

Technical Criteria for Certifying Domestic or Overseas Production Process Managers
of Organic Livestock Products
(Notification No.1832 of the Ministry of Agriculture, Forestry and Fisheries of November 25, 2005)
(Preliminary Translation)

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I. Facilities for Production and Storage

1. Facilities shall comply with the criteria of “Housing for livestock” and “Open-air free runs” in Article 4 of Japanese Agricultural Standard for organic livestock products (Notification No.1608 of the Ministry of Agriculture, Forestry and Fisheries of October 27, 2005; hereinafter referred to as the “JAS for organic livestock products”), and shall be provided with such broadness, structure and brightness not as interfering the management in accordance with the criteria of “Management of slaughter, dressing, selection, processing, cleaning, storage, packaging, and other processes” in the same Article and shall be cleaned appropriately.
2. Where unprocessed feeds are produced in-house for organic livestock products production, the facilities shall comply with section I of the Technical Criteria for Certifying Domestic or Overseas Production Process Managers of Organic Plants and Organic Feeds (limited to those unprocessed) (Notification No.1830 of the Ministry of Agriculture, Forestry and Fisheries of November 25, 2005).
3. Where processed feeds are produced in-house for organic livestock products production, the facilities shall comply with the criteria of “Management concerning manufacturing, processing, packaging, storage and other processes” in Article 4 of Japanese Agricultural Standard for organic feed (Notification No.1607 of the Ministry of Agriculture, Forestry and Fisheries of October 27, 2005) and shall be cleaned appropriately.

II. Implementation Methods for Management and Control of Production Process

1. Production process management directors prescribed in III-2 of these criteria shall conduct as follows:
 - (1) Drafting and promoting a plan of managing or controlling production processes (including a subcontract management (i.e. subcontracting a part of production process management to others; hereinafter the same);
 - (2) Drafting and promoting a plan of managing or controlling a subcontract such as on selection criteria of subcontractor, description of subcontract and subcontract procedures, where a subcontract management in made; and
 - (3) Handling and providing guidance on troubles occurred in production processes.
2. Internal rules on the following items shall be practically and systematically provided:
 - (1) Management of housing for livestock and open-air free runs;
 - (2) Obtainment of livestock to be raised;
 - (3) Identification of livestock by each or as a group (where bovine and equine animals are raised, they shall be identified each);
 - (4) Obtainment and production of feeds;
 - (5) Feeding;
 - (6) Health control of livestock;
 - (7) Pasturing in open-air free runs;
 - (8) Surgical measures of livestock for safety, health, identification and castration;
 - (9) Extension of the day length by controlling artificial light (limited to poultries for egg production);
 - (10) Reproduction procedures;
 - (11) Management of excrements from livestock;
 - (12) Transportation of livestock;
 - (13) Milking (limited to bovine and caprine animals for milk production);
 - (14) Machines and tools for production;

- (15) Management of slaughter, dressing, selection, processing, cleaning, storage, packaging and other processes;
 - (16) Dealing with complaints
 - (17) Establishment of an annual production plan and notification of it to a certifying body (registered Japanese or overseas certifying body; hereinafter the same); and
 - (18) Matters necessary for a certifying body to properly conduct services such as confirmation of management or control of production processes.
3. The production process shall be properly managed or controlled in accordance with the internal rules. Records of the management or control and supporting documents for them shall be kept for no less than one year from a shipment of graded organic livestock products.
 4. The internal rules shall be reviewed properly and periodically, and fully notified to the employees.

III. Qualification and Number of Persons in Charge of Management and Control of Production Process

1. Production Process Administrator

No less than one person who satisfy(ies) any of the following requirements shall be assigned as a person(s) in charge of the management or control of production process (hereinafter referred to as “production process administrator”) (where the mentioned production process manager manages or controls a number of facilities for production and storage, no less than the necessary number of staff to properly manage or control production processes shall be assigned depending on the number and the degree of scattering of the mentioned facilities):

- (1) Those who graduated from a university under the School Education Law (Law No.26 of 1947) or a school equal to or higher than a professional school under the Former Professional School Ordinance (Imperial Ordinance No.61 of 1903) with credits of subjects on livestock production; or whose qualifications are equivalent to or better than the above; and who have experiences in livestock production or providing guidance, conducting survey or research on livestock production for no less than one year;
- (2) Those who graduated from a high school or a secondary education school under the School Education Law or a secondary school under the Former Secondary School Ordinance (Imperial Ordinance No.36 of 1943); or whose qualifications are equivalent to or better than the above; and who have experiences in livestock production or providing guidance, conducting survey or research on livestock production for no less than two years; and
- (3) Those who have experiences in livestock production or providing guidance, conducting survey or research on livestock production for no less than three years.

2. Production Process Management Director

- (1) Where one person is assigned as a production process administrator, the person shall complete a curriculum on management or control of production processes of organic livestock products in a course designated by a certifying body (hereinafter referred to as “course”) as a production process management director.
- (2) Where no less than two persons are assigned as production process administrators, one of them who completed the curriculum on management or control of production processes of organic livestock products in the course shall be selected as a production process management director.

IV. Method for Grading

1. Rules on grading (hereinafter referred to as “grading rules”) shall be practically and systematically provided for the following matters:
 - (1) Inspections of production processes;
 - (2) Labeling as graded;
 - (3) Shipping or disposing a lot after graded;

- (4) Making and keeping a record of grading; and
 - (5) Matters necessary for a certifying body to properly conduct services such as confirmation of grading.
2. Services concerning grading and labeling as graded shall be properly conducted in accordance with the grading rules, and consequently grading labels shall be recognized as attached to the products without fail.
3. Names of products shall be properly labeled by the method prescribed in Article 5 of the JAS for organic livestock products.

V. Qualification and Number of Persons in Charge of Grading

1. Qualification and number of grading staff
No less than one person who satisfy(ies) any of the requirements of III. (1) to (3) above and completed the curriculum on grading of organic livestock products as the staff in charge of grading (hereinafter referred to as “grading staff”) shall be assigned. Where a production process manager manages or controls a number of facilities for production and storage, no less than the necessary number of persons for proper grading shall be assigned depending on the number and the degree of scattering of the facilities.
2. Grading manager
Where there are no less than two grading staff, one among them shall be selected as a grading manager.