

APPLICATION FORM

Scottish Organic Producers Association Certification Scheme

for

Processors, Importers and Animal Feed Compounders

Please return this completed Application Form with payment to:

SFQC, 10th Avenue, Royal Highland Centre, Ingliston, Edinburgh EH28 8NF
Tel: 0131 335 6606 Fax: 0131 335 6601 Email: sopa@sfqc.co.uk Website: www.sopa.org.uk

The undernoted wishes to apply for registration under the SFQC Certification Scheme operated on behalf of SOPA

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: £56.75 (£45 & VAT & £5.00 share capital) Cheques made payable to SOPA
Preliminary Evaluation - deficiencies to be corrected:	
Application approved by:	Inspector allocated:

SOPA PROC 3 – Application Form

Guidance Notes for Completing this Application Form

1. This form must be completed with reference to the SOPA Processing Standards.
2. A copy of the SOPA Standards must be available for each site. Please contact the SOPA office if you do not have the correct revision. A pdf version and Word version are also available on CD on request.
3. An electronic version of this document is available on CD for your completion on a computer.
4. If completed by hand, please write clearly in block capitals throughout.

Company Details

<p>Give a brief description of the company and the type of processing carried out:</p>			
<p>If any additional premises are used for processing or storage, give the contact name, full address and telephone number:</p>			
<p>How many employees does the company have?</p>			
<p>What other Quality Assurance Schemes is the company registered with (e.g. ISO, USAF, BRC)?</p>			
<p>What is the annual turnover of the company?</p>			
<p>What are the anticipated sales of the organic products?</p>		<p>When does the accounting year end?</p>	
<p>Give the address and telephone number of the local Environmental Health Office.</p>			

Production Enterprises

Tick against the existing non-organic and proposed organic production enterprises.

Production Enterprise	Existing	Organic	Production Enterprise	Existing	Organic
Food Processing & Manufacture			Abattoir & Slaughtering		
Crop Storage			Meat Cutting & Butchering		
Washing & Grading			Animal Feed Compounding		
Packing & Prepacking			Agricultural Seed Packing		
Wholesaling			Retailing		
Bulk Transport			Other		

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Previous organic certification

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

Transfer from another organic certification body

Are you applying for Dual Certification (certification with both SOPA and the other body) or for a transfer of certification to SOPA?	
Are there any non-compliances or other disputes outstanding with the certification body please provide details.	
For dual certification, has a copy of the most recent inspection report and current certificate been enclosed?	
For a transfer, has the other certification body been instructed to supply the entire file?	
Give reasons for the application/ transfer:	
Where did you hear about this certification scheme?	

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It is a condition of the Scheme that all applicants must sign the following declaration that they will abide by the terms and conditions.

DECLARATION

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

- I (the undersigned) have read the requirements which pertain to the SFQC Certification Scheme operated on behalf of SOPA. I am fully responsible for the production policy at the site(s) declared and hereby wish to apply to join the SOPA Certification Scheme for processors, Importers and Animal Feed Compounders.
- If my application is accepted, I agree to abide by the conditions of membership as delivered in the SFQC Scheme Regulations and Scheme standards, as amended from time to time as detailed in SFQC Scheme Regulations;
- 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 may result in refusal or termination of membership. Please give details of any prosecutions on a separate sheet of paper.
- I agree to abide by the terms and conditions of the scheme, undertake to inform SFQC immediately if, for whatever reason, the requirements of the scheme can no longer be conformed to. I 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;
- I agree that the site(s) should be open to assessors appointed for the scheme.
- I will pay all fees and costs related to the scheme - payment in full is due within 30 days of notice;
- I agree to provide timely response to any/all correspondence issued by the SFQC office, in realisation that failure to do so may jeopardise both my organic status and membership of SOPA;
- I will only make claims of organic status or use the SOPA Certification Mark in respect of products that SOPA has granted approval and which appear in the scope of approval on the Certificate of Registration;
- I will ensure that no SOPA approval document or certification mark is used in a misleading manner or so as to bring SOPA into disrepute
- In making reference to the organic status in communication media such as documents, brochures web sites or advertising, I will comply with the requirements of SOPA
- I will not make use of the Defra logo or in its communication media on any packaging or advertising material;
- I will not knowingly deliver or sell non-organic products as organic products complying with Defra Compendium;
- I agree to notify SFQC of any positive test results for GMOs or pesticides as soon as practical;
- I declare that the information given in this form is correct.

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

Signed:	Name:	Date:
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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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Please note that under Article 28(5) of the Council Regulation (EC) 834/2007 and together with EN45011, SOPA are required to disclose names and addresses ONLY of all SOPA members to any interested parties.