2023 HANDLER ORGANIC SYSTEM PLAN – SECTION 11

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

11. QA AND RECORDKEEPING: NOP 205.103

Do you have standard operating procedures for organic processing/ handling?

[ ] 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: |  |  |  |  |
|  | [ ]  Global GAP | [ ]  PrimusGFS | [ ]  SQF | [ ]  BRC | [ ]  USDA GAP |
|  | [ ]  USDA GHP | [ ]  HGAP | [ ]  HGAP+ | [ ]  Other:       |

Does your company conduct product testing?

*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

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| Indicate all types of records kept: |
| [ ]  Purchase orders | [ ]  Contracts | [ ]  Invoices | [ ]  Receipts |
| [ ]  Bills of lading | [ ]  Custom forms | [ ]  Test results | [ ]  Transaction certificates |
| [ ]  Supplier ingredient verification form | [ ]  Non-GMO | [ ]  No sewage sludge | [ ]  No ionizing radiation |
| [ ]  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 inspection/ cleaning logs |
| [ ]  Scale tickets | [ ]  Sales orders | [ ]  Sale invoices | [ ]  Sales summary |
| [ ]  Phytosanitary certificates | [ ]  Transaction certificates | [ ]  Certificates of analysis | [ ]  Complaint log |
| [ ]  Other:       |

Records must track organic integrity from sale of final product, back to incoming invoice and organic certificate of ingredient. Organic ingredients must be verified as certified organic, and non-organic ingredients require commercial availability searches and affidavits as necessary. Please describe how your recordkeeping system meets these requirements.

Amounts of organic ingredients in finished products must balance with certified organic ingredients 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.*** |