



Information required at inspection– processors 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 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 standards for 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)

- | | |
|--|-----------|
| <input type="checkbox"/> Delivery notes and purchase invoices | Essential |
| <input type="checkbox"/> Goods received logs/records | Essential |
| <input type="checkbox"/> Records of organic verification checks (confirming authenticity of organic goods) | Essential |
| <input type="checkbox"/> Copies of licensed supplier's current organic certificates | Essential |

Organic operating procedures (stds 5.4, 5.7, 6.1)

- | | |
|--|---------------|
| <input type="checkbox"/> Quality manual | If applicable |
| <input type="checkbox"/> Training procedures/records | |
| <input type="checkbox"/> COR Organic Plan for Processors P1089Fm | If applicable |

Organic production record (stds 5.7, 5.12)

- | | |
|--|---------------|
| <input type="checkbox"/> Processing/packing records including quantities processed | Essential |
| <input type="checkbox"/> Hygiene/cleaning schedules and records | Essential |
| <input type="checkbox"/> Records of pest control inspections and treatments | Essential |
| <input type="checkbox"/> Details of bleed runs used to purge equipment, which cannot be cleaned before use | If applicable |

Products (stds 6.3, 5.8, 5.11)

- | | |
|---|-----------|
| <input type="checkbox"/> Company organic product specifications/working recipes and SA Certification specification sheets for all licensed products. Including for COR inspections COR- single ingredient Product Specification P1098Fm and/or COR – multi-ingredient product specification P1099Fm | Essential |
| <input type="checkbox"/> A copy of your current trading schedule, listing all products licensed for sale | Essential |
| <input type="checkbox"/> Examples of product labelling/packaging for all licensed products | Essential |
| <input type="checkbox"/> Packaging specifications to demonstrate compliance with std 5.16 | Essential |

- Defra derogations for non-organic agricultural ingredients If applicable
- Non-GM declarations. Including COR Flavourings and non-GM Declaration P1295Fm 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. Records of organic product sold must be available in a format that can be verified by the inspector Essential
- 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 year and any intermediate stock-takes. Essential

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

SA Certification Audit plan – Processing sites with COR processing

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.
- Provide an opportunity for the auditee team to ask questions, provide guides, H&S

Documentation

- Set up Input/Output and trace audits for SA GB and COR products
- Verification of certified sales declaration (CSD)
- Products, supplier certification, product composition

Site tour

- Ideally to see processing of COR product
- Incoming checks and storage
- Process flow, cleaning, fabric/equipment condition
- Labelling
- Dispatch
- Pest control
- Packaging and chemical storage

Lunch

Documentation

- Conduct input/output and trace audits
- Check of specifications against factory recipes
- Review of pest control and cleaning procedures/records
- Check of labelling
- Check of import requirements, Certificates of Inspection, if applicable.
- 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.