



THE ORGANIC CERTIFICATION PROCESS FLOW CHART

STEPS IN THE CERTIFICATION PROCESS

Step 1: Applicant requests organic certification from NFC. NFC insures that it is compliant with the state organic program that client's products are manufactured or grown prior to acceptance of certificate. Client is told before application is sent out of any issues with state.

Step 2: NFC Sends applicant all necessary forms and instructions for application.

Step 3: Applicant completes appropriate Organic Plan Questionnaires and attachments. The package is returned to the NFC. NFC reviews application to determine that forms have been completed, an organic plan is included. Contractual Agreements signed.

Step 4: NFC assigns organic inspector for site visit. NFC Send the inspector the appropriate documents including previous year report and recommendation from the Review committee.

Step 5: Inspector performs on-site inspection, files inspection report which become part of the Applicant's Organic Plan. Inspector reports and narrative are sent to NFC

FORMS USED



Screening (in-house)



Organic Plan Questionnaires
Field History Sheets
Pasture History Sheets
Organic Product Profiles
Licensing Agreements (in-house)



Organic inspector agreement



Step 6 : Any missing or additional information/audit trail/documents that NFC administrator committee may need will be requested to client to submit and be added to application file

Step 6: NFC sends complete Organic Plan (Questionnaire, attachments, Organic Inspection Report to review committee. Review committee files its conclusions to NFC

Step 7: NFC notifies Applicant of organic certification status.

Step 8: Applicant signs and returns Organic Certification Contract and implements all conditions.

Step 9: Applicant receives Organic Certificate from NFC.

Step 10: If warranted by review committee, that client be visited again throughout the year. Client will be contacted, inspector arranged as in steps 4 through 9

Step 11: Annual Re-Certification. Applicant submits Re-Certification Questionnaire and appropriate attachments. Repeat Steps 4 through 10.*

Certification Status Report (in-house)



Organic Certification Contract



Organic Certificate
Certification notification will be sent to
AMS Administrator

*When using abbreviated re-certification questionnaires, the inspector and certification committee reviewing the Organic Plan will receive the original complete Organic Plan

package as well as the current re-certification questionnaire and attachments.