TREE NURSERY</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>INSTALLATION FOR FOOD PREPARATIONS</b>			
<b>VEGETABLE. NURS.</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>OF THE COMPANY</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER</b>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>EXTERNAL</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>OTHER</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUMMARY OF THE INFORMATION OF ACTIVITIES RELATED TO VEGETABLE PRODUCTIONS										5
<b>CEREALS</b>	<input type="checkbox"/>	<b>INDUSTRIAL CROPS</b>	<input type="checkbox"/>	<b>FRUIT VEGETABLE</b>	<input type="checkbox"/>	<b>WINE SECTOR</b>	<input type="checkbox"/>	<b>NURSERY SECTOR</b>	<input type="checkbox"/>	<input type="checkbox"/>
Grain	<input type="checkbox"/>	Grain	<input type="checkbox"/>	Fresh	<input type="checkbox"/>	Vinification	<input type="checkbox"/>	Seeds	<input type="checkbox"/>	<input type="checkbox"/>
Conservation	<input type="checkbox"/>	Flours	<input type="checkbox"/>	Canned products	<input type="checkbox"/>	Production of must	<input type="checkbox"/>	Plants	<input type="checkbox"/>	<input type="checkbox"/>
Flours	<input type="checkbox"/>	Oil extraction	<input type="checkbox"/>	Conservation	<input type="checkbox"/>	Bottling	<input type="checkbox"/>	Propagation material	<input type="checkbox"/>	<input type="checkbox"/>
Pasta	<input type="checkbox"/>	Conservation	<input type="checkbox"/>	Packaging	<input type="checkbox"/>	<b>OLIVE SECTOR</b>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
Baking	<input type="checkbox"/>	Packaging	<input type="checkbox"/>		<input type="checkbox"/>	Canned products	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Pastry	<input type="checkbox"/>	Extracts of	<input type="checkbox"/>		<input type="checkbox"/>	Oil extraction	<input type="checkbox"/>	<b>Officinal Plants</b>	<input type="checkbox"/>	<input type="checkbox"/>
Other products	<input type="checkbox"/>	other products	<input type="checkbox"/>		<input type="checkbox"/>	Bottling	<input type="checkbox"/>	<b>WILD CROPS</b>	<input type="checkbox"/>	<input type="checkbox"/>

INFORMATION ABOUT FIELDS

(\*)

Total number of fields

N° page \_\_\_\_\_ of \_\_\_\_\_

**INFORMATION ON EACH FIELD**

N° of the field (cadastral ref., sequence number)	Parcel location (Farm Map to be enclosed)		
	Describe how the field have beend managed during the last three years		
Surface of the field  <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ha <input type="text"/> <input type="text"/> are	Doc. enclosed: valid certificate <input type="checkbox"/> Official technical Doc. <input type="checkbox"/> Other <input type="checkbox"/>		
Start of organic management day <input type="text"/> <input type="text"/> month <input type="text"/> <input type="text"/> year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> last use of forbidden products day <input type="text"/> <input type="text"/> month <input type="text"/> <input type="text"/> year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Production method <input type="checkbox"/> Conventional <input type="checkbox"/> Organic <input type="checkbox"/> In Conversion	Kind of crop <input type="checkbox"/> tree <input type="checkbox"/> pure <input type="checkbox"/> joint <input type="checkbox"/> annual <input type="checkbox"/> pure <input type="checkbox"/> joint <input type="checkbox"/> mixed	Production trend (Crops) _____ _____ _____

**INFORMATION ON EACH FIELD**

N° of the field (cadastral ref., sequence number)	Parcel location (Farm Map to be enclosed)		
	Describe how the field have beend managed during the last three years		
Surface of the field  <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ha <input type="text"/> <input type="text"/> are	Doc. enclosed: valid certificate <input type="checkbox"/> Official technical Doc. <input type="checkbox"/> Other <input type="checkbox"/>		
Start of organic management day <input type="text"/> <input type="text"/> month <input type="text"/> <input type="text"/> year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> last use of forbidden products day <input type="text"/> <input type="text"/> month <input type="text"/> <input type="text"/> year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Production method <input type="checkbox"/> Conventional <input type="checkbox"/> Organic <input type="checkbox"/> In Conversion	Kind of crop <input type="checkbox"/> tree <input type="checkbox"/> pure <input type="checkbox"/> joint <input type="checkbox"/> annual <input type="checkbox"/> pure <input type="checkbox"/> joint <input type="checkbox"/> mixed (SOWed)	Production trend (Crops) _____ _____ _____

**INFORMATION ON EACH FIELD**

N° of the field (cadastral ref., sequence number)	Parcel location (Farm Map to be enclosed)		
	Describe how the field have beend managed during the last three years		
Surface of the field  <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ha <input type="text"/> <input type="text"/> are	Doc. enclosed: valid certificate <input type="checkbox"/> Official technical Doc. <input type="checkbox"/> Other <input type="checkbox"/>		
Start of organic management day <input type="text"/> <input type="text"/> month <input type="text"/> <input type="text"/> year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> last use of forbidden products day <input type="text"/> <input type="text"/> month <input type="text"/> <input type="text"/> year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Production method <input type="checkbox"/> Conventional <input type="checkbox"/> Organic <input type="checkbox"/> In Conversion	Kind of crop <input type="checkbox"/> tree <input type="checkbox"/> pure <input type="checkbox"/> joint <input type="checkbox"/> herbac. <input type="checkbox"/> pure <input type="checkbox"/> joint <input type="checkbox"/> mixed	Production trend (Crops) _____ _____ _____



## INTERNAL CONTROL SYSTEM

### NOSB 2008 III. Recommendation

The producer group operation composed of production units, sites, or facilities, must be organized as a “person” according to 7 CFR 205.2. The Final Rule defines “person” as “an individual, partnership, corporation, association, cooperative, or other entity.”

#### “Production Unit” means:

The portion of an organic operation where products are produced and/or handled post-harvest, including any sub-units located within geographic proximity. A production unit, including any sub-units located within geographic proximity, operates under the operation’s organic system plan, and is managed through an internal control system to ensure compliance with all applicable provisions of the regulations. Each production unit within a production or post-harvest handling operation has defined location, practices, management and/or products.

#### “Sub-unit” means:

A smaller discrete portion of a production unit, such as a field, plot, wild-crop harvest area, or distinct processing area.

#### “Internal Control System” means:

A written quality assurance system included in a master organic system plan that sets forth the practice standards, recordkeeping and audit trail requirements applicable at each production unit, facility or site and that identifies the internal verification methods used.

if any member within a production unit processes or consolidates product from more than one member, it must be considered a single production unit and must be inspected annually. An upper limit on the number of members or subunits included in a given Production Unit should be based on the feasibility of effective oversight by management personnel and factors such as size and accessibility of the subunits.

<b>Group name :</b>	<b>Headoffice address:</b>
<b>Group manager name:</b>	
<b>Number of farmers:</b>	<b>Total surface:</b>

#### ENCLOSE FOLLOWING FORMS (IF APPLICABLE):

1) Crop production summary ( GLOBAL description of crop production details of group)

2) fields (description of crop production for each farmer)

2) Part 1 crop production (GLOBAL description of group crops management)

3) Livestock summary ( GLOBALdescription of livestock details of group)

4) Part 2 Livestock ( GLOBAL description of livestock management of group and for each farmer)

5) Part 2 Wild harvest: (GLOBAL description of wild haverst products managemenof the group)

6) Part 4 Beekeeping (GLOBAL description of beekeeping management of group)

7) Part 5 Mushrooms and yeast ( GLOBAL description of mushrooms and yeast management of group)







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Please, submit this part every year in order to update all data regarding growers. Annex: detailed maps of farms, buffer zones, boundaries of the fields, farmers list, farmers identification system, recordkeeping, farmers contracts estimated harvest).

## Basic criteria

### Recommendation #1 NOSB Recommendation, October 2002

Grower groups must establish and implement an internal control system (quality system), with supervision and documentation of production practices and inputs used at each producer's operation to insure compliance with the Organic Standard (eg. USDA's National Organic Standard; foam Standard). Grower groups must ensure that all members understand the US National Organic Standard and how it applies to their specific operations.

Grower groups must utilize centralized processing, distribution, and marketing facilities and systems.

The group must be managed as a legal entity under one central administration that is uniform and consistent.

Participation in the group is limited to producers who sell all of their organic production through the group.

Producers who are certified as part of a grower group do not possess individual certificates. Rather, the grower group is certified as a unit

Name of contact persons with phone numbers, both home and work. It is important to have access to at least two contacts in case the primary contact person cannot be reached. Please complete

kind of organization (examples: cooperatives, association, exporter with subcontracted farmers). Please complete

Administration management (examples: office near to fields or in the city). Please complete

Relationship between central administration and each group member, relationship between farmers, interest balance, please describe:

Organization management, internal control system, and compliance mechanisms, including records maintained please describe and attach the Organization chart:

Information on final sales and distribution. This is important to determine if any off-site export or storage facilities Please complete

## Basic criteria

### Internal Control System (ICS) NOSB 2008

Grower groups must establish and implement an internal control system (quality system), with supervision and documentation of production practices and inputs used at each producer's operation to insure compliance with the Organic Standard (eg. USDA's National Organic Standard; Ifoam Standard)

The crops and farming practices of the producers must be uniform and reflect a consistent process or methodology, using the same inputs. Mark which of following listed criteria are regarded by SFG (give details if necessary)

Homogeneity of products	<input type="checkbox"/>	Homogeneity of size of farms	<input type="checkbox"/>	same geographical area	<input type="checkbox"/>	Homogeneity of production methods used	<input type="checkbox"/>
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notes

	<input type="checkbox"/>	Easy and frequent contact between the member of the group	<input type="checkbox"/>	low average income from the agricultural activity	<input type="checkbox"/>	Common financial and political guidelines.	<input type="checkbox"/>
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notes			
<b>The crops and farming practices of the producers must be uniform and reflect a consistent process or methodology, using the same inputs.</b>			
Grower group are unified by a shared training regimen? Please describe	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Grower group operates together under the same section of the producer group operation's single Organic System Plan, including inputs used, fertility management and pest control practices, livestock feeding and health care practices, and record keeping and audit trail system? Please describe	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Share a common input supply ? Please describe	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Share the buying system arrangement? Please describe	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Share common personnel responsible for managing operations, providing extension services, monitoring and enforcing the functioning of the Internal Control System? Please describe	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Use a single post-harvest processing system? Please describe	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Product storage and handling procedures: Please describe	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Code numbering and product tracing. Please describe	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Updating the system (annual report). Please describe	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Are located within geographic proximity, as defined by access to the same collection or post-harvest handling facility, and/or common soils, water source, slope, topography or other physical features? Please describe	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Produce unique products or varieties and share the same harvest schedule? Please describe	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
<b>Basic criteria</b>			
<b>Internal Control System (ICS) NOSB 2008 - ICS staff requirements</b>			
Are there competent staff who implement ICS (local language; familiar with the principles and practice of organic agriculture; familiar with the practices of organic post-harvest handling ; familiar with the local agricultural production systems; able to demonstrate competence in internal control procedures and an understanding of the internal regulations)? <b>Please describe or attach the evidence</b>	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Is the ICS staff enough qualified? <b>Please describe or attach the evidence</b>	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Is there adequate staff and ICS has sufficient means to organize efficient controls? <b>Please describe or attach the evidence</b>	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
ICS staff is always the same or is often changed? <b>Please describe</b>	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
The ICS maintain sufficient oversight to ensure that all personnel are consistently following the Organic System Plan? <b>Please describe</b>	YES	<input type="checkbox"/>	NO <input type="checkbox"/>

<b>Basic Criteria</b>				
<p><b>Internal Control System (ICS) NOSB 2008 - ICS surveillance and review.</b> For a single sub-unit of a farming operation that is made up of multiple production units, the ICS surveillance and review should focus on critical organic control points (analogous to a HACCP Plan) such as buffer areas, condition of growing crops, soil quality indicators, input and equipment storage areas, and level of understanding of organic requirements by the operator.</p> <p>The Internal Control System must include the application of sanctions to individual members who do not comply with the organization's OSP, the OFPA or the NOP Regulations. It must inform Bioagricert of the irregularities and minor non-compliances found. It must communicate back to the source of the minor non-compliance the corrective actions imposed, with agreed time for completion. The Internal Control System must provide for the suspension or exclusion of members or subunits who are found to have major non-compliances, including a plan for corrective action that must be implemented before the member or subunit can be readmitted. It must inform the Bioagricert of all such actions, and a member who willfully or fraudulently violates the NOP should not be permitted to rejoin the group until the Bioagricert approves the measures taken to ensure that the violation is not repeated</p> <p>For the person seeking organic certification to be in compliance with the NOP, all non-compliances detected at the production unit, site, or facility or at the sub-unit or member level are required to be reported to the certifier (not just the ICS) per 205.400 (f).</p>				
Does the internal control system use individual inspection reports to assess operator compliance? If not, how is compliance assessment documented? <b>Please describe or attach the evidence</b>	YES		NO	
How often do official representatives of the control system visit each operation? <b>Please describe or attach the evidence</b>	YES		NO	
What kinds of documents are generated to verify these visits? <b>Please describe or attach the evidence</b>	YES		NO	
Are new operators inspected prior to being added to the SGG? <b>Please describe or attach the evidence</b>	YES		NO	
Have all grower group members signed a contract stating that they will comply with the organic standards and permit annual inspections? <b>Please describe or attach the evidence</b>	YES		NO	
Are operators provided assistance to comply with the standards? <b>Please describe or attach the evidence</b>	YES		NO	
What happens when non-compliance is suspected or detected? <b>Please describe or attach the evidence</b>	YES		NO	
Are there records of the actions taken when non-compliance has been investigated? <b>Please describe or attach the evidence</b>	YES		NO	
Does the control system have an official "sanctions" policy? <b>If so, submit a copy with your report.</b>	YES		NO	
The internal reviewers carry out at least one <b>annual direct observation and review of each individual operator</b> , including visits to fields and facilities? <b>Please describe or attach the evidence</b>	YES		NO	
The Internal Control System keeps appropriate documentation, including at least a description of the sub-units and the facilities, the production plans, the products harvested, the contractual arrangement with each individual member and internal inspection reports? <b>Please list the appropriate documentation</b>	YES		NO	

<b>Basic criteria Internal Control System Personnel (ICS) NOSB 2008</b>				
<b>Addressing Potential Conflicts of Interest</b>				
Regardless of the number of ICS personnel, the ICS director needs to develop an organizational chart to provide a clear picture of how the various duties among the ICS staff are divided and to make clear the reporting structure among personnel. <b>Please describe and attach the Organization chart</b>	YES		NO	
ICS personnel must have clear roles and responsibilities assigned by management and the resources and training to fulfill their roles and responsibilities. Additionally, the staff hired to fulfill the roles within an ICS should possess appropriate qualifications. <b>Please describe or attach the evidence</b>	YES		NO	
The Internal Control System personnel must receive contractual (in-writing) assurances that under no circumstances are they to be admonished in any way because they have detected and reported a noncompliance. <b>Please describe or attach the evidence</b>	YES		NO	
The Internal Control System personnel must disclose, in writing, any potential conflicts in advance of surveillance and review. <b>Please describe or attach the evidence</b>	YES		NO	
Groups may mitigate any conflict of interest by assigning field staff to review subunits in different regions or villages, and similar measures. ICS staff is always the same or is often changed? <b>Please describe or attach the evidence</b>	YES		NO	
<b>Basic criteria Internal Control System Personnel (ICS) NOSB 2008 - Training Requirements</b>				
<b>ICS is greatly enhanced by consistent and continuous training for all members and all ICS personnel.</b>				
Education program, <b>Please describe or attach the evidence</b>	YES		NO	
Internal personnel will carry out the majority of training of members, but at least one training per year by an external specialist is recommended for ICS personnel. <b>Please describe or attach the evidence</b>	YES		NO	
Ensuring that members understanding of organic principles and comply with organic standards. <b>Please describe or attach the evidence</b>	YES		NO	
<b>Risk assessment - Risk regarding production sites and farmers ( in case of negative answer, please explain the reasons)</b>				
1. crops are appropriate for organic farming in the area of SFG is located? notes	YES		NO	
2. are farmers self consciousness of organic farming methods? notes	YES		NO	

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3. are farmers convinced of applying organic agriculture farming methods? notes	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
4. Do farmers produce non organics crops? notes	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
5 The prevalence of conventional production of the same type in the region notes	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
6 adjoining land uses; other organic control points notes	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
7 Split operations - production of non-organic crops/products by grower group members notes	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
8 All processing facilities, both on-farm and off-farm notes	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
9 Transport system notes	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
10 Storage facilities notes	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
11 Inputs used notes	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
12 Equipment used notes	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
13 Packaging materials notes	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

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crop	fertilization / fertilizer(*)	Period of fertilization	Date of harvest

\*Compost – if the farm uses compost produced internally, the Composting Register should be kept as foreseen by the Annex A

\*Manure – if fresh manure is used, it should be respected: 120 days for crops whose edible part is in direct contact with soil and 90 days for crops whose edible part is not in direct contact with the soil. Farm records should report "harvest date" and manure application date to allow check this times.

**CROP MANAGEMENT: DEFENCE AND WEED (\*) (\*\*)**

environmental and management condition, with reference to the phytopathological situation

crop	pathology	products	n° treatme	periods

(\*) in case of mulching, the kind of material used should be indicated. Paper material containing coloured inks

(\*\*) for allowed phytosanitary products, deficiency periods for harvest should be respected

**Storage Register**

Bioagricert register

other

**crop Operation Register**

Bioagricert register

other

**Selling Register**

Bioagricert register

other

If you choose other, please indicate comun characteristics

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### WILD HARVEST PRODUCTION

#### AREAS OF HARVEST AND ENVIRONMENT

Describe the areas of harvest and the environment, preventive measures to assure the respect of organic rules in case of borders considered at risk (presence of buffer zones, hedges, green areas...) with particular reference to risk factors that may contaminate harvest areas

#### PRODUCTS, HARVEST AND HABITAT

Description of the kind of project, products, modalities and periods of harvest, measures adopted to assure the habitat stability

#### PRODUCT IDENTIFICATION DURING HARVEST AND TRANSPORT

Description of how the product can be identified from harvest to transport to storage. If applicable, description of the temporary storage modalities.

#### RECORDS

Description of document registration, by specifying modalities of crop operation management and recording of harvests, pickers and quantities; describe also purchase and sales records.

**LIVESTOCK AND BEEKEEPING PRODUCTIONS (to be fulfilled for companies with electronic application)**

SUMMARY INFORMATION OF LIVESTOCK ACTIVITY <span style="float: right;">2</span>					
<b>NUMBER OF PRODUCTIVE UNIT:</b> <input type="text"/>					
<b>NUMBER OF HEADS in U.B.A. ("Units Big Animal)(families for Bees):</b>		<b>PRODUCTIVE ORIENTATION</b>			
to indicate the medium consistency data per year					
<b>code</b>	<b>organic</b>	<b>conventional</b>	<b>Yield Kg/T</b>	<b>Yield kg/Lt</b>	
10 bovines	<input type="text"/> , <input type="text"/>	<input type="text"/> , <input type="text"/>	meat <input type="checkbox"/> milk <input type="checkbox"/>	breeding <input type="checkbox"/> other <input type="checkbox"/>	
20 buffalos	<input type="text"/> , <input type="text"/>	<input type="text"/> , <input type="text"/>	meat <input type="checkbox"/> milk <input type="checkbox"/>	breeding <input type="checkbox"/> other <input type="checkbox"/>	
30 ovines	<input type="text"/> , <input type="text"/>	<input type="text"/> , <input type="text"/>	meat <input type="checkbox"/> milk <input type="checkbox"/>	breeding <input type="checkbox"/> other <input type="checkbox"/>	
40 goats	<input type="text"/> , <input type="text"/>	<input type="text"/> , <input type="text"/>	meat <input type="checkbox"/> milk <input type="checkbox"/>	breeding <input type="checkbox"/> other <input type="checkbox"/>	
50 horses	<input type="text"/> , <input type="text"/>	<input type="text"/> , <input type="text"/>	meat <input type="checkbox"/>	breeding <input type="checkbox"/> other <input type="checkbox"/>	
60 pigs	<input type="text"/> , <input type="text"/>	<input type="text"/> , <input type="text"/>		breeding <input type="checkbox"/> other <input type="checkbox"/>	
61 fattening pigs	<input type="text"/> , <input type="text"/>	<input type="text"/> , <input type="text"/>	meat <input type="checkbox"/>		
70 poultry	<input type="text"/> , <input type="text"/>	<input type="text"/> , <input type="text"/>	meat <input type="checkbox"/> eggs <input type="checkbox"/>	breeding <input type="checkbox"/> other <input type="checkbox"/>	
80 bees	<input type="text"/>	<input type="text"/>	honey <input type="checkbox"/> royal jelly <input type="checkbox"/>	wax <input type="checkbox"/> other <input type="checkbox"/>	
90 other	<input type="text"/> , <input type="text"/>	<input type="text"/> , <input type="text"/>	other <input type="checkbox"/>		
<b>TOT. U.B.A. OF PRODUCTIVE UNITS</b> <input type="text"/> , <input type="text"/>		<b>UBA/HA of SAU, RATIO</b> _____ ( Surface at Agriculture Use)			
<b>TOT. FAMILIES OF PRODUCTIVE UNITS</b> <input type="text"/>					
Description of structures for housing and containment of animals. The description should indicate the detail of requirements foreseen for each species, e.g. covered and not covered surface, kind of flooring, rooms airing and lighting, doors and perches for poultries					
SUMMARY INFORMATION OF ACTIVITIES CONNECTED TO LIVESTOCK PRODUCTION <span style="float: right;">3</span>					
<b>MEAT</b>	<input type="checkbox"/>	<b>MILK</b>	<input type="checkbox"/>	<b>EGGS</b>	<input type="checkbox"/>
Fresh meat	<input type="checkbox"/>	Fresh milk	<input type="checkbox"/>	Packaging	<input type="checkbox"/>
Meat by products	<input type="checkbox"/>	Dairy products	<input type="checkbox"/>	Other _____	<input type="checkbox"/>
Slaughter	<input type="checkbox"/>	Butter	<input type="checkbox"/>	<b>BEEKEEPING PRODUCTS</b>	<input type="checkbox"/>
Conditioning	<input type="checkbox"/>	Yogurt	<input type="checkbox"/>	Packaging	<input type="checkbox"/>
Sectioning	<input type="checkbox"/>	Other dairy products	<input type="checkbox"/>		
Salami	<input type="checkbox"/>	Packaging	<input type="checkbox"/>	<b>OTHER</b> _____	<input type="checkbox"/>
Packaging	<input type="checkbox"/>	Other _____	<input type="checkbox"/>		
Description of structures for products process and storage. The description should indicate the details of surfaces and volumes dedicated to each activity and installations used, e.g. milking room and relevant installations (milking, refrigeration, storage), installation for the process of eggs, grading, packaging, room and installation for honey extraction, packaging, storage, etc.					

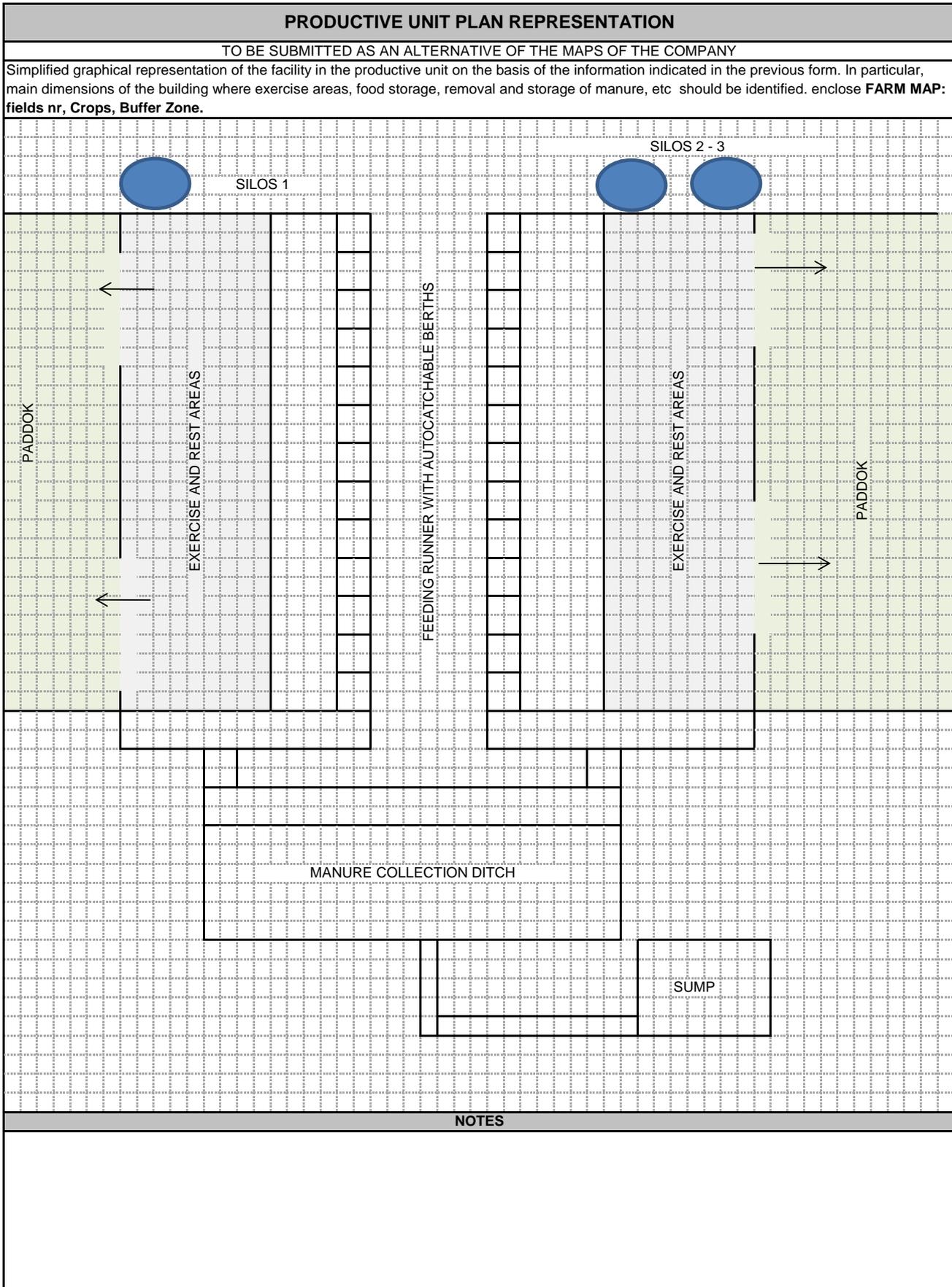
LIVESTOCK PRODUCTION			
This section should be completed for each species. Fill in as many sections as there are species.			
SPECIES: _____		BREED _____	
DESCRIPTION OF PRODUCTIVE PROCESS			
<b>FEEDING</b>	<p><b>Food Provisioning</b></p> <p style="margin-left: 20px;">of the farm <input type="checkbox"/></p> <p style="margin-left: 20px;">from Outside <input type="checkbox"/></p>	<p>Forage</p> <ul style="list-style-type: none"> <li>Fresh <input type="checkbox"/> Ton _____</li> <li>Hay <input type="checkbox"/> Ton _____</li> <li>silage <input type="checkbox"/> Ton _____</li> <li>Concentrated (Feed) <input type="checkbox"/> Ton _____</li> </ul> <p>Forage</p> <ul style="list-style-type: none"> <li>Fresh <input type="checkbox"/> Ton _____</li> <li>Hay <input type="checkbox"/> Ton _____</li> <li>Ensilage <input type="checkbox"/> Ton _____</li> <li>Concentrated (feed) <input type="checkbox"/> Ton _____</li> <li>Additives <input type="checkbox"/> Kg _____</li> </ul> <p style="text-align: right; font-size: small;">(dry matter)</p>	
<b>Water Provisioning</b>	<p>On-site well <input type="checkbox"/></p> <p>River/creek/pond <input type="checkbox"/></p>	<p>Municipal <input type="checkbox"/></p> <p>Spring <input type="checkbox"/></p>	<p>Other <input type="checkbox"/></p>
<b>Pasture</b>	<p>Assessment of contamination risks _____</p> <p>_____</p> <p>_____</p> <p>Predominant <input type="checkbox"/></p> <p>Neighbouring <input type="checkbox"/></p> <p>Natural <input type="checkbox"/></p> <p>Free (whole herd) <input type="checkbox"/></p> <p>period from: _____ to: _____</p> <p style="text-align: center; font-size: small;">(month) (month)</p>	<p>Occasional <input type="checkbox"/></p> <p>In Transhumance <input type="checkbox"/></p> <p>Rotation from own farm and/or from near farms (agreement) <input type="checkbox"/></p> <p>In shifts (per category) <input type="checkbox"/></p>	
<b>BREEDING</b>	<p><b>Cycle</b></p> <p>Open <input type="checkbox"/></p> <p>Closed <input type="checkbox"/></p> <p>Mixed <input type="checkbox"/></p>	<p><b>Renewal</b></p> <p>Internal <input type="checkbox"/></p> <p>External <input type="checkbox"/></p> <p>Renewal Ratio _____</p> <p>N° animals: _____ per year</p> <p>Production cycles: _____ per year</p>	
<b>SELLING</b>	<p><b>HEADS</b> <input type="checkbox"/> N° _____</p> <p><b>MILK</b> <input type="checkbox"/> Lt _____</p> <p><b>EGGS</b> <input type="checkbox"/> Pcs _____</p>		
RECORDS KEEPING			
Load Unload Register	Selling Register	Raw Material Register	Veterinary treatment Register
.....	.....	.....	.....
DESCRIPTION OF PRODUCTION LOTS IDENTIFICATION			



FACILITIES									
HOUSING FACILITIES									
Fill in as many sections as many production units have the company. Describe the characteristics of each box, identified (ID), for each category of animal lodged in the livestock unit.									
PRODUCTION UNIT _____					N° OF BOXES: _____				
LIVESTOCK SYSTEM		HOUSING <input type="checkbox"/>			OUTDOOR <input type="checkbox"/>			PASTURE <input type="checkbox"/>	
KIND OF HOUSING _____									
BEDDING USED*: _____ O <input type="checkbox"/> C <input type="checkbox"/>									
* For species using bedding having also feeding purpose, it must be organic.						HOUSING			
Id. RIC-	CATEGORY	N° Head	Surface Covered	% Floor full	Open Surface	Free	Fixed	Collective	Individual
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL DESCRIPTION FOR PRODUCTION OF EGGS					ADDITIONAL DESCRIPTION FOR PRODUCTION OF MILK				
N° of animal per nest: .....		Length of Perch (cm: .....			Milking system .....				
		( per head)							
Egg storage room:					Milk storage room:				
ADJACENT <input type="checkbox"/>		NOT ADJACENT <input type="checkbox"/>			ADJACENT <input type="checkbox"/>		NOT ADJACENT <input type="checkbox"/>		
cattleshed		cattleshed			cattle shed		cattle shed		
STORAGE CAPACITY .....					N° OF MILK TANK: _____				
EGG IDENTIFICATION ON FARM <input type="checkbox"/>					CAPACITY of storage _____				
THIRD PARTS <input type="checkbox"/>									
NOTES									
FEED STORAGE FACILITIES									
Id. facility	KIND OF STORAGE	CAPACITY M3	NOTES						
MANURE FACILITIES									
Id. facility	KIND	CAPACITY M3	STOCKING PERIOD	NOTES					

SANITARY MANAGEMENT PLAN			
<p>In the sanitary plan, it should be reported all information about the use of products according to most common diseases found within the breeding. In this section, it should be indicated compulsory and internal prophylaxis, by indicating the kind of product used; in "IMPLEMENTING METHODS" column, kind and timing of implementation should be indicated. Operations of cleaning and disinfections of rooms and equipments should be added, by specifying kind of product used and implementing methods.</p>			
DISEASE	PREVENTIVE METHODS	COMPULSORY PROPHYLAXIS	INTERNAL PROPHYLAXIS
DISEASE	PREVENTIVE METHODS	COMPULSORY PROPHYLAXIS	INTERNAL PROPHYLAXIS
DISEASE	PREVENTIVE METHODS	COMPULSORY PROPHYLAXIS	INTERNAL PROPHYLAXIS
PHYSICAL MUTILATIONS		IMPLEMENTING METHODS	Signature for approval of Veterinary Doctor
Rings at tails of the sheeps	<input type="checkbox"/>		
Tail and teeth docking	<input type="checkbox"/>		
Beak trimming	<input type="checkbox"/>		
Dehorning	<input type="checkbox"/>		
Castration	<input type="checkbox"/>		
Other	<input type="checkbox"/>		
CLEANING AND DISINFECTION OF ROOMS AND EQUIPMENTS			
ROOM / EQUIPMENT	PRODUCT	IMPLEMENTING METHODS	
<p>We declare that people in charge of animal care and of cattleshed operations have knowledge and are basically expert on animal health and wellness</p>			





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**BEEKEEPING PRODUCTION**

This section should be completed for the each species (apis melifera or other). Fill in as many sections as there are locations of apiaries. For each section, it is necessary the description of:  
1) operative methods adopted by the company. It is possible to make reference to other documents that could be enclosed;  
2) critical factors and corresponding preventive actions adopted.

**RISKS AND PREVENTIVE MEASURES**

Identification of risks	risks	preventive measures	risks
			A - Presence of animals org/conv./conversion
			B - Conventional crops low environmental impact
			C - Presence of conventional technical means
			D - other .....
			<b>preventive measures</b>
			1 - Completely separated units
			2 - Separated foraging areas
			3 - Cleaning of equipments
			4 - Separated Storage
			5 - Identified separated areas in storages
			7 - Identification
			8 - other .....

*Other indications that may refer to environmental risks. In case these are not applicable, please provide specification*

**BREEDING MANAGEMENT PLAN**

**1. Foraging Areas**

*Description of foraging areas (to specify probable risks that may contaminate harvesting area), wintering areas and probable movements*

**2. Food provisioning plan**

*Indicate the plan of food finding by indicating food used for the nutrition of bees during winter or in case of extreme climatic conditions.*

**3. Sanitary Plan**

*Indicate main sanitary problems and consequent activities carried out and products used.*

Disease	Management	Notes

**4. Apiary Materials**

*Indicate materials used to build frames and beehives.*

**5. Honey extraction and storage**

*Describe honey extraction and storage methods, by specifying measures adopted to assure the identification of organic product and to avoid that, during these steps, lots get mixed or come in contact with conventional products.*

**RECORDS KEEPING**

ASL Code	N°	-----
Crop operation reg. <input type="checkbox"/>	Kind of register	-----
Purchase/Selling R. <input type="checkbox"/>	Kind of register	-----
Veterinary trat. Reg. <input type="checkbox"/>	Kind of register	-----

**MUSHROOMS OR YEASTS PRODUCTION**

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Description of the kind of product cultivated, substrates and their composition, materials of starting for production/reproduction. Describe also the kind of facilities used.

Id. Facility used (name, address and activity)	CB	risks	preventive measures	risks
				A - mixed production facilities
				B - mixed storages
				C - sub-contracted activities or steps*
				H - other .....
				<b>preventive measures</b>
				1 - crops separated temporally
				2 - crops in separated installations
				3 - Cleaning of equipments
				4 - Identified separated areas in storages
				5 - other .....
				6 - other .....

\*To subscribe a third party work agreement with the subcontracted company for each activity carried out.

**SUBSTRATES MANAGEMENT**

Description of probable fertilization/nutrition operations on the product in cultivation and products used

**PEST MANAGEMENT**

Description of pest management and products used

Description of measures adopted to assure the identification of organic products during storage, conservation, conditioning and packaging to avoid that products get mixed or come in contact with non organic products.

**IDENTIFICATION AND TRACEABILITY**

Description of measures adopted to assure lots identification and traceability during all processing steps

**COLLECTION AND TRANSPORT OF PRODUCTIONS**

Description of management of collection and transport of organic products with measures adopted to avoid product contamination, replacement, mixture or contact with non organic products.

**RECORDS KEEPING**

<b>Storage form</b>	<input type="checkbox"/> Bioagricert register	<input type="checkbox"/> other
<b>Process form</b>	<input type="checkbox"/> Bioagricert register	<input type="checkbox"/> other
<b>Selling form</b>	<input type="checkbox"/> Bioagricert register	<input type="checkbox"/> other

If you choose other, please indicate commun characteristics

Delivering Notes, Invoices, Labels w. Reference to Organic ( describe, document):

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**ON-FARM AND EXTRA-FARM FACILITIES : FOR FARM WITH PROCESSING ACTIVITY**

Indicate each product with activities carried out, processing, packaging, storage, labelling, even though these activities are sub-contracted

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Id. Facility used (name, address and activity)	CB	risks	preventive measures	risks
				A - mixed production facilities
				B - mixed storages
				C - sub-contracted activities or steps*
				H - other .....
				<b>preventive measures</b>
				1 - processing separated temporally
				2 - processing on separated installations
				3 - Cleaning of equipments
				4 -First Organic product downgrade( rate/kg):
				5 - Identified separated areas in storages
				6 - other .....

\*To subscribe a third party processing agreement with the subcontracted company for each activity carried out.

Describe measures adopted to assure the identification of organic products during storage, conservation, conditioning, packaging, to avoid products get mixed or come in contact with non organic products.

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**IDENTIFICATION AND TRACEABILITY**

Description of measures adopted to assure product identification ( "Organic" signs, tags etc.)and traceability during all processing steps.

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**COLLECTION AND TRANSPORT OF PRODUCTIONS**

Description of organic products collection and transport with measures adopted to avoid product contamination, replacement, mixture or contact with non organic products.

--

**OTHER ACTIVITIES**

Description of Organic activities, not concerned with farming, carried out by the company.

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**RECORDS KEEPING**

<b>Storage form</b>	<input type="checkbox"/> Bioagricert register	<input type="checkbox"/> other
<b>Process form</b>	<input type="checkbox"/> Bioagricert register	<input type="checkbox"/> other
<b>Selling form</b>	<input type="checkbox"/> Bioagricert register	<input type="checkbox"/> other

If you choose other, please indicate comun characteristics  
describe the filing system of documents such as invoices , delivering notes, certificates , labels with the "Organic" claims, documenting kind, quantity and origin of the inputs and products.

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**ENGAGEMENT OF THE PRODUCER AND CERTIFICATION PROCEDURE ACCEPTANCE**

The undersigned	as responsible / legal representative		
company			
Head office address			
ZIP		Town	

**undertakes to:**

- 1 make operations in compliance with the current rules on organic production : Not Use chemical inputs; declare the yield per Ha forcasted and really harvested; apply the organic standard of production.
- 2 adopt preventive measures to avoid the contamination risk with prohibited substances or products;
- 3 clean properly facilities, installations and equipments, to check their effectiveness and to register the operations;
- 4 adopt proper measures to avoid that non organic products are placed on market with reference to the organic production
- 5 accept, in case of infractions or irregularities, the application of all measures foreseen by the rules for organic production and by the Bioagricert Certification Procedure for Organic products
- 6 accept and inform, in writing, all purchasers of the product that is not conform, in order to cancel all references to organic production on that production;
- 7 assure that information reported in this organic system plan and in the enclosed documents are true and updated;
- 8 notify, promptly, all modification to the information reported in this organic system plan and, if necessary, to send to Bioagricert and to the competent Authorities, a new application;
- 9 allow Bioagricert, for the control, to enter in all parts of the controlled activity, to accounts, and to all documents and registration of control;
- 10 pay the certification fees according to the Protocol of Agreement and to the current Bioagricert price list
- 11 assure a proper training to the staff on the good manufacturing practices of organic productions. On this purpose, we indicate the following people as responsible for the process of organic production:

Mr./Mrs.		function
Mr./Mrs.		function

- 12 delegate to assist the CB staff during the inspection, with the power to sign documents:

Mr./Mrs.		function
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**declares also:**

- 13 that they know and accept the content of the current Bioagricert Certification Procedure for Organic Products, as can be found on the web site [www.bioagricert.org](http://www.bioagricert.org)
- 14 that they received from Bioagricert all documents, foreseen by the certification scheme, that are available on the web site [www.bioagricert.org](http://www.bioagricert.org)
- 15 to give the consent, and that of probable contractors, to che exchange of information within certification bodies about the certified operations (if the operator and contractors are certified by different certification bodies)
- 16 to give the consent to activities sub contracted by Bioagricert or, alternatively, makes the following observations:
- 17 to maintain all records applicable to the organic operation, as described in the OSP, for not less than 5 years beyond their creation. Certified operations must make records available for review and inspection by the NOP, the applicable State program's governing State official, and Bioagricert during normal business hours (§ 205.103(c)).

.....  
Date, \_\_\_/\_\_\_/\_\_\_\_\_

**Legal Representative** \_\_\_\_\_  
company stamp and signature

I confirm that points from 1 to 17 are clear and understandable. I undertake to respect what is indicated in these points. I also declare that I have all documents available and the necessary tools to respect the rules, in order to comply with the requirements foreseen by the rules.

**Legal Representative**  
company stamp and signature

