

Checklist for JAS Organic Farmers (Producer, Non-processed Feed, Livestock Farmer & Abattoir)



- 1. Do you have the JAS Standard and Technical Criteria on site? YES/NO**
 Japanese Agricultural Standard for Organic Plants (Notification No. 1605)
 Japanese Agricultural Standard for Organic Livestock Products (Notification No.1608)
 Japanese Agricultural Standard for Organic Feeds (Notification No. 1607)
 Technical Criteria for Organic Plants and Organic Feeds (Notification No.1830)
 Technical Criteria Organic Livestock Products (Notification no. 1832)

Available to download from MAFF website
http://www.maff.go.jp/e/jas/specific/criteria_o.html

Please make sure you have last revisions of the standards (March 2012) and the technical criteria (April 2012).

2. Personnel in charge of Farm Products Management

a) Please complete the below list

Role	Name	Title	Qualification/experience	JAS training (Completed date)
Production Process Management Director (PPMD)				
Production Process Management staff (PPM) (optional)				

- *PPMD must be appointed, however additional PPM staff is optional.
- *At least 3 years experience in Quality Management is required for the above personnel
- *JAS training is mandatory for PPMD. Please attach a copy of JAS training attendance certification.

- b) Is the PPMD responsible for planning and running the farm operation? YES/NO
 c) Does the PPMD responsible for personnel safety in farm operation? YES/NO

3. Do you have an existing internal operation manual (may be replaced to Organic Management Plan)? YES/NO

4. Is this externally audited or internally audited? YES/NO

5. Are the record kept for at least three years? YES/NO

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6. Personnel in charge of Grading

Please complete the below list

Role	Name	Title	Qualification / Experience	JAS training (Completed date)
Grading Manager				
Grading staff				

*Grading manager must be appointed, however additional PPM staff is optional.

*Please note that the Grading manager and the Grading staff must comply with your own Grading procedures (The Grading procedure to be developed and hold on site if you do not have one yet. An example of the Grading procedure can be obtained from ACO.)

* JAS training is mandatory for Grading manager and staff. Please attach a copy of JAS training attendance certification.

7. Please submit your grading manual.

8. Please make sure that you establish of an annual production plan and notify the certification body – This can be done by completing Organic Handling Plan and Certified Client Statement.

9. Are the inputs used in compliance with JAS standards? YES/NO

9. Please make sure that you submit any requested documents to ACO for us to conduct services such as confirmation of the implementation of the management or control of the production process.

I, as a Production Process Management Director, declare the above information is genuine and correct, and our operation follows the above system.

Name: _____ **Signature:** _____

Date: _____