

## Preparation for inspection Basic Requirements bio.inspecta

RELEVANT	NOT RELEVANT	Control point
<b>Documentation / Management / Risk analysis / Residue analyses</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<p>Print out signed and adapted <b>product list</b> from <a href="http://www.easy-cert.ch">www.easy-cert.ch</a> (see "Print custom products list" key all the way at the bottom). Cross out products that are no longer carried and add new products in hand-writing.</p> <p>Product list for <u>new clients</u>: List of organic products and their individual quality (organic, products with organic ingredients (&lt;95% organic)), including products processed on behalf of other operators.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Updated, completed <b>company questionnaire</b> is at hand.</p> <p><i>A new company questionnaire must be completed where relevant changes have occurred or where the last complete company questionnaire has been in use for more than 5 years. A template is available in the Inspectanet under "Checklists Preparations for Inspection" → Company Questionnaire incl. Update". In all other cases the "Update Company Questionnaire" form may be used (see last page of this form).</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Risk analysis</b></p> <p>In accordance with the Swiss Ordinance on Organic Farming SR 910.18, Annex 1 (1.1), an operation engaged in the production of organic products has available a list of "precautionary measures to be taken to reduce the risk of contamination by unauthorised products or substances and the cleaning measures to be taken in storage areas and throughout the operator's production chain."</p> <p><i>This list may be integrated into a HACCP or be held as a separate list. You can use the "Risk Analysis" template available in the Inspectanet under "Checklisten Kontrollvorbereitung → 23_080EN Company Questionnaire".</i></p> <p><i>Please prepare the relevant document and have it available for inspection. We will check the document for plausibility.</i></p>

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<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Pest control</b></p> <p><i>Where available: Please have available for inspection the annual report and the last three pest monitoring reports.</i></p> <p><i>If you carry out pest monitoring without external assistance: Please have available the monitoring strategy and documentation of measures taken.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	Have available for review all <b>GMO and residue analyses</b> .
<b>Formulas / Descriptions of processing processes</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Current formulas</b> (in writing), including a list of additives, processing aids, cultures, microorganisms, enzymes etc. used.
<input type="checkbox"/>	<input type="checkbox"/>	Written confirmations, <u>completed by the producer</u> , of "Freedom from GMO" (use <a href="http://www.infoXgen.com">www.infoXgen.com</a> form!) for high-risk ingredients, additives, processing aids, cultures of microorganisms, enzymes etc. These are only required for non-organic ingredients!
<input type="checkbox"/>	<input type="checkbox"/>	<b>Up-to-date descriptions of processing processes</b> (in written form)
<b>Raw materials</b>		
<input type="checkbox"/>	<input type="checkbox"/>	List of your <b>suppliers</b> and of the <b>raw materials</b> or <b>products</b> these suppliers supplied to you (in written form)

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<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Organic certificates for domestic suppliers</b></p> <ul style="list-style-type: none"> <li>• Supplies obtained from farmers</li> <li>• Supplies obtained from processors/traders</li> </ul> <p>➤ <i>You must demonstrate that you have checked the <u>products'</u> certification, as provided by your suppliers. There are <u>two</u> ways to check for product certification:</i></p> <ol style="list-style-type: none"> <li>1. On the Internet at <a href="http://www.easy-cert.ch">www.easy-cert.ch</a>. With a self-monitoring system these checks can be documented in a verifiable manner. The system will be checked as part of the inspection.</li> <li>2. With a copy of a <u>valid</u> paper certificate.</li> </ol> <p><i>Please note the information given on the following page.</i></p>
		<p>Please note:</p> <p><u>Example 1:</u> Supplier = Trader, importer or stockist: The product list contains product categories only.</p> <p><u>Example 2:</u> Supplier = Processor (contract processor): The product list contains the individual products.</p> <p><u>Example 3:</u> Supplier = Farmer Normally: No product list Exception: Product list shows products processed on-farm. There will always be a spotcheck of the validity of supplier certifications and certifications of raw materials obtained.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>For imports from EU countries:</b></p> <ul style="list-style-type: none"> <li>• List of imported goods</li> <li>• Certificates of EU-based suppliers, including the associated lists of certified products (where available, please check with the supplier).</li> <li>• Delivery notes/invoices from EU-based suppliers.</li> </ul> <p><i>There is no need to systematically file customs receipts together with the invoices. However, we may request access to the customs documents.</i></p>

RELEVANT	NOT RELEVANT	Control point
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>For all imports from non-EU countries:</b></p> <ul style="list-style-type: none"> <li>• Continuous <u>list</u> of all imports since the last inspection (or as discussed with the auditor).</li> </ul> <p><u>Organic folder</u> containing:</p> <ul style="list-style-type: none"> <li>• Copy of supplier invoice</li> <li>• Copy of own invoice</li> <li>• Original copy of certificate of inspection (incl. incoming goods inspection by initial recipient → either Field 18 or by using the “Incoming goods inspection” form.</li> <li>• Customs receipt (copy or original)</li> </ul> <p><i>These documents may also be made available in electronic form.</i></p> <p><i>On the day of the audit we will need access to your <u>inspectanet</u>. Please make sure this access is available.</i></p> <p><i>Detailed information on procedures for imports of organic products into Switzerland is available from the bio.inspecta office (“Information Sheet 13_014”).</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>For all imports:</b></p> <p>Basic principle: The operator who ordered the transport is also responsible for ensuring that it is handled in compliance with the regulations.</p> <p>Regulation and documentation of conformant transport of organic products. Please see the “Transport” control point further down.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Invoices and delivery notes</b> issued by your suppliers for inspection.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Collection in the wild:</b></p> <p>Documentation of collection activities in the wild: Evidence showing that the collection sites had not been treated with prohibited substances in the three years preceding the collection of plant material; documentation which plausibly explains the stability of the natural habitat and the maintenance of species in the collection area; description of the collection area (geographically delimited). Please also see Art. 14 of the Swiss Organic Farming Ordinance.</p>
<b>Labelling:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<p>One copy each of the currently used labels, for inspection.</p> <p>Indications used for your organic products in your stock list and on your invoices and delivery notes.</p>

RELEVANT	NOT RELEVANT	Control point
<b>Transport, processing and storage:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Incoming goods inspection:</b></p> <ul style="list-style-type: none"> <li>• Documentation of incoming goods.</li> <li>• Notification system for deliveries of non-conformant products.</li> </ul> <p><i>Also see risk analysis.</i></p>
		<b>Transport:</b> Only relevant where:
<input type="checkbox"/>	<input type="checkbox"/>	Organic products are transported in bulk consignments.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Basic principle: The conformant transport of organic products is regulated and documented. The operator (who ordered the transport) is responsible for ensuring that it is handled in compliance with the regulations.</p> <p>For transports, the following points must be observed and documented:</p> <ul style="list-style-type: none"> <li>• The route travelled by the individual products, from the certified organic supplier to the initial recipient in Switzerland, must be seamlessly traceable (who transported the goods, when and where they reloaded etc.)</li> <li>• Transports are undertaken in suitable containers and using suitable means of transport.</li> <li>• Cleaning of transport containers prior to being loaded with the organic product.</li> <li>• Separation of organic products from other products during transport.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Separation measures in storage</b></p> <p>Documentation of cleaning prior to storage of bulk consignments.</p> <p><i>Also see risk analysis.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	Organic certificates (or check, see control point "Raw materials: Organic certificates for domestic suppliers") for your <b>contract processors</b> .
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Separation measures in processing:</b> Description, documentation.</p> <p><i>Also see risk analysis.</i></p>

**Chain-of-custody monitoring:**

<input type="checkbox"/>	<input type="checkbox"/>	<p>Prepare a <b>goods balance for organic raw materials</b>, presented in a clear table format. To this end, the following parameters must be included:</p> <ul style="list-style-type: none"><li>• Quantities of organic raw materials obtained (for traders: organic products)</li><li>• Sold/produced quantities of the organic products produced</li><li>• Inventories</li><li>• Down-classification of organic products to non-organic products (e.g. down-classifications due to cleaning purges)</li><li>• Yields achieved.</li></ul> <p>The calculation period normally covers the previous accounting year, but other periods may be selected. Should you be unsure as to how to draw up the goods balance or how to prepare the chain-of-custody monitoring, please contact your auditor.</p> <p><i>The goods balance presented will be checked for plausibility. To this end, the figures presented will randomly be</i></p> <ul style="list-style-type: none"><li>• <i>compared to evaluations of accounting records and/or the ERP (SAP, Navision, etc.),</i></li><li>• <i>compared to supplier invoices/delivery notes,</i></li><li>• <i>compared to invoices prepared,</i></li><li>• <i>compared to other internal or external documents, which ought to be congruent with the figures presented in the goods balances (differences depending on the type of operation)</i></li></ul> <p><i>Further additional checks may be conducted.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Qualitative chain-of-custody</b> = Traceability:</p> <p><i>As part of the inspection, the traceability of at least one product (several products for larger operations) across the entire production process back to and including the incoming raw materials received. To this end, a random product may be selected during the inspection.</i></p>

## UPDATE OF COMPANY QUESTIONNAIRE

### Complete and up-to-date description of the operation and its activities

Based on: Swiss Ordinance on Organic Farming SR 910.18, Annex 1 – 1.1 General provisions relating to the inspection procedure, Sections 1-4.

Operator No.:	
Company names:	

<b>Person(s) in charge of the organic section and/or label products</b>	
Name:	
<b>Number of employees in the operation (full-time employees)</b>	

	Changes?		If <b>YES</b> : Please attach document or describe change(s). Appropriately label attached documents, e.g.: <b>Attachment C</b>
	NO	YES	
<b>Brief description of the operation:</b> Legal form, organisation chart, ownership	<input type="checkbox"/>	<input type="checkbox"/>	See Appendix <b>ATTACHMENT</b> _____ or Description:
<b>Quality assurance:</b> Current quality assurance systems, certifications	<input type="checkbox"/>	<input type="checkbox"/>	See Appendix <b>ATTACHMENT</b> _____ or Description:
<b>Addresses and premises:</b> Processing, storage, administration, head office	<input type="checkbox"/>	<input type="checkbox"/>	See Appendix <b>ATTACHMENT</b> _____ or Description:
<b>Production processes, workflows:</b> Ensuring separation of organic products from other products in storage and processing	<input type="checkbox"/>	<input type="checkbox"/>	See Appendix <b>ATTACHMENT</b> _____ or Description:

### DECLARATION

The undersigned declares that

– The information supplied in this update to the Company Questionnaire is truthful and complete. Any significant changes to or deviations from the information supplied will immediately be notified to the certification agency.

\_\_\_\_\_  
Place / Date

\_\_\_\_\_  
Signature