

Information Required at Organic Audit – Producer

The following must be made available at your audit and should cover the entire period since your last annual audit. Please use this checklist to confirm that the relevant information is available, and keep the checklist until the completion of your audit. All information will remain confidential.

1. GENERAL

- Current farm map / plan
- Approved Restricted Practice or Restricted Input Application requests
- Marketing details

2. FINANCIAL RECORDS

- All purchase invoices and sales receipts

3. CROPPING / FIELD DETAILS

- Current cropping details (please include any non-organic cropping)
- Crop rotations
- Harvested crop details including dates, weight (estimated if not harvested), weight/yield (t/ha)
- Harvested forage (tonnes/bales)
- Seed purchase records. Derogations for non-organic seed treatments (save old packets)
- Manure management (source and treatment)
- Inputs including supplementary fertilisers, composts etc (records of purchases and applications)
- Pest and disease control methods
- GMO declarations

4. LIVESTOCK DETAILS

- Livestock Management Plan for each enterprise
- Movement, birth and death records
- Declarations for brought-in cattle
- Grazing records
- Daily / annual feeding records for each feeding group / enterprise
- Feed purchases
- GMO declarations for brought-in, non-organic feeds and inputs
- Veterinary treatment records
- Veterinary purchase records

5. HORTICULTURE

- Records of modules / transplants brought-in and raised
 - Compost details
- (See No. 3 'Cropping / Field Details' for all other information required)

6. APIARY

- Current master beekeeper list for apiary sites
- Up-to-date maps for apiary sites
- Records of artificial feeding with organic syrup (and relevant authorisation if applicable)
- Documentary accounts and organic certification for organic sugar if applicable
- Documentary accounts for purchased organic beeswax for new foundations and gear
- Documentary accounts for purchased hives and queens (and organic certification as applicable)
- Harvest and extraction records
- Drum / retail container packaging specifications and declarations from suppliers as applicable
- Documentary accounts for sales including relevant beekeeper declaration forms

IMPORTANT!

Please contact AsureQuality to add new land / enterprise to your certification. Additional land / enterprise can be audited at your next annual audit **free of charge**.