



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)

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

Manufacturing (std 8.2)

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

- Organic product quantity sales records, from the most recent annual stock-take period Essential
- Physical stock-taking records for the beginning and end of the company financial year and any intermediate stock-takes. Essential

Packaging (std 8.3)

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

Environmental Management (std 9)

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

Labelling and communication (std 10)

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

General

- Value of organic products sold during the period of the last certified sales declaration. Essential
- Records of organic product sold must be available in a format that can be verified by the inspector