

ANNUAL AUDIT CHECKLIST

Processor/Manufacturer/Contract Processor

This checklist is guidance for you to ensure required documents are available for the auditor on arrival. Please note that some documents may not be applicable to you.

- ANNUAL OMP UPDATE SUMMARY
- CURRENT ORGANIC HANDLING PLAN
- FACILITY MAP
- PROCESSING FLOW CHART
- INGREDIENT DECLARATION FOR EACH PRODUCT / PRODUCT APPROVAL LETTERS
- APPROVED SUPPLIERS LIST
- A COPY OF CURRENT ORGANIC CERTIFICATE FOR SUPPLIER(S)
- SPECIFICATION SHEET FOR NON-ORGANIC INGREDIENT(S)
- LABELS/PACKAGING APPROVAL LETTERS
- PEST CONTROL RECORD
- CLEAN DOWN RECORD
- PRODUCTION RECORD
- SALES RECORD
- RECONCILIATION RECORD (i.e., Traceability, In/Out volume)
- COMPLAINT HANDLING PROCEDURE AND RECORDS
- ANY APPROVAL/EXEMPTION LETTER RECEIVED FROM THE ACO OFFICE

If you require assistance with any of these documents, please do not hesitate to contact the ACO Office on (07) 3350 5706.