



Are You Ready for Your First Organic Inspection?

Use this checklist to help make sure your inspection goes as smoothly as possible.

- Do you have a copy (physical or digital) of your OSP/application and related attachments on hand?
 - Have you notified QCS of changes/updates to your OSP prior to the inspection?
Reviewing multiple updates on-site is a sure-fire way to bog down an inspection.
- Are your records accessible and organized?
 - Will all necessary personnel needed to access records be present during the inspection?
 - What records do you need to bring to inspection?
 - While we'll typically be reviewing records pertaining to the current and previous years' organic production (roughly speaking, since the last inspection), please be aware that NOP regulations require that records be maintained for not less than 5 years beyond their creation.
 - If running a split operation, conventional production records may be requested as a part of the audit process.
 - When in doubt, contact your inspector – they should be able to explain what kinds of records are viewed at a typical inspection for an operation of your type.
- Do you have a dedicated space where you and the inspector can review your records?
 - Do you need space to spread out your papers and notebooks?
 - If you need internet to access your records, does your space have a good connection?
- Have you set aside adequate time for the inspection?
 - Note that all production areas, storage areas, fields, etc related to your organic system need to be viewed by the inspector.
 - If your inspection will require lots of travel between sites, be sure to discuss logistics with your inspector before they arrive.
- Are there special requirements for visitors of your operation in terms of PPE, biosecurity protocols, outside electronic devices, etc? Be sure to let your inspector know before they arrive.
- If you are a grower, are your crops in the ground, and ready to inspect?