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| *BDA Organic Certification* |
| FOOD PROCESSING AND PACKING APPLICATION FORM |

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| Welcome to BDA Certification. We inspect and certify to two Standards, biodynamic (‘Demeter’) and organic. Both meet the minimum EU standards for organic food processing and packing as found in the EU Regulations EU 834/2007 and 889/2008. In addition, Demeter meets the Demeter International Standard for Food Processing. Food certified under the Demeter standards can be called Demeter, biodynamic, and organic in the UK and worldwide. This application is for organic certification only. If you would like to apply for both Demeter and organic, then please contact the office for the appropriate application form.

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| **How to apply** |  |

This application form is for the registration of organic food Processing and Packing operations. The BDA Organic Processing Standards are available on our website (bdcertification.org.uk). If you would like to receive a hard copy of the Standards, please ask and we will send these to you upon receipt of your application fee. You are asked to read the standards carefully and observe all the requirements specified there from the time that you register. Please fill in this application form and send it with your application fee and any completed multi-ingredient specification forms for your organic products to the Certification Office.

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| **Inspection and certification** |  |

Within two months of receiving your application, our Administrator will arrange for an inspector to visit your business. During this visit the inspector will assess your system to ensure that the requirements of the organic standards are being complied with. It is essential that you understand the requirements for certification as specified in the standards, so if you have any questions regarding them, please ask the inspector during the inspection or contact the Certification Office at any time.Before the visit, the inspector will send you the Food Processing and Packing Questionnaire. You should fill in as much of the form as possible. During the visit, the inspector will help you to finish the form and will carry out a tour of your premises. He or she will then prepare a summary report listing any instances of non-compliance with the standards and giving recommendations. A Certification Officer will review the inspector’s assessment report, and a decision will be made regarding the granting of certification. Our Administrator will then write to you with the results and will send your organic (GB-ORG-06) certificates. If certification is denied, your products cannot be sold as organic.

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| **Further scheme information** |  |

Further information about the certification schemes is available on our website. Particular notice should be taken of the Quality Manual, which contains key policies and procedures for the certification schemes including licensees’ rights and responsibilities.

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| **Your details** |  |

Your name and contact details as a registered organic processor are required by EU Regulation to be placed in the public domain and will be submitted to DEFRA for that purpose. All other information submitted by you to our inspector or to the Certification Office is strictly confidential. This information will only be released to DEFRA, Trading Standards, or to another approved organic certification body, and only for the purposes of verifying organic integrity of food products produced or traded by your business. Please fill in all relevant sections of this form clearly. If you need more space, please add extra sheets.  |

**This application is for:** (please tick all the relevant boxes)

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| --- | --- |
| Organic Certification |  |
| Product Approval |  |

**Your details**

|  |  |
| --- | --- |
| Business name |  |

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| --- | --- | --- |
| Are you a subcontractor? | Yes | No |
|  |  |  |
| Companies with whom you have a subcontracting agreement |  |
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| Contact person(s) (this person must assume full responsibility for ensuring adherence to the organic standards) |  |

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| --- | --- |
| Address for correspondence |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone |  | E-mail address |  |
| Mobile |  | Website |  |

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| --- | --- |
| Address of premises (if different) |  |

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| --- | --- |
| Name and address of person who directly controls day-to-day organic operations |  |

**Main operations**

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| Directions to your premises (or draw / attach map so that our inspector can find you) |
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| Please give a full description of the plant showing the facilities used for processing, packaging and storing organic products before and after the operations concerning them. |
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**About your operation**

Please indicate with Y (Yes) or N (No) whether the production of organic products is carried out

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| --- | --- |
| Regularly on daily/weekly basis |  |
| Seasonally |  |
| Occasionally |  |

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| --- | --- |
| Give the number of full time equivalent employees engaged in organic production |  |

**About your business**

Please give the estimated annual turnover in Pounds Sterling for each organic product group for which certification is sought:

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| --- | --- |
| Product/Product group | Annual Turnover (£) |
|  |  |
|  |  |
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|  |  |

|  |  |
| --- | --- |
| Total estimated annual turnover for organic products: | £ |
|  | Yes | No |
| This establishment conforms to all relevant statutory requirements regarding food production. |  |  |

**Previous organic certification**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Are you transferring from another Organic Certification body? |  |  |
| If yes, which Organic Certification Body have you been registered with? |  |  |
| Have you ever been denied organic certification or had your organic certification terminated? |  |  |
| If yes, please provide details of any actions taken since to address the issues that led to the denial or termination. |
|  |

**About your products**

Please list the products produced together with the approximate annual volume. Please photocopy/add extra sheets if needed.

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| Organic Products (GB ORG 06) | Approximate Annual Volume |
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| Organic Products being certified by another certification body | Approximate Annual Volume |  | Non-organic Products | Approximate Annual Volume |
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If you are processing a multi ingredient product, please use the Multi-Ingredient Product Specification Form.

Multi Ingredient Forms along with **draft** labels are attached for the following products:

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**Use of plant and equipment:**

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| --- | --- | --- |
|  | Yes | No |
| All our **organic** products are produced, packaged and stored using plant and equipment dedicated to organic products |  |  |

If organic products are produced, packaged or stored using the same plant and equipment as is used for the production of non-organic products, then please answer the following statements:

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| --- | --- | --- |
|  | Yes | No |
| Separate areas within the premises are provided for the storage of **organic** raw materials, ingredients and finished products |  |  |
| Separate areas within the premises are provided for the storage of non-organic raw materials, ingredients and finished products |  |  |
| **Organic** products are produced until the complete production run has been dealt with and are separated in time or place from similar operations carried out on non-organic products |  |  |
| Prior to use for organic production, the plant and equipment used, particularly product contact surfaces, are effectively cleaned and inspected to ensure it is free from residues that may compromise or impair the organic integrity of the products |  |  |
| Describe steps taken to ensure the identification of lots and to avoid mixtures of organic and non-organic products. |
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**Records** (All records must be available for examination during the inspection)

Please say whether adequate records are kept to enable the Inspection Service to trace:

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| --- | --- | --- |
|  | Yes | No |
| The origin, nature, quantities and certification details of all organic products delivered to the premises |  |  |
| The origin, nature and quantities of ingredients, additives and processing aids delivered to the premises |  |  |
| The procedures and control systems used to ensure that throughout the production cycle organic products are kept completely separate from non-organic products. |  |  |
| The nature, quantities and consignees of organic products which have left the premises |  |  |

**Packaging**

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|  | Yes | No |
| Are organic agricultural products, which are not in their packages for the end consumer transported to the plants or forwarded to other premises in appropriate packaging or containers or closed in a manner to prevent substitution of content? |  |  |
| Are all such consignments provided with appropriate documentation including the name of the product, the name of the supplier and the name of the body responsible for the inspection and certification status of the product? |  |  |

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| What steps are being taken to ensure that on receipt all such packages or containers are appropriately closed and what action is taken if there is doubt as to the organic integrity of the product? |
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|  | Yes | No |
| Are records of this verification kept? |  |  |

**Cleaning and Pest Control**

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| Give brief details of the plant cleaning routines including details of detergents, disinfectants and sanitizers used and the steps taken to ensure that residues do not remain on product contact surfaces |
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| Give brief details of pest control arrangements for the plant. What type of pests is present, and how are they controlled? |
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| In cases where the fumigation of premises, plant or equipment is carried out, please specify |
| The frequency of the treatment |  |
| The method of application |  |
| The substances used |  |
| The person/organisation responsible for fumigation |  |
| The clearance time between the completion of the treatment and commencement of processing/manufacturing operations |  |

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| **Declaration** |
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| 1. I seek BDA Organic certification.
2. I will, on an on-going basis, comply with BDA Certification Organic Processing Standards as revised from time to time. (All revisions to the standards will be notified to you).
3. I agree to allow authorised certification personnel access to all aspects of my business for the purposes of certification including provision for examining documentation and records. I further agree to keep a record, and make available upon request, of any and all complaints that relate to my certified activities and products and to document all actions taken in response to such complaints.
4. I will notify the Certification Office without delay before making any significant changes to the operation of this holding from those set out in this Application Form (significant changes means any new enterprises, products or scopes. Please contact the office if you are unsure).
5. In the event of non-compliance with the standards, I will rectify the latter within a specified time if I am to maintain my holding’s certification or in-conversion status. (This clause is subject to an appeals procedure as laid down in the BDA Certification Operating Manual). Upon suspension, withdrawal or termination of my certification, I agree to discontinue the use of any and all advertising material that references BDA Certification or any of its certification schemes.
6. I accept that all certification documentation remain the property of BDA Certification and any reproduction of these documents for the purposes of verification and trade, will be done so in exact entirety.
7. In the event of withdrawal or suspension of certification from one or all of my products, I agree to inform in writing the buyers of those products that those products are no longer certified.
8. I accept that the Certification Board is responsible for the final decisions regarding certification.
9. I agree to make claims regarding certification only for those scopes that I am certified to and I will not use my certification in such a manner that brings BDA Certification into disrepute. I further agree to use the BDA Organic logo and the EU Organic logo only on food products for which I hold a valid certificate.
10. I accept that the BDA Certification may release information relating to my inspection and/or certification to DEFRA, Trading Standards, or another approved organic certification body only for the purposes of verifying the organic integrity of food products produced or traded by my business.
11. I agree to pay BDA Certification the annual certification fee in accordance with the published fee scale and within the time frame indicated on each invoice.
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I agree to be bound by the above declaration. I confirm that the information in this form is correct and is based on the most up-to-date picture of this business.

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| **Signature** |  | **Name** |  | **Date** |  |