

Mass Balance and Traceability

Organic requirements are in addition to other statutory requirements
Statutory information is for guidance only and is correct at time of going to print

Introduction

OF&G certifies many different types of organic food and feed processing enterprises. Whilst endeavouring to be practical, there is a requirement to keep sufficient records to provide evidence of compliance with the organic standards.

Records

To assess compliance with the organic requirements, there has to be documented records that show that all organic materials/products that are imported, processed and packed originate from certified organic materials. This is done by checking that copies of Supplier's Certificates and any accompanying documentation such as Trading Schedules or Appendices are valid and include the materials that have been purchased.

Mass Balance

In addition, a mass balance has to be produced in preparation for the annual inspection. This must include all organic materials/products that have been imported, processed and packed since the last organic inspection. A Processor Mass Balance Reconciliation Form (RD73 is attached) is sent out to all processors, 2-3 weeks before the inspection, to allow you time to collate all of the information and complete the form. The Inspector will check it and expect you to be able to explain any unexpected over or under usage of organic materials/products.

The Inspector will also undertake two random mass balance checks at the inspection so goods inward, processing, despatch records, purchase and sales invoices and sales figures must be available at the inspection.

There may be materials/products that are not accounted for in kilograms (kg). Please amend the form to show the unit of measurement that you are using i.e. dozens or tonnes or litres.

If you are an applicant that has been undertaking non-organic trading then the Inspector will undertake two random mass balance checks on non-organic materials at the inspection.

If you are a start-up business applicant, then you will be asked to provide mass balance information after as part of the certification process.

Completion of the Processor Mass Balance Reconciliation Form

1. Fill in your business name and OF&G registration number in the top section.
2. Enter the start (date of your last inspection) and end (date of this current inspection) dates for the period over which the information is being reconciled.
3. List the organic materials/products purchased since the last organic inspection.
4. Complete the opening stock column with the figures from last year's stock check done in preparation for the previous organic inspection
5. Add up all incoming quantities less any material that was returned to the supplier and fill in the quantity received column.
6. Add these two columns together and fill in the total stock column.
7. Add up any wastage or use as non-organic and fill in the wastage column.
8. Add up the usage of organic material and fill in the quantity used column.

9. Add up or estimate any wastage and fill in this column.
10. Add together the quantity used and the wastage figures and subtract them from the total stock. Put this figure in the theoretical closing stock column.
11. Count the amount of each material left and fill in the actual closing stock column
12. Subtract the actual closing stock figure from the theoretical and fill in the difference between the theoretical and actual stock figures.

A practical example based on bacon slicing enterprise

Organic Ingredient	Opening Stock kg	Quantity received kg	Total stock kg	Quantity used kg	Wastage kg	Theoretical closing stock kg	Actual closing stock kg	Difference between theoretical and actual usage kg	Comments by Operator/ Inspector
Smoked bacon	250	1250	1500	1175	200	125	120	5	Acceptable variation
Unsmoked bacon	115	1000	1115	1000	115	0	500	(500)	Unacceptable further investigation required

Traceability

It must be possible to trace back from an organic product or material sold, to the incoming organic goods. Records must be kept that facilitates this process and must be available at the inspection. This will be checked by the Inspector at the annual inspection.

Further Information

For further information or an application pack, please contact the OF&G Processor Certification Department:

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