| Certificate of Inspection (COI) Request Formfor the export of organic products certified in third countries to the European Union (EU) or United Kingdom (UK) |
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| Instructions: Use this form to request a Certificate of Inspection for the export of a consignment[[1]](#footnote-2) of certified organic products to the European Union or the United Kingdom. Submit the completed form and corresponding documentation to QCS via email to imports@qcsinfo.org. Information highlighted in blue may be updated after COI is issued. |
| QCS certified operation name:       | QCS Entity #:       |
| Name of person completing this form (must be an authorized representative of the certified entity):       | Date of request:       |
| Turnaround time (select one): [ ]  2-3 working days [ ]  4-5 working days [ ]  6-7 working days*COI requests must be submitted to and approved by QCS prior to shipment. Requests must be complete, compliant and include all supporting documentation to allow QCS to meet your requested timeframe. The invoice will be based on the selected turnaround time in accordance with QCS’ fee structure.*  |
| **Distribution:** QCS sends an electronic copy of all approved COIs to the requestor. EU COIs are issued in TRACES. If additional copies need to be distributed, please provide details in the table below. |
| **Delivery method** | **Company name** | **Contact person** | **E-mail or physical address** |
| [ ] E-mail [ ]  Courier |  |       |       |
| [ ] E-mail [ ]  Courier |       |       |       |
| Consignment details |
| Destination | *Product Categories* |
| [ ]  European Union[[2]](#footnote-3) | A: Unprocessed plants and plant products, including seeds and other plant reproductive materialC: Algae and unprocessed aquaculture products D: Processed agricultural products, including aquaculture products, for use as food |
| [ ]  United Kingdom | A: Unprocessed Plant Products C: Aquaculture products and seaweeds | D: Processed agricultural products for use as foodE: Processed agricultural products for use as feed |
| CN Code[[3]](#footnote-4) | Product Name | ***Product Category*** | **Lot number** | Number of Packages in Lot | Net weight |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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|       |       |       |       |       |       |
| Total gross weight of consignment (Specify unit of measurement):       |
| Container #:       | Seal #:        |
| Estimated number of containers in shipment:       |
| What activities were carried out by your operation for the products in this consignment? (Check all that apply)

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| --- | --- | --- | --- | --- |
| [ ]  Production (on-farm) | [ ]  Processing[[4]](#footnote-5) | [ ]  Packaging | [ ]  Labeling | [ ]  Storage |
| [ ]  Loading/Unloading  | [ ]  Trading | [ ]  Brokering  | [ ]  Sealing/labeling container(s) for export |

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| Product Origin  |
| 1. Name and address of each producer included in the consignment. *Check one*

[ ]  Farm(s) or group of operators (unprocessed products) [ ]  Processor (processed products)[[5]](#footnote-6) |       |
| 1. Country(ies) of product/ingredient origin

*Where agricultural products/ingredients originated*  |       |
| 1. Name(s) and address(es) of all operators who buy or sell the product without storing or physically handling the product. [ ]  Not applicable
 |       |
| Export Details |
| 1. Exporter Name and Address
 |       |
| 1. Country of export

*Where product has been subject to the last preparation and sealed in appropriate packaging or containers for export* |       |
| 1. Place of dispatch (port and country)
 |       |
| 1. Anticipated shipment date
 |       |
| Import Details |
| 1. Country of destination (buyer)
 |       |
| 1. Point of entry (port and country)
 |       |
| 1. Expected delivery date
 |       |
| 1. Competent authority (EU-bound shipments)
 |       |
| 1. Importer name and address
 |       |
| 1. Importer EORI number (EU bound shipments)
 |       |
| 1. First Consignee name and address (if applicable)
 |       |
| Transport details from place of dispatch to point of entry |
| 1. Name of transport company
 |       |
| 1. International transport document type and identifier/#
 |       |
| 1. Transport method(s)
 | [ ]  Vessel | [ ]  Airplane | [ ]  Road Vehicle | [ ]  Railway  |
| Ship type:       | Flight #:       | Vehicle Registration #:       | Identifier:       |
| Ship name:       |
| Flag state:       | Country of Registration:       |
| IMO:       |
| Voyage #:       |
| Declaration |
| I hereby declare that, to the best of my knowledge, all the information presented in this request is accurate. Furthermore, I declare that the product concerned has been produced and/or prepared in accordance with the QCS approved organic system plan and in compliance with the applicable organic regulations. I understand that I will be invoiced in accordance with the Transaction Certificate fees as stated on the QCS Fee Structure. Client agrees to indemnify QCS and hold QCS harmless against any claims that may arise related to client’s failure to meet the requirements for the Certificate of Inspection requested. |
|       |       |       |
| Signature | Printed Name | Date |

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| The following **Supporting Documentation** must accompany the COI request. Items highlighted in blue may be updated when they are finalized at the time of shipment, no more than 10 days after the departure of the consignment and in all cases before the verification and endorsement by the competent authority. |
| **Subject** | **Required documentation** | **Description**  | **Attached documentation (document name or description)** |
| Physical traceability from farm to export | Physical flowchart | Visual flow chart outlining the physical movement of products through the supply chain for each product/ingredient in the consignment: from farm(s) to export including all production, transfer, transportation, storage, and processing events. Must include the name of each producer or processor and all intermediate handlers that produced, processed, or otherwise took physical possession of organic products or ingredients included in the consignment, including subcontractors.  |       |
| Transport, receiving, production, and storage records | Documentation of the physical movement from the supplier(s) who last physically handled the product to the exporter for the entire volume of organic products/ingredient. Processing records if the COI requestor processed the product. Include transport documents (e.g. BOL or CMR), delivery tickets, and all other relevant storage and transport records.  |       |
| Financial traceability from farm to import  | Financial flowchart  | Visual flow chart outlining the buying and selling of the entire volume of each product/ingredient and operator in the consignment from farm(s) to purchase by the buyer in the importing country. Include all operators involved in buying/selling the product without storing or physically handling the product. |       |
| Purchase records | Documentation of the COI requestor’s purchase of the entire quantity of organic products/ingredients in the consignment, including purchase agreements and invoices. |       |
| Verification of organic status  | Organic certificates | Current organic certificate for each supplier from which organic products/ingredients were purchased and received. |       |
| Transaction certificates | Transaction certificates issued by the certification body of each supplier confirming the volume and organic status of organic products and ingredients received by your operation. |       |
| Sampling and testing records, if applicable | Documentation of any sampling performed by the COI requestor to verify the organic status, including sampling report, chain of custody, and laboratory analyses. |       |
| Relevant transport and commercial documents for the outgoing consignment | Packing list | Must show the total volume/quantity of each organic product included in the consignment. |       |
| Transport documents | Bill of lading (BOL), airway bill (AWB) or equivalent document for the outgoing consignment that identifies the QCS certified operation that conducted the final preparation of the product, the exporter (if different), shipping information, buyer, importer and first consignee. Documentation of loading and sealing the container for export. |       |
| Travel plan for bulk organic products[[6]](#footnote-7) | Use the QCS template to document the travel plan for bulk (unpackaged) products that are loaded directly into vehicles, cargo holds, or other shipping containers without separate packaging, including but not limited to bulk carriers, trailers, tankers, freighters, barges. |       |
| Commercial documents | Copy of the purchase orders and invoices or equivalent for the consignment that identifies the QCS certified operation that performed the last preparation of the product, the exporter (if different), all operators involved in buying/selling the product without storing or physically handling the product, the buyer or importer (first consignee), and the final recipient if different from the first consignee. |       |
| Product label or accompanying documentation | Label or documentation for transport | Copy or photo of the label or documentation for transport that includes:* the name and address of the operator and, where different, of the owner or seller of the product
* the name of the product
* the name or the code number of the control body
* lot identification which permits the linking of the lot with the associated production and/or traceability records.
 |       |

**For QCS Office Use Only:**

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| **Instructions:** Check each box when verification step is performed to approve the Certificate of Inspection. Items indicated in bold/italics must be uploaded in TRACES for EU COIs. |
| **[ ]**  | ***COI Request Form*** includes all applicable information. |
| **[ ]**  | All products in the consignment are currently certified by QCS to the relevant organic standard and QCS is recognized for the applicable product category and country of the COI requestor. |
| **[ ]**  | Verify the organic status for each supplier:* ***Current organic certificate(s) for the suppliers*** of products/ingredients included in the consignment.
* Verified current organic status of supplier and product on certifier website
 |
| **[ ]**  | ***Physical and financial flow charts*** allow traceability of all products and ingredients in the consignment to their origin.  |
| **[ ]**  | ***Purchase, transport, receiving and (if applicable) storage records*** demonstrate the purchase, receipt and storage of all products/ingredients in the supply chain from the last certified entity(ies) in the supply chain. |
| **[ ]**  | Request includes a valid ***Transaction Certificate (TC)*** issued by the certification body of each supplier confirming the volume and organic status of organic products and ingredients received by the COI requestor. |
| **[ ]**  | ***Production records*** are included for products that were processed by the COI requestor.  **[ ]** Not applicable |
| **[ ]**  | A ***travel plan*** is attached for EU COIs whose consignments include bulk organic products. **[ ]** Not applicable |
| **[ ]**  | The operation does not have an open (unresolved) noncompliance, suspension or temporary block affecting the product’s organic integrity.  |
| **[ ]**  | The weight/volume of each product to be exported is in line with the operator’s mass balance documentation for the lot(s) of product(s) being exported. |
| Did QCS collect and analyze a sample from one or more organic ingredients or lots included in the consignment? **[ ]** Yes [ ]  No. If yes, describe below. Upload the ***sample report and laboratory analysis*** in TRACES for EU COIs. |
| Product sampled | Associated lot number | Type of analysis (Pesticide or GMO) | Sample date | Result |
|       |       |       |       |       |
|       |       |       |       |       |

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| **DECISION**: | **[ ]** Approved. Certificate Reference #:       | **[ ]** Rejected. Reason:       |
|       |       |       |
| Signature | Printed Name | Date |
|  |

1. *Consignment* is defined in Article 3, point (37) of Regulation (EU) 2017/625 as “a quantity of goods covered by the same official certificate, official attestation or any other document, conveyed by the same means of transport and coming from the same territory or third country, and… being of the same type, class or description.” [↑](#footnote-ref-2)
2. EU product categories are defined in Article 35 of Regulation (EU) 2018/848. QCS must be recognized at Regulation (EU) 2021/1378 to certify products in the specified category in your country. [↑](#footnote-ref-3)
3. In accordance with the [European Commission’s Combined Nomenclature](https://taxation-customs.ec.europa.eu/customs/calculation-customs-duties/customs-tariff/combined-nomenclature_en) [↑](#footnote-ref-4)
4. As defined in point (m) of Article 2(1) of Regulation (EC) No. 852/2004. [↑](#footnote-ref-5)
5. Provide processing records if the COI requestor is the processor to be listed in COI Box 4. [↑](#footnote-ref-6)
6. Article 16(5) of Delegated Regulation (EU) 2021/1698 [↑](#footnote-ref-7)