



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

Operation Name: _____ Date: _____

An "Audit Trail" or "trace-back" system is documentation sufficient to determine the source, transfer of ownership and transportation of organic products. Certified operations must maintain records of processing/handling of organic crops that fully disclose all activities and transactions in enough detail to be readily understood and audited. They should be sufficient to demonstrate compliance with organic laws and standards, and kept for at least five (5) years.

Complete a separate H5.0 Record Keeping form for each process or product when different record keeping systems are used.

Facility, product and/or process covered by this plan:

A. Location of Records

Location where your records regarding organic products are available for inspection.

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Contact(name/title): _____

Phone: _____ Fax: _____ Email(s): _____

B. Tracking Organic Products

1) Describe or attach a diagram of how your audit trail/trace-back system tracks finished products from inbound receiving through production or packing to final outbound shipping or invoice. [] Diagram attached

You may attach sample documents (BOLs, packing slips, inventory logs, batch records, manifests, transaction certificates, shipping and delivery records, invoices, chain of custody, truck and trailer numbers).

[] Records attached [] Product Recall System attached

2) Describe the records and system you use to track inventory of ingredients and products (in/out balance). You may attach samples to illustrate (i.e. monthly log of beginning and ending inventory).

C. Lot Numbering [] Not applicable

1) Describe your lot numbering system for finished products or attach a description.

EXAMPLE: Lot Number: 0123A045

Table with 6 columns: Code, 0, 123, A, O, 45. Signifies: Year: 2000, Julian date :production, Shift, Organic, Plant location

Lot Number: _____

Table with 7 columns: Code, Signifies, and five empty cells.

2) Are lot numbers printed on wholesale and retail packaging?

[] Yes [] No

a) If yes, where is your lot number found on containers or packages? _____

3) How is lot number associated with outgoing shipments?

[] On invoice or Bill of Lading [] On a "pick list" or "ship list" [] Other (describe): _____