

Scottish Organic Producers Proc 7 – Sub-contractor Inspection Questionnaire

7. Supplementary Inspection Questionnaire for a Non-certified Sub-contractor

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
	General Details Subcontractor's name and address		
	Describe the processing operation eg abattoir, butchering, processing, drying		
	Describe the products being processed eg beef cattle, beef carcasses, wheat		
8.03	Compliance with Legislation Are the premises registered with the appropriate authority?		
8.04	HACCP Is there a food safety HACCP established?		
8.11	Labelling How is the finished product labelled by the sub-contractor?		
8.13	Certification Details Has the operation been certified and the sub-contractor & products specified on the Certificate?		
8.13	Does the sub-contractor have a copy of the licensee's up-to-date Certificate?		
8.13	Agreement Is the Agreement RS5 or equivalent signed and does it cover all the points in RS5?		

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8.13	<p>Standards Does the sub-contractor have, and is aware of, the relevant sections of the Standards?</p>		
8.13	<p>Frequency What is the frequency of the operation?</p>		
8.13	<p>Records Is the RS6 used for to record each operation?</p>		
8.13	<p>Supervision Is each operation supervised? Name the responsible person.</p>		
8.13	<p>Meat Stamp (Abattoir) Is the stamp adequately controlled by the licensee? Record the stamp number.</p>		
8.15	<p>Goods Received Procedure How are the products checked for organic status and recorded on arrival?</p>		
8.16	<p>Storage If stored how is the organic product segregated from non-organic product during storage?</p>		
8.16	<p>How is the product labelled during storage?</p>		
8.17	<p>Processing Is the processing operation taking place at a separate time to that for non-organic products?</p>		
8.18	<p>Packaging How is the product packed and where is the packing stored</p>		
8.19	<p>Transport off site How is the finished product transported?</p>		

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8.20	Dispatch Documents What documents accompany organic products?		
	Is the required information specified – name and address, organic status of each product, UK3 code and traceability number?		
8.21	Traceability Do the records permit traceability		
8.22	Reconciliation Do the records permit an input/output reconciliation?		
8.23	Cleaning & Hygiene Are there a cleaning schedules in place with checklists?		
8.23	Are the premises in a clean and hygienic state?		
8.24	Pest Control Is there a satisfactory pest control programme with records in place?		
8.24	Have any prohibited materials been used or permitted materials used inappropriately which could affect the integrity of the product?		
8.25	Fabric & Environment Are the premises satisfactory and in a clean environment?		
8.26	Equipment & Maintenance Is the equipment suitable and properly maintained?		
8.27	Product & Environment Testing Is there a programme of testing for microbiology and residues?		