**Single Ingredient Product Specification form (Food & Drink)**

Use this form to submit single ingredient products, or already certified retail packed products that you handle, store or wholesale (with no processing, packing, or labelling). You can list multiple products in the table on page 2 of this form. Submit the form along with the information outlined below to food.drink@soilassociation.org. For guidance, please read our [FAQs document](https://www.soilassociation.org/certification/food-drink/certification-resources/products/).

|  |  |
| --- | --- |
| **Company Name:** *Insert your company name* | **Licence Number:** *Insert your licence number* |
| **Your Name:** *Insert your name* | **Date:***Click or tap to enter a date.* |

1. **Which licence type is this for?** *Choose an item.**If you selected a Soil Association licence type, and you introduce any primary (retail), secondary (grouping, display), or tertiary (transport) packaging to the supply chain, please complete the packaging questions on the second page of this form.*
2. **Is this product retail packed for sale to the end consumer, non-retail packed/bulk, or both?** *Choose an item.*

*If the product is retail packed and you are responsible for applying/designing the label, please provide draft copies of the label for review.*

1. **Please confirm which of the following you are responsible for in relation to the product/s** *(Tick all that apply)*

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| **Manufacturing** [ ]  **​** | **Labelling** [ ]  | **Packing** [ ]   | **Brand holder** [ ] **​** | **Sub-contractor** [ ]  | **Importing** [ ]  |

1. **If you sub-contract another company to complete any of the processes above, please detail their company name, certification body and the process they are responsible for:***Insert company name, certification body, and the processes they are responsible for*
2. **If you act as a sub-contractor, please detail the company name and certification body of the company for which you are acting as a sub-contractor:***Insert company name and certification body*

**Packaging**

**The Soil Association packaging standards were updated in March 2024. From September 2025 all packaging which is purchased for products certified to the SA standards must comply with the updates.**

**From September 2025, please include a new** [**Soil Association Packaging Form**](https://soilassociation.sharepoint.com/%3Aw%3A/s/OrganicQMS/EV6HIOFVDv5OqtVh6gSxFO4BApA6ClModvhnrvZ9sEFcxA?e=1fgr9U) **(version 15) and supporting evidence with each product submitted for approval. We will review the packaging for compliance with the updated standards.**

1. **I am responsible for sourcing any packaging for this product (primary, secondary, tertiary) YES** [ ]  **NO** [ ]

*If you answered yes, please answer the following questions.*

1. **I have provided a Soil Association Packaging Form, specification and supporting evidence YES** [ ]  **NO** [ ]

**The packaging form and guidance on packaging can be found** [**on our packaging page**](https://www.soilassociation.org/certification/packaging-resources-for-organic-businesses/)**.**

*If you answered no, please answer the following questions.*

1. **The packaging for this product has already been approved to the updated standards (using EFM-1232, SA Packaging Form)**

File name of approved packaging form*: Enter name here*

Date of approval Click to enter a date

1. If the packaging for this product was purchased before September 2025 and you have not yet sourced materials compliant with the new standards, please complete the following declaration:

**I confirm that I will submit the packaging for this product for approval before making any further purchases** [ ] *Enter name here*

**Product Submission Checklist**

1. **I have completed all relevant sections of this form** [ ]
2. **I have verified the certification documents of my suppliers/subcontractors, and they cover the ingredients/products/product categories/activities in question and are valid at the point of purchase** [ ]  **Please note we require you to submit your suppliers’ organic certificate for any ingredients for which the SA have additional sourcing requirements. Please check the** [**Sourcing organic ingredients annex**](https://www.soilassociation.org/media/18612/annex-sourcing-organic-ingredients.pdf) **of our standards for more information on these ingredients.**

**Guidance on supplier certificates can be found** [**on our supplier page**](https://www.soilassociation.org/certification/food-drink/certification-resources/suppliers/)**.**

***The system you have to verify your suppliers and record these checks must be evidenced at inspection.***

1. **I have provided a draft label where the product is retail packed and I am responsible for the applying/designing of the labels**

**YES** [ ]  **N/A** [ ]

**Guidance on labelling requirements can be found** [**on our labelling page**](https://www.soilassociation.org/certification/food-drink/certification-resources/labelling/)**.**

1. **I have provided** [**non-GM declaration forms**](https://www.soilassociation.org/certification/food-drink/certification-resources/products/) **and the corresponding supporting information for any permitted additives, processing aids and natural flavours that are marked as requiring GM declarations in** [**Section 6.4, 6.5 and 6.6 of SA/GB Standards**](https://www.soilassociation.org/media/25988/sa-gb-food-drink.pdf#page=67) **or** [**NI Standards**](https://www.soilassociation.org/media/25996/sa-ni-food-drink.pdf%3Dpage%3D78)

**YES** [ ]  **N/A** [ ]

1. **I can confirm this product has been processed in GB according to the terms of the Trade Cooperative Agreement and is therefore suitable for export to EU/NI/EEA YES** [ ]  **NO** [ ]

**Guidance on the scope of the TCA can be found** [**on our exporting page.**](https://www.soilassociation.org/certification/routes-to-market/exporting/)

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| **Product name as listed on supplier certificate** | **Product name as you would like it listed on your trading schedule**(if different from first column) | **Organic status** | **Supplier** (if you buy from a trader/wholesaler include their company name)  | **Organic certifier** (as on your supplier’s certificate) | **For meat, country of animal farming & slaughter**  | **Supplier certificate check** (in date and lists the product/category in question) |
| *e.g 85% Chocolate Bar* | *Peruvian Dark Chocolate* | *Organic* | *‘Cocao Organics’* | *Control Union* |       |[x]
|       |       | Choose an item. |       |       |       |[ ]
|       |       | Choose an item. |       |       |       |[ ]
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|       |       | Choose an item. |       |       |       |[ ]
|       |       | Choose an item. |       |       |       |[ ]

**If you are responsible for adding any processing aids to the product after purchase, please detail them below. Please note, you do not have to detail processing aids already used in the manufacturing process by your supplier.** Permitted processing aids are listed in [SA/GB standard 6.5](https://www.soilassociation.org/media/25988/sa-gb-food-drink.pdf#page=73) and [SA NI Standard 6.5.](https://www.soilassociation.org/media/25996/sa-ni-food-drink.pdf#page=85)

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| **Processing aid** | **Function** | **Supplier** | **For non-organic processing aids we may require a** [**Non GM declaration**](https://www.soilassociation.org/certification/food-drink/licensee-resources) **completed by the supplier of the processing aid.** |
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