

ANNUAL AUDIT CHECKLIST

Producer/Grower

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 OFP UPDATE SUMMARY
- CURRENT ORGANIC FARM PLAN/ORGANIC LIVESTOCK PLAN
- FARM MAP
- SEED/SEEDLING INFORMATION (i.e., non-GMO declaration, treatment, approval letter from the ACO office)
- LIVESTOCK INVENTORY RECORD
- LIVESTOCK TREATMENT RECORD
- LIVESTOCK MOVEMENT RECORD
- LABELS/PACKAGING
- PEST/WEED CONTROL RECORD
- INPUT RECORD
- ROTATION RECORD
- OFF-FARM INPUT PURCHASED RECORD
- TRANSPORTATION RECORD
- HARVEST RECORD
- SALES RECORD
- COMPLAINT HANDLING RECORD
- WATER TEST RESULT
- SOIL TEST RESULT
- 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.