**Information required at inspection – brandholders**

Below is a list of information you need to prepare in time for your inspection. Your site must be accessible to the inspector, with all relevant production, technical and financial staff available.

If you are not properly prepared for your inspection we may have to visit again, which you will be charged for. Please use this list to confirm the relevant information is available and keep this sheet until your inspection. We are happy to answer your inspection questions over the phone, or we can visit you to talk through the any requirements.

All information provided at inspection will remain confidential.

**Products**

* Copies of supplier’s/contractor’s current organic certificate(s)
* Product specifications/working recipes for all licensed products
* Examples of product labelling/packaging material for all licensed products
* Packaging specifications
* Defra and SA derogations for non-organic ingredients (if applicable)
* Non-GM declarations (if applicable)
* Natural flavour declarations (if applicable)
* Contracted symbol user agreements for products bearing the SA symbol produced by manufacturers not directly certified by SA Certification (if applicable)
* Marketing material where the SA symbol is used.

**Goods received**

* Storage of product
* Delivery notes and purchase invoices
* Goods received logs/records
* Records of organic verification checks (confirming authenticity of organic goods)

**Organic operating procedures**

* Quality manual
* Training records

**Sales records**

* Records of organic product sold
* Value of organic products sold during the period of the last certified sales declaration.
* Copies of sales invoices and dispatch notes
* Physical stock-taking records for the beginning and end of the company financial   
  year and any intermediate stock-takes.