**Information required at inspection – Storage**

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 our 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**

* Delivery notes of goods coming in Essential
* Goods received logs/records Essential
* Records of organic verification checks (confirming authenticity of organic goods)

Essential

**Organic operating procedures**

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

Cleaning and Pest Control

* Hygiene/cleaning schedules and records Essential
* Records of pest control inspections and treatments Essential

**Products**

* A copy of your current Trading Schedule, listing applicable products and suppliers

Essential

**Goods dispatched**

* Copies of invoices and dispatch notes Essential
* Organic product quantities dispatched, 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