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.