



## APPLICATION FOR ORGANIC INSPECTION FOR PROCESSORS

<b>1. PERSONAL INFORMATION:</b>	<b>Age:</b>
<b>Name:</b>	
<b>Address:</b>	
<b>Farmers ID Code:</b>	
<b>Number of Years in Organic Processing:</b>	
<b>Number and Location of the processing plant:</b>	
<b>Application date:</b>	

**2. Records Available:**

Name of records.	Please check

**3. Sub-contractors name: if any;**

Name	Address

**4. Production process:**

Methods of processing	Please check/specify
<b>a. Mechanical</b>	
<b>b. Physical</b>	
<b>c. Biological</b>	
<b>d. Smoking</b>	

<b>e. Drying</b>	
<b>f. Extraction</b>	
<b>g. Precipitation</b>	
<b>h. Filtration</b>	
<b>Others (please enumerate)</b>	

**5. Product lines:**

<b>Name of product (please specify)</b>	<b>Approximate volume produce</b>
<b>a.</b>	
<b>b.</b>	
<b>c.</b>	
<b>d.</b>	
<b>e.</b>	
<b>f.</b>	
<b>g.</b>	
<b>h.</b>	
<b>I,</b>	
<b>Processing organic products only?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Processing both organic and conventional?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>What is the average processing time per product?</b>	<b>Please specify:</b>

**6. Sources of raw materials:**

	<b>Please check:</b>
<b>a. Produce from own farm</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>b. Produce by sub-contractors</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>c. Bought from other organic farm</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>d. Imported</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Do you have receipt, if raw materials are purchase?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Are your sources of raw materials certified organic?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Where are your sources of raw materials for conventional products?</b>	<b>Please specify:</b>

**7. Storage systems:**

<b>How many storage systems do you have?</b>	
<b>Is the storage of organic products separated from the conventional product?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Is your employees trained in processing standards?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Do you keep storage records?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Who handles your storage record system?</b>	

<b>Please specify:</b>	
<b>What are your packaging materials? Please specify.</b>	
<b>Do you keep processing record systems?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no

**8. Additives and Processing aids:**

<b>Please enumerate :</b>	<b>Total volume purchased/yr</b>
<b>Who supplies you with the additives and processing aids? Please list suppliers:</b>	

**9. Recording systems**

<b>Do you have;</b>	<b>Please check:</b>
<b>a. Sales record</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>b. Purchase record</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>c. Record for organic product only</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>d. Record for conventional product only</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>e. Organic certification documents for raw organic materials</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>f. Production records for all products</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>g. Other documents, please specify:</b>	

**10. Quality control:**

	<b>Please check/specify</b>
<b>Do you have quality control staff? How many?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Do you have cleaning machines? What type?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Do you sanitize your processing area? Do you use chemicals that are allowed?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Do you clean your equipment before using? What type of cleaning do you employ?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Do you treat your waste? What method?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Do you have proper ventilation in your storage and processing plant?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no



