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.