

SOPA Record Sheet

Record Sheet 5 – Subcontractor’s Agreement

Agreement to sub-contract a storage or processing operation

To be used where a certified organic operator sub-contracts an operation, such as the storage, butchery or other simple processing of an organic product, to another party who is not subject to organic certification.

The SOPA registered operator:

Company Name:			
SOPA Registration Number:			
Address:			
Responsible Person:			
Signature		Date:	

Agrees to subcontract the following operation:

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Under to the following terms and conditions:

The operator shall:

- Supply a copy of the relevant sections of the processing standards to the subcontractor and explain the basic requirements to ensure the integrity of the organic products explained.
- For each processing operation, keep a record of the attendance of both parties, the product delivered, the quantities processed and the products taken away, for SOPA to verify.
- Ensure that each processing operation takes place under the direct supervision of a competent representative (not an employee of the subcontractor), familiar with the requirements of the standards to ensure the integrity of the organic products.
- Keep full responsibility for the subcontracted operations and their compliance with the Standards.
- Retain title to or ownership of the products, raw materials and sales.
- Supply the relevant labels and packaging where appropriate.
- Ensure that the subcontractor has an up-to-date copy of their Certificate and Trading Schedule with the arrangement specified.
- In the case of an abattoir, ensure that the organic stamp is applied to their carcass and maintain responsibility for the stamp.

The sub-contractor shall:

- Not sell or market the product under their own name.
- Permit the operator’s representative to monitor the process.
- Permit SOPA inspectors to access the site with a representative of the operator for the purpose of inspection.

To the subcontractor:

Company Name:			
Address:			
Responsible Person:			
Signature		Date:	