



Technical News for Processors

October 2007

After feedback from our Processor Licensees via our Inspectors, OF&G has separated the different sections of the Newsletter into two separate publications, so this is the first edition of a dedicated Organic Processors' Newsletter.

The Inspection Questionnaire has also been revised. Details of the changes are given below. However, please be aware that though these changes have been made at OF&G, inspection packs are sent out 8-10 weeks ahead of the inspection, so packs received in October may include information that conflicts with this newsletter. Details are given below where this is the case.

OF&G is always delighted to have your comments on the Newsletter, the Website and also the amended Inspection format and will shortly be sending out a form asking for feedback about your experiences as organic processors and your comments about OF&G.

OF&G is delighted to feature any success stories on the Website or in the Newsletter, so please let us know when you have successful new products, move to new bigger premises or invent an organic chocolate teapot (maybe not...)

OF&G Proformas

For many items, (e.g. lists of organic certificates) OF&G provide proformas on the CD and on the Website, to make sure all the information needed is received. However you are welcome to provide the information in your own format, as long as this includes all the information requested by OF&G.

Some of these are in PDF format. If you need them in a Word or Excel format, please contact Angela Norman on email angela.norman@organicfarmers.org.uk or telephone 01743 440512 ext 222

Amendments to the Inspection Questionnaire

Repetitive Information – after the first (application) inspection, much of the information about your company, site etc will be photocopied for the Inspector, so you will be asked to confirm it rather than repeat it every year.

Annual Mass Balance – for the last few months OF&G has been asking Operators to list details of all organic ingredients used during the 12 months prior to their inspection. For some companies this presents no problem, whilst for others, it is a great deal of work, so OF&G is no longer asking you to provide this information for the whole year on the RD73 spreadsheet.

However, please remember that it is a requirement of the OF&G Standards (Section 11.8.1) that records are kept of raw materials brought in and you must be able to reconcile these with quantities of finished products made and there must be traceability of ingredients throughout.

Our Inspectors will ask you for information to enable them to carry out two or more mass balance reconciliations and traceability exercises whilst they are on site and it will be a major non-conformance if this is not possible.

Certification – rather than asking the Inspector to check every certificate, they will check a representative sample of certificates, but you will be asked to provide a full list of certification details for all Suppliers, ready for the Inspector.

Copies of labels, SIPS, MIPS etc – there is no longer a requirement to provide copies of labels and formulations that have already been sent to the OF&G office **unless they have changed**. Please remember, when you sign the Declaration and Licensing Agreement (RD90), you commit to keeping OF&G informed "of any changes of ownership or management or changes to the production and storage facilities, products, composition and labelling of products, operating or importing procedures..."

Sending information to OF&G to resolve non-compliances - At the end of your inspection, the Inspector will discuss any issues found and will agree corrective actions with you. These will be detailed on the Inspection Summary Form (RD9) and two copies will be left with you. This form details the corrective actions and information you need to send to OF&G. **Please send the information as soon as possible, because your inspection report will not normally be reviewed until this information has been supplied.**

Farming Newsletters – As a Processor Licensee, you will now only be getting the Processor section of the Newsletter, but if you would like to see the Farming section too, you can read it on our website at <http://www.organicfarmers.org.uk/news/newsletters/index.php> or telephone the office for a paper copy.