**Information required at inspection – 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, and that all relevant production, technical and financial staff are available on the day. It’s really important that you are properly prepared for your inspection; if we are unable to do a full assessment, we may have to visit again at additional cost.

Please always refer to our standardsfor full information on what you need to do to comply. It is these standards that your inspector will be applying to your operation, so the more familiar you are with them, the better. If you ever need help interpreting them, your Certification Officer will be happy to help.

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.

**Goods received (std 5.7)**

* 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

**Organic operating procedures (stds 5.4, 5.7, 6.1)**

* Quality manual If applicable
* Training procedures/records If applicable

Organic production record (stds 5.7, 5.12)

* Processing/packing records including quantities processed Essential
* Hygiene/cleaning schedules and records Essential
* Records of pest control inspections and treatments Essential
* Details of bleed runs used to purge equipment, which cannot be cleaned before use If applicable

**Products (stds6.3, 5.8, 5.11)**

* 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
* Examples of product labelling/packaging for all licensed products Essential
* Packaging specifications to demonstrate compliance with std 5.16 Essential
* Defra derogations for non-organic agricultural ingredients If applicable
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* 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

**Sales records (stds 5.7)**

* 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

* 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 Essential
year and any intermediate stock-takes.

**Products you import (std 6.8)**

* Certificates of inspection accompanying consignments of organic produce Essential
* Copies of organic certificates for overseas suppliers Essential
* Details of import routes and intermediate storage/handling facilities Essential