

Audit/ Processors

Audit

- Opening meeting: Verification of the list of products to certify (recipes) and the standards requested (scope) and the changes to the OSP
- Verification of processing: equipment, ingredients
- Verification of cleaning procedures and products and pest control management

Audit

- Verification of packaging and labels used
- Verification of processing, cleaning, complaints records
- Traceability exercises
- Validation of inventories, production and sales
- Measures taken from previous action plan related to non compliances
- Exit interview and exit report: information on any issues detected and next steps.

Required Info

- Organic certificates of suppliers and invoices of ingredients
- Data sheet for salt and all non organic ingredients
- Processing, cleaning, complaints records
- Pest control log
- Water analysis results

Required Info

- Summary of arrivals
- Sales summary and invoices
- Inventories
- Training records for mixed operation (organic and non organic products)
- Other pertinent documents such as cleaning products spec sheet

Mass Balance Details

- A mass balance is the process of totalling the incoming products and ingredients during a period and the total sales and outgoing products during that same period, including changes in the starting and ending inventories. The balance must be completed on the full financial year of the company and at least one of every 10 commodities must have a balance completed (max 5 balances). This process requires a starting and ending inventory, a summary of incoming and outgoing products over the period.

If your records are on a computer, you do not need to print everything if the inspector can access your computer files.