

## PREPARING FOR YOUR INSPECTION

*Advanced preparation is important in getting your NCO certification established and also helps with maintenance throughout the annual reinspection cycle. Preparation also means the inspector can conduct the inspection more efficiently and therefore more economically for your business.*

### Documents and Records the Inspector will need to see

#### A. Farm Map or Site Plan and Organic Management/Handling Plan

It is essential that you have this ready to give to the inspector so that they confirm your organic management at the inspection. The inspector will also use this document as a reference as they check to see that what you have written in the OMP/OHP is what you are doing in practice, or if there have been any changes throughout the year.

#### B. Outstanding Contract Conditions

If we are reinspecting your operation, the inspector will need to review any requirements set by NCO from the previous inspection and review. The inspector will check that any corrective actions have been adequately implemented - that you undertook as a result of non-compliances or identified deficiencies. This will prevent the same issue arising again.

#### C. Records

**The list below is not exhaustive, and some documents on the list may not be relevant to your operation.**

*It is suggested that prior to inspection, you conduct a stock inventory of any on-hand organic product, inputs and/or ingredients.*

FARM (Producer)		HANDLING (Processor)	
Inputs Register	<input type="checkbox"/>	Ingredients Register	<input type="checkbox"/>
Spray Diary	<input type="checkbox"/>	Organic Recipes List	<input type="checkbox"/>
Purchase Records	<input type="checkbox"/>	Receivals Records	<input type="checkbox"/>
Rotation Records	<input type="checkbox"/>	Sanitation and Pest Control Logs	<input type="checkbox"/>
Management Records	<input type="checkbox"/>	Clean-down Records	<input type="checkbox"/>
Harvest Records	<input type="checkbox"/>	Sales Records	<input type="checkbox"/>
Clean-down Records	<input type="checkbox"/>	Quality System (including Organic Processing Procedures)	<input type="checkbox"/>
Quarantine Paddock Records	<input type="checkbox"/>	Grading Records (for JAS)	<input type="checkbox"/>
Sales Records	<input type="checkbox"/>		<input type="checkbox"/>
Grading Records (for JAS)	<input type="checkbox"/>		

The important point to remember is that you must have enough supporting documentary evidence available to an inspector to allow verification of use of any inputs, outputs, cleaning and/or handling activities related to your finished organic product. The inspector does this to confirm the organic integrity of your product has not been compromised. These records are important because the inspector will use them to complete traceability verification. Traceability involves both Trace Back and Mass Balance.

#### Trace Back

The inspector uses this method to check the transparency of the flow through your Organic Management/Handling System and to verify that no use of non-permitted substances/ingredients have entered the organic production chain. It demonstrates that an organic product can be traced back to its origin in the operation.

**Examples of documents to support this trace including the following:** incoming and outgoing records, delivery notes, invoices, derogation approvals, GMO free declarations and/or organic certificates of products used and inventory records.

#### Mass Balance

The purpose of the Mass Balance (also known as in/out balance) is to demonstrate that enough organic ingredients or products were purchased, produced, harvested or managed (livestock) to equate to product sold and that your production system has the capacity to produce these amounts.

**Examples of documents to support this balance include the following:** tax invoices, receipts, delivery notes, cartage records, harvest records, previous inspection reports, crop rotation maps and inventory records.

#### D. Labelling

Please have available examples of how the NASAA label and/or name are being used on your product or any promotional and marketing material.