



COR Organic Handler Inspection Preparation Checklist

This checklist is an example of the types of records you may be asked for during your inspection. Thorough inspection preparation leads to a more efficient inspection and ultimately saves you money on the inspection bill. Please check each item carefully and have all applicable requested records available. Your Inspector may request additional records as needed.

*Please see the cancellation policy below**

✓ **Review and update your Organic System Plan (OSP).**

The OSP is the central document of organic certification. It must be accurate and current. Minor updates can be made directly on the existing version. For significant updates or changes, you can start from scratch for any individual section. Visit www.ccof.org/resources to find OSP section forms. **Be sure to have access to your OSP and copies of changed OSP forms at inspection.** CCOF has gone digital! Most inspectors do not carry a hard copy of your OSP.

✓ **Review Compliance Reports from CCOF.**

Your inspector will review the status of all issues or reminders. If you ever wonder what is due to CCOF and why, log in online to MyCCOF and check your items at a glance on your personalized dashboard. In MyCCOF's Action Item Tracker, you can view your action items, respond to them, and produce a compliance report at any time. www.ccof.org/myccof

✓ **Certification Standards.** Certification requirements are based on the standards and policies in CCOF Certification Manuals. You can access the Manuals at www.ccof.org/organic-standards-ccof-organic-certification-program-manuals.

✓ **Products (Your organic certificate client profile and H2.0 COR, H2.0A COR, H2.0B COR, and OSP Materials List)**

- Review your client profile, H2.0A COR Ingredient Suppliers, labels, H2.0B COR Product Formulations, and OSP Materials List. Are they current regarding organic products you produce, ingredient vendors, labels, ingredient lists, and nonorganic processing aids or ingredients?
- Are all currently used labels available? Send any updated labels to CCOF for review. Using new labels without CCOF preapproval may result in noncompliance.
- Organic certificates for suppliers/vendors: Are they all current (issue date within one year prior to purchasing)? Add any new organic suppliers to your H2.0A COR Ingredient Suppliers list and send a copy of their current, complete certificate.
- Complete the COR Product Application and a new H2.0B COR Product Formulation for any new multi-ingredient product. These must be reviewed by CCOF before production begins. **Your inspection cannot include a review of new products that were not already approved by CCOF.** Production of products without preapproval by CCOF will result in Noncompliance and may require products to be relabeled as nonorganic.

✓ **Organic Facility (H2.3 COR).** Are there any new facilities? Submit new H2.3 COR Organic Facility, H4.0 COR Organic Practices, and H5.0 COR Record Keeping for Handlers forms to the CCOF office. Your inspector cannot inspect any new facility unless it is already preapproved by CCOF.

This guideline is intended to assist operators prepare for an efficient organic inspection. This is not a comprehensive list. Records requested for review will vary by circumstance.

***Please note:** If an inspection is cancelled by the operation within **5 or less business days** before the confirmed scheduled date, or the client fails to appear for a scheduled inspection, CCOF CS charges for **all time and expenses** (including travel related expenses) incurred by the inspector after initial contact regarding scheduling, plus a \$100 penalty. Additionally, at the second request to schedule an inspection, the client has 5 business days to respond or else CCOF CS may bill a \$50 penalty. Annual inspections are efficiently planned to minimize travel costs. Cancellation may result in a costlier inspection for your operation at a later time and impact expenses shared by your organic neighbors initially scheduled with you.





- Are there any changes to equipment, flow chart, processes? New equipment must be approved by CCOF prior to inspection.
- ✓ **Organic Practices (H4.0 COR and OSP Materials List)**
 - Are descriptions of receiving, storage, packaging, and shipping practices current?
 - Are all wash water additives specifically included on your OSP Materials List and described on your H4.0 COR?
 - Are all equipment cleaners and sanitizers included on your OSP Materials List and described on your H4.0 COR?
 - Are the pest management sections current?
 - If Permitted Substances List (PSL) pesticides are used in food storage or handling areas, are they included on your OSP Materials List and described on your H4.0 COR?
 - If non-PSL pesticides are applied in food storage or handling areas, are they included on your OSP Materials List, and do you have justification for usage?
- ✓ **Product Tracking Records (Audit Trail).** Your inspector will choose at least one product to track from sales back to ingredients, testing for traceability. Think of this like a mock product recall. Audit trail documentation must be maintained to facilitate supply chain traceability, including identification of agricultural products as organic on audit trail documents. Please note that your inspector must choose the sample while on site. A typical Audit Trail includes records such as:
 - Final Product Documents: orders, shipping documents, sales invoices.
 - Processing Records: batch sheets, packing records, fermentation records, case counts.
 - Ingredients/Receiving: purchase invoices, organic certificates, shipping and receiving documents.
 - If you export from Canada to the US, have your NOP Import Certificate tracking logs available.
- ✓ **In/Out Mass Balance Audit.** This required inspection step is used to assess whether Sales amounts balance with Incoming Products and Ingredients. Your inspector will choose at least one organic product over a given time period to audit. Depending on the product, this may require ending and starting inventories. Please have sales, purchases, production, loss, and inventory records available.
- ✓ **Uncertified Suppliers.** If you source organic ingredients from uncertified brokers, traders, wholesalers, or distributors, ensure that records directly link back to a certified supplier.
- ✓ **Verification of your total annual Organic Production Value.** Your inspector will need the gross organic sales for the previous calendar year and the purchase cost of the organic ingredients that went into those sales. The total organic sales, minus the purchase cost of organic ingredients and service fees charged by certified organic co-processors, is the amount on which your annual fee is based. If you provide a value-added service, the production value is based on the total revenue for the service you provide with regard to that specific organic product. Additional details on calculating your Organic Production Value can be found in the CCOF Certification Services Manual at www.ccof.org/resource/ccof-certification-services-program-manual.

Thank you for your effort!

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