




## Instructions to use the Client 'Product Assessment Spreadsheet'

### COLOUR CODE KEY:

	<b>Unapproved recipes / ingredients</b>
	<b>Yet to be approved recipes / ingredients</b>
	<b>Approved recipes / ingredients</b>

**Colour code:** All approved completed recipes will be changed to 'Green' by a C.O. Recipe tabs that have been assessed and not approved will be turned to 'Red'. Recipes in progress are 'Yellow'. For any recipes you wish to no longer need, you may hide the recipe tab. Do this by right clicking on the recipe tab and select 'hide'. All grey cells are locked for ACO staff only. Do not attempt to fill in these areas.

### RULES:

- All submitted ingredients to be assessed must be accompanied by their current organic certificates. Failure to submit at the time of assessment will result in a delay in the processing of your application to a later date as ACO uses a queued ticketing system.
- Nonorganic ingredients must be accompanied by a specification sheet, that also includes that the ingredient is non-GMO and non-irradiated, or statement declarations as such. For non-organic ingredients, that fall under the <5% threshold in the total recipe formulation, ACO will consider allowance only if organic varieties cannot be sourced in commercial quantities (as per *Section 3.5.17 & 3.5.19 of ACOS 2017 v.1.*) If your request for consideration is accepted by the Certification officer, a **derogation** will be granted. For natural flavours, wine additives and processing aids or other complex non organic ingredients, you will require to complete the assessment provided on this link ([http://www.aco.net.au/Pages/Operators/Food\\_ingredients\\_questionnaire.aspx](http://www.aco.net.au/Pages/Operators/Food_ingredients_questionnaire.aspx)).
- An already approved recipe **with a reformulation change** must be submitted for approval again.
- If you have 2 or more version of the same type of recipe / formulation, these will be listed on the spreadsheet as such.
- If you are an existing client, please request for the latest version of your spreadsheet.



## Instructions to use the Client 'Product Assessment Spreadsheet'

### PIC 1: PRODUCT LIST tab - INSTRUCTIONS

1. Use the product list tab to fill in the description name of your finished product and other relevant details in the white unfilled cells area of the sheet. This tab will have all your products & raw materials that you are on-selling and would like to appear on your approved certificate.

**Finished Product name** – write the description name of your finished product exactly as how you would want it to appear in your certificate. This can also include the product code / SKU.

**Packaging material** – write details of what will be used that will be in direct contact with the product.

**Brand name** – include the brand name to be used for this product as shown in PIC 1.

**Certification to standards required** – write the standards you wish the product to be certified to.

**Is this for Wholesale or Retail?** – indicate as so.

**Making a change!** - An already approved recipe with a 'brand name' or 'recipe name' change notified after submission of this spreadsheet / in future, must be submitted as general enquiry so the changes can be made on your certificate.

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## PIC 2: INGREDIENTS tab

28.11.2018 Multi-ingredient-product-application\_v3. SAMPLE

GENERAL INGREDIENTS LIST									
					Client name : <b>ABC DAIRY LTD.</b>				
					Certification number: <b>12345</b>				
<i>Please write down all the ingredients used in your formulations</i>									
ORGANIC CERTIFICATE DETAILS OF ATTACHMENTS									
Ingredient commercial name	Manufacturer / supplier name	Ingredient code (optional)	Scientific name (if applicable)	Type	Name of Certifying body / agency eg. ECOCERT	Standards to which ingredients are certified to eg. USDA, EU, ACO	Organic content of the ingredient (%) eg. 100	Certificate / Supporting documentation Attached eg. File no. 1 (write down the file name of your attachment)	
Chocolate Fudge (Concentrated) Powder Flavour Natural	Michelle Flavours	MTP-006112	Chocolate Flavour Powder Natural	Nat Flavour			0		
Skim Milk Powder	DE Dairy	563		Raw material	OCIA	NOP	100	File 3	
Acai Berry Powder	Austral Herbs Pty Ltd		Euterpe oleracea	Herb/ Spice	ACO	ACOS, NS	100	File 4	
Organic Stevia (a)	Quil Nyaoden Stevia Products Co Ltd		Stevia	Raw material	CERES	NOP	95	File 5	
Organic Stevia (b)	ABC		Stevia	Raw material	ACO	ACOS, NS	95	File 6	
Organic Stevia (c)	DEF		Stevia	Raw material	ACO	ACOS, NS	95	File 7	
Natural Chocolate Flavouring	Ray Sen	MTP-006112	Chocolate Flavour Powder Natural	Nat Flavour			0	File 7	
Natural Vanilla Dry Flavouring	Ray Sen	I1062-K	Vanilla Flavouring	Nat Flavour			0	File 8	
Digestive Enzymes Powder	MIKO	I1015-K	Digestive Enzymes	Enzymes			0	File 9	
Himalayan Salt	Himalayan Salt Factory			Mineral/Vitamin			0	File 10	
Water	Morton bay council water						0	File 11	
Organic Chocolate Milk	ABC Dairy Ltd.	156FD			ACO	ACO	97.25	File 12	

**Please ensure the file names of the certificates or additional supporting documents you send match the file name noted here.**

1. This spreadsheet is to be used once to s  
 2. Please ensure all columns are filled out i  
 3. Refer to the Instruction sheet to follow a  
 4. You will need to submit this with your c  
 5. Only 10 recipes can be submitted at a t

**Ingredients** | New Recipe | New Recipe (2) | New Recipe (3) | New Recipe (4) | New Recipe (5) | New Recipe (6) | New Recipe (7) | New Recipe (8) | New Recipe (9) | New Recipe (10)

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### PIC 2: INGREDIENTS tab - INSTRUCTIONS

1. Fill in your 'business name' and your 'certification number' in the highlighted unfilled yellow cells of the sheet.
2. The ingredients tab must be used to record **ALL** ingredients you will use across all your recipes.
3. Also include all backup or alternative supplier ingredients you may want to use. See eg. Organic Stevia as highlighted in RED in PIC 2. When recording all backup ingredients from your different suppliers, ensure the ingredient name given is individually identified by either (a), (b) and (c) or else this will cause an error in the calculation on the 'recipe' tab.
4. Using a finished recipe as a base ingredient going into another product (see PIC 2 highlighted in GREEN).
5. Water and Salt to be included in the list as shown in ORANGE in PIC 2.
6. Ensure all organic certificates and all supporting documentation is accompanied with your submitted spreadsheet. If not submitted, leave the cell blank as highlighted in BLUE circle (or write 'yet to send'). Attachments not sent for a recipe approval will delay the processing of your service ticket.

**Ingredient commercial name** – Write in the name of the ingredient.

**Manufacturer or supplier**– include business name

**Ingredient code**– Your unique incoming ingredient ID number or code eg. SAP code number (optional)

**Scientific name** – (if applicable)

**Type** – select from the drop down list

**Certification Body**– This is the name of the certifying body that issues the organic certificate of the ingredient.

**Standard** – This is the compliance standard of the issuing organic certificate authority – eg. NOP, EU or ACOS

**Organic %**– this is the percentage of the organic content of the ingredient (usually included in the NOP and ACOS certificates). For non-organic ingredients leave this blank.

**Certificate/ Supporting documentation attached** – Write down the **file name** of the attachment (so we are not having to search through the multiple attachments you send).

**Making a change!** - Highlight the ingredients name and supplier cells in yellow to highlight to the certification officer all outstanding or new ingredients requesting to be approved / reapproved. Unapproved ingredients will be turned to RED. Refer to colour coding key.



## Instructions to use the Client 'Product Assessment Spreadsheet'

### PIC 3: RECIPE tab – INSTRUCTIONS

1. First rename the 'new recipe' purple tab to the name of your new called recipe product (circled in RED). If also using the same recipe under a different name for another customer, include this in the 'Products List' tab. Refer to PIC 1 instructions.
2. Write the recipe name in the highlighted yellow area on the top of the sheet.
3. Tick  all applicable standards you want the product to be certified to depending on where you want to send the product (local eg. ACOS or export eg. NOP (USDA), EU, JAS, Korea). This will be as per your submitted application.

**In the first 2 Green columns – 'Ingredient name' and 'Supplier', copy and paste EXACTLY** from the 'Ingredients' tab, the ingredient name and its supplier you will use in this recipe. Do not alter or manually type this in as it may cause an error, so best is to copy and paste. Do this for all of the ingredients you want to use in this recipe. The other cells in grey will auto populate with all required results.

**OPTIONAL: Backup or alternate suppliers** – for clarity, you may include all backup ingredients from other suppliers you wish to use in future in your chosen recipe (where there is no change to formulation). Leave the % amount going in the recipe blank – see eg. Organic stevia as highlighted in BLUE in PIC 3. *Alternatively, if you have listed these ingredients on the 'Ingredient tab' as shown in PIC 2, then this will suffice.*

**Enter the % amount for each of the ingredients for the finished recipe** – This must equate to 100%. For water and salt, include this separately as shown highlighted in 'orange' as this is not calculated as part of the total organic content of the finished product.