



Information required at inspection – aquaculture inspection with COR

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; if it is not, we may need to carry out a follow-up visit at additional cost.

Please refer to the [standards](#) identified with a red 'R' (including section 12.8). Please tick to confirm that the information is available and keep this sheet until the inspection. All information provided at inspection will remain confidential.

General

- Up-to-date site map/plan including size/volume of holding cages/tanks
- Integrated management manual including the following:
 - Sustainable management plan
 - Health plan
- The name, position and authority of the person with overall responsibility for the organic production operation
- Details of the responsibility and authority of all other key personnel, including their named deputies, who supervise or verify the organic production operation
- The name, address and telephone number of the designated veterinary surgeon
- Staff training records
- Details of calibration for all identified measuring/testing equipment and instruments used for checking conformity with critical requirements, including action taken if any piece of equipment or instrumentation is found to be out of calibration
- Details of complaints, responses made and consequential actions taken
- Details of any corrective action taken and any changes in procedures made
- COR Aquaculture plan G1792Fm (Approved)

Financial records

- All purchase invoices and sales invoices

General husbandry records

- Stock purchases including, as appropriate, date, species, age, quantities, origin, status and history
- Stock movements
- Purchases, dates, quantities and details of use of all materials and inputs
- Specifications for other purchased materials and services which have a critical bearing on the organic integrity of the fish produced and supplied under an organic designation
- Details of all management activities as defined in the integrity management manual
- Measurements of all water and environmental parameters as defined in the quality management manual
- Nature, quantities and details of all stock harvested and sold (quantities sold direct to the consumer must be accounted for on a daily basis)
- Mortalities and the cause for death where this can be established or surmised
- Approved restricted practice or restricted product use requests

Feed records

- Specification for fish feed
- Feed purchases, including specifications and sources
- GM status of feeds/constituent parts
- Lot identification and daily quantities fed to each batch of stock

Veterinary records

- Purchases, dates, quantities, source and nature of all veterinary medicinal products
 - Details of all stock treated, including dates, identity and number of stock, treatment (name and manufacturer), quantities used and name of person who administered the treatment
 - Details of vaccinations and other treatments
 - Length of withholding period, quarantine measures if appropriate and earliest date for sale
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SA Certification COR Aquaculture Audit plan – Producer sites

Times will vary dependent on size of operation being audited and staff present. The opening meeting will commence at the time indicated in your confirmation email/letter.

Opening meeting

- Confirm the plan for the day, check of key staff availability
- Confirm the scope, confidentiality statement
- Overview of the business activities, any changes affecting the SA Certification licence since the previous visit.
- Cover Health and Safety and PPE requirements for travelling to and observing the stock/production sites
- Provide an opportunity for the auditee team to ask questions.

Documentation

- Set up production to sales/dispatch from site, trace and feed audits as required.
- Check that using the latest approved version of the COR organic plan (G1792Fm) to complete the inspection against

Site tour

- Visit the production sites to observe livestock and their holding facilities, feed storage/delivery systems
- Check any land-based facilities and storage areas for equipment, feed, vet medicines and chemical storage
- Pest control

Lunch

Documentation

- Conduct input/output and trace audits
- Check of specifications against factory recipes.
- Review of production records
- Review of pest control and cleaning procedures/records
- Check of labelling and dispatch documentation
- Check of inputs purchased, including eggs, smolts, grower fish as appropriate, and certification details of suppliers

- Check of complaints register

Closing meeting

- Outcome of inspection and review of non-compliances/issues raised
- Explanation of certification process, 30 days to submit corrective actions
- Provide an opportunity for the auditee team to ask questions

This audit plan is provided as a guide. If circumstances warrant any great deviation to the agenda suggested, please inform your inspector prior to the inspection date.

If the inspection is being conducted at the same time by our inspector as an SAGB inspection, or other processor scheme, many of the agenda points will be covered concurrently.

All information obtained during these inspections is treated as confidential and will only be discussed between relevant Soil Association certification staff, or other relevant certification body, and the inspector.