

SOPA Record Sheet

Record Sheet 19 – Record of Periodic Review and Verification Checks

Name of operator:	Sheet number:
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The Organic Integrity Management Plan must be reviewed and checked by the QA manager or proprietor on a periodic basis to verify that the operating procedures and associated record documents are being correctly implemented.

Key Standard (KS)	Topic	Are the procedures and record documents up to date and being correctly implemented?		
		Yes	No	N/A
	Company Details			
1	Organic Standards			
2	Compliance with Food Legislation			
3	Food Safety HACCP			
4	Organic Certification			
5	Correcting Non-compliance			
6	Key Personnel & Responsibilities			
7	Product Composition			
8	GMO Declarations			
9	Water Quality			
10	Labelling			
11	Approved Supplier Certification			
12	Control of Non-certified Sub-contractors			
13	Process Flow & Critical Controls			
14	Goods Received Procedure & Organic Authentication			
15	Storage of Raw Materials			
16	Processing Operations			
17	Storage of Part Completed Product			
18	Storage of Finished Products			
19	Packaging & Packaging Storage			
20	Transport			
21	Dispatch documents			
22	Ingredient & Product Traceability			
23	Ingredient Input/Output Reconciliation			
24	Cleaning Procedures			
25	Rodent Control, Pest Control and Fumigation			
26	Factory Fabric & Environment			
27	Maintenance & Calibration of Equipment			
28	Product & Environment Testing			
29	Non-conforming Product & Product Recall			

SOPA Record Sheet

30	Disposal of Waste Materials	
31	Staff Facilities and Personal Hygiene	
32	Staff Training	
33	Register of Complaints	

Corrective Actions

KS No	Deviations Observed	Corrective Actions

Responsible Person's Signature:		Position:	
Date:			