|  |
| --- |
| **APPLICANT OPERATOR** |
| **Company name**  |       |
| **VAT Number or Tax Code** |  |
| **Registered Seat** |       |
| **Main Operative Seat** |       |
| **Company Contact Person**(Name/Family Name/Role) |       |
| **Contacts**(Tel., E-Mail, Mobile Phone) |       |

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| **AUDIT LOCATION COMPANY (if different from the Applicant)** |
| **Company name** |       |
| **Registered Seat** |       |
| **Main Operative Seat** |       |
| **Company Contact Person**(Name/Family Name/Role) |       |

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| **Date**       | Start time       | Checking the end time       |

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| AUDIT DESCRIPTION |  ANNOUNCED  | [ ]  | UNANNOUNCED | [ ]  |
|  ON-SITE  | [ ]  | OFF-SITE | [ ]  |

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| --- | --- | --- | --- | --- |
| **Type of Products** |  | **Evaluation According to the Norm/Standard:** | **Type of Audit** |  |
| Fertilizers | [ ]  | Bio EU [ ]  NOP [ ]  JAS [ ]  Other (specify)       [ ]  | Start-up/First inspection | [ ]  |
| Pesticides | [ ]  | Bio EU [ ]  NOP [ ]  JAS [ ]  Other (specify)       [ ]  | Surveillance | [ ]  |
| Corroborants  | [ ]  | Bio EU [ ]  NOP [ ]  JAS [ ]  Other (specify)       [ ]  | Additional | [ ]  |
| Other (specify)       | [ ]  | Bio EU [ ]  NOP [ ]  JAS [ ]  Other (specify)       [ ]  | Unannounced | [ ]  |

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| **COMPOSITION OF THE AUDIT GROUP** |
| Bioagricert Staff (Name and Family name) | Role |
|       |       |
|       |       |

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| **AUDIT AGENDA** |
| Time | Activity | Company Staff Involved/Role |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

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| **TYPE OF ACTIVITY** | C/P \* | C/T\* |  |  | C/P\* | C/T\* |
| [ ]  | Preparation | [ ]  | [ ]  | [ ]  | Storage | [ ]  | [ ]  |
| [ ]  | Packaging | [ ]  | [ ]  | [ ]  | Retailer/Brand Owner | [ ]  | [ ]  |
| [ ]  | Labelling | [ ]  | [ ]  | [ ]  | Other (specify)       | [ ]  | [ ]  |

\*C/P = own account \*C/T = third party/outsourcing

|  |
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| **PRODUCTS (object of certification)** |
| **N°** | **Name** | **Product Specification** |
| EU Compliance | NOP Compliance | JAS Compliance |
|       |       | [ ]  | [ ]  | [ ]  |
|       |       | [ ]  | [ ]  | [ ]  |
|       |       | [ ]  | [ ]  | [ ]  |
|       |       | [ ]  | [ ]  | [ ]  |
|       |       | [ ]  | [ ]  | [ ]  |
|       |       | [ ]  | [ ]  | [ ]  |

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| **CLOSURE OF PREVIOUS NON-CONFORMITIES** |
| **N°** | **CHECK THE CLOSURE OF RECOMMENDATIONS AND****PREVIOUS NON-COMPLIANCES** | **EFFECTIVENESS OF IMPLEMENTED CORRECTIVE ACTIONS** |
| 1 |       | [ ]  SATISFACTORY/COMPLETED[ ]  UNSATISFACTORY |
| 2 |       | [ ]  SATISFACTORY/COMPLETED[ ]  UNSATISFACTORY |
| 3 |       | [ ]  SATISFACTORY/COMPLETED[ ]  UNSATISFACTORY |
| 4 |       | [ ]  SATISFACTORY/COMPLETED[ ]  UNSATISFACTORY |

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| **CERTIFICATION** | **YES/NO** | **NOTES/EVIDENCE** |
| Does the Company have a QMS-certified quality management system or other system certifications (e.g., ISO 9001, ISO 14001, Emas, ISO 22000, SA 8000, etc.)? |       | Indicate Which Ones       |
| Does the Company have other product/process/service certifications(e.g. LCA, Carbon Foot Print, EPD)? |       | Indicate Which Ones       |
| Does the Company adhere to any other Standards and certification marks related to the production of agricultural inputs? |       | Indicate Which Ones       |

| **MANAGEMENT AND/OR PROCESS REQUIREMENTS** | **Type****([[1]](#footnote-1))** | **Compliance** **C / N / NA** | **Notes and evidence acquired by the Inspector** |
| --- | --- | --- | --- |
| **MINIMUM INSPECTION REQUIREMENTS, DOCUMENTS IN ACCESS AND MAINTENANCE OF CERTIFICATION**With the first application, the Operator should submit documentation on their activity that contains the following information. |   |   | The reference documents for this activity are: CERTIFICATION REQUEST, TECHNICAL REPORT, PRODUCT COMPOSITION, and other documents that include necessary and relevant information. |
|
| The Operator should indicate the list of products subject to certification, the expected annual quantity, the type of product sold (labeled or bulk) and the intended use. Every year, or in the event of minor changes, the Operator should submit a CERTIFICATION REQUEST.In the case of major changes, the Operator should also update and submit the TECHNICAL REPORT. | M no NA |       |       |
| The Operator should provide the functional organization chart or indicate those responsible for the production and administrative process. | m |       |       |
| A description of the activity carried out by the company should be provided: production sector, facilities, water supply, production lines. If other companies are involved in the project, the Operator should describe the functions performed by each, specifying who does what. If necessary, compile a TECHNICAL REPORT for each company involved. | M no NA |       |       |
| Together with the COMPOSITION, the flow chart from raw materials to finished product should be attached. In the case of complex processes involving different types of raw materials, the company should attach to the COMPOSITION form additional information on the process of production and / or transformation of raw materials. | M no NA |       |       |
| A list of the raw materials used and their origin and suppliers should be provided. For fertilizers with a nitrogen percentage that exceeds 3%, verify in detail the source of nitrogen through process sheets, recipes and ingredient data sheets, to eliminate the risk that the nitrogen is of chemical origin. | M no NA |       |       |
| The Operator should conduct a prior analysis of the finished product and any human side effects and contraindications.The environmental and ecosystem effects of the product should be described in the TECHNICAL REPORT and clearly indicated in the relevant MSDS and, if necessary, on the label. | m |       |       |
| The Operator should be in possession of the authorization for the use of the product in agriculture, issued by the competent authorities of the country of destination market. | m |       |       |
| The Operator should describe and show the measures taken for the identification and traceability of product batches during all stages of the process and for the management of non-conforming batches and complaints. | M no NA |       |       |
| The Company should have a method for managing records and documentation and maintaining a loading/unloading register to maintain consistency between incoming raw materials and outgoing finished products. | M no NA |       |       |
| Labeling and Sales: The intended use of certified products, the indications on sales documents, product information sheet and all advertising documents and labels, shall not provide misleading messages to users about the use or effects. | m |       |       |
| **GENERAL CRITERIA FOR INPUT PRODUCTION** |  |   |   |
| The production of inputs is based on the use of raw materials permitted by the Reference Standard for use in organic agriculture and produced using physical processing and preparation methods. | M no NA |       |       |
| The evaluation criteria of the production processes should be based on the principle of "prevention and precaution". The company applying for input certification should demonstrate that it has well identified the possible risks of the production process and developed the appropriate actions and measures to limit them. | m |       |       |
| The procedure for the application of preventive and precautionary measures should be clear and transparent; it should include all elements on which there may be impacts. | R |       |       |
| **ASSESSMENT OF SUSTAINABILITY REQUIREMENTS** |   |   |   |
| The criteria used to assess the sustainability of inputs allowed in organic farming are based on the following principles. |   |  |  |
| Necessity and alternatives: the Operator should ensure that each input used is useful for sustainable production and represents the best available technology. | R |       |       |
| Origin of raw materials used and production process: the production of the input should be based on the use of natural, organic and/or renewable resources. The origin of raw materials should be documented and the input production process should be clearly described. | M no NA |       |       |
| Depending on the type of raw material, animal, vegetable or mineral, the Operator should be prepared to provide additional declarations signed by the supplier regarding:- the method of production, processing and/or extraction;- the non-use of genetically modified organisms (GMOs). | M no NA |       |       |
| The Operator is aware that only naturally occurring plants, animals, minerals, bacteria, fungi, yeasts are permitted. | R |       |       |
| The Operator is aware that mainly raw materials obtained through physical processes (physical extraction) or biotechnological processes (composting, fermentation and enzymatic digestion) are allowed. Chemical processes are generally prohibited. | R |       |       |
| The Operator understands that the use of non-renewable natural resources such as minerals may be subject to restrictions and/or limitations; should provide a description of the sediment and an analysis of its availability in nature.  | m |       |       |
| The Operator is informed that inputs with a high content of naturally occurring contaminants in the environment such as heavy metals, radioactive isotopes, and excessive salinity are prohibited or restricted.  | M |       |       |
| The Operator is informed that inputs extracted, recovered, recycled or manufactured through environmentally destructive techniques and technologies are restricted or prohibited. | R |       |       |
| Synthetic adjuvants used to transform complex substances into simpler ones may be permitted in the process, but do not enter into the final composition. | M |       |       |
| Environment: The environmental impact of substances used should be thoroughly investigated and reported in company documentation. The environmental impact of a substance includes but is not limited to the following parameters: water toxicity, persistence, degradability, area of concentration, biological, chemical and physical interaction with the environment, including any known synergistic effects with other inputs used in organic agriculture.  | m |       |       |
| The Operator has knowledge of the effects of the input on the ecosystem, soil microorganisms, fertility, soil structure, and crops. The use of substances with high salinity, measured toxicity to microorganisms, and persistent collateral damage shall be limited or prohibited. | R |       |       |
| Any impacts of inputs used in cultivation on nurseries and wild life should also be considered. | m |       |       |
| Human Health: Product documentation, including labels, should report the impact of the substance on human health and indicate who may be exposed to any possible risks during all stages of processing and use of the input. Human health impacts include, but are not limited to, acute and chronic toxicity, periods of radioactivity of substances in the input (if applicable), degradation products and metabolites. The Operator is aware of the prohibition of the use of substances with side effects and/or harmful to human health. | M |       |       |
| Social requirements: input production should be socially equitable, economically viable, respect cultural differences, protect animal welfare.  | M |       |       |
| The products should be authorized or registered according to the regulations of the country in which the Operator intends to sell them. | R |       |       |
| **VERIFICATION OF COMPLIANCE WITH SPECIFIC ORGANIC PRODUCTION STANDARDS AND REGULATIONS** |   |   |   |
| Products for which compliance with Reg. 848/2018 (European Regulation) has been requested should meet the technical and compositional requirements provided. | M  |       |       |
| Products for which compliance with NOP/USDA Reg. has been requested should meet the technical and compositional requirements provided. | M |       |       |
| Products required to comply with JAS Reg. should meet the technical and compositional requirements. | M |       |       |
| Products required to comply with other regulations and/or private standards (when verification is permitted) should meet the technical and compositional requirements.Indicate the standard referenced for compliance verification.      | M |       |       |
| **PRODUCT LABELING METHODS** |   |   |   |
| All products intended for sale for use in organic agriculture, in addition to being labeled according to the standards in force in the country where they are produced and/or marketed, should bear the following information on the label. |  |  |  |
| The production facility should be indicated. | m |       |       |
| The active ingredients and/or raw materials that make up the product should be listed in descending order of quantity. The % quantity of the active ingredient and/or nutrient should be indicated. | M |       |       |
| The use of the product should be specified (fertilizer, soil conditioner, pesticide, adjuvant, biostimulant, etc.). | M |       |       |
| The words "suitable for use in organic agriculture" or "allowed in organic agriculture" or the reference organic regime under which it complies should be present. | M |       |       |
| There should be a reference to the Bioagricert control for review of compliance based on these guidelines and the company's control code. | M |       |       |
| All the information described above should be verified not only on the label but also in the company's information documents and advertising materials. | M |       |       |
| **FINAL CONTROL OF MASS BALANCES** |   |   |   |
| The Company should keep up-to-date, for each product manufactured, a system of records that allows verification of product traceability from raw material to finished product. At a minimum, the record system should allow for the identification of incoming raw materials, records during processing, controls during the process, inventory and sales. | M |       |       |
| **Access to facilities, documentation and records, including financial records, pertaining to activities related to the production of the input subject to certification** |   |  |  |
| The Company should guarantee free access for Bioagricert personnel to facilities, documentation and records, including financial records, concerning activities related to the production of input subject to certification. | M |       |       |
| The company should collaborate with and provide the Bioagricert inspector with documents, information and records, including financial records, regarding activities related to the production of the input subject to certification. | M |       |       |

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| **CONTRACTUAL ASPECTS** | **C/NC/NA** | **Note** |
| The Bioagricert contract for the certification of inputs/technical means M\_037 has been signed by the requesting Operator. |       |       |
| The Bioagricert Input logo is used correctly. |       |       |
| The Bioagricert Input Certificate of Conformity is used correctly and is consistent with the activity carried out by the company. |       |       |

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| **SAMPLE COLLECTION**  |  |
| Sampling was performed | YES[ ]  NO[ ]  |
| Sample Collection Report M 0\_32 | N°       |

|  |  |
| --- | --- |
| **RESULTS**  |  |
| Non-conformities were detected | YES[ ]  NO [ ]  |
| Non-Compliance Report | Major N°      Minor N°      Reccomendations N°       |

|  |  |
| --- | --- |
| **DOCUMENTATION ACQUIRED** | **Annex** **N°** |
|       |       |
|       |       |
|       |       |

**RECOMMENDATIONS AND OBSERVATIONS (by Bioagricert Inspector):**

**The result of this report is considered confirmed by Bioagricert, if the Operator does not receive different communication within 15 days from the date of inspection.**

The undersigned       in his capacity as manager or, in the case of a third-party company, as delegate of the controlled company (Operator) **DECLARES:**

|  |  |
| --- | --- |
| YES [ ]  NO [ ]   | to have witnessed all verification operations carried out by the Inspector appointed by Bioagricert (including the preparation and sealing of samples to be taken by the laboratory in charge); |
| YES [ ]  NO [ ]   | to have attended the final meeting with the Inspector; |
| YES [ ]  NO [ ]   | to confirm the accuracy and completeness of the information gathered during the inspection;  |
| YES [ ]  NO [ ]   | to acquire the attached NC reports and to commit to indicate the Non-Compliance Treatments and Corrective Actions that the Company intends to implement for its solution, sending the same form duly completed to Bioagricert, within 15 days from today's date; |
| YES [ ]  NO [ ]   | to report the following to the Inspector and to all competent persons of Bioagricert:       |

|  |  |  |
| --- | --- | --- |
| **The Operator/Licensee** **(Stamp and signature)** | **The Bioagricert Inspector** | **Cod.** |

**Mass Balance**

**(Multi-Ingredient Products)**

|  |  |
| --- | --- |
| **Raw material considered**  | **Reference period** |
|  | From       to       |

Quantity processed = Final stock (1) + Sales (2) - Initial stock (3)

the difference calculated/obtained is to be compared with the quantities taken from the processing registers (RL)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Finished procuct** | **Final stock (1)** | **Sales (2)** | **Initial stock (3)** | **Quantity processed (4)** | **Coeff.****(5)** | **Quantity****(6)** |
| difference | from proc. reg. |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
| **TOTAL (M1)****Raw material theoretically required** |       |

1. Stocks of product found in stock
2. Quantity of product sold from register or invoices issued
3. Product present at the beginning of the period (from register or previous verification)
4. Quantity processed in the period under consideration (in case of difference between the 2 data, deepen the checks)
5. From preparation recipe (ratio raw material/finished product)
6. Obtained from the product between the processing coefficient (5) x the quantity processed (4)

Raw material actually used (M2) = Initial stock + Purchases - Final stock

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Initial stock (7)** | **Purchases or production (8)** | **Final stock (9)** | **Total quantity (M2)** | **(M1)** | **(10) Scrap % (M2 - M1)\*100/M1** |
|       |       |       |       |       |       |

1. Stocks of warehouse present at the beginning of the period considered
2. Quantity of raw material acquired or produced
3. Final stock found in warehouse
4. Reject = 0 Conforming; Reject > 0 Conforming but to deepen the causes; Reject < 0 Not conforming)

Were there any irregularities? YES [ ]  NO [ ]

Justification for any differences and/or rejects found?

Does the raw material (ingredient) used comply with the requirements of the

required by the Specification(s) being verified? YES [ ]  NO [ ]

Irregularities found (report also references to the lot/DDT/invoices):

**Mass Balance**

**(Mono-Ingredient Products, only Packaging and/or Distribution Activities)**

|  |  |
| --- | --- |
| **Product** | **Reference period** |
|       | From       to       |

Theoretical final stock = Initial stock + Purchases - Sales (Compliant if A≥B)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Initial stock** | **Purchases or production** | **Sales** | **Theoretical final stock (A)** | **Quantity detected (B)** |
|       |       |       |       |       |

1. The theoretical final inventory (A) is derived from accounting documentation (registers, receipts, etc.)
2. The final stock found (B) in the shop/warehouse should always be less than or equal to the theoretical (A)

Were there any irregularities? YES [ ]  NO [ ]

Justification for any differences and/or rejects found?

Does the raw material (ingredient) used comply with the requirements of the

required by the Specification(s) being verified? YES [ ]  NO [ ]

Irregularities found (report also references to the lot/DDT/invoices):

|  |  |
| --- | --- |
| **Product** | **Reference period** |
|       | From       to       |

Theoretical final stock = Initial stock + Purchases - Sales (Compliant if A≥B)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Initial stock** | **Purchases or production** | **Sales** | **Theoretical final stock (A)** | **Quantity detected (B)** |
|       |       |       |       |       |

1. The theoretical final inventory (A) is derived from accounting documentation (registers, receipts, etc.)
2. The final stock found (B) in the shop/warehouse should always be less than or equal to the theoretical (A)

Were there any irregularities? YES [ ]  NO [ ]

Justification for any differences and/or rejects found?

Does the raw material (ingredient) used comply with the requirements of the

required by the Specification(s) being verified? YES [ ]  NO [ ]

Irregularities found (report also references to the lot/DDT/invoices):

**Non-Compliance Report**

|  |  |  |  |
| --- | --- | --- | --- |
| References normative | **NON-COMPLIANCE (Description)** | N°       of       | Classification (\*) |
|       |       |
| **HANDLING OF PROPOSED NON-COMPLIANCE** |
|       |
| Responsible:       Within:       |

|  |
| --- |
| **PROPOSED CORRECTIVE ACTION** |
|       |

**(\*) MAJOR (Mg), MINOR (Mn), RECCOMENDATIONS (R)**

|  |  |  |  |
| --- | --- | --- | --- |
| References normative | **NON-COMPLIANCE (Description)** | N°       of       | Classification (\*) |
|       |       |
| **HANDLING OF PROPOSED NON-COMPLIANCE** |
|       |
| Responsible:       Within:       |

|  |
| --- |
| **PROPOSED CORRECTIVE ACTION** |
|       |

**(\*) MAJOR (Mg), MINOR (Mn), RECCOMENDATIONS (R)**

The undersigned      , in his capacity as manager or, in the case of a third-party company, as delegate of the company inspected (Operator), accepts the non-conformities identified by the inspector and UNDERTAKES to communicate and apply the corrective actions indicated within the established timeframe.

The Operator undertakes to manage the farm and the production processes in accordance with the Bioagricert Regulations.

In the event of an infringement, the Operator undertakes to accept the application of the sanctions foreseen by the certification scheme. The outcome of this report will be considered confirmed if the Operator does not receive a different communication within 30 days of the inspection date.

|  |  |  |
| --- | --- | --- |
| **The Operator/Licensee** **(Stamp and signature)** | **The Bioagricert Inspector** | **Cod.** |

1. **() CLASSIFICATION OF NON-COMPLIANCE:**

**M** = Major, solution is essential for issuance or renewal of certification.

**m** = Minor, not essential for the issuance or renewal of certification. However, the solution should be adopted within the timeframe accepted by Bioagricert.

**R** = Recommendation, observations of the inspectors on the objective evidence examined, aimed at improvement.

The Operator should also respond to the comments, possibly giving reasons for not taking them on. [↑](#footnote-ref-1)