| **OHP 7: Record Keeping**  CAN/CGSB-32.310, Section 4.4 | | | |
| --- | --- | --- | --- |
| 1. Do you understand that records must disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the Canada Organic Regime?  Yes  No  2. Do you understand that all relevant documents must identify products as "organic”?  Yes  No  3. Do you understand that all records must be available to the inspector, and CFIA representatives for inspection and copying during normal business hours?  Yes  No | | | |
| To facilitate a speedy review of your organic system plan and inspection of your facility, please remember to include the following, as applicable to your operation: | | | |
| **APPLICATION (Submit to QCS office, as applicable)** | | | |
|  | Attachment | OHP 1 | Driving Directions to all Locations requested for certification |
|  | Attachment | OHP 1 | Documentation of operation’s legal status |
|  | Attachment | OHP 1 | Records from previous organic certification, including organic certificate, noncompliance and corrective action, denial, suspension, or cancellation of certification (as applicable) |
|  | Attachment | OHP 3 | Proposed labels for all finished products for which this OPP is used |
|  | Attachment | OHP 3 | Organic Certificate or Attestation of Compliance for each contract service provider |
|  | Attachment | OHP 3 | Certificate(s) from each supplier of organic ingredients and/or processing aids to include verification of relevant equivalency programs |
|  | Attachment | OHP 3 | For each non organic agricultural ingredient or processing aid, written verification that the product was not commercially available organically |
|  | Attachment | OHP 3 | Written verification from each supplier of each organic ingredient and/or processing aid was not produced with prohibited methods or materials. |
|  | Attachment | OHP 3 | Product Specification Sheet and product composition / ingredient statement if required for all non-organic ingredients |
|  | Attachment | OHP 4 | A complete written description or schematic product flow chart describing the movement of all organic products, from incoming/receiving, through production and to outgoing/shipping |
|  | Attachment | OHP 4 | Organic Product Profile (OPP) Sheets for each by-product |
|  | Attachment | OHP 4 | MSDS and/or product label for boiler additives |
|  | Attachment | OHP 5 | Facility pest management plan |
|  | Attachment | OHP 5 | Facility map showing the location of traps and monitors, and submit MSDS and/or label information for substances used for pest control |
|  | Attachment | OHP 5 | MSDS and /or product label for pest control substances |
|  | Attachment | OHP 6 | Organic integrity program, or list specific control points you have identified in your process and state how you have addressed them to protect organic integrity |
|  | Attachment | OHP 6 | Fraud prevention plan |
|  | Attachment | OHP 6 | MSDS and product label for each cleanser and sanitizer used to clean and sanitize surfaces in contact with organic products |
|  | Attachment | OHP 6 | MSDS and product label for each cleanser and sanitizer that directly contacts organic products |
|  | Attachment | OHP 6 | Organic certificate or Attestation of Compliance for each off-site storage facility |
|  | Attachment | OHP 10 | Documentation from supplier’s certifying agent verifying compliance with Canada-US Equivalence Arrangement |
|  | Attachment | OHP 12 | Attestation(s) of compliance for inputs |
| **INSPECTION (Make available Upon Inspection, as applicable)** | | | |
| **Incoming**  **Records** | | Organic Certificates  Transaction certificates  purchase orders  contracts  invoices  receipts  bills of lading  Customs forms  scale tickets  quality test results  Certificates of Analysis  receiving records  receiving summary log  other (specify) | |
| **In-process**  **Records** | | equipment clean-out logs  sanitation logs  ingredient inspection forms  blending reports  production reports  packaging reports  QA reports  other (specify) | |
| **Out-going Records** | | shipping log  clean truck affidavits  bills of lading  scale tickets  purchase orders  sales orders  sales invoices  phytosanitary certificates  export declaration forms  shipping summary log  sales summary log  audit control register  complaint log  other (specify) | |