

Information Required at Organic Audit – Processors

To enable the auditor to verify that the organic standard has been met, the following information must be made readily available. As the audit covers all aspects of organic processing – from procurement through to sales – please ensure that the relevant technical, production and financial staff are available.

1. Records to demonstrate the balance between inputs and outputs as required by Section 9.3 AsureQuality Organic Standard
2. Records to demonstrate full traceability from raw materials through to finished product and vice versa (Section 9.3)
3. Documentation for goods received (Section 9.3), including:
 - Delivery notes and purchase invoices
 - Goods received logs/records
 - Organic certificates (confirming the authenticity of the organic goods)
4. Organic operating procedures / quality manual and training records (Section 9.3)
5. Company organic product specifications / working recipes and specification sheets for all certified products, plus AsureQuality approvals for non-organic ingredients and GMO-free declarations (Section 9.3)
6. Examples of product labelling / packaging for all certified products (Sections 3 and 6.5)
7. Production records including processing / packing records with quantities processed (Section 9.3)
8. Sales records (Section 9.3), including:
 - Confirmation of the volume of organic products sold during the last audit period
 - Copies of sales invoices
9. Physical stocktaking records for the beginning and end of the company financial year and any intermediate stocktakes
10. Hygiene / cleaning schedules and records (Section 6.6)
11. Records of pest control inspections and treatments (Section 6.4)
12. Information for directly imported organic products (Section 7), including:
 - Import certificates that accompanied consignments of organic produce
 - Copies of organic certificates for overseas suppliers
 - Details of import routes and intermediate storage / handling facilities for all directly imported goods