

# Balance and traceability exercise

## Standards used by Ecocert Canada during the audit

Extract from *CAN/CGSB 32.310-2015*

*3.66 traceability (traçabilité): ability to track product, backwards and forwards, through all stages of production and preparation.*

4.3 The organic plan shall include a description of the internal record-keeping system, with documents sufficient to meet traceability requirements as specified in 4.4.2 and other record-keeping requirements.

8.4.2 The following information shall accompany organic product:

- a) the name and address of the person or organization responsible for the production, preparation or distribution of the product;
- b) the name of the product;
- c) the organic status of the product; and
- d) information that ensures traceability, for example, the lot number.

***Extract from Canada Organic Office Operating Manual V14 2012-06-20***

C.2.3.22.4 Types of documentation audits performed (in/out balance sheet, yields/sales, audit trails by batches, etc).

C.2.3.11 The CB shall ensure that for producers, the VO obtains an estimate of the potential yield for the coming year, as well as an audit of the balance in the quantities produced and sold over the previous period, and including amounts still in inventory during this same period

C.2.3.12 The CB shall ensure that for applicants performing operations related to food preparation (processing and/or packaging), the VO calculates the input/output balance for acquired commodities for a product, and for the corresponding inputs included in the products sold and on inventory. The calculation sample shall include the most prominent commodities for at least 10% of all commodities used in all products with a minimum of one and maximum of 5. However, if justified by the VO, a different or additional commodity may be included in this calculation. This justification shall be recorded in the inspection report.

C.2.3.13 The CB shall ensure that the VO performs traceback audits applying to certain products taken from the supplier's inventory or from a commercial outlet where its products have been placed for sale.

### **Impact on certification**

When the inspector is not able to traceback your production, he will issue a non compliance which will delay the issuance of your certificate.

You will have to take corrective measures and prove that the issue is solved, within 90 days of inspection. This non compliance may lead to an additional inspection which will be invoiced.

To avoid non compliances make sure you are prepared for your inspection.

The following info must be available for the past and current years.

	Yields or quantities produced for every product to certify.
	Crop record and effective yields
	Production or processing log
	Purchases log
	Purchases compilation for product/ingredients
	Sales compilation for finished product
	Lot number system
	Inventory/ beginning and end of the year (or production period)
	Sales invoices
	Explanations concerning identified differences with the balance in/out

**Please note :**

The inspector will not compile or sort out your documentation.

The number of exercises are based on the number of finished products and possible risks identified. It ranges from 1 to 5 exercises.