Information required at inspection – COSMOS processors

This guide is designed to help you prepare for your annual inspection visit. Please ensure that all information listed is readily accessible at your inspection and covers the period since your last visit; if it is not, we may need to carry out a follow-up visit at additional cost.

Your records must show full traceability from receipt of raw materials to dispatch. Your inspector must also be able to complete an audit verifying the balance between input and output. Please tick to confirm the relevant information is available and keep this sheet until your inspection. All information provided at inspection will remain confidential.

Products (stds 5, 6 & 7)

- Company organic product specifications/working recipes and SA Certification
  - Essential
- Specification sheets for all licensed products
- A copy of your current trading schedule, listing all products licensed for sale
  - Essential
- Confirmations of approval for non-organic raw materials from SA
  - If applicable
- Palm oil, Palm Kernel oil and certain palm derivatives – organic or CSPO certificate
  - If applicable
- Results of IP-PCR testing for high-risk ingredients such as, maize, rape and soya
  - If applicable
- Water analysis to demonstrate <100cfu/ml, if used as an ingredient.
  - If applicable
- Non-GM declarations
  - If applicable
- Natural flavour declarations
  - If applicable

Manufacturing (std 8.2)

- Delivery notes and purchase invoices
  - Essential
- Goods received logs/records
  - Essential
- Records of organic verification checks (confirming authenticity of organic goods)
  - Essential
- Copies of licensed supplier’s current organic certificates
  - Essential
- Processing/packing records including quantities processed
  - Essential
- Quality manual
  - If applicable
- Training records
  - If applicable
- Copies of sales invoices and dispatch notes
  - Essential

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Organic product quantity sales records, from the most recent annual stock-take period

Physical stock-taking records for the beginning and end of the company financial year and any intermediate stock-takes.

Packaging (std 8.3)

- Packaging specifications
- Packaging review documents
- Documentation showing amount of packaging used and can be recycled

Environmental Management (std 9)

- Environmental management plan including waste management plan or documentation proving ISO 14000 compliant
- Hygiene/cleaning schedules and records
- Cleaning product specification and confirmations of approval by SA
- Details of bleed runs used to purge equipment, which cannot be cleaned before use

Labelling and communication (std 10)

- Examples of product labelling/packaging for all licensed products
- Examples of any promotional materials with COSMOS symbol

General

- Value of organic products sold during the period of the last certified sales declaration.

Records of organic product sold must be available in a format that can be verified by the inspector.