

10. Supplementary Inspection Questionnaire for the NOP Certification Programme

To be used in conjunction with document 5. Processor Questionnaire.

Operator Name		SOPA Reg No	
Inspector		Inspection Date	

Ref	Standard	Objective evidence of compliance and comments	Compliance
205.201	System Plan Is the System/Management Plan established and up-to-date?		
205.201 a 1 to 6	Does the Plan cover all the requirements for separation of NOP products from organic and non-organic?		
	NOP Standards Are the Standards available and is the operator familiar with them?		
	NOP Certification Details Is the NOP Certificate available and up to date? Give details of any changes to the contact details		
205.301 a,b,c	NOP Product Composition Give details of any product additions/amendments or deletions. Enclose separate SIPS, MIPS etc for NOP products		
	Do the products contain a minimum of 95% NOP raw or processed agricultural ingredients (excluding water and salt)?		
	Is the remaining 5% made up of EU approved non-organic or NOP permitted additives (Annex G)		
205.303	Labelling Have the NOP labels been supplied/updated for the "100% organic" and "organic" products and checked?		
205.201 a 2	Approved NOP Supplier Certification Is there a procedure ensuring NOP products are sourced from NOP certified suppliers and copies of their up-to-date certificates?		

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205.272	<p>NOP Goods Received Procedure</p> <p>How is the integrity of packaging and NOP status of organic ingredients checked on arrival?</p>		
205.272	<p>Storage of NOP Raw Materials</p> <p>How are NOP raw materials stored, kept separate and labelled?</p>		
205.272	<p>Processing Operations</p> <p>What procedures are in place to ensure the separation of NOP from organic & non-organic products?</p>		
205.272	<p>Transport to Other Operators</p> <p>How is NOP product transported and kept separate from organic and conventional materials?</p>		
205.272	<p>Dispatch Documents</p> <p>Is the NOP status of the product identified?</p>		
205.103	<p>Ingredient Traceability</p> <p>Do the records permit traceability of the NOP products?</p> <p>Describe the traceability audit trail carried out.</p>		
205.103	<p>Input/Output Reconciliation</p> <p>Was the reconciliation exercise for the NOP product satisfactory (use RS16)</p>		
205.271	<p>Rodent & Pest Control</p> <p>Are there any substances used which are not permitted in the National Lists 205.605 that SOPA must approve and can these be justified?</p>		
205.271	<p>Are the measures taken to prevent contact with the NOP products satisfactory?</p>		
205.103 3	<p>Records</p> <p>Are the records retained for a minimum of 5 years?</p>		