1. **Do you have the JAS Standard and Technical Criteria on site? YES/NO**

Technical Criteria for Re-packers of Organic Plants, Organic Processed Foods, Organic Feeds and Organic Livestock Products (Notification No.1833 of 2018)

Available to download from [MAFF Website – JAS Standards](https://www.maff.go.jp/e/policies/standard/specific/organic_JAS.html).

**Please make sure you have last revisions of the technical criteria.**

**2. Personnel in charge of Quality Management**

a) Please complete the below list

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **Title** | **Qualification/experience** | **JAS training**  **(Completed date)** |
| Repacking Director |  |  |  |  |
| Repacking Staff |  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\*Repacking Director must be appointed, however additional repacking staff is optional.

\*At least 3 years experience in Quality Management is required for the above personnel.

\*JAS training is mandatory for Repacking Director. *Please attach a copy of JAS training attendance certification.*

b) Is the Repacking Director responsible for planning and execution  
of quality control? YES/NO

c) Does the Repacking Director provide direction and advice in the event of  
the accidents occurring during processing or complaints from customers? YES/NO

1. **Do you have an existing quality control system?** YES/NO
2. **Is this externally audited or internally audited?** YES/NO
3. **Are the records kept for at least one year?** YES/NO
4. **Is your Quality Control System reviewed periodically?** YES/NO
5. **Are all employees trained and familiar with Quality Control System?** YES/NO
6. **Personnel in charge of Grading**

Please complete the below list

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **Title** | **Qualification / Experience** | **JAS training (Completed date)** |
| Grading Manager |  |  |  |  |
| Grading staff |  |  |  |  |
|  |  |  |  |

\*Grading manager must be appointed; however additional PPM staff is optional.

\*Please note that the Grading manager and the Grading staff must comply with your own Grading procedures (The Grading procedure to be developed and hold on site if you do not have one yet. An example of the Grading procedure can be obtained from ACO).

\* JAS training is mandatory for Grading manager and staff. *Please attach a copy of JAS training attendance certification.*

1. **Please submit your grading manual.**
2. **Please make sure that you establish an annual production plan and notify ACO – This can be done by completing Organic Handling Plan.**
3. **Source of ingredients. Are all your ingredients JAS or AQIS certified? YES/NO**
4. **Please make sure that you submit any requested documents to ACO for us to conduct services such as confirmation of the implementation of the management or control of the production process.**

I, as a Repacking Director, declare the above information is genuine and correct, and our operation follows the above system.

**Name:**   **Signature:**

**Date:**