

Guidance on completing and returning the Action Summary Form (ASF)



The action summary form details any issues identified at your inspection that may require attention to ensure continued compliance with Soil Association organic standards.

What you need to do

- Please read through your ASF carefully, checking whether you need to send in any additional documentation.
- Please enter your corrective actions against any non-compliance listed. Each corrective action should clearly show how the non-compliance has been/will be addressed.
- It is important to include an explanation of how each non-compliance will be prevented from reoccurring in the future.
- Where possible, you should provide evidence in support of your proposed action. For example:
 - Copies of new procedures, along with evidence showing that they have been issued and implemented.
 - Copies of completed records in use, such as veterinary, training, cleaning or goods-in records.
 - Photographic evidence, invoices.
- Please don't forget to sign and date the bottom of the ASF form.
- Return the completed ASF, together with any requested documentation, within the timescale detailed on the form. This will either be 30 or 14 days, depending on the issues raised at inspection.

You may need to send us information or management plans. If these cannot be sent in within the 30 days, please use the form to tell us when to expect them.

ASF terms explained	
Comment	General information regarding the standards, for your reference.
Certification Committee (CC) issue	An issue that could not be resolved at inspection which needs consideration by our certification committee. This issue may result in you or us taking further action.
Application requirement	A requirement or standard that you must meet before your licence can be issued.
Minor non-compliance	Failure to comply with a specific standard.
Major non-compliance	More serious breach of standards or a failure to correct a previous non-compliance.
Critical non-compliance	Repeat failure to correct a previous non-compliance, or a breach of standards deemed to affect the integrity of the product or enterprise, which may result in loss of organic status. Critical non-compliances are referred to the certification committee, which considers what action should be taken. Your certification officer will contact you after the meeting to inform you of the committee's decision.

How to return the ASF

Post: Soil Association Certification Limited, Spear House, 51 Victoria Street, Bristol BS1 6AD

Email: farming.growing@soilassociation.org

Action points for Red Tractor farm assurance schemes, once signed and completed, should be sent directly to SAI Global along with any additional information.

It is important that you return the completed form and required information by the date stated. If you miss this date, you risk suspension of your licence, which would mean you could not sell your products as organic.

If you have any questions, or need any further guidance, please do not hesitate to contact the certification team on 0117 914 2412.