2023 CROP ORGANIC SYSTEM PLAN – SECTION 13

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| **Date:** |
| **Customer ID:** AG-C000     OC |
| Legal business name:       |
| DBA:       |

|  |  |
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| **13. QA AND RECORDKEEPING** | **NOP 205.103** |

**Do you have standard operating procedures for the farm?**

**[ ]** No **[ ]** Yes. *If yes, please attach.*

| **Do you have a Quality Assurance program in place?** **[ ]** No **[ ]** Yes: |
| --- |
| **[ ]** ISO | **[ ]** HACCP | **[ ]** Total Quality Management | **[ ]** Other:       |

| Are outside quality assessment services used? [ ]  No [ ]  Yes: |
| --- |
| [ ]  GlobalGAP | [ ]  PrimusGFS | [ ]  SQF | [ ]  BRC | [ ]  USDA GAP |
| [ ]  USDA GHP | [ ]  HGAP | [ ]  HGAP+ | [ ]  Other:       |

Does your company conduct product testing?

[ ]  No [ ]  Yes. *If yes, what type of tests?*

*Frequency:*

Are ingredient samples retained? [ ]  No [ ]  Yes

Are finished product samples retained? [ ]  No [ ] Yes

Do you have a recall system in place? [ ] No [ ]  Yes

Does your company conduct internal audits? [ ]  No [ ]  Yes

| Indicate all types of records kept: |
| --- |
| [ ]  Purchase orders | [ ]  Contracts | [ ]  Invoices | [ ]  Receipts |
| [ ]  Bills of lading | [ ]  Custom forms | [ ]  Test results | [ ]  Transaction certificates |
| [ ]  Commercial availability search | [ ]  Receiving records | [ ]  Receiving logs | [ ]  Ingredient inspection forms |
| [ ]  Blending reports | [ ]  Production records | [ ]  Equipment clean-out records | [ ]  Sanitation logs |
| [ ]  Packaging reports | [ ]  QA Reports | [ ]  Production summary records | [ ]  Ingredient inventory |
| [ ]  Supplier organic certificates | [ ]  Finished product inventory | [ ]  Shipping logs | [ ]  Transport unit inspections/ cleaning logs |
| [ ]  Scale tickets | [ ]  Sales orders | [ ]  Sales invoices | [ ]  Sales summary |
| [ ]  Phytosanitary certificates | [ ]  Transaction certificates | [ ]  Certificates of analysis | [ ]  Complaint log |
| Supplier ingredient verification for: | [ ]  Non-GMO | [ ]  No sewage sludge | [ ]  No ionizing radiation |
| [ ]  Other:       |

Records must track organic integrity from sale of organic final product to invoices of incoming organic product (e.g.: Sale of final product back to harvest, planting, and purchase of planting stock). Organic ingredients must be verified as certified organic. Please describe how your recordkeeping system meets these requirements.

Amounts of organic finished products must balance with certified organic ingredients purchased (e.g.: You must demonstrate the amount of product sold is reasonable for the amount planted and purchased). Please describe how your recordkeeping system meets these requirements.

The NOP requires records related to an organic product be maintained for five years. Please describe your system for maintaining records related to organic products.

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| **Name:**       | **Title:**       | **Date:**       |
| ***I affirm that all statements made in this Organic System Plan are true and correct to the best of my knowledge.*** |