1. **Do you have the JAS Standard and Technical Criteria on site? YES/NO**
* Japanese Agricultural Standard for Organic Products of Plant Origin (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: [Organic JAS : MAFF](https://www.maff.go.jp/e/policies/standard/specific/organic_JAS.html).
* ACO website: [JAS Standard](https://www.aco.net.au/Pages/Operators/JapanStandards.aspx)

**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.

\*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

1. **Do you have an existing internal operation manual (may replace an
Organic Management Plan)?** YES/NO
2. **Is this internally audited?** YES/NO
3. **Are the record kept for at least five years?** YES/NO
4. **Personnel in charge of Grading**

Please complete the below list

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

\*Please note that JAS training provided by ACO is mandatory for Grading manager and grading staff. *Please attach a copy of JAS training attendance certification.*

1. **Please submit your grading manual.**
2. **Please make sure that you establish an annual production plan and notify ACO – This can be done by completing Organic Handling Plan.**
3. **Are the inputs used in compliance with JAS standards? YES/NO**
4. **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:**