

## Standards consultation – record keeping Spring 2012

We wish to make record keeping as logical and simple to carry out as possible, whilst still providing consistent and reliable traceability. Rather than stipulating how traceability should be demonstrated, we wish to change our requirements for record keeping to outline what we expect your records to demonstrate. These changes support this more flexible approach to assessing traceability and affect standards 40.6.1 to 40.6.11.

### Proposed wording

(Key to formatting wording: ~~strikethrough~~ = delete; underlined = new wording; normal text = no change)

#### 40.6.1

You must have paper or electronic records that prove the organic status of your products. Your records must cover all production stages, from goods received through to goods dispatched and ~~must contain the information we detail below.~~

#### 40.6.2 | Revised

~~Your buying records must show:~~

- ~~• what and how much you bought, and~~
- ~~• from whom and when you received it.~~

~~Note—you must keep or have access to current copies of all of your suppliers' trading schedules/certificates (which ever is applicable).~~

#### 40.6.3

~~For both organic and non-organic ingredients your goods in records must show:~~

- ~~• what has arrived, how much and from whom~~
- ~~• batch details or traceability code of incoming goods~~
- ~~• who transported it and the condition of the packaging, and~~
- ~~• your check of the organic status.~~

~~Note—see 40.10.45 for details of what you need to check.~~

#### **40.6.2 New**

You must have a system in place that allows retrospective traceability for all raw material and finished goods.

**Note** - this could include the following documents:

- goods in records
- batch codes for goods in records
- invoices for goods purchased
- delivery notes for goods received
- production records
- packing records
- batch numbers for goods produced
- dispatch notes
- remittance advice documents.

#### 40.6.4

~~Your production records must show:~~

- ~~• that you used the recipe we approved~~
- ~~• which batches of ingredients you used and how much~~
- ~~• what product you made and how much, and~~
- ~~• the date, time of production and traceability code of the finished product.~~

#### 40.6.53

Your records must show that you:

- processed organic and non-organic products separately, and
- cleaned according to these standards before production.

#### 40.6.6

~~Your goods-out records must show:~~

- ~~• what you sent out, to whom and how much, and~~
- ~~• the batch code/traceability code of the finished product.~~

#### 40.6.74

Your financial records must show, as a minimum:

- the organic products' sale value
- annual stocktake records, and
- quantities sold on a daily basis to the final consumer if applicable.

#### 40.6.85

~~You must respond to complaints received and keep a complaints register for your business.~~

~~This must record:~~

- ~~• all complaints you make or receive, and~~
- ~~• any response to the complaint and the action taken.~~

#### 40.6.96 | Revised

You must:

- ~~• keep paperwork to show that you operate the procedures effectively~~
- ~~• keep copies of the current organic product specifications that we have approved—~~
- have a system to keep track of procedures and records to ensure they are correct, and up to date and effective
- stocktake at least annually.

#### 40.6.107 | Revised

You must:

- ~~• make all records available to our inspectors when they ask for them, and~~
- keep all records for at least two years or six months beyond the 'best before' or 'use by' date, whichever is the longer and have them available for your inspection.

~~Note— you can reduce inspection time by having all these records ready when our inspector arrives.~~

#### 40.6.11

~~Our inspectors must be able to use your records to check:~~

- ~~• how much organic produce you bought in~~
- ~~• how much you used~~
- ~~• how much product you produced, and~~
- ~~• how much you sold.~~

~~Note—the inspector will check that these quantities match. This is known as an input /output balance.~~

If you would like to comment, please email [consultation@soilassociation.org](mailto:consultation@soilassociation.org) by Friday 25<sup>th</sup> May 2012.

Please remember that the online standards are always the current edition and can be found at [www.soilassociation.org/organicstandards](http://www.soilassociation.org/organicstandards)