# Food and Drink Certification

# Application Form

Please provide as much information as possible, and once completed please email this form to [goorganic@soilassociation.org](mailto:goorganic@soilassociation.org). If you require support completing the form, please call Go Organic on 0117 914 2406

If you are operating in GB (and not Northern Ireland) any references to the EU organic regulations should be read as the EU organic regulations as retained in the United Kingdom

**Section 1 – Your company details**

To have an organic business registered in the UK, you must have a physical address in the UK where inspections can take place. You must also have a business representative who is available to attend any physical inspections (either pre-arranged or unannounced spot checks once licenced) in the UK. They must be able to provide all that is needed to carry out an inspection at the address, including all records and documentary checks, and demonstrate that organic production rules have been met.

PO BOX, virtual address or c/o addresses will not be accepted. If such an address has been submitted and we cannot conduct the required inspection your application will be closed.

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| --- | --- | --- | --- | --- | --- |
| **Contact details and registered business address:** | | | | | |
| Title (Miss, Mr…) | Click or tap here to enter text. | Company | | Click or tap here to enter text. | |
| First name | Click or tap here to enter text. | Street address | | Click or tap here to enter text. | |
| Last name | Click or tap here to enter text. | Town | | Click or tap here to enter text. | |
| Job Title | Click or tap here to enter text. | County | | Click or tap here to enter text. | |
| Telephone | Click or tap here to enter text. | Postcode | | Click or tap here to enter text. | |
| Mobile | Click or tap here to enter text. | Country | | Click or tap here to enter text. | |
| Email | Click or tap here to enter text. | Website | | Click or tap here to enter text. | |
| **In order to ensure your application inspection goes ahead as quickly as possible, it’s vital that we have all your correct address details on file**: My invoicing / correspondence / inspection address are different from above and I have enclosed/attached details in **Annex A** | | | | |  |
| Purchase order number (if applicable): Click or tap here to enter text. | | | VAT registration number: (if applicable) Click or tap here to enter text. | | |

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| **Details of any organic certification held**  Click or tap here to enter text. | |
| Do you already hold organic certification with Soil Association Certification? | Yes  No |
| If yes, please provide your licence number | Click or tap here to enter text. |
| Do you currently hold, or have you previously held, organic certification? | Yes  No |
| If yes, with which certification body and when did certification cease? | Click or tap here to enter text. |
| Was this certification denied, suspended or withdrawn by the certification body? | Yes  No |
| Are there any prosecutions, previous or pending, relating to your business, which may have a bearing on your application for organic certification? | Yes  No |
| If yes, please provide details Click or tap here to enter text. | |

**Section 2 – Certification Schemes**

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| I am applying for organic certification for site(s) in: | |
| Great Britain (England, Wales, Scotland, Channel Islands) | Northern Ireland |

Compared to the EC organic regulations 834/2007 & 889/2008 as retained in the United Kingdom, and EC Organic Regulation 2018/848 (as applicable in Northern Ireland), Soil Association’s Food & Drink standards have additional requirements relating to livestock products, product packaging, and use of some organic additives. These requirements can be found in the standards and ‘[Sourcing Organic Ingredients’](https://www.soilassociation.org/our-standards/read-our-organic-standards/food-drink-standards/) document. Please tick all that apply:

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| **Certification scheme** | **Description** | **Applicable standards** | |
| **Soil Association Food and Drink Processor**  New EU logo colour spot 376W:\Marketing\Public\2014\Certification Brand Assets\Logos\organic\sa_organic_black_rgb.jpg | Processors, importers, repacking, labelling, traders / handlers, retailers selling loose organic products – where products meet Soil Association standards and will use the Soil Association Organic symbol in their labelling & marketing  This licence covers brands subcontracting manufacturing/labelling activities to other certified companies (no processing, packing, labelling activities carried out) – where products meet Soil Association standards and will use the Soil Association Organic symbol in their labelling & marketing | [Soil Association Standards for Great Britain](https://www.soilassociation.org/our-standards/read-our-organic-standards/organic-standards-for-great-britain/) or [Northern Ireland](https://www.soilassociation.org/our-standards/read-our-organic-standards/organic-standards-for-northern-ireland/) (incorporating EC reg 834/2007 & 889/2008 as retained in the United Kingdom, or EC reg 2018/848 in Northern Ireland) |  |
| New EU logo colour spot 376**Organic Standards – Food and Drink processing** | Processors, importers, repacking, labelling, brands subcontracting activities to other companies, traders / handlers, retailers selling loose organic products - where the products are organic but do not meet SA standards and will not use the Soil Association Organic symbol in their labelling & marketing | [Organic Standards for Great Britain](https://www.soilassociation.org/our-standards/read-our-organic-standards/organic-standards-for-great-britain/) or [Northern Ireland](https://www.soilassociation.org/our-standards/read-our-organic-standards/organic-standards-for-northern-ireland/) (incorporating EC reg 834/2007 & 889/2008 as retained in the United Kingdom, or EC reg 2018/848 in Northern Ireland) |  |
| New EU logo colour spot 376**Organic Standards – Wholesaling** | Handlers or traders only of pre-packaged\* retail & catering products (no processing, importing, packing or labelling). | [Organic Standards for Great Britain](https://www.soilassociation.org/our-standards/read-our-organic-standards/organic-standards-for-great-britain/) or [Northern Ireland](https://www.soilassociation.org/our-standards/read-our-organic-standards/organic-standards-for-northern-ireland/) (incorporating EC reg 834/2007 & 889/2008 as retained in the United Kingdom, or EC reg 2018/848 in Northern Ireland) |  |
| New EU logo colour spot 376**Organic Standards - Storage and distribution** | Storage only of pre-packaged\* retail/catering products only (no processing, packing or labelling) | [Organic Standards for Great Britain](https://www.soilassociation.org/our-standards/read-our-organic-standards/organic-standards-for-great-britain/) or [Northern Ireland](https://www.soilassociation.org/our-standards/read-our-organic-standards/organic-standards-for-northern-ireland/) (incorporating EC reg 834/2007 & 889/2008 as retained in the United Kingdom, or EC reg 2018/848 in Northern Ireland) |  |
| W:\Marketing\Public\2014\Certification Brand Assets\Logos\organic\sa_organic_black_rgb.jpgNew EU logo colour spot 376**Soil Association Abattoir and butchery** | Slaughterhouses, processors, importers, repacking, labelling, of meat/poultry products | [Soil Association Abattoir Standards for Great Britain](https://www.soilassociation.org/our-standards/read-our-organic-standards/organic-standards-for-great-britain/) or [Northern Ireland](https://www.soilassociation.org/our-standards/read-our-organic-standards/organic-standards-for-northern-ireland/) (incorporating EC reg 834/2007 & 889/2008 as retained in the United Kingdom, or EC reg 2018/848 in Northern Ireland) |  |
| **Soil Association Processor Aquaculture**  W:\Marketing\Public\2014\Certification Brand Assets\Logos\organic\sa_organic_black_rgb.jpg New EU logo colour spot 376 | Covers slaughter or primary processing of aquaculture. (Secondary processors and onwards down the supply chain would hold a Soil Association Processor licence) | [Soil Association Standards for Great Britain](https://www.soilassociation.org/media/23374/sa-gb-food_drink-standards.pdf) or [Northern Ireland](https://www.soilassociation.org/media/23385/sa-ni-food_drink-standards.pdf) (incorporating EC reg 834/2007 & 889/2008 as retained in the United Kingdom, or EC reg 2018/848 in Northern Ireland) and the relevant sections of [Soil Association Organic Standards for Great Britain Aquaculture](https://www.soilassociation.org/media/23371/sa-gb-aquaculture-standards.pdf) or [Northern Ireland Aquaculture](https://www.soilassociation.org/media/23388/sa-ni-aquaculture-standards.pdf) if carrying out the slaughter |  |

\* ‘pre-packaged’ means for presentation sale to final consumer and to mass caterers, where the product is packaged before being offered for sale to the consumer, and where the packaging completely / partially encloses the product in a way that means the product cannot be altered without opening/changing the packaging.

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| **Additional schemes: we also offer certification and inspection for several food industry schemes such as BRC and organic export schemes for markets such as the US, Japan and China. If you would like more details of these please complete Annex C**  **I have completed Annex C to request more details** |

**Section 3 - Your products and processes**. We need this section to be completed in detail as part of your application. We may request further information before accepting the application.

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| **Please describe the products you would like to certify, and the activities you carry out. Please indicate if you are planning on using a subcontractor and provide detail about the supply chain of the product.**  Click or tap here to enter text.  *e.g. bottling of fresh milk; packing fresh produce;*  *sales of organic children’s & infant meals, contracting out processing/packing to other companies;*  *blending & packing of pouches of dried herbs & spices on behalf of other companies;*  *trading pre-packaged ambient and chilled products*  **Are you importing organic products or ingredients? If so please complete Annex B describing your importing activities**  I have completed Annex B |
| **Please provide a full description of:**   * your premises include facilities used for reception, processing, packaging, labelling, and storage of products before and after any processing operations   Click or tap here to enter text.   * your procedures for the transport of organic products. If you are using other companies to do any of these processes for you, please give details of who they are and what service they are providing for you.   Click or tap here to enter text.  *e.g. we import raw materials from outside the EU as well as from UK & EU suppliers. These are stored at our premises, on separate, labelled racking in the dry store and chiller ready for use in production. Production and packing of organic products will take place as required by customer orders, packed products stored in the despatch area overnight awaiting collection by customer or by courier (DHL), or for long shelf life products stored at a third-party warehouse (include name & address) awaiting customer orders.* |
| **What are your proposed procedures for storage and separation between organic and non-organic goods and raw materials, and other prohibited substances such as cleaning materials and pest control substances (refer to** [**SA standards section 5.11**](https://www.soilassociation.org/our-standards/read-our-organic-standards/food-drink-standards/)**)**  Click or tap here to enter text.  *e.g. All raw materials will be received in sealed packaging, checked for damage and correct labelling, and stored in a separate labelled area. Before each run of organic production, the production area is cleaned thoroughly, and contact surfaces rinsed with clean water as a final step to reduce risk of contaminating organic products. Finished products are stored in a separate, labelled area ready for despatch.*  *Our pest control contractor is aware we’ll be processing organic products and will consult us/SA before carrying out any treatments which may contaminate products or leave residues which may contaminate products.* |
| **How will your records document goods in, production, goods out and stock levels for your organic products? (refer to** [**SA standards section 5.7**](https://www.soilassociation.org/our-standards/read-our-organic-standards/food-drink-standards/)**,** [**template records are available on our website**](https://www.soilassociation.org/certification/food-drink/licensee-resources/certification-forms/#foodprocessingforms)**)**  Click or tap here to enter text.  e.g. *Our good in records include what has been received, the quantity, from which supplier and a batch code. We will also check that organic ingredients are labelled as organic and record this check.*  *Our production records include what product we are making, which batches of ingredients are used, the quantities, and the batch code (use by date) of the finished products. Our sales records include what sales we make, to who, quantities and the use by date.* |
| **Please note your suppliers and subcontractors (including storage) will also need to have organic certification, please call us on 0117 914 2406 if you have any queries.** |

**Section 4 – Contract, payment and other information to submit.**

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| **Product specifications and labels:** | |
| Part of the application process is reviewing specifications and draft labels for your products. If these are available, please submit them together with your application; you can download product specification forms [here](https://www.soilassociation.org/certification/food-drink/certification-resources/products/) and information about labelling [here](https://www.soilassociation.org/certification/food-drink/certification-resources/labelling/) | |
| I have attached draft labels | |
| I have attached single-ingredient specifications | I have attached multi-ingredient specifications |
| I have included details of the packaging I intend to use, including technical specifications where available | |

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| **Payment, contract and your declaration** |
| Our fees are based on the licence you are applying for and are payable on application and annually |
| Your certificate will have a renewal date one year from the date of your application |
| All fees are subject to VAT. For more information please refer to the relevant fee sheets attached |
| If you would like to arrange to pay in installments by credit agreement, please contact us on 0117 914 2456 |

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| **Supplier Lists** |
| We publish publicly available information about our licensees on the Soil Association Certification website. We are often asked by other licensees and consumers to help source Soil Association Certification licensed products or activities. We search our database for the products or type of businesses they are looking for and provide them with a company name, postal address and email address. If you would prefer your business not to be listed on the website nor be on any Supplier Lists, then please tick this box. |

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| **Start-up Support Package** |
| We off an exclusive support package for start-up Food and Drink companies applying for organic certification.  **Definition of a start-up is the following criteria:**   * Have less than 5 employees * Been operating (i.e. registered with Companies House) as a business for 3 years or less from date of application * Independently owned * UK based * An organic food or drink manufacturer or brand-holder (excluding companies that are only applying for wholesalers & storage certification, EU processors and those importing products that are not their own branded products)   \*Access to the support package will begin once we have received the signed contact and payment has been made. Please tick the box if you are eligible for the start-up support package and complete below section  No. of employees: Click or tap here to enter text. Date registered on Companies House: Click or tap here to enter text. |

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| **Your contract** |
| A signed certification contract is required for us to process your application.  The template contract is enclosed with your application pack.  Contracts must be signed by hand and can be returned to us as a scanned copy or paper copy.  We will countersign the contract and return a scanned copy to you.  I have enclosed a signed certification contract |

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| **Your declaration** | | | | |
| * To the best of my/our knowledge, all the information supplied in this application is accurate * I/we have full management control of all land and enterprises detailed in this application * I/we have read and agree to comply with the qualifying standards relevant to this application and any future updates * I/we understand that SA Certification is obliged by law to publish a full list of its licensees | | | | |
| I have completed this form electronically and confirm I am in agreement with the declaration above | | | |  |
| Signature | Click or tap here to enter text. | Date | Click or tap here to enter text. | |

**Annex A – Additional addresses**

**Inspection requirements**

To have an organic business registered in the UK, you must have a physical address in the UK where inspections can take place. You must also have a business representative who is available to attend any physical inspections (either pre-arranged or unannounced spot checks once licenced) in the UK. They must be able to provide all that is needed to carry out an inspection at the address, including all records and documentary checks, and demonstrate that organic production rules have been met.

PO BOX, virtual address or c/o addresses will not be accepted. If such an address has been submitted and we cannot conduct the required inspection your application will be closed.

Inspection address

The activities I would like certification for can be inspected at this address, including a contact person for the inspection:

|  |  |  |  |
| --- | --- | --- | --- |
| Title (Miss, Mr…) |  | Company |  |
| First name |  | Street address |  |
| Last name |  | Town |  |
| Job Title |  | County |  |
| Telephone |  | Postcode |  |
| Mobile |  | Country |  |
| Email |  |

I would like correspondence sent to:

|  |  |  |  |
| --- | --- | --- | --- |
| Title (Miss, Mr…) |  | Company |  |
| First name |  | Street address |  |
| Last name |  | Town |  |
| Job Title |  | County |  |
| Telephone |  | Postcode |  |
| Mobile |  | Country |  |
| Email |  |

I would like finance and invoicing correspondence to be addressed to:

|  |  |  |  |
| --- | --- | --- | --- |
| Title (Miss, Mr…) |  | Company |  |
| First name |  | Street address |  |
| Last name |  | Town |  |
| Job Title |  | County |  |
| Telephone |  | Postcode |  |
| Mobile |  | Country |  |
| Email |  |

I would like marketing correspondence sent to:

|  |  |  |  |
| --- | --- | --- | --- |
| Title (Miss, Mr…) |  | Company |  |
| First name |  | Street address |  |
| Last name |  | Town |  |
| Job Title |  | County |  |
| Telephone |  | Postcode |  |
| Mobile |  | Country |  |
| Email |  |

**Annex B – Template for declaration of importing activities**

Complete & submit this form to provide details of your importing activities as required by [Soil Association standard 6.8.5](https://www.soilassociation.org/our-standards/read-our-organic-standards/food-drink-standards/) and EU reg 889/2008 article 82

**If you are importing into Northern Ireland**

Certificates of Inspection (COI)

Each consignment imported into Northern Ireland (or elsewhere in the EU) from non EU countries (including GB) will require a COI. This will need to be endorsed by the exporter’s certification body in the non-EU country.

The COI is issued via the TRACES system, it must be completed electronically. You will need to make your supplier aware of the requirement for a COI and ask that they provide one for each consignment

You will need to notify the Port Health Authority (PHA) where the consignment will clear to enter Northern Ireland (or the EU)

**If you are importing into GB**

GB Certificates of Inspection (GB COI)

Each consignment imported into GB will require a GB COI (Currently EU countries are excluded). This will need to be endorsed by the exporter’s certification body in the non-UK country.

The GB COI is not issued via the TRACES system or any online platform;it is a physical paper-based document You will need to make your supplier aware of the requirement for a GB COI and ask that they provide one for each consignment

* You will need to notify the Port Health Authority (PHA ) where the consignment will clear to enter GB, and provide them a copy of the GB COI
* Once the COI has been endorsed by the PHA and the consignment cleared the GB COI will need to be forwarded to the first consignee, and then to the certified importer

For more information and detailed guidance relating to importing organic products see our [website](https://www.soilassociation.org/certification/food-drink/certification-resources/importing/).

**Please provide a description of, or attached procedures/quality system documents:**

|  |  |
| --- | --- |
| The premises where we can carry out a physical inspection of your importing activities | Click or tap here to enter text. |
| Your importing activities, including the locations where the products first enter. | Click or tap here to enter text. |
| Any other facilities you intend to use for storage of imported products before they are delivered to the first consignee\* (which may or may not be you). | Click or tap here to enter text. |
| The first consignee(s), including details of the facilities used for reception and storage of imported goods.  The first consignee must check that:   * the goods arrive in packaging/containers which prevent substitution /contamination, * the exporter is indicated * there is a lot number marked * a certificate of inspection is in place covering the goods received   A contracted warehouse may complete these checks on your behalf provided you verify these checks are being carried out correctly, and the warehouse is subject to a physical inspection by us as your organic certifier | Click or tap here to enter text.  **If you act as the first consignee at the premises described above tick here** |
| Your procedures / quality systems for ensuring that:   * COIs are requested from your non UK suppliers * Port Health Authorities are notified and provided a copy of the COI * The First Consignee receives a copy of the COI and endorses the relevant section * As the importer you retain a copy of the endorsed COI | Click or tap here to enter text. |

\* First consignee is defined as the first company / person to receive the consignment for storage, further preparation or processing. The organic regulations require these activities to be certified.

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| Do all storage sites you use hold a current organic certificate? | **Yes:**  **No:**  **Certificate number & issuing body:** Click or tap here to enter text. |

**Annex C – Additional schemes**

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| **Additional schemes -** If you are interested in any of the following additional schemes we offer, let us know here and we will contact you with further information: | | | | | |
| BRCGS- Food |  | BRCGS– Storage and distribution |  | BRCGS– Agents and Brokers |  |
| BRCGS - Gluten Free Certification |  | BRCGS – Packaging |  | Produced without antibiotics (PWAB) for livestock products exported to the US |  |
| Japanese Agricultural Organic Standard (JAS) |  | French AB logo |  | Bio-Suisse checklist |  |
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