

Scottish Organic Producers Association

Application Form

FOR

Evaluation & Approval Scheme for Farm Inputs

Please return this completed Application Form with payment to:

SFQC who operate this scheme on behalf of SOPA at
SFQC, 10th Avenue, Royal Highland Centre, Ingliston, Edinburgh EH28 8NF
Tel: 0131 335 6606 Fax: 0131 335 6601 Email: info@sopa.org.uk Website: www.sopa.org.uk

Applicant's Details

Company Name:					
Contact Name:	Title:		Initials;		Surname;
Job Title:					
Address:					
Post Code:					
Telephone number:					
Fax number:					
Mobile phone number:					
E-mail:					

For office use only

Date application received:	Cheque for application Fee £50.00 & VAT Cheques made payable to SFQC
Preliminary Evaluation - deficiencies to be corrected:	
Application approved by:	Inspector allocated:

Guidance Notes for Completing this Application Form

1. This form must be completed with reference to the SOPA Production Standards, Section 2 – Crops, Section 3 – Livestock and Section 4 Soil Management.
2. All products must be compliant with the SOPA Standards and only contain active ingredients permitted in the Standards. Additional ingredients such as carriers and synergists will be assessed on a case by case basis.
3. A copy of the SOPA Standards must be available. Please contact the SOPA office if you do not have the correct revision. A pdf version and Word version are available on CD.
3. An electronic version of this document is available on CD for completion on a computer.
4. If completed by hand, please write clearly in block capitals throughout.

Company Details

Give a brief description of the company and the type of processing carried out:

Previous Approval

If you have previously applied for organic Approval list all the bodies to which an application has been made	
If you have been previously Approved give the name of the certification body	
Did you leave voluntarily or was your Approval terminated?	
Date the Approval expires/expired or was terminated	
Give reasons why you left or the approval was ended/terminated:	

Transfer from another certification body

Are you applying for Dual Approval (with both SOPA and another Certification Body) or for a transfer to SOPA?	
If there are any non-compliances or other disputes outstanding with the other certification body provide details.	
For dual Approval, has a copy of the inspection report and current certificate been enclosed?	
For a transfer, has the other body been instructed to supply the entire file?	
Give reasons for the application/ transfer:	

Products for Evaluation

PLEASE MAKE A COPY OF THIS PAGE FOR EACH PRODUCT

Describe the product below and supply the following for each (where applicable):

- Product Label
- Product specifications/ingredients
- Instructions for Use
- Chemical Analyses
- Efficacy Trial results
- COSHH Safety Data Sheet

Product Name:
Purpose:
SOPA Standard to which Compliant:
Manufacturing process:
Ingredients – specify the active ingredient for a pest control material:

Declaration & Licensing Agreement To be signed by all Applicants

In the event of being accepted into the SFQC Certification Scheme operated on behalf of SOPA

I/We declare:

- If my application is accepted, I agree to abide by the conditions of membership and scheme standards, as amended from time to time as detailed in SFQC Scheme Regulations;
- Provide site access where required during normal working hours, or as may be agreed, to an SFQC Assessor authorised to carry out surveillance inspections on production/processing operations which are subject to a Certificate of Registration;
- Pay all fees and costs related to the scheme - payment in full is due within 30 days of notice;
- Provide timely response to any/all correspondence issued by the SFQC office, in realisation that failure to do so may jeopardise both my Approval and membership of SOPA;
- Only make claims of Approval or use the SOPA Mark in respect of products that SOPA has granted Approval and which appear in the scope of Approval on the Certificate of Registration;
- Ensure that no SOPA Approval document or certification mark is used in a misleading manner or to bring SOPA into disrepute
- In making reference to the Approval in communication media such as documents, brochures or advertising, I will comply with the requirements of SOPA
- Not make use of the Defra logo or in its communication media on any packaging or advertising material;
- Not knowingly deliver or sell non-approved products as complying with the Defra Compendium;
- Will notify SFQC of any major changes to the company's processing facilities or changes to the products or ingredients prior to these being put on the market;
- Will notify SFQC of any positive test results for GMOs or pesticides as soon as practical;
- I declare that **I know / do not know** of any past (within the last 5 years) or current prosecutions relating to my business at the time of applying for membership of the scheme. Failure to provide any relevant information will result in refusal of membership. Please give details of any prosecutions:

I/We understand that failure to comply with any of the above points may result in removal of our holding from membership of the SFQC certification scheme operated on behalf of SOPA.

Signed:	Name:	Date:

From time to time we are asked to supply a list of our processors and their products to a third party. Do you have any objection to being included in such a list?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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