

EXAMPLE DOCUMENT DESCRIBING AN INTERNAL CONTROL SYSTEM

For organic group certification

Adapted to fresh fruit exports and
to cooperatives or farmer associations exporting directly or exporters with outgrower groups

This document is an adaptation of an Agro Eco ICS example document. Adapted by the FAO project “*Increasing incomes and food security of small farmers in West and Central Africa through exports of organic and fair-trade tropical products*” (GCP/RAF/404/GER).

WARNING

Using this document as an example for the development of your own ICS document does not guarantee that your internal control system will be approved by the certification body.

This document is only meant to give you an idea how an ICS document may look like. DO NOT COPY IT. When you develop your own ICS, you should always start from the reality of your own situation and develop the ICS in discussion with the people who will implement it.

You should also consult with your certification body about their specific requirements for ICS and group certification. They may have standard formats for some of the documentation in your ICS.

Clarification of used terms and designations:

Operator = company or cooperative or farmer association exporting the product and organising the ICS.

Because this example is meant to be valid for a number of product, the document does not speak about pineapples or mangoes or papayas etc. Also in real documents you would enter the name of the operator, location names etc. Where-ever such a specific operator, location or product name would normally occur, this has been replaced by:

[...name of operator...]

[...product name...]

[...name of location...] etc.

Where it is impossible to provide example text that would be applicable to all fresh fruit operators, the instruction [*Describe...*] or [*List...*] is given.

Sometimes an alternative possibility is provided italics, for example:

The documentation officer [*or sometimes ICS manager*] is also responsible for the update of the individual farmers file at the office.

For annexes only outlines are given, these you still need to fully developed yourself

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EXAMPLE

Executive summary

[...Name of operator...] exports organic [...product...], sourced from mainly small holder organic agriculture producers.

This internal control system is geared at providing support and also safeguarding the organic integrity of the small holder producers. The majority of the small holder farmers are located in [...name of district or village or area...]

To ensure the strict compliance of all small holder members to organic production principles and practices, the group have entrenched the essence of organic agriculture principles and practices in the internal organic standard.

[...name of operator...] has assigned [...number...] staff to implement the ICS. Their responsibilities are the ICS manager, the documentation officer, the internal inspector(s), the field officer(s) and the buying officer(s) respectively.

This Internal Control System shall undergo regular review and improvement in order to reflect quality improvement capacity of the small holder farmers and the Internal Control System's staff.

EXAMPLE

1. Introduction

[...name of operator...] has its office in [...name of location...] and exports organic [...product name...].

[...name of operator...] sources from farmers who are member of [... name of farmer organisation...] has its main office in [...name of location...]. The farmers are located mainly in [...name of area...]

The ICS comprises the maintenance of individual farms under organic certified condition and also ensuring the traceability of products going for export.

The activities of the small holder farmers are monitored in a programme of regular visits and documentary controlled. Internal inspection is done every [...number...] months. In addition, the small holder farmers involved are made aware of their common responsibility to ensure the organic integrity of the product and [...name of operator...] provides regular training on good organic production methods.

EXAMPLE

2. Description of production and export activities

2.1. Overview of farms

The farmers involved in the ICS are the members of [...name of farmer organization...] with the (main) office based at [...name of location...] in [...name of district/province/country...]. The constitution and the bye-laws of the association are shown in annex 1 and the farmers list shown in annex 2.

The farmers are predominantly producing organic [...name of product...] . Farmers produce other crops, mainly staple crops for home consumption.

The farmers are located in [...number...] areas, see table 1.

Table 1. Overview of locations

Name of site	Villages	N° organic farmers
.....		
.....		
.....		

The farmers typically own ha of land. The average area under organic [...name of product...] is between ha per farmer. The smallest farmer has ... ha of [...name of product...] and the biggest has ha.

The farms are managed mainly by family members with the help of seasonal workers during [planting/weeding/harvest] period.

[Describe briefly main production methods of the organic export crop....]

The harvest season is [... year round/from ... to ...]. Farmers sell most of their [...name of product...] to the [...name of operator...], but also to local traders.

Production levels of the farmers are estimated and recorded. Under the ICS organic programme all the production figures, those sold to [...name of operator...] and to other buyers are registered. All products bought from the farmers will be recorded and compared to the annual estimates of products expected by the farmer as estimated in the farm entrance form.

2.2 Overview of buying, handling and exports

The Buying Officer of [...name of operator...] embarks on regular monitoring visits to the individuals' farms. When [...name of operator...] is in need of produce, the total quantity required is distributed among farmers who have produce ready to be harvested on their farm.

Mature are harvested by the [...farmers/harvesting teams/operator....] . The harvesting is done by [...hand/machine...]. The harvested fruits are transported to the nearest road side from where it is transported by [...donkey cart/tractor/car/truck...] in [...baskets/crates/bags...] to [...village collection centre/purchasing centre/operator store...]. The [...baskets/crates/bags...] are labelled with the [...name and/or code...] of the [...farmer and/or field...].

[Describe as many collection and transport stages as necessary...]

At the [...processing plant/packing facility...], the fruits are sorted to select fruits for export and those that will go for the local market. The are [...washed/dried/sorted (by weight or size or quality)/cut ...] and subsequently *[Describe as many processing and packing step as necessary...]*.

Finally they are packed in [...final export bags/cartons/...] and stored in [...cold chamber/central warehouse...] until export.

From there the are transported in [...truck/container/...] to the [...port/airport...], where [.....]. From the moment of purchase from the farmer until export the [...name of product...] is owned by [...name of operator...].

For forms and other procedures, see chapter 5.3.

2.3 ICS functions

[...name of person...] is the manager of the ICS.

[...name of person...] is the documentation officer

[...name of person(s)...] is/are the internal inspector(s)

[...name of person(s)...] is/are the field officers responsible for farmer training

Decisions on accepting, suspending or excluding farmers or on corrective actions demanded from farmers or the [...harvesting teams....] or the [...processing plant/packing facility...] are taken by [...person or committee...].

3. Internal Organic Standard and Risk Management

3.1 Scope of certification

[... Name of operator ...] and the farmers are working according to the following regulations and standards:

[List all regulations and private standards for which you seek certification, for example: ...

- *EU-Regulation 2092/91 (all farmers)*
- *USDA NOP Standard (all farmers)*
- *.....]*

3.2 Internal organic standard

The Basic Organic norm was thoroughly discussed with the farmers. This basic organic norm is the internal organic standard of the ICS. (See annex 3 for the basic organic norm).

The Basic Organic Norm is also the basis of farmer training by the field officer(s).

3.3 Risk Assessment

A participatory risk assessment was conducted with the farmers. The farmers considered risk as existing behaviour in the organic farm or in the community that can compromise the organic integrity of the programme. See annex 4 for results of the participatory risk assessment. The participatory risk analysis with the farmers is repeated every year and subsequently annex 4 is updated with the latest results.

The ICS team also conducts yearly risk assessments for the harvest - to – export stages, see annex 4.

3.4 Measures to address risks

In order to improve the situation, internal inspection will be conducted [...number...] times in a year on every farm parcel that will be under the certification programme and [... number...] times at the [...harvest collecting points/stores/processing plant/packing facility...]. The internal inspection will give special attention to the critical control points identified during the yearly risk analysis.

The field officer will conduct periodic agronomic training for all the farmers in order to improve upon their organic farming activities and the [... field officer/documentation officer...] will conduct periodic training on record keeping. When necessary, [...] will assist the farmers in record keeping. The training programme is adapted after each yearly risk analysis

4. Farm control and approval procedures

4.1 Registration of new farmers

4.1.1 Farm Entrance Form and yield estimates

Farm Entrance Form will be filled in by the internal inspector to capture essential information such as yield estimates and status of buffer zone with adjoining farms (see annex 6). On this form each farmer gets a unique code number.

Each farmer should have a farm located and drawn on the farm map. See annex 7 for the farm map.

The farm land should be suitable for the crop selected for production.

All members joining the association should be those who believe in organic farming. Until otherwise allowed by the certification body, all farmers/ members shall go through a **conversion period** of three years. Within this period, the farmers shall practice organic production methods. There shall be an internal inspection for all those going through the conversion period.

The **yield estimate** of every farm parcel under the organic programme is captured during the completion of the Farm Entrance Form. However, actual yields are recorded during the harvest periods and with that knowledge the yield estimates are updated every year.

4.1.2 Contract

After the ICS manager accepts the new farmer on the basis of the information in the Farm Entrance Form, the farmer and [...name of operator...] sign a contract.

Through this contract the farmer agrees to comply with the organic principles and the internal organic standard and to participate in the Internal Control System. The [...name of operator...] commits to organise the ICS and to endeavour to find a market for and to buy the organic products through a transparent price setting procedure. See annex 5 for the sample of the contract. The signing of contract should be witnessed by a member of the ICS staff.

4.2 Internal inspections

Farm Internal inspection will be conducted every months hence making it times in a year. See annex 8 for the farm internal inspection form. The mode of internal inspection provides an opportunity to monitor how farmers will be following the training programmes. The Internal Inspection is executed by the Internal Inspector of the ICS. Every farmer should be present during the Internal Inspection.

There will also be an internal inspection at the [...collecting points/stores/processing plant/packing facility...] times in a year. This inspection will offer staff at the unit an opportunity to improve upon their performance and processing (see annex 9 processing unit Internal Inspection Form).

4.3 Internal approval procedures

The internal inspector fills in the internal inspection form at every farm inspection. The internal inspector submits this form within days to the [...ICS manager/ICS documentation officer...], The [...ICS approval committee (in very small organizations this may be the ICS manager)] studies the results of the internal inspection form and checks the fulfilment of last inspection's conditions/corrective measures by the producers and the new conditions/corrective measures proposed by the internal inspector.

The [...ICS approval committee] decides on approval or sanction of each producer and determines the conditions and the duration of the sanctions. Conditions and sanctions are registered in the farm inspection form. The results of the meeting are summarized in the list of approved and sanctioned farmers. Additionally, short minutes are made of each meeting of the ICS approval committee.

After inspection of the [...collecting points/stores/processing plant/packing facility...], the procedure is essentially the same and the [...ICS approval committee...] decides on any corrective actions and if necessary may decide to disqualify part of the products for sale under the organic label.

4.4 Non compliance & sanctions

If a grower violates the internal standards the appropriate sanction and corrective measure is determined according to the list of nonconformities, annex 10. In case of severe violations, the internal inspector or whoever detects the incident, has to fill in a violation report (Annex 11)

The ICS system has levels of corrective measures and sanctions

[Describe each level that you may have, for example...]

Corrective measures are measures that the farmer has to take before the next internal inspection. The farmer remains full member of the organic project. Corrective measures can be imposed in case of minor violations that do not threaten the integrity of the organic status.

Suspension/sanction means that during the time of suspension the farmer is not allowed to sell any products as organic products to [...name of operator...]. Suspension can be needed when the farmer has threatened the organic status (and thus the certification of the whole groups) or when prior requested corrective measures have not been taken. The suspension period depends on the type of corrective measures required, and the time it will take for these measures to lead to satisfactory results.

Exclusion: In case of any severe violation, fraud or lack of progress after [...time period...] of suspension, the farmer can be completely excluded from the organic project. Should the farmer still want to rejoin, the farmer will be considered a new member and be asked to go through a conversion period of not less than 3-years.]

5. Organization and Documentation of the ICS

5.1 Organization and ICS personnel

The ICS coordinator/manager:

The ICS Manager is responsible officer for the organic programme and plans the inspection and training schedules.

The Field Officer(s):

The Field Officer will provide extension support services to all the farmers

Internal Inspector(s):

The internal inspector(s) will fill in the Farm Entrance Form and supervise and administer the Farmer contract. The internal inspector(s) will conduct all the internal inspections required under the ICS programme.

The buying officer:

The buying officer will purchase the produce from the farmers and will also fill the Daily Aggregate Purchase Form and also ensure that the farmers have filled the Inventory of Produce Sold Form.

Documentation Officer (*or in small organization the ICS manager*):

The Documentation Officer (*or ICS manager*) is responsible for the proper arrangement and compilation of all the documents under the ICS. The documentation officer (*or ICS manager*) is also responsible for the update of the individual farmers file at the office. The documentation officer (*or field officer*)¹ also provides training on record keeping to farmers.

Approval committee (*or in small organizations ICS manager*)

The approval committee is formed by [...number...] officers, namely the ICS manager,, and The approval committee takes the ultimate decision whether to accept, suspend or exclude a farmer from the programme.

See annex 12 for job descriptions of ICS staff and an Organogram.

Conflict of Interest:

To avoid conflict of interests, the internal inspector of a farm is never involved in the training of the same farmer, with the exception of participation in general training workshops.

To avoid pressure on the internal inspector from the farmer, the final acceptance and sanctioning decision are not taken by the internal inspector but by [...the approval committee/ICS manager...].

Furthermore, to avoid conflicting interests of need for rigorous inspection and need for sufficient produce to sell, the buying officer is not involved in either inspection or approval committee.

¹ Note: if ICS manager is doubling as documentation officer, training on record keeping needs to be done by somebody else, most likely the field officer.

5.2 Training

ICS personnel: Training of ICS staff will be organised according to need, but no less than once a year.

Farmers: The Farmers will be trained by the field officers and the documentation officer in organic principles and practices in order to improve upon the organic production of farming. Training will be organised according to need but in any case [... number...] training session(s) on organic farming practices and [...number...] training session(s) on record keeping will be organised every year.

Staff at the [...processing plant/packing facility...] will also be trained [...at the start of the harvesting season/ [...number...] times a year...]

Dates of training sessions, their subject, the trainer and presence are recorded each session and subsequently presented in the aggregate training record form (Annex 13)

5.3 Forms and other documents

The Internal Control System guards the integrity of the organic quality of the products generated by the small holder farmers. All persons dealing with the product (small holder farmers and responsible operator staff) are identified, registered, and instructed on the requirements for organic certification to ensure its compliance.

Most of the ICS documents are kept at the offices of [...name of operator...].

A file is kept on each farmer with the following documents:

- Farm Registration Form/contract (Annex 5)
- Farm Entrance Form (Annex 6)
- Farm map (Annex 7)
- Internal Inspection Form (Annex 8)
- Purchasing Form (Annex 14)
- Purchase receipt (Annex 15)
- Inventory of Produce Sold Form (Annex 16)

A copy of all the documents and the internal organic standard (Annex 3) is given to each farmer. With the signing of the contract the farmer confirms he/she understood the internal organic standard. With the signing of the farm entrance form the farmer agrees with the contents of this form.

To make sure the farmer understands the documentation, the information is read out when the farmer is illiterate and a third person who can read and is trusted by the farmer is witness of the signing of the contract and co-signs the contract.

The following lists are also prepared by the [...ICS manager/documentation officer...] and are kept in the office:

- Farmer list (this list contains all the basic profile of the farm parcel, year of establishment of the farm, total area of the farm, other crops produced on the farm. The farmer list also contains the code number of the farmer.)
- List of sanctioned farmers (suspended or de-certified).
- Lists of farmers, operator staff and ICS staff present at training sessions on organic production methods and ICS procedures.

6. BUYING, STORAGE AND HANDLING PROCEDURES

6.1 Buying procedures

When [...name of operator...] buys produce from a farmer, all the relevant information is recorded in the purchasing form (annex 14), and a receipt will be written (Annex 15). Both the [...name of operator...] and the farmer will keep a copy of these.

Each farmer will record the quantity of sold to or *any other buyer*, in an inventory of produce sold form (see annex 16). This form will be kept by the farmers and will be inspected during the internal inspection. This form should track the actual number of produce harvested from each farm.

The ... buying officer will also compile records of produce bought, amount paid in a daily aggregate purchasing form (see annex 15). There is also a column of produce rejected at the processing unit.

During the transportation to the processing unit, each [...basket/crate/bag...] should have the name of the farmer written on it clearly. Produce is clearly segregated at the processing unit, during instances when non-certified produce is going to be processed.

6.2 Storage procedures

Storage facilities are meant for temporal holding of the product. When [...name of product...] is entering the [...processing plant/packing facility...] of [...name of operator...], the [...store manager/other staff member...] checks if the bags are labelled and closed correctly and if the quantity and organic quality corresponds to the indication on the delivery document.

The [...name of product...] of different qualities (organic, in transition, and non-organic) is stored in separate areas, which are indicated with signs. The store manager records all entering and outgoing produce on the storage stock sheet.

Cleaning of all stores is done with [...brooms and/or water/&soap/other...]. Store windows are screened and stores have a double door to prevent insects, rodents and other pests from entering. Mechanical traps are used against rodents. [Stores have controlled temperature and humidity.]

Only people authorized by the store manager are allowed to enter the store. They should [...wear appropriate clothing/remove their shoes/.....]. It is forbidden to eat or smoke in the stores.

6.3 Processing and packing procedures

(This section should be expanded and adapted to reflect all the processing and packaging activities).

Before each [...processing/packing...] of organic [...name of product...], the responsible person assures that the installations are carefully cleaned with [...water/soap/approved detergents/air/brushes/other...].

[Describe as many steps as necessary...]

[Describe in case of multiple ingredients, all ingredients precisely and whether they are organic or permitted non-agricultural ingredients and processing aids...]

All processing steps are duly documented, with date, quantity of product entering and leaving each step, see Annex

The different qualities are [...processed/packed...] in separate times and throughout the [...processing/packing...] process kept stored in separate areas, which are indicated with signs.

After [...processing/packing...], the final [...name of product...] is stored in final [...cartons/bags/containers/ pallets....] which are marked with the name of the farmer organization, the organic quality, and the name of the certifier. Traceability codes are applied, ensuring that the product can still be traced to [...village/farm...] level.

Annex 1: Constitution and Bye-Laws

CONSTITUTION AND BYE-LAWS OF [...name of farmer association/outgrower group...]

ARTICLE (I): NAME AND DESIGNATION

ARTICLE (II): AIMS AND OBJECTIVES

ARTICLE (III): ICS

We the organic farmers will see to it that any member of the association shall abide by the organic rule, the Internal Control System (ICS) and will not apply any agro chemical to apply on his/her product. Any member found in such practices shall be sacked from the association.

ARTICLE (IVa): MEMBERSHIP

ARTICLE (IVb) ASSOCIATE MEMBERS

ARTICLE (V): ACCOUNTS (FINANCE)

ARRICLE (VI): DUES AND CONTRIBUTIONS

ARTICLE (VII): MEETINGS

ARTICLE (VIII): EXECUTIVE COMMITTEE

ARTICLE (IX): TERM OF OFFICE OF EXECUTIVES

ARTICLE (X): DECISION

ARTICLE (XI): REVIEW OF DECISION

ARTICLE (XII): RESIGNATION OF MEMBERS

ARTICLE (XII) BUSINESS

ARTICLE (XIII): AMENDMENT

Annex 2: List of Farmers

Include at least: code, name, location, # parcels & codes, year of joining, for example:

ACTUALIZED FARMERS LIST

Code	Farmer	Site	Date of registration	Date of last use of prohibited inputs	Total land area	Area under certified crop	Farmers approval status	Inspection Dates
...								

Annex 3: Basic Organic Norm (Internal Organic Standard)

Basic norms for organic production

1. Soil Protection
.....
2. Biodiversity
.....
3. Recycle Local Resources
.....
4. Do not Contaminate Soil, Water or Crops
.....
5. Use Local Seed and Planting Material whenever Possible
.....
6. Waste Management
.....
7. Protection of Water Resource
.....
8. Farm Animal Health and Welfare
.....
9. Proper Documentation must be Maintained
.....
10. Post Harvest Care and Food Processing

Annex 4 : Results of Risk analysis

Participatory risk analysis at farm level

Risk criteria	True Situation found	Assessment*		
		H	M	L
Site Selection				
Are soil suitability checked e.g. good vegetation, period of fallow, history of land use and legal status of land checked?	Ex: No due diligence is done by the farmers when negotiating for new farm lands.			
Land / Soil Preparation and Planting				
Are farmers able to clear, allow the vegetation to decompose and also source good planting material and plant on time.				
Farm Maintenance				
Are farmers having in place strong cultural practices apart from weeding to improve soil fertility, insect pest and disease control on farm?				
Use of synthetic chemical products				
Are there synthetic chemical sellers in the community?				
Harvesting				
Are farmers aware of preventing contamination and injury to the produce during harvesting? Do the farmers understand when produce is considered matured and ready to be harvested?				
Healthy working and hygiene				
Are farmers aware of the importance of a healthy living condition and the need for protective clothing?				
* H= High risk , M=Medium Risk , L= Low Risk				

Risk analysis for harvest-export stages

Risk	true situation found	assessment		
		H	M	L

Annex 5: Farmer contract

Name of farmer;

Code;

Village;

Total farm size;

Number of different farm locations

Number of dependant (family size) on farm;

I, the undersigned, accept to become a member of the [...name...] organic project.

I promise to follow the organic agricultural principles and to comply with the internal organic standard. I declare these have been explained to me and that I understand them. I will participate in the Internal Control System (ICS) and fully cooperate with the ICS staff when they carrying out their ICS functions.

I will not use any chemical pesticides or synthetic fertilizers on any field of [...name of organic export crop...] on my farm, also not on the other crops grown as intercrop or in rotation on those fields. I will avoid where possible the use of any chemical substance(s) on any other crop bordering my [...name of organic export crop...] field(s).

I shall endeavour to maintain the following organic principles

- . Use of clean planting/seeding materials, when available;
- . Maintain and improve soil fertility manure, green and /or crop residues;
- . Avoid environmental degradation; cutting down trees unnecessarily, burning of crop remains, or any other organic materials; dumping of toxic materials (such as batteries) or burning of plastics;
- . Prevent soil erosion by keeping the soil covered at all times, constructing contour borders where necessary;

I shall commit myself to follow the organic management training programmed as organized by [...name of operator...]

I understand that any violation(s) of the organic principles by even a single grower will lead to the exclusion of this production or the entire production. If I observe any violation of the organic principles, I will report this to the internal Inspector or another responsible person of the Internal Control System.

I will allow inspections by persons authorized by [...name of operator...]

[...Name of operator...] will provide the following support:

[...Name of operator...] will buy the organic [...name of product...] when it is of suitable quality.

[...Name of operator...] will pay a sustainable price that will at least cover the costs of the organic farming practices, including a possible organic premium (depending on the market situation). The price will be renegotiated on a regular basis and at least yearly with [...name of farmer association/outgrower group...] through a transparent process.

[...Name of operator...] will provide training and other services to the grower through the field officers, internal inspectors and other staff.

[...Name of operator...] will coordinate the entire internal control system and organic certification process.

Place

Date:

Name of farmer:

Signature or thumbs print of the farmer

For [...operator...]

Name:

Position:

Signature:

Witness

Name.....

Signature

EXAMPLE

Annex 6: Farm Entrance Form

Farm Entrance Form

Fill in actual situation on day of interview.

Farmer name:	
Village name:	Farmer code:

Field code number (similar on field map)	Acre/ Ha	Main crop	Date planted Month/Year	Estimated production this year	Estimated production last year	Intercrops	Date last use of Synthetic chemicals (Product & Month/Year)
Total							

Notes on field situation

Neighbours activities and crops cultivated	
Describe the buffer situation	
Other risk situations	

I, the farmer, declare that this information is correct and that I have understood the conditions for Organic Production. I have also received a copy of the farmer's organic contract.	I, the field officer, confirm that the above mentioned information is correct.
Date:	Name of Field Officer:
Signature farmer:	Signature: Field Officer:

Annex 7: Farm map

EXAMPLE

Annex 8: Internal Inspection Form

Internal Inspection Form (for one farm/field at a time)

Farmer's Name	Date of Inspection:
Village Name:	Farmer Code & Field Code:
Name(s) of those Present during Inspection :	

Farm details

The plot is the same as previously visited and as registered in Farm Entrance Form and Farm Map	<input type="checkbox"/> Yes	<input type="checkbox"/> No in case of new fields, farm entrance and Farmer listed should be update and also record last use of synthetic chemicals inputs
---	------------------------------	--

Review of organic agriculture norms, practices & Records keeping

Criteria	Good	Fair	Poor	N/A*	Condition/ Justification for not applicable
Buffer well secured to prevent any contamination					
Farm clean and waste properly disposed					
Use of Manure / compost					Quantity used:
Nitrogen fixing cover crops					Which crop:
Mulching					
Intercropping status					Which crop:
Weed Control management					Hand or mechanical:
Insect Pest and Disease Control management					Products used:
Pruning status					
General Assessment of Crop performance					
Ecosystem conservation practices (water bodies and forests)					
Assessment of farmers understanding of basic organic norm (Internal Organic standard)					
Protective clothing status of farmer and farm workers					
Inventory of produce Sold to and Other Buyers status (see inventory of produce sheet)					
Understanding of maturity					

* N/A = Not applicable. Internal inspector should always give justification why a criteria would not be applicable

Risk Management

Risk of contamination from	low	Med.	high	Comments
Farmer using unapproved inputs on organic farm				
Neighbouring non-organic fields				
Other identified risks (see risk assessment)				
Measure taken to minimise the risk				

Approval Recommendations of inspector (whole farm)

Compliance with previous conditions <input type="checkbox"/> good <input type="checkbox"/> partially/acceptable <input type="checkbox"/> missing/not acceptable <input type="checkbox"/> no conditions previous visit
Compliance this visit <input type="checkbox"/> to approve without conditions <input type="checkbox"/> to approve with conditions <input type="checkbox"/> cannot be approved
Conditions (corrective measures) or Explanation: (→ for severe non-compliances, please complete violation form)

Declaration

The farmer herewith confirms that he/she has complied with the internal organic standard and has declared all used inputs activities as stated in this form . The farmer has noted the set conditions	
Signature Farmer:	Signature Internal Inspector:

Approval Decision by the Organisation

Compliance this year <input type="checkbox"/> approved without conditions <input type="checkbox"/> approved with conditions <input type="checkbox"/> not approved
Additional conditions or sanctions (if non-compliance does not appear on the sanction list give argument why farmer should be sanctioned and how the sanction was chosen and update the sanction list):
Signature ICS Manager:

Annex 9: Packing facility Internal Inspection Form

Internal Inspection Form (Packing facility)

Name of Internal Inspector:	Date of Inspection
-----------------------------	--------------------

Those Present during Inspection:

Post Harvest Measures

Harvesting	Good	Fair	Poor	Justification/Condition
No sign of usage of chemical pesticides during harvest				
Crates/baskets/bags used to transport produce are clean and no sign of contamination from carrying non-organic products				
Storage/ holding area of organic produce is well separated from non-organic areas				
Organic produce is well labelled conform traceability system				
Purchasing forms are adequately filled				
Comments				

Packaging	Good	Fair	Poor	Justification/Condition
Packing unit kept in a very hygienic condition				
Packing unit staff wears clean protective clothing				
After packing conventional produce packing unit and all tools and equipment are well cleaned before packaging organic produce				
No evidence of use of any unapproved inputs traced to the source e.g. code)				
Packaging material is adequate to maintain organic integrity of product				
Traceability system is well implemented, all produce				

can be traced to source at all stages				
Packed organic produce is stored separately form non-organic produce				
All forms (grading results, storage etc.) all adequately filled				
Comments				

Recommendations of inspector (whole packing unit)

<p>Compliance with previous conditions</p> <p><input type="checkbox"/> good <input type="checkbox"/> partially/acceptable <input type="checkbox"/> missing/not acceptable <input type="checkbox"/> no conditions previous inspection</p>
<p>Compliance this visit</p> <p><input type="checkbox"/> good <input type="checkbox"/> partially/ accepted <input type="checkbox"/> not acceptable</p>
<p>Conditions (corrective measures) or Explanation:</p>

Declaration

<p>The packing unit supervisor agrees with all the observation made during visit to the packing unit.</p>	
<p>Signature Supervisor:</p>	<p>Signature Internal Inspector</p>

<p>Additional comment:</p>
<p>Signature ICS Manager:</p>

Annex 10 List of Non-conformities and sanctions

Annex 11 Violation report

Annex 12: Job Descriptions of ICS staff and Organogram

EXAMPLE

Annex 13: Annual aggregate training record

(A short training report plus presence list is made at each training)

date	... / ... / / ... / / ... / / ... / ...
trainer				
subject				
participants				
1. [...Farmer name...]	✓	absent without notice	✓	excused
2. [...Farmer name...]	✓	✓		✓
3. [...Farmer name...]	excused	✓	✓	✓
etc				
total				

EXAMPLE

Annex 15: Purchasing receipt

Purchasing Receipt

Date:.....

Name of Farmer.....Purchasing
Point.....

Code of Farmer Parcel Code
..... Lot Number.....

Delivered
Quantity.....
.....Purchaser's code.....

The sum of
.....
.....
.....
.....

Being.....
.....

Cash /Cheque
No:.....
Balance:

.....
.....

Signature

Organic Status

- Organic certified Organic in-conversion Conventional

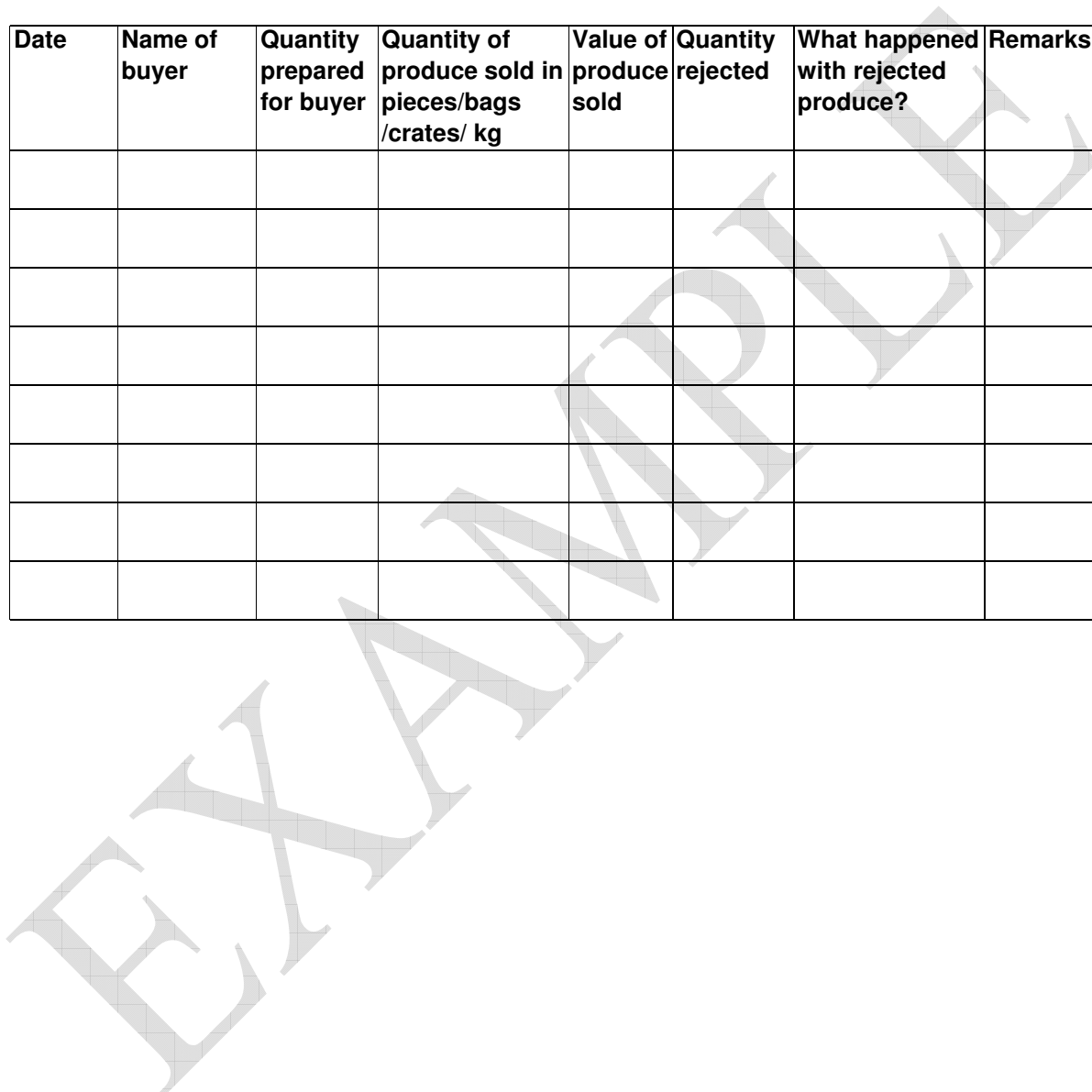
Annex 16: Inventory of produce Sold

(At farm level, record sales to *any buyer*)

Annual inventory of produce sold
Year:

Name of Village (s):
Farmer code:
Name of Farmer:

Date	Name of buyer	Quantity prepared for buyer	Quantity of produce sold in pieces/bags /crates/ kg	Value of produce sold	Quantity rejected	What happened with rejected produce?	Remarks



Annex 18: Storage Stock Sheet

STORAGE STOCK

Date IN	Product Stored	Quantity Stored	Code Number	Date OUT	Quantity taken Out	Signature

EXAMPLE

