



OCPP/Pro-Cert Canada Inc.
 PROCESSOR/ HANDLER
EXTENSION APPLICATION & CONTRACT
 FOR ORGANIC CERTIFICATION



OCPP K9V 4R1

ISO 65

Some retailers/handlers may be exempt from all or part of the USDA-NOP.

OCPP Cert # _____

This document is both an application and contract for certification services and updates your **initial** organic processing/handling system plan as required by OC/PRO, the EEC and the NOP 205.401 and 205.201. **After completion**, make a photocopy of the entire Extension Application and Contract and retain in your file.

1.0 APPLICANT INFORMATION [OC/PRO 8.1; NOP 205.201]

Name: _____ **Date:** _____
Mailing Address: _____ **Postal Code:** _____
Location: _____
Phone: () _____ **Fax:** () _____
Email: _____ **Website:** _____
If a corporation, the authorized representative is _____, address: _____
 _____ Phone: () _____

1.1 Certification Instructions

Specify the Standard(s)/Regulation(s) which you wish to be certified to:

- Y The OCPP/Pro-Cert Canada (OC/PRO) - Organic Standard (OC/PRO IS 350/150)
- Y The Canadian Organic Standard (Can/CGSB-32.310)
- The European Economic Community (EEC) Reg. # 2092/91
- The United States Department of Agriculture (USDA) National Organic Program (NOP)
- The USDA - NOP only
- The Japan Agricultural Standard (JAS)
- The Quebec Standard
- The British Columbia Standard
- Other (specify) _____

1.2 Nature of Business

Generally describe **changes** made to the organic (and non-organic) food processing activities in the facility(s) in the last 12 months: _____

Via: Eastern Affiliate
OCPP Ontario Inc.
 Operations Centre: 2311 Elm Tree Road, P. O. Box 74, Cambray, ON KOM 1E0 Canada
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1.3 Organic Product Description

List the organic products, brand names, package sizes and type created in this facility and the approximate annual volume; indicate with an asterisk (*) any additions/deletions from the previous year:

Product	Brand Name	Size and Type	Annual Volume
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Any additions to the organic product/brand name line above constitutes a change in the scope of certification and requires partial or total re-evaluation.

1.4 Market Area

List the countries into which you expect to export organic food:

_____	_____
_____	_____
_____	_____
_____	_____

2.0 ORGANIC CERTIFICATION HISTORY [OC/PRO 8.3(2); NOP 205.401©]

Is the facility(s) currently certified by any other certification bodies? Yes No **If Yes, attach** copies of the Organic Certificate of Conformity, letter of transmittal and inspection report for the **most** recent certification event, **if certified by other than OCPP/ProCert.**

Describe corrective actions taken to address non-compliances identified in the last OC/PRO Inspection [see last year's Doc # 5.4.4(e)] and by other agencies (if applicable):

Non-Compliance	Corrective Actions(s)
_____	_____
_____	_____
_____	_____
_____	_____

3.0 PROCESSING/HANDLING FACILITY DESCRIPTION [OC/PRO 8.3(3); NOP 205.201]

For each of the geographically separate plant sites in your organic facility, review the following information:

3.1 Site Diagram(s), Figure 3.1 attached

Are there additions to existing processing sites or new sites being added to the certification? Yes No
If Yes, attach updated/new site diagram(s).

3.2 Plant Diagram(s), Figure 3.2 attached

Have there been any changes/additions to the processing facility(s)? Yes No
If Yes, attach updated plant diagram(s).

3.3 Flow Diagram(s)

Are there changes to the processing line(s) or new processes requiring certification? Yes No
If Yes, attach a new flow diagram for each.

3.4 Organic Dedication [OC/PRO 8.5.1; NOP 205.272(a)]

Is non-organic produce processed in this facility? Yes No If **No**, proceed to Section 3.5.

- (i) If **Yes**, list any **changes** made in the non-organic processing activity: _____

- (ii) List any changes in the cleaning and purging procedures between organic and non-organic runs: _____

- (iii) List any changes to procedures to segregate non-organic products: _____

3.5 Contamination [OC/PRO 8.5.1; NOP 205.272]

Describe any **changes** made in the last year to the programs to prevent contact of organic products with prohibited substances: _____

4.0 STANDARD OPERATING PROCEDURES [OC/PRO 8.7.4; NOP 205.201]

A copy of the SOP Manual must be available for inspector review.

When was the SOP Manual last revised? _____

If a SOP Manual does not exist, what initiatives have been taken for creation of the same and what is the timetable for generation? _____

5.0 ORGANIC INGREDIENT CERTIFICATION RECORDS [OC/PRO 8.4; NOP 205.201(a)(2)]

5.1 Schedule of Supplier Certification Status

Attach a copy of the **current** Schedule of Supplier Certification Status, and current certificates for ingredient suppliers.

If purchasing from primary producers, **attach** a list of each producer and their corresponding certification body. Copies of the producer certificates must be available for the inspection.

5.2 Verification of Organic Status (VOS)

Verification of the organic status of **each** lot or batch of organic produce must be on file for review by the inspector. The minimum documents include:

- | | |
|---|--|
| | <u>Documents in Use</u> |
| (i) Copy of Certificate of Conformity | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (ii) Verification of Organic Status (VOS) or Transaction Certificate (TC) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

6.0 EXTERNAL REGULATION AND INSPECTION [Additional Information]

6.1 Government Agencies

List all current Federal and Provincial (State) licence maintained by the facility:

Government Agency	Nature of Licence	Date of Last Inspection
_____	_____	_____
_____	_____	_____
_____	_____	_____

6.2 Non-Government Agencies

Indicate the nature of non-government external inspection/accreditation used: (e.g., ISO, HACCP, AIB)

Agency	Protocol	Date of Last Inspection
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach copies of each government and non-government licence/certification.

7.0 PROCESSING PROCEDURES [OC/PRO 8.7; NOP 205.201(a)(1)]

Indicate the nature of the processing activities: cleaning grading cooking freezing
 packaging baking curing drying mixing grinding churning separating
 distilling extracting slaughtering cutting fermenting eviscerating jarring
 labelling other (specify) _____

Attach a completed **Schedule 7.1 - Organic Product Profile**, for each **new product** and/or process changed since the last inspection.

8.0 PRODUCT INVENTORY CONTROL [OC/PRO 8.7.4; NOP 205.201(a)(4)]

Have there been changes to your product inventory control (audit trail) system? Yes No

If **Yes**, describe: _____

If **Yes**, attach an updated audit trail flow diagram demonstrating product identity maintenance.

Do you:

- (i) Obtain copies of organic certificates **before** taking delivery? Yes No
- (ii) Obtain Verification of Organic Status (VOS) or Transaction Certificates (TC) from Certifier? Yes No
- (iii) Assign or record lot & batch numbers? Yes No

Can the contents of the finished product be traced to the original farm source? Yes No

9.0 PRODUCT LABELLING [OC/PRO 10; NOP 205.303 to 310]

Have there been any **changes** to labels for the existing organic product line since the last inspection? Yes No If **Yes**, **attach** the revised label.

Are there any new products requesting certification? Yes No If **Yes**, **attach** a copy of the label(s).

List all brand names under which organic product from your facility is sold under: _____

Attach copies of all **current** advertising material, scripts, print ads, etc., pertaining to your organic products.

10.0 WATER QUALITY MONITORING

Have there been **changes** to the water source of the facility(s) in the last 12 months? Yes No If **Yes**, describe: _____

List all current water treatments (physical and chemical): _____

Has any water analysis been conducted in the last 12 months? Yes No If **Yes**, indicate the testing laboratory: _____

Attach copies of all water analysis conducted in the last year.

Is live steam used in the process? Yes No If **No**, proceed to Section 11.0.

If **Yes**, list all boiler additives used: _____

Attach a copy of the **MSDS** for each **new** boiler additive in use since the last inspection.
MSDS for all boiler additives must be available at the time of inspection.

Identify the frequency of testing for residues in steam condensate: daily weekly after boiler cleaning other (specify) _____
Condensate testing results must be available at the time of inspection.

11.0 COMPLAINTS AND CORRECTIVE ACTIONS [ISO Guide 65]

Attach a copy of your complaint record for the last year.
Have all complaints been addressed and closed? Yes No If **No**, indicate which complaints are unresolved and why: _____

12.0 SANITATION PRACTICES [OC/PRO 8.7.1; NOP 205.272]

Have there been any changes made to the sanitation program of the facility(s) in the last 12 months? Yes No
If **Yes**, describe the changes: _____

How frequently are facilities cleaned: daily weekly monthly yearly as required other (specify) _____
Sanitation Records must be available at the time of inspection.

Are sanitation agents used in the facility? Yes No If **No**, proceed to Section 13.0.
List all sanitation agents currently used in the facility: _____

Attach a copy of the **MSDS** for each **new** sanitation agent in use since the last inspection.
MSDS for all sanitation agents must be available at the time of inspection.

13.0 FACILITY PEST MANAGEMENT [OC/PRO 8.7.5; NOP 205.271]

Have there been any changes made to the pest control program of the facility(s) in the last 12 months? Yes No
If **Yes**, describe the changes: _____

If **new** pest monitoring stations have been added, **attach** an **updated** Pest Control/site map.
How frequently are the pest management devices monitored: daily weekly monthly yearly as required other (specify) _____
The Pest Control Log must be available at the time of inspection.

Are pest control products used in the facility? Yes No If **No**, proceed to Section 14.0.
List all pest control products currently used in the facility: _____

Attach a copy of the **MSDS** for each **new** pest control product in use since the last inspection.

14.0 RECORD KEEPING SYSTEM [OC/PRO 8.3(8); NOP 205.103]

Are all organic records currently being maintained for at least **five years**? Yes No If **No**, indicate why:

15.0 WASTE MANAGEMENT [OC/PRO 8.3(13); NOP Additional Information]

Have there been any changes made to the facility(s) waste management in the last 12 months? Yes No
If **Yes**, describe the changes: _____

16.0 EMPLOYEE TRAINING [Additional Information]

Describe your employee organic training programs conducted in the last 12 months: _____

17.0 ATTACHMENTS

I have attached the following documents in support of my application for organic certification and verification of my organic production plan:

- Retaining Fee
- Copies of the certificate, transmittal letter and inspection report of the most recent certification event, **if certified by other than OCPP/ProCert**
- Recent Schedule of Supplier Certification Status and associated organic certificates
- List of Primary Producer/Suppliers
- Government and Non-Government Licenses
- Schedule 7.1 - Organic Product Profile (x_____)
- Updated Audit Trail Flow Diagram
- Revised Product Labels (x_____)
- New Product Labels (x_____)
- Current Organic Advertising materials
- Water Analysis
- Material Safety Data Sheets (MSDS) (x_____)
- Copy of the Complaint Log
- Updated Pest Control/site map
- I have made copies of this questionnaire and supporting documents for my own records

Return Extension Application/Contract and Attachments with Retaining Fee to:

OCPP Ontario Inc.

Operations Centre: 2311 Elm Tree Road, P. O. Box 74, Cambray, ON KOM 1E0 Canada
Phone: (705) 374-5602 or (705) 374-5603 Fax: (705) 374-5604
Email: ocpp@lindsaycomp.on.ca

18.0 RENEWAL CERTIFICATION FEE

Processor inspection and service fee is determined from the information you provide in the “Request for Quotation Information” and as agreed to. The fee schedule from last year was used to complete the following. Please verify and remit your total yearly fee as agreed.

Basic certification fee	\$ _____
Balance of yearly fee, as quoted	\$ _____
Accreditation/Recognition Surcharge, as quoted	\$ _____
License Agreement Fee, as quoted	\$ _____
Travel costs, as invoiced	\$ _____
Subsequent inspection, if required prior to approval _____ hours x \$90.00	\$ _____
GST Reg. #127700227	G.S.T. \$ _____
	Total \$ _____
CAAQ fee, as applicable & as invoiced	\$ _____

Direct costs for services outside of Southern Ontario will be directed to the processor’s account. Original invoices will be on file.

I have read the current “ORGANIC AGRICULTURE & FOOD STANDARD” of the OCPP/Pro-Cert Canada Inc., and I hereby apply for certification.

All of the preceding information is true to the best of my knowledge, and I understand that this application does not imply granting of certification by OCPP/Pro-Cert Canada Inc.

I hereby grant authority to OCPP to release my name, address, and products marketed.

Signed: _____ Dated: _____

19.0 CONTRACT FOR CERTIFICATION SERVICES (must be filled in and signed)

- (a) It is hereby agreed that (hereinafter called the applicant) retains **Organic Crop Producers & Processors Ontario Inc. (OCP)** the eastern affiliate of **OCP/Pro-Cert Canada Inc. (OC/PRO)** for evaluation of conformity to one or more of the **OCP/Pro-Cert Canada Inc. (OC/PRO) Organic Standard, the Canadian Organic Standard, the EEC Organic Regulation # 2092/91 and the USDA National Organic Program (NOP)** for the fees outlined in the current OCP fee schedule. A retainer fee of \$..... is enclosed; the balance (remainder fee) will be paid upon receipt of an invoice but prior to application evaluation by OCP.
- (b) It is further agreed that the Applicant will pay upon receipt of an invoice from OCP such additional costs incurred by OCP for surveillance during the certification period including but limited to: (i) unannounced inspections; (ii) supplemental product inventory audits; (iii) additional forensic sample analyses; (iv) surveillance reports. The rates and fees quoted in the current OCP Fee Schedule for processors are applicable.
- (c) The Applicant hereby agrees to inform OCP of any planned changes in its operating procedures and/or scope including but not limited to: (i) the substances and ingredients used in the facility; (ii) the processing, storage and handling procedures; (iii) processing conducted in or for the operation which could affect the organic conformity of the product **prior to implementing such changes**. OCP will determine if an additional inspection is required. The applicant will not release product resulting from such changes without first receiving OCP approval.
- (d) OCP, its employees and inspectors hereby agree to treat all information provided by the Applicant, as obtained via application, inspection or research as confidential. OCP is authorized to respond to legitimate inquiries as to the organic certification status of the applicant as may be received from time-to-time. OCP will obtain written permission from the applicant before disclosing confidential information.
- (e) The Applicant acknowledges that significant changes in procedures or scope of operation require an Application for Amendment of Certification and re-evaluation, the intensity of which is to be determined by OCP. Further, that failure to notify OCP can result in suspension or loss of certification status. The applicant agrees to notify OCP in advance and at all times of the identity of any other company for which it intends to manufacture products under license, and thus, as a result, can use the OC/PRO mark (name and logo) on the label of the product that it intends to market under its own brand name even though it does not hold a compliance certificate for those products.
- (f) The Applicant hereby affirms and verifies that the description of the organic production unit and the procedures contained in this application are accurate and complete and he, she or it: (i) has read the applicable portion of the applicable standard and/or regulation; (ii) will operate the facility in accordance with the standard during the certification period; (iii) will maintain accurate and current records of all organic (and non-organic) produce and products handled by the Applicant; (iv) will not misrepresent the certification status of the facility and its end products; (v) will not use its product certification in such a manner as to bring OCP into disrepute and not make any statement regarding its product certification which OCP may consider misleading or unauthorized; (vi) will use certification only to indicate that products are certified as being in conformity with specified standards; (vii) will endeavour to ensure that no certificate or report or any part thereof be used in a misleading manner.
- (g) The Applicant hereby authorizes OCP to obtain and review any and all documents or information relevant to the evaluation, including but not limited to, previous certification inspection reports and documents.
- (h) The applicant hereby authorizes and provides OCP, the AMS Administrator, the applicable State Official and CAAQ representative access to premises, facilities, product, inventories, records and documents during normal business hours for the purpose of certification, audit, verification of compliance or analysis, copying and examining, whether such access is arranged or unannounced.
- (i) The Certificate of Conformity, when issued and current, entitles the applicant to display the OC/PRO trademark of organic conformity on produce and product labels and to use the same in advertising material provided the OC/PRO first reviews the wording of said labels and materials. This licence terminates with temporary or permanent withdrawal of the Certificate of Conformity and/or upon lapse of the same. The OCP/Pro-Cert certification mark must appear on all product labels along with one of the following phrases: (i) Certified Organic by OCP/Pro-Cert Canada; (ii) Certified Organic by OC/PRO Canada; or (iii) Certified Organic by OC/PRO, in both languages.
- (j) The Applicant hereby acknowledges that OC/PRO has the right to suspend or revoke organic certification status when non-conformity with aforementioned standards and regulations is confirmed and that he, she or it agrees to terminate all references to certification in the event of such action and further that OC/PRO has the right to advertise such action as it sees fit. In the case of suspension, at the date of notification of the suspension and during all the following period, the applicant will make no misleading claims as to the status of certification and cease to use the certification mark on the products concerned by the suspension. In addition, OCP may require that no certified product be put up for sale and that non-conforming product be subject to a corrective action, including product recall and label correction.
- (k) The Applicant or Representative hereby also acknowledges that there are penalties for misrepresentation of the product as organic and for the making of false statements to OCP and/or OC/PRO.

OCP/Pro-Cert Canada Inc.

Via: OCP Ontario Inc.

Eastern Affiliate

Name of OCP Applicant

Signature of Applicant or Representative

Signature & Title of OCP Representative

Date

Date



OCPP/Pro-Cert Canada Inc.



Schedule 7.1 Organic Product Profile

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ISO 65

COMPANY NAME _____

ORGANIC PRODUCT OR PRODUCT GROUP _____

Raw Material Transportation & Interim Storage

Describe transportation from the farm (fields or storage facilities) to the plant; include sanitation procedures:

Describe unloading and interim storage facilities and cleaning procedures: _____

Are there any substances added during interim storage? Yes No If **yes**, describe and attach specification for each additive _____

Sourced from: _____

Certified by: (name) _____ (location) _____

Canadian Certifier

USDA-NOP Accredited Certifier

Other

Processing Procedures

Describe the conversion of the raw material to finished product and attach a flow diagram: _____

Processing site _____

Ingredient/Additive Description

Describe each ingredient/additive under the following headings:

Ingredient/Additive	Organic Status (O or NO)	Content (% by wt. Finished Product)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

O=Organic NO=Non-organic

ORGANIC QUALITY CONTROL

Indicate the nature of organic integrity analyses conducted on this product or product groups: herbicide residues

fungicide residues insecticide residues antibiotics growth hormones sanitizing agent residues

genetic modification status microbial content heavy metals other (specify) _____

Indicate frequency of sampling/test: twice daily daily weekly every _____ product units
 other (specify) _____

How long are samples kept? 1 year 2 years 3 years other (specify) _____

How long is data kept? 1 year 2 years 5 years other (specify) _____

All organic (and other) quality control analyses must be available for inspector review.

Packaging Description

Describe packaging procedures and materials: _____

Finished Product Storage

Describe interim finished product storage facilities and environmental (temperatures, humidity, etc.) conditions:

List and describe any substances added during finished product storage (gases, etc.): _____

ORGANIC LABELLING

Indicate the country in which product will be sold and the labelling category below:

Canada [OC/PRO 10; COS 10]

- “Organic”** or similar term (Requires at least 95% certified organic ingredients)
- “Contains X % Certified Organic Ingredients”** (Requires at least 70% total organic ingredients)
- “Contains X % Certified Organic Y”** (Requires at least 70% of ingredient Y)

United States of America [NOP 205.301]

- “100% Organic”** [NOP 205.303] (Requires 100% certified organic ingredients)
- “Organic”** [NOP205.303] (Requires at least 95% certified organic ingredients)
- “Made with Organic”** [NOP205.304] (Requires at least 70% certified organic ingredients)

Other Country

Specify and describe labelling requirements: _____

Attach copies of all principle and side panel labels used or to be used.

ATTACHMENTS

- Labels for any additives used or to be used during interim storage of finished product
- Labels for any ingredients or additives used or to be used during processing
- Labels to be used on principle and side panels
- Flow diagram of processing procedure
- Copies of advertising material, scripts, etc.

1099 Monarch Road, R.R. #1 Lindsay, ON K9V 4R1; Phone: 705-374-5602 or 705-374-5603, Fax: 705-374-5604
From the fields of Canada to the tables of the world; OCPP - the Eastern division of OCPP/Pro-Cert Canada Inc.
877-867-4264 toll free in North America; Website: www.ocpro-certcanada.com