



The CCOF Canadian Organic Regime (COR) Compliance Program is ONLY for operations located in Canada

Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

- ▶ Complete this form if you process organic products or take physical possession of products you sell or distribute.
- ▶ Complete one form for each facility/location.

## A. General Information

- 1) Facility Name: \_\_\_\_\_  
CRA Business Number (BN): \_\_\_\_\_
- 2) Do you (check one):  
☐ Own this facility ☐ Lease this facility  
*Only facilities that you own or lease can be included in your certification. Facilities that you do not own or lease must apply for separate certification.*
- 3) Is facility information requested below in this section identical to the physical location address provided on your [CCOF COR Certification Contract](#)?  
☐ Yes. Skip to section B ☐ No
- 4) Site Address: \_\_\_\_\_ City: \_\_\_\_\_  
State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_
- 5) Contact (Name/Title): \_\_\_\_\_
- 6) Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
- 7) Email(s): \_\_\_\_\_
- 8) Is this facility currently certified organic by another certifier?  
☐ No ☐ Yes, provide name of certifier: \_\_\_\_\_
- 9) Has this facility ever previously applied for or been granted organic certification by any certification agency?  
☐ No. Skip to section B. ☐ Yes. Complete this section and provide name of certifier: \_\_\_\_\_
  - a) Was your certification or the certification of products or this facility ever suspended or cancelled? ☐ Yes ☐ No
  - b) Did you surrender your certification with outstanding non-compliances or conditions? ☐ Yes ☐ No
  - c) Was your application for organic certification ever issued a denial? ☐ Yes ☐ No
  - d) Did you withdraw your application for certification with outstanding non-compliances? ☐ Yes ☐ No
- 10) If you answered yes to a, b, c, or d above, please list the years and agencies, attach a copy of all relevant letter(s) and a description of all corrective actions:  
Year(s): \_\_\_\_\_ ☐ Letters Attached  
Corrective actions taken: \_\_\_\_\_

## B. Facility Activities, Site Plan, and Product Flow

- 1) Processing or handling activities (examples: baking, mixing, etc.): \_\_\_\_\_
- 2) Attach site map(s) showing all organic processing and storage areas (may be hand drawn). Identify all equipment, machinery, grading stations, and storage areas used for organic products. ☐ Map attached
- 3) Attach either a written description or a schematic product flow chart that describes or shows where and how ingredients or products are received, stored, processed, packaged, and warehoused. ☐ Attached
  - Submit a separate flow chart for each production type.
  - The flow chart(s) must include all organic production steps.
  - Include all equipment, machinery, grading stations, and storage areas used for organic products, and indicate where ingredients are added or processing aids are used.
  - If product moves through different facilities, describe the flow across different facilities and submit an organic certificate for any contracted facility. *You must request updated certificates at least annually.*

