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.