



## ORGANIC SYSTEM PLAN – HANDLERS AND PROCESSORS

Business Name:	Certification Number:
Name of Individual Completing this Form:	County:

<b>Section J. Quality Assurance and Recordkeeping</b>	<b>[NOP 205.103, 205.270, 205.272]</b>
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**Tip!** National Organic Standards require a complete recordkeeping system regarding the handling of organic products. Records must be adapted to the particular operation, must fully disclose all activities and transactions in sufficient detail to be readily understood and audited, must be maintained for five years, and must be sufficient to demonstrate compliance with Organic Standards.

1. Do you have standard operating procedures for organic handling? If “Yes,” please attach a copy.  Yes  No
2. Do you have a Quality Assurance program in place?  Yes  No
  - 2a. If “Yes,” please indicate what type of program.  
 ISO     HACCP     Total Quality Management     Other (please specify)
3. Are any outside quality assessment services used (e.g. GlobalGap, AIB)?  Yes  No
  - 3a. If “Yes,” please list the name of the company.
4. Does your company conduct product testing?  Yes  No
  - 4a. If “Yes,” please list the types of quality or residue testing conducted.
5. Are ingredient samples retained?  Yes  No
6. Are finished product samples retained?  Yes  No
7. Do you have a recall system in place?  Yes  No
8. Does your company conduct internal audits?  Yes  No
9. Can your record keeping system track the finished product back to all suppliers?  Yes  No
10. Can your record keeping system balance organic products in and organic products out?  Yes  No



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11. Describe your system for maintaining records related to organic products. (Include details on where, how, and how long records are maintained.)

**Tip!** You must have a current verification that demonstrates all incoming organic crops, products, and ingredients were certified by a USDA Accredited Certification Agency. Organic certification documents must:

- ✓ Be issued by a USDA accredited agency,
- ✓ Reference the National Organic Standard
- ✓ List the organic product,
- ✓ Be available during each inspection.

12. Describe how you verify that suppliers of ingredients, products, or services have current organic certification.

13. Indicate how often you perform this verification:

With each shipment       Monthly       Annually       Quarterly       Other:

**Tip!** An audit of your production and financial records will be conducted during your annual inspection. All records related to the processing and handling of organic products must be made available for review and copy if necessary. In addition, please ensure staff involved in maintaining records are also available during all announced inspections.