

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 ensure the relevant information is available and keep this document until your inspection.

All information provided at inspection will remain confidential.

Products (stds 5, 6 & 7)

- Company COSMOS product specifications/working recipes and SA COSMOS product specifications for all licensed products
- Copy of your current trading schedule, listing all your COSMOS products
- Confirmation of approval for non-organic raw materials from SA
- Palm oil, palm kernel oil and certain palm derivatives – organic or CSPO certificate for products approved before 1 June 2023
- Palm oil, palm, kernel oil and palm derivatives, organic, RSPO, SAN, RSB or UEBT certification documents for products approved after 1 June 2023
- Water analysis to demonstrate <100cfu/ml, if used as an ingredient (if you are processing the water you use RO, filter etc, or if you are based outside the UK)
- Non-GM declarations

Manufacturing (std 8.2)

- Supplier delivery notes, invoices and purchase orders
- Goods received logs/records
- Records of organic and/or COSMOS verification checks (confirming authenticity of organic and/or COSMOS goods)
- Copies of licensed supplier's current organic and/or COSMOS certification documents
- Processing/packing records including quantities processed
- Quality manual with COSMOS procedures
- Training records
- Copies of sales invoices and despatch notes
- 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 for all packaging used
- Documentation showing amount of packaging used that can be recycled
- Packaging review documents demonstrating that all packaging is reviewed at least once every three years
- Completed COSMOS packaging forms for products approved after 1 June 2023
- Records of packaging material quantities used against quantities of sales unit (in number or in weight) for products approved after 1 June 2023

Environmental Management and cleaning (std 9)

- Environmental management plan including waste management plan or documentation, or
- ISO 1400 certification documentation
- Hygiene/cleaning schedules and records
- Product specifications for all contact surface cleaning materials and confirmation 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 COSMOS products sold during the period of the last certified sales declaration
- Records of COSMOS product sold must be available in a format that can be verified by the inspector
- COSMOS product quantity sales records