

List of documents required by the operator prior to organic certification

The following documents and records are normally required by operators for the different parts of the production. Some of them will be requested as part of the application other should be made available at the time of inspection:

Farm with crop production

- Maps for each individual field (map should be marked with the name/code of the field, surfaces in ha as well as marked neighbour conventional fields or any other contaminated nearby sources, if any);
- Field history (1 year for East Africa region and 3 years for others.)
- Land use documentation for any new land added (applicable for operators who are already certified or asked for retroactive conversion approval);
- Input purchase records,
- Harvest and yield records;
- Post-harvest handling and storage records if applicable;
- Labels and labelling: (printed packaging, bags, boxes and stickers.)

Cooperatives /farmer groups

- list of farmers with data as specified by **RBS**
- Farmers contracts
- Farmers registration forms
- Internal Control Manual
- List of all buying and storage points
- List of all Field Staff involved in the Internal Control
- Files showing the training of the staff
- Conflict of Interest declarations by staff
- Internal Inspection records for all farms
- Records showing the internal approval and handling of non-conformities

Livestock Production

- Animal lists, including livestock or poultry descriptions and/or numbers and identification methods;

- Source of poultry and/or livestock, including breeding, birth, hatching, and/or purchase records;
- Feed harvest and storage records;
- Feed rations for each type of animal during each stage of growth and development;
- Feed and feed supplement purchase records;
- Animal medications, including a list of all products used or that may be used (product names, ingredients, manufacturers, and regulatory status);
- Health management records, including vaccinations and all other materials, veterinarian bills, purchase invoices, records of medication used, reason for use, and animal identification;
- Pest management, including parasite management, if any
- Off-site processing records (These activities must take place at facilities that are certified organic, or they must be inspected as part of operator system.)
- Product or animal sales records;

Processing & Handling

- Product identification and composition for all organic products produced (this must include current formulations, recipes, or batch sheets that support the percentage of organic ingredients in product label).
- Facility map(s) showing the facility perimeter and buildings, all equipment, and areas used for receiving, raw material storage, processing, packaging, finished product storage, and shipping.
- Production flow chart(s) Includes equipment used in each step or stage of the process and shows the flow of products through the facility from receiving of raw ingredients to shipping of the final product.
- Records of sources of ingredients and processing aids: Operator must have on file a copy of the organic certificate from the supplier of any organic ingredient or processing aid, showing that it is certified to relevant organic standards. Non-organic agricultural ingredients and processing aids: operator may be requested, at the discretion of RBS to provide documentation affirming that each specific ingredient
- is not commercially available as organic,

- Does not contain prohibited inputs and has not been produced using prohibited methods (genetic engineering),
- Has not been treated with ionizing radiation.
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- Pest management: Operator must document what materials are used, if any, including maintaining product labels in file. If prohibited materials are used inside facility, operator must be prepared to show records of how organic products and materials are protected from contamination during pest control applications.
- Water – indication of source of water used and applicable tests results.
- The systems and procedures to prevent commingling and/or contamination of organic ingredients and products throughout all steps of processing.
- Production records for purchase, receiving, storage, production, packaging, handling, transport, and sales;
- The system to allow traceability of products, e.g. lot numbers.
- Labels and labelling. Labels on printed packaging, boxes, RBS or any credible CB mark
- Sub-contract for each sub-contracted unit (if any),
- Official permits when relevant
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Wild Harvested Production

- A map of the collection area (1:50 000; 1:100 000) with marked collection area;
- A list of all registered collectors;
- Declaration for collectors;
- Declaration for Local representative (if any),
- Questionnaire for Landowner;
- Official permits for collection when relevant;
- Sub-contract for each sub-contracted unit (if any),

Beekeeping

- Official permits for beekeeping from RARDA,
- Sketches of the apiary location and buildings used for honey centrifugation, storage rooms including storage facilities, etc.

- Copy of the map of the area. The situation of the hives should be indicated on the map and area of collection (bee flight), water supply which the bees use, as well as all possible sources of contamination.
- Diary of the hives. All activities concerning the apiaries should be described in the diary, such as inspection, feeding, treatments, etc.
- Declaration for origin of the bee families;
- Invoices and delivery receipts, purchase and sales documentation.
- Purchase documentation for materials and other expenses concerning apicultural activities.