

ORGANIC

PRODUCERS

INTERNAL CONTROL SYSTEM MANUAL
ORGANIC CERTIFICATION

This ICS Manual is adopted for the fulfilment of the requirements of the EU organic regulations by members of the .

Compiled by

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ABBREVIATIONS AND DEFINITIONS

AEA	Agricultural Extension Agent of MoFA (District Department of Agriculture)
Conventional	Not certified product even if production appears organic
Conversion, transition	The period in converting from conventional farming to organic
EC 834/2007 & EC 889/2008	EU COUNCIL Regulations of the 9 th January 2009 on organic production of agricultural products and indications referring thereto on agricultural products and foodstuffs
GIS	Geographic Information System
GPS	Global Positioning System
ICS	Internal Control System
JAS	Japanese Agricultural Standard
MOAP AFC	Market Oriented Agriculture Programme of the Ministry of Food and Agriculture in Ghana, partly implemented by AFC Consultants International
NOP	USDA National Organic Programme
Organic	Certified organic product

1 BACKGROUND AND OBJECTIVES

The organic pineapple Farmers Groups in _____ district, of the _____ region, (hereinafter “the Association”) currently produce _____ pineapples for the local market. The groups have recently received training by MOAP-AFC in organic production and are now ready for organic certification.

For organic certification, the members of the Association have been trained and the process of organic certification was facilitated. A functioning ICS was established.

The general objectives of the ICS is to support the _____ Farmer Groups to successfully attain organic certification by implementing the _____ organic standards related to crop production.

2 POLICIES AND INTERNAL ORGANIC STANDARDS

2.1 Policies

2.1.1 Environmental conservation

Protection of water bodies

- Farming practices shall not in any form pollute water bodies.
- A strip of natural vegetation shall be left to grow along the water bodies that are close to farms.
- No agrochemical – though organically accepted – shall be mixed along or close to water bodies.
- The application of agrochemicals – though organically accepted – shall not done close to water bodies.

Waste management

- Farms shall be kept clean and free from all forms of waste.
- Diseased plants shall be buried in the soil away from the farm.
- All plastics waste (water sachets, snack packages, rubber bags etc.) and papers, cardboard shall be collected and properly disposed.

Natural resource conservation / biodiversity

- There shall not be any encroachment in forest reserves with the farming activities.
- Burning shall not be used as a means of land clearing. Farms shall never be set ablaze to control weeds or vegetation.
- In clearing land for production, bigger trees and some form of natural vegetation shall be left on parts of the land where pineapples are not planted to regulate the temperature in the farm.

2.1.2 Soil fertility management

- Cultivation techniques to prevent soil erosion shall be encouraged on farms.
- Every three years farmers shall take soil samples from their fields which the Association then sends to soil lab for analysis. Fertilizing will be done according to the soil test results.
- Organic manure, poultry droppings and other forms of animal manure shall be used to improve the fertility of the soil.
- No form of synthetic fertilizer or that which is not recommended by the recognised organic certification body shall be used to improve the fertility of the soil.
- Producers shall buy fertilizers from recognized fertilizer stores and keep invoices of purchase.
- Organic fertilizer stock inventory (**see Annex 7.11**) shall be maintained each time fertilizer is bought or used.
- Producers shall keep records of how much fertilizer they applied at each application. This is done in the Planning & Record Book of every individual plot.
- Farmers shall be encouraged to incorporate leguminous crops in their rotation.
- After land clearing, the plant debris shall be left to rot on the farm to improve the soil nutrient content.

2.1.3 Pest and disease control

- No synthetic chemical shall be used as a means of controlling pests, diseases or weeds.
- Organic pesticide stock inventory (**see Annex 7.11**) shall be maintained each time pesticide is bought or used.
- Good farm hygiene shall be adopted to reduce the incidence of pest and disease build up.
- Farmers shall be encouraged to incorporate leguminous crops in their rotations.
- Diseased affected plants shall be removed from the field and buried outside the farm.

2.1.4 Crop rotation

- Farmers shall practice crop rotation. After harvesting of ratoons, the farmers need to grow other crops or leave the land fallow for at least 3 years before planting pineapples again.
- Rotation is necessary to reduce incidence of pest and disease build-up and also helps the soil regain its fertility.
- During the period of one rotation, crops like maize, pulses, ginger or cover crops should be grown – before or after organic pineapple.
- All crops included in the rotation must be treated as organic.

2.1.5 Harvesting instructions

- Harvesting shall be made at the required time.
- The Harvesting section in the Planning & Record Book shall be filled the same day when harvesting took place and fruits were delivered to pack-house or sold.
- Harvest shall only be made from the group members' organically registered and certified farms.
- There shall be no comingling of certified and uncertified produce.
- Fruits shall be harvested into crates and must not come into contact with soil.
- Fruits shall be loaded into trucks for packaging immediately after harvesting. In case there is a lag between harvesting and loading, crates with harvested fruits shall be kept in shade. To avoid that that that fruits get contact with the soil, the crates shall be placed on tarpaulins only.
- Harvesting and loading of fruits shall be done with care to avoid bruising of the fruits.

2.1.6 Packaging and transport

- Packaging shall be handled by the Association only after it goes through the organic certification. The Packaging Procedure of **Annex 7.14** shall be followed.
- Subcontractors who handle the fruits on behalf of the farmers do not own the produce at any point in time. They must respect the terms of the contract with the Association and also allow their packaging facility to be inspected or audited (**see Annex 7.3**).
- Anybody and any company that wishes to buy the organic fruits from the farmers and also sell them as organic must have an organic certificate.
- Subcontractors who also package conventional fruits must not pack the organic certified fruits together with the conventional fruits. They must ensure that there is clear separation of conventional and organic products at all stages of the packaging activity. That is from loading, transport, packaging, storage and during loading to final off taker. All these activities must be accompanied by the necessary documentation.
- No synthetic chemicals shall be used to treat the organic fruits during the packaging process.
- Packing lines also used for packaging of conventional fruits shall be thoroughly cleaned with fresh water without the addition of any synthetic chemicals before organic pineapples are packed.
- Contamination of organic fruits with products of synthetic chemical origin must be avoided during transit.
- No synthetic chemical shall be used to cleaning of areas that come into the direct contact with fruits. In case of use of detergents the surface must be rinsed with plenty of water. The Cleaning Procedure of **Annex 7.12** shall be followed and must be properly recorded (**see Annex 7.13**).
- The transport of fruits from the farm to the pack house and from the pack house to the port must always be accompanied by a waybill (**see Annex 7.16 and Annex 7.17**).

2.2 Internal organic standards

The internal organic standard defines the rules that I, the organic farmer, have to respect to be certified and sell my produce as organic through the Association.

Prɔka Nhyehyee no nyinaa ase ne de, me Prɔka Kuani no wɔbegyem ato mu ampa, na maaton m'abrobe naa me dua faa Prɔka nhyehyeye no do no afa kuw no do

Short version English

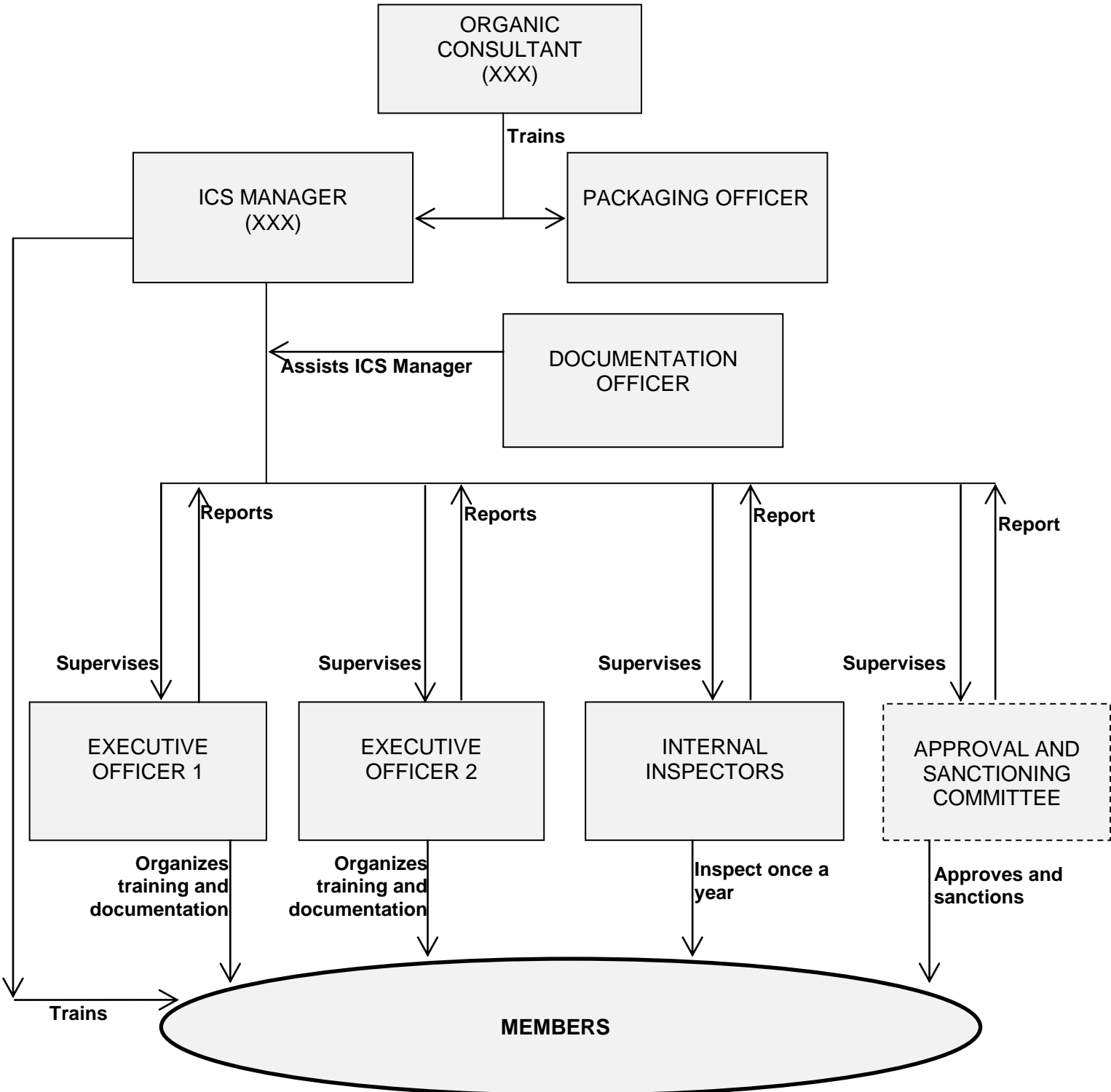
Ne Tiawa mu (Fante)

1.	I apply for participation and declare all my fields, owners & use of last inputs.	Mepɛ de hom mam akwanya ma mede m'efuw ewuranom, ndzɛmba a medze ye edwuma hye prɔka dwumadzi yi mu.
2.	I am not allowed to use synthetic pesticides, herbicides, synthetic fertiliser, NPK, urea and the like.	Mbra mma kwan de medze ndur a awuduru wɔ mu bi tedɛ cyɛ asase yie, dza wɔdze kum ndur be ye m'abrobe fuo no.
3.	I use only organic products (fertilizer, insecticides) recommended by the Association and declare the use to the ICS Manager or Internal Inspector.	Medze ndzɛmba a ewudur biara nnyi mu ye adwuma de mbrɛ kuw no agye ato mu.
4.	I keep distance (buffer) between my organic fields and conventional fields.	Ofi me kwan no dze kɔ kwa fofor a wɔdze ewudur ye edwuma no ntam twe.
5.	I will not practice any form of split or parallel production on my organic pineapple fields (i.e. I will not grow organic and conventional in one farm).	Merennyɛ prɔka abrobe ahaban a medze befrafra abrobe ne ahaban fofor a wanyɛ no prɔka kwan so.
6.	I only use organic planting materials or that approved by the Association.	Medua abrobɛmba a ewudru biara nnka ho a kuw no agye ato mu.
7.	I don't mix my organic pineapples with non-organic pineapples from other farmers.	Me mmfa m'abrobe a ewudur nnim nnka fofor a ewudu wɔ mu no ho.
8.	I keep my farm clean and weed manually without any use of herbicides.	Mesiesie m'brɔbe fuw mu, medɔw ho a meremmfa ewudur nnka.
9.	I manage all my production practices organically.	Meyɛ mefuwmu dwuma no nyinaa wɔ prɔka kwan so.
10.	I use crops residues, legume crops, manure, chicken droppings and compost to fertilize my fields. I seek approval for whatever I use to fertilize my field from the ICS Manager.	Medze mfuw, mbowa hɔn ase naadzɛmba a apɔtwɔw afra asase mu. Mebisa ekuw no panyin no ansana medze ndzama yi aka mahaban no.
11.	I don't store forbidden inputs.	Me mmfa nduru ne ndzɛmba a w'abra nnyɛ me prɔka abrobe fuw no.
12.	I choose between one of the two: a) apply the organic rules to all my farms (better) a) apply the organic rules to all my pineapple farms I tell the inspector when I sign the contract and keep to my decision.	Mefa ebien yi mu kor 1. Medze prɔka mbra no beyɛ m'efuw nyina 2. Mede mbra no beyɛ m'abrobɔɔ fuw no. Meda no adzi kyere mpanyimfo a wɔba adwuma no do ber a meresan apam krataa no.
13.	I ask the trainer of the group for directions if I am not sure about things related to organic pineapple production.	Mema nkorɔfo a wɔma ntsetsee no akyerɛ me ndzɛmba a ɔkyere madwen wɔ abrobɔɔ fua hom fa ewudur nnka.
14.	I welcome inspectors and show them my fields and respond to their questions.	Mema mpanyinfo a wɔhwɛ efuw no mu kwan, na mekyerɛ m'efuw na me yiye nsem bisa biara ano.
15.	After registration, it may take up to 3 years until I am fully certified organic if my farm has been conventionally run (conversion period).	Sɛ medze meho kɔhyɛ kuw no mu a, obedze mfi ebiasa firi bre a medzi awudru ka m'afuw no ansaan w'agye meato mu sɛ prɔka kuani.

3 ICS MANAGEMENT STRUCTURE

3.1 ICS organogram

ORGANIZATIONAL STRUCTURE OF PRODUCER GROUPS ()



3.2 Description of responsibilities

3.2.1 Organic Consultant

A. Qualification:

- Should be very familiar with the EU regulations
- Should have good experience in organic agriculture and certification
- Should be able to train and prepare a group for certification
- Should have good experience in pineapple production

B. Responsibilities:

- Provides training to ICS manager on organic certification
- Provides all necessary documentation for group to attain certification
- Trains Packaging Officer

3.2.2 Packaging Officer

A. Qualification:

- Must have a good knowledge of organic certification
- Must understand the traceability system of the Association
- Must have experience in post-harvest handling of pineapples
- Must know the dos and don'ts of pack-house management

B. Responsibilities:

- Responsible for traceability at the pack-house during packaging
- Ensures that the right quality of fruits is selected for packaging and export
- Ensures that fruits are packed according to customer specifications
- Ensures good sanitation at the pack-house

3.2.3 ICS Manager

A. Qualification:

- Must have a detailed knowledge in organic certification and organic regulations
- Must have a good knowledge in organic pineapple production
- Must have a good understanding of the internal organic standards of the Association
- Must know the production areas of the Association

B. Responsibilities:

- Together with the Organic Consultant, provides training in all aspects of organic certification and organic pineapple production to the Association
- Ensures that all training events are well documented
- Provides a planning schedule to produce fruits all year round and monitor the implementation of the schedule together with the Executive Officers
- Acts as the Documentation Officer for the group (until Documentation Officer has been recruited and trained)
- Ensures that all necessary documentation is in place to attain organic certification
- Ensure that all documents of the ICS including farm maps is up to date
- Ensures all traceability records are up to date

- Together with the Executive Officers, ensures that all Planning & Record Book of the farmers (kept for every plot) are up to date
- Visits farmers' organic pineapple fields to help address organic certification issues
- Ensures that internal inspectors are annually trained
- Ensures that 100% internal inspection is conducted annually
- Ensures that internal inspectors sign conflict of interest declaration with the Association
- Acts as the **Approval and Sanctions Manager** of the Association enforcing the decisions of the Approval and Sanctioning Committee
- Organizes members for external audit
- Assists the Association to perform corrective actions after internal and external audits

3.2.4 Documentation Officer

A. Qualification:

- Must have a good understanding of the internal organic standards
- Must be familiar with all relevant documents of the ICS

B. Responsibilities

- Keeps up-to-date all ICS documents
- Keeps up-to-date the traceability records
- Liaises with the Approval and Sanctioning Committee to produce final approved list for external audit
- Keeps the Organic Certificate

3.2.5 Executive Officers 1 and 2 (Executives of)

A. Qualification:

- Must be members of the Association
- Must have a good understanding of organic certification
- Must have good group formation and organizational skills

B. Responsibilities:

- Ensure that all farmers respect the internal organic standards of the Association
- Ensure that contracts are signed between the Association and each individual member
- Ensure that Association members are actively involved in all organic certification programmes (training, internal inspections, external audits)
- Call for regular Association meetings to discuss issues pertaining to organic certification
- Ensure that all training events and meetings are well documented
- Assist the ICS Manager with all ICS documentation issues
- Ensure that farmers keep the Planning & Record Books for each certified plot up to date
- Keep Group Field Record Book up to date
- Coordinate supply of input and planting materials
- Coordinate the sales of fruits

3.2.6 Internal Inspectors

A. Qualification:

- Must have at least a diploma in agriculture
- Must have a good understanding of organic certification and the internal organic standards
- Must have a general knowledge in organic pineapple production
- Must be able to read and write
- Must have a good understanding of the internal inspection forms

B. Responsibilities:

- Sign conflict of interest declaration before conducting internal inspections
- Conduct 100% internal inspection of all farmers assigned
- Ensure that internal inspection report is appropriately filled
- Notify the Approval and Sanction Committee of any suspected serious violations discovered during the inspection
- Make follow-ups on corrective actions

3.2.7 Approval and Sanctioning Committee

A. Qualifications:

- Must be familiar with the internal organic standards
- Must be able to read and write

B. Responsibilities:

- Sits to review all internal inspection forms after inspection
- Approves or sanctions members appropriately
- Communicates sanctions to farmers who violate the internal organic standards
- Gives the chance to appeal to disapproved farmers
- Presents a final list of qualified farmers for external inspection

3.2.8 Members (Farmers)

A. Qualification:

- Must have a Sugar Loaf pineapple field
- Must be willing to produce organically

B. Responsibility:

- Available for training
- Respect the organic regulations
- Keep all production records up-to-date: Regularly fill the Planning & Record Book for each plot
- Make farm available for internal and external inspections
- Respect the terms of the agreement signed with the Association
- Respect all decisions made by the Association
- Sell certified fruits through the Association

3.3 List of members of the ICS team

3.3.1 Officers

S/N	NAME	POSITION
1.		ICS Officer
2.		
3.		
4.		
5.		

3.3.2 Internal Inspectors

S/N	NAME OF INTERNAL INSPECTOR	RESIDING COMMUNITY	COMMUNITY INSPECTED
1.			
2.			
3.			
4.			

3.3.3 Approval and Sanctioning Committee

S/N	NAME	POSITION
1.		Chair
2.		Member
3.		Member

4 CERTIFICATION PROCEDURES

4.1 Definitions

Owner / farm investor: The person who exercises the legal right of ownership of the farm.

Operator / farmer / member/ producer: The person who is legally mandated as a caretaker of the farm in the absence of the rightful owner.

4.2 Preparation for certification

4.2.1 Registration

Farmers interested in the organic certification programme must be willing to register all their pineapple fields under the organic programme. They must provide details of the farm, location, GPS references, last use of pesticides, etc. (*see Annex 7.1*).

After the certification process has started, any farmer wishing to join will have to contact the Association executives or the ICS Manager. Following this, the farmer will be registered and sign a contract with the Association to permit a visit to the farm. Upon receipt of the forms, a file is created for the farm and the ICS Manager then follows up by visiting the farmer, interviewing him/her and observing his/her production practices to ascertain compliance with the organic internal standards.

4.2.2 Contract completion

Following voluntary registration, farmers complete and sign a contract with the Association committing them to the organic certification process (*see Annex 7.2*).

4.2.3 Risk assessment

A risk assessment will be conducted every year together with all Association members in the following areas.

- Production
- Crop protection
- Crop rotation
- Soil structure and fertility management
- Harvesting, storage
- Packaging
- Storage of farm inputs

The Risk assessment template can be found in *Annex 7.5*. Below is the initial risk assessment conducted for the Organic Pineapple Producer Groups in the year

POSSIBLE AREAS OF RISK	RISK	CONTROL/PREVENTIVE MEASURES	RATING
Production	Preparation and clearing of land using prohibited/synthetic chemicals (herbicides or weedicides)	Trainings will be conducted to educate farmers on the principles of organic agriculture and biodiversity conservation.	Medium risk
	Clearing of forest reserves or primary forests for organic production		Medium risk
	Burning as a means of land clearing	Farmers will be discouraged from using burning as a means of land clearing since it can also expose the soil to erosion and destruction of soil structure.	Low risk
	Farmers obtain planting materials from non-organic sources or use of synthetic fungicide treated planting materials	Training will be conducted to educate farmers to always obtain planting materials from organic sources and avoid the use of treated planting materials.	Medium risk
	The use of unapproved chemicals to induce flowering in pineapple production	Farmers will be trained and encouraged to always obtain activated charcoal from the Association's office in Esuohyia. Measures will be put in place to always ensure that the activated charcoal production machine is always functioning properly. Structures will be put in place for internal monitoring and reporting of any violations of this nature.	Medium risk
	Practicing of split or parallel production	The practicing of split or parallel production will be discouraged by providing training to farmers on its associated risk to the organic pineapples.	Medium risk
	Drift from neighbouring farms	Organic farmers will be advised to leave adequate buffer of at least 10 m between the organic fields and other neighbouring conventional farms to minimize the effect of drift of chemicals not allowed in organic farming. In cases when the farmer has control over the land, no conventional production will be permitted on that land.	High risk
	Pollution of the environment and water bodies through production practices	Through trainings, farmers will be encouraged to avoid any form of pollution to the environment and water bodies from their production practices.	Low risk

POSSIBLE AREAS OF RISK	RISK	CONTROL/PREVENTIVE MEASURES	RATING
Crop protection	The use of synthetic chemical to protect crops from pest, diseases and weeds	Good farm sanitation (weeding) will be encouraged through trainings to avoid the build-up or high incidence of pests and diseases. Neem extracts can be used to control mealy bugs and other pests. Crops affected by fungal diseases must be removed and buried. Members will be advised to report violations of this nature.	Medium risk
	Weeds take over in the pineapple field	Good farm sanitation has to be practiced. Weeds must be kept low to prevent harbouring of pest. Weed control must be done manually or with brush-cutters.	High risk
Crop rotation	Treating crops included in rotation as conventional and applying synthetic chemicals to them	Farmers will be educated to know that, if there is the intension of planting pineapples on a particular piece of land after harvesting, then those crops must also be treated as organic.	Medium risk
Soil structure and fertility management	The use of not allowed mineral fertilizers to improve soil fertility	Training on appropriate ways to improve soil fertility will be conducted. Farmers will be encouraged to incorporate leguminous crops in their rotations. Appropriate organic fertilizer list will be made available to the farmers (including PatentKali and Rock Phosphate).	Low risk
	Depletion of soil fertility if no fertiliser is added and not enough organic matter is built up through cover crops, crop rotation and manure	Regularly carry out soil tests and follow up with appropriate fertilizer applications and a crop rotation (including green manure) to build up soil organic matter.	High risk
	Production practices that encourage soil erosion	Training on appropriate measures to avoid erosion. If ridges are made along slopes, it is encouraged to place vertical sticks into the furrow every 10 m apart to reduce the velocity of runoff water.	Medium risk
Storage of farm input	Use of farm input like spraying machines for both conventional and organic farming Storage of conventional and organic farm input together in the same space without clear labelling or demarcations	Farmers will be trained to desist from storing conventional and organic farm input together. Farmers will secure a central storage facility in the community for the organic input. Some farm implement such as knapsack sprayers with the tendency of increasing the risk of contamination to organic produce will not be used both for organic and conventional purposes.	High risk

POSSIBLE AREAS OF RISK	RISK	CONTROL/PREVENTIVE MEASURES	RATING
Harvesting, storage	Harvesting and mixing of fruits with fruits from conventional fields	<p>Farmers will have to register all their pineapple fields under the organic programme.</p> <p>Good record keeping system (based on Planning & Record Book) to monitor the expected yields of all farmers will also be kept. This will help detect if there are over-supplies (beyond the expected yield).</p> <p>In situations where conventional fields of other farmers are very close to the organic field, during harvesting the first two rows that are near to the conventional field will be harvested separately and not sold as organic.</p>	High risk
	Contact of fruits to the soil during harvesting	Harvested fruits must be kept in crates. Crates must also not be put directly on the ground during harvesting. Crates with harvested fruits must be put directly into truck or kept on a tarpaulin, plastic mulch, palm fronds or banana leaves before loading into trucks.	Medium risk
Packaging	Use of prohibited chemicals to clean packing area and packing lines	Packaging lines and area must not be cleaned with synthetic or prohibited substances e.g. chlorine as this may contaminate fruits.	High risk
	Addition of unallowed chemicals to water for washing of fruits before packing	Water for washing of fruits before packaging must not contain chlorine.	High risk
	Use of unallowed fungicide to disinfect fruits	Fruits must not be disinfected with any synthetic fungicide or product that is not accepted to be used organically.	High risk
	Fruits with poor internal and external quality	Trainings on desirable export qualities will be conducted for farmers and the pack house officer in order to prevent that fruits with poor internal and external quality are packaged for export.	Low risk

4.2.4 Farm mapping

A map of each individual farmer's field will be made. The map will contain a GPS reference, a Northing, the plot number and the acreage. A general map showing all communities and farms of the Association involved in the certification programme will also be made. The map will have i) Northing, ii) Scale, iii) Roads, villages, rivers, iv) GPS references and plot numbers.

4.2.5 Training

Training is an essential tool for good ICS performance. ICS staff is trained in Good Agricultural Practices of pineapple production and organic production standards. In preparing a selected farm for certification, the operators/farmers and, if possible, the owners are taken through training in certification and organic production principles. Training will be provided to groups of farmers by the AEA, the Organic Consultant or other personnel identified by the group.

All training events shall be recorded and centrally filed at the ICS office (*see Annex 7.10*). The central record must contain at least the topic of the training, date, place and list of trainees. Reference to training documents, other training content, important outcomes etc. should be noted, too.

- All Internal Inspectors are trained at least once a year. The training shall include sample field inspections.
- Farmers are regularly trained on GAPs of organic pineapple production and on the regulations.
- All subcontractors and persons who handle organic pineapple are trained on organic agriculture and the regulations.

4.2.6 Internal inspection

Internal inspection is the annual assessment of individual producers and the pack house to be ascertained for their level of compliance to the organic production practices. It is both on and off farm inspection using a prepared **Internal Inspection Checklist** (*see Annex 7.6*) and a separate **Internal Inspection Checklist for Farms** (*see Annex 7.15*). The internal inspection process also creates the opportunity for the producers to test their full understanding of certification principles and practices.

Internal Inspectors will:

- Meet the qualifications stated in the section of responsibilities and qualifications of personnel.
- Not be the same person as the ICS Manager who controls and maintains the ICS of the group.
- Not inspect their own farms or the farms of relatives or close acquaintances.

The process is as follows:

- Each producer and the ICS will go through an internal inspection at least once a year.
- All Internal Inspectors must sign a **Conflict of Interest Declaration** with the ICS before performing internal inspections (*see Annex 7.7*).
- Internal Inspectors shall produce a report of the internal inspection. This report shall cover all producers who have undergone training in organic production.
- The **Internal Inspection Checklist** will be completed for each farm.

- Non-compliances and corrective actions identified will be recorded in the Internal Inspection Checklist.
- All internal inspections will be recorded on the **Internal Inspection Schedule (see Annex 7.8)** as a record of whose farm was inspected, where and when the inspection took place.
- Corrective actions will be reviewed after further internal inspections by the Approval and Sanctioning Committee.

Conflict of interest: The ICS Manager, Internal Inspectors and all members of the Approval and Sanctioning Committee under the ICS must sign a conflict of interest declaration. The ICS Manager is responsible for verifying that no conflict of interest occurs; i.e., that no tasks are assigned to persons who would have a conflict of interest for this activity (e.g. an Internal Inspector cannot inspect his/her farm or a family members' farms).

4.2.7 Approval

After the internal inspection, and subsequent internal inspections for non-compliances, the Approval and Sanction Committee will review the inspection reports and decide whether a producer is eligible for an external certification audit.

The ICS has a procedure in place to take decisions on approvals of producers who conform to the standards, and on sanctions imposed on producers where non-compliances were found. The committee will report the results of the internal inspection to the respective producers, the ICS office as well as the external certification body.

Approval of producers will take place after carefully reviewing the reports of the annual internal inspection. This will be done during a meeting of the Approval and Sanction Committee where committee members will determine objectively whether a producer was able to conduct corrective actions or not. If a producer was able to carry out the corrective actions related to him or her, then he/she is approved for external audit based on the decision of the committee. Decisions on approvals shall be communicated clearly to the producer and to the external certification body.

To avoid conflict of interest, those members of the Approval and Sanctioning Committee who double as Internal Inspectors will not review the forms of the communities they inspected.

4.2.8 Sanctioning

During internal inspections, any failure noted as not complying with the internal standards will be treated as non-compliance. Failure to correct non-compliances may result in sanctions.

Sanctioning may also result from:

- Producer does not fulfil obligatory criteria
- Undoubted fraud (use of prohibited and or synthetic chemicals, mixing of organic certified and conventional fruits)
- Intentional obstruction of the internal inspection or external audit
- Refusal to respect the contract with the Association
- Non-attendance at producer meetings by producers

All sanctions, subsequent corrective actions and decision-making processes will be recorded. Any suspension and cancellation issued by the Approval and Sanction Committee will be notified to the certification body.

Three types of sanctions will be applied to non-compliances and contractual issues. These are: Warning, suspension and dismissal.

Warning: Non-compliance of any issue of the internal organic standard or of contractual issues will lead to a warning. The maximum time allowed for correction will be determined by the Internal Inspector or ICS Officer and this will vary depending on the level of non-compliance. In the case where the warning remains unresolved by the end of the agreed period, suspension will be imposed.

Suspension: Suspension will be issued when a producer fails to show sufficient corrective action after a warning has been issued. The maximum period of suspension will depend on the nature of non-compliance. During the period of suspension, the producer will be prevented from using any type of document that has any relation to the organic certification programme and fruits from suspended farmers will not be sold through the group as organic certified.

Dismissal: A member will be dismissed from the Association if it is found that there is clear evidence of the use of prohibited or synthetic chemicals on the organic farm and comingling of conventional pineapple fruits with the organic fruits.

However, if the farmer appeals and the ICS Manager decides that the farmer can still be part of the group, that farmer will have to participate in all group trainings and activities, desist from the use of all forms of synthetic chemicals, not plant treated planting materials for 3 years and not sell any fruits from all farms or fields as organic for 3 years. This farmer will need to go through all annual internal inspections for 3 years and afterwards, the ICS Manager will further decide and approve the farmer or farms as organic certified.

List of non-compliances and sanctions

S/N	NON CONFORMITIES	SANCTIONS
1.	Use of unapproved or prohibited chemicals for land clearing, weed control on farms, fertilization and or pest and disease control	Farmer can be dismissed from the group. In case of appeal, farmer may be accepted back into group but must start from a conversion status (year 0 of the three-year conversion period, i.e. "C0").
2.	Burning of forest reserves or natural vegetation (setting the whole vegetative area ablaze) before planting	Warning for the first time and suspension when the action is repeated. Duration of suspension will be determined by ICS Manager. During the period of suspension, no organic fruits from the farmer will be sold through the group as certified. If this situation persists, the farmer will be removed from the group.
3.	Pollution of the environment and water bodies	Warning for the first time and suspension when the action is repeated. Duration of suspension will be determined by ICS manager. During the period of suspension, no organic fruits from the farmer will be sold through the group as certified.
4.	Comingling of certified and uncertified fruits from other conventional fields of friends, relatives or farmers' own	Suspension from group. Duration of suspension will be determined by the ICS officer. During the period of suspension, fruits will not be sold as organic certified. The conversion status of farmer

	undeclared farms	will drop to the next lower level.
5.	Unavailability of farmer for internal inspections	Farmer will be removed from list of approved farmers. Conversion status will drop to the next lower status.
6.	Failure to perform corrective actions after internal inspections	Based on the ICS Manager's discretion, corrective action periods can be extended. Farmer will be warned or suspended from Association if agreed new dates for corrective actions are not met. This can further lead to dismissal from Association.
7.	Failure to attend trainings	Farmers who miss training sessions without permission from group executives or the ICS Manager will be warned in the first instance where training is missed for three consecutive times. Suspensions will follow when truancy persist after warning. The ICS manager will determine the period of suspension and during this period, fruits from the farmer will not be sold through the Association as organic.
8.	Refusal to sell organic fruits through the Association	Farmer will be warned and if such actions persists, farmer will be dismissed from the Association.

4.2.9 Appeal

Decisions on sanctions must be communicated clearly to the producer. When a producer is not happy with the decision of the Approval and Sanction Committee he/she will seek redress through the ICS Manager.

Complaints Handling:

1. When the ICS Manager receives a complaint, the details of the complaint, causes of the problem and actions taken will be recorded appropriately (**see Annex 7.9**).
2. The complaint will be identified as either coming from an Association member, Organic Consultant, ICS Manager, buyer, Internal Inspector, etc.
3. The cause of the problem that led to the complaint will be investigated, and remedial actions will be taken.

4.2.10 External audit

Following the annual internal inspection of all producers in the Association the external audit is carried out on a sample of producers and the group ICS by a formally-appointed and fully independent certification body (CB).

Prior to the external audit the following will be carried out:

- The ICS Manager will prepare a report of all activities completed annually (including training, internal inspections, corrective actions process). This document will not only be for presentation to the external auditors but also to serve as a solid base for continuous improvement of the quality system.
- A summary report of all the internal inspections will be prepared.

- The ICS Manager will ensure that the Producer Planning & Record Keeping Books are up to date.
- The ICS Manager will ensure that centrally-kept ICS documents are up to date.

The ICS Manager is responsible for presenting any information, documents, explanations, etc. that the external auditors may require to carry out the external audit.

Following the external audit, there may be corrective actions to carry out. The ICS Manager is responsible for this process. Corrective actions will be carried out in the required period and the CB will be duly informed for verification.

4.3 Necessary documents for the ICS

Documents refer to all documentation relevant to the operation of the ICS for the standard.

The relevant ICS documents include:

1.1 ACOPPS and AMOPPA Farmer Registration Form

1.2 ACOPPS and AMOPPA Farmer Registration File

2.1 Farmer Contract Form

2.2 Filled Farmer Contracts

3.1 Group Field Record Template

3.2 Filled Group Field Record Book

4.1 Risk Assessment Template

4.2 Filled Risk Assessments

5.1 Internal Inspection Checklist

5.2 File with Filled Internal Inspection Checklists

6.1 Conflict of Interest Declaration Form

6.2 File with Filled Conflict of Interest Declarations

7.1 Internal Inspection Schedule

7.2 Filled Internal Inspection Schedule

8.1 Violation Form

8.2 Filled Violation Reports

9.1 Training Attendance Form

9.2 Filled Training Attendance Records

10.1 Stock Inventory (Fertilizers and Pesticides) Template

10.2 Filled individual Stock Inventories (Fertilizers and Pesticides)

11.1 Planning & Record Book

11.2 Correctly filled Planning & Record Books

12.1 Maps of individual farms

12.2 Map of Association

13 Association Bookkeeping

14 Contracts between Association and buyers as well as subcontractors

15.1 Cleaning Record Template

15.2 File with Filled Cleaning Record Sheets (kept at pack house)

16.1 Internal Inspection Checklist for Pack House

16.2 Filled Internal Inspection Checklists for Pack House

17.1 Way Bill Templates

17.2 File with Filled Way Bills (from Farm to Pack House and from Pack House to Port)

All forms will be identified with an issue date and version. All documents will be reviewed periodically at internal audit, and any amendments will be discussed with and approved by the ICS Manager. The maximum validity of any form of the ICS is three (3) years after which review shall be made. Following the issue of revised documents, obsolete versions will be withdrawn.

To ensure that all documents are kept well, empty and filled forms will be filed in folders and properly labelled.

Records will be legible and accessible for inspection at any time.

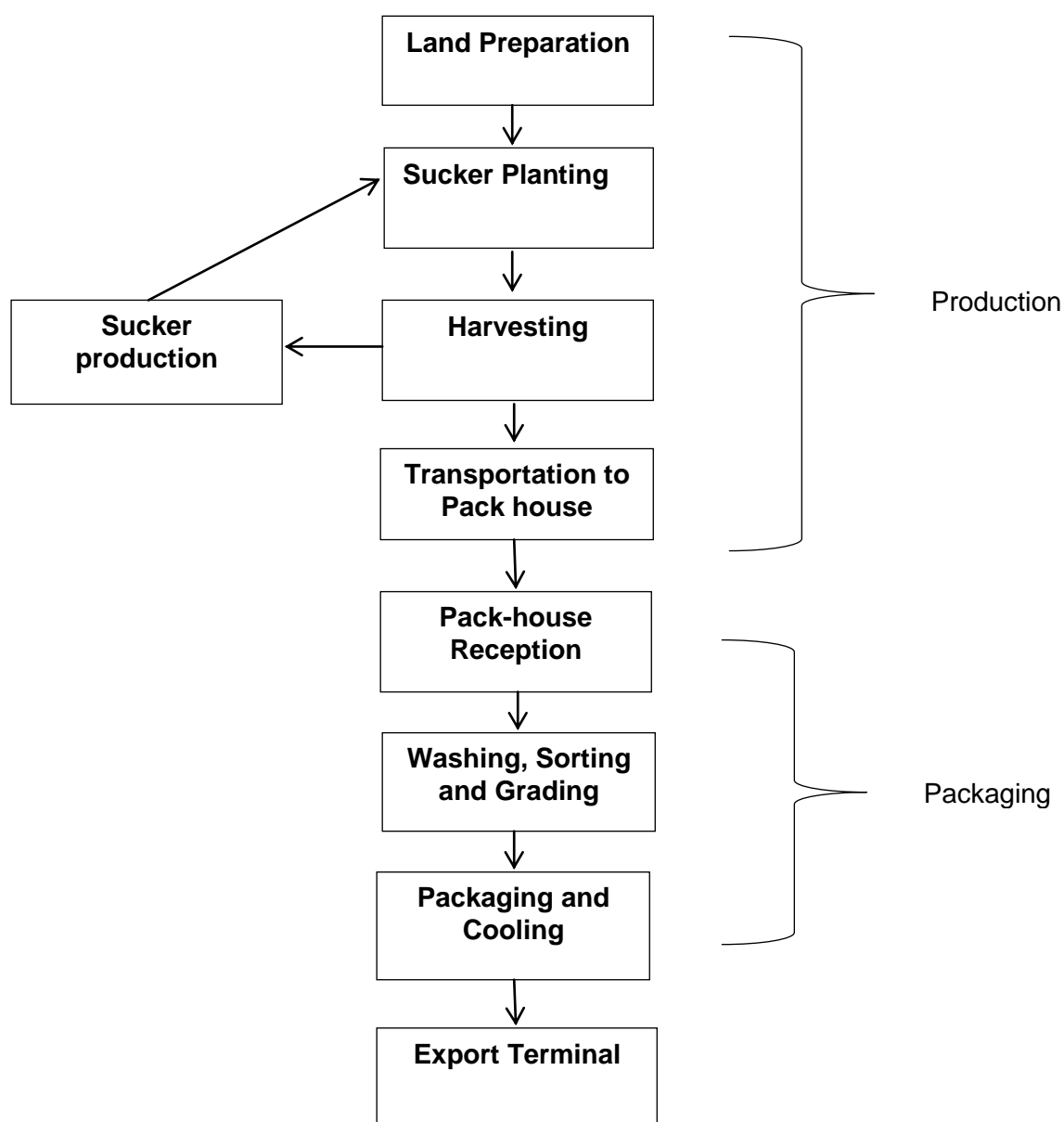
Copies of this ICS Manual will be made available to the group, subcontractors and the ICS office.

5 PRODUCER IDENTIFICATION AND TRACEABILITY

5.1 Introduction

Traceability systems are record keeping procedures that show the path of a particular unit or batch of product or ingredient from suppliers, through all the intermediate steps of processing where the product is combined with additional ingredients into new products, then through the supply chain to ultimately the consumers. Knowledge on the ingredients at all stages of production and the distribution of the product is vital for consumer safety. A good traceable system therefore is necessary.

5.2 Product flow from field to port



5.3 Coding

The farmers of producing organic pineapples adopt the traceability system explained below.

5.3.1 Farmer coding

Each member of the Association will have a unique number which will help to identify which community he/she produces from.

For instance, if **AA/BB/CC** is the farmer code, it will be interpreted as below:

AA: The district where the intervention is taking place

BB: The community where the farmer lives and produces

CC: The farmer's personal number

Therefore, a farmer in Ekumfi who lives and produces in Esuohyia will bear the code: **EK/ES/01**, where:

EK stands for Ekumfi District

ES stands for Esuohyia

01 stands for Farmer Number 01

Note: the farmer code should appear on all ICS documents of the farmer.

5.3.2 Carton coding

For export or sales in cartons, the **Traceability Code** below will be applied:

AA/BB/CC/DD and date (dd/mm/yy), where:

AA stands for the district

BB stands for the community where the farmer lives and produces

CC stands for the farmer's personal number

DD stands for the plot number

dd/mm/yy stands for the date of packing fruits into cartons for export.

Note: If there are several blocks within a plot, the blocks are supposed to be identified with alphabets. In this case, the plot number will be DDE, where E is the block number E within plot DD.

Therefore, the traceability code for a farmer who produced fruits in the Esuohyia community of the Ekumfi district for packaging will have the traceability code as

EK/ES/01/02E

03/01/2015

EK stands for Ekumfi District

ES stands for Esuohyia

01 stands for Farmer Number 01

02 stands for Plot Number 2, i.e. the second organic pineapple plot of the farmer.

E stands for Block E within the plot.

03/01/15 reads 3rd day of January, 2015.

5.4 Traceability documents

The following document will be kept by individual farmers or the Association to aid in gathering the necessary information for traceability.

1. **Planning & Record Book with Traceability Code:** This booklet will be kept by individual farmers to aid them record all their farming activities and keep sales records.
2. **Group Field Record Book:** This book will be kept at the group level (). It will provide information on the planting and harvesting plan of all Association members (*see Annex 7.4*).
3. **Association Bookkeeping**

6 CONVERSION

New farm entrants and producers who have been in conventional production, but wish to join the organic certification process will go through a conversion period of 3 years before farm produce can be termed and sold as organic. During this period, the farmer must participate in all training programmes, desist from the use of all forms of synthetic chemicals and abide by all ICS and Association decisions. Details of the conversion status are as follows:

- If the reported last use of prohibited chemicals is <365 days prior to external inspection, then the conversion status will be C0.
- If the reported last use of prohibited chemical is >365 days but <730 days prior to the external inspection, then the conversion status will be C1.
- If the reported last use of prohibited chemical is >730 days but <1095 days prior to the external inspection, then the conversion status will be C2.
- If the reported last use of prohibited chemical is >1095 days and more than 1 year after registration, then conversion status is Organic.

7 APPENDICES

7.1 Farmer Registration Form

MEMBERSHIP REGISTRATION FORM					
	Surname	First name	Telephone	Address/ Location	Farmer Code:
Farmer					
Farm investor					Agreement YES/NO
Land owner					Agreement YES/NO

Number of plots:							
Plot number	GPS Ref.	Plot size (acres)	Area of organic pineapple (acres)	Expected yield (pieces)	Date of last use of chemicals	Product/ Active ingredient	Previous crop grown
Plot 01							
Plot 02							
Plot 03							
Plot 04							
Total		(a)	(b)	Area of uncultivated land (a-b):			

How long have you practiced organic farming?	Since:	Which crops do you produce as conventional?	
Are you willing to keep the Planning & Record Book for each plot?	YES / NO	Do you have a separate lockable storage facility for your farm input?	YES / NO
Have you had any internal or external inspection before?	YES / NO	If Yes, when was the last Internal Inspection?	
If Yes, current certification status	Certified / In Conversion/ Warning / Suspended / Cancelled		
Are you willing to abide by the Organic Standard?	YES / NO	Are you willing to abide and respect the ICS of the group?	YES / NO
Place, Date, Sign ICS manager		Place, Date, Sign Farmer	

7.2 Farmer Contract Form

FARMER GROUP (Association of Organic Pineapple Producers in)

FARMER'S NAME FARMER CODE.....

TOTAL ORGANIC PINEAPPLE AREA (Acres)

VILLAGE REGION/DISTRICT

The Association provides to its members the following services:

- Coordination of the organic pineapple production and quality management system.
- Coordination of the supply of organic inputs and planting materials.
- Training and technical advice on organic pineapple production and quality management.
- Facilitating organic certification based on the Internal Control System.
- Marketing of the organic pineapple in local and international markets.

The farmer declares:

- I, the undersigned, accept to be member of..... and to participate in all the activities linked to the production and quality management of the organic pineapple.
- I agree to follow the internal organic standard and all rules and regulations of the Association as well as the various protocols of organic production.
- I will not use any synthetic fertilizer, fungicide, insecticide or herbicide on my plot.
- I will not use any GMO planting materials.
- I will supply fruits harvested only from the certified plots.
- I will follow all the training organized by the group.
- In case I violate any rules in the organic standards, I will report to the responsible person.
- I agree that in case of any violation of the organic rules, I can be excluded from the programme and my produce can be withdrawn without compensation.
- I will allow inspection of my field and my documents by any approved person.

Duration of contract

- This contract is valid for 1 year. It is renewed automatically if not terminated by one of the parties. It can be broken at any time in case of any non-compliance with the conditions of this contract by any of the two parties or if the farmer decides to withdraw in a voluntary way from the ICS.

	Name	Signature/Thumbprint	Date
Farmer			
Association Rep			
ICS Officer			

7.3 Subcontractor Contract Form

This contract is made between:

.....
referred to as Association or Certificate Holder,

represented by:

.....

and

.....
referred to as the Subcontractor,

represented by:

.....

Purpose: The purpose of this contract is to ensure an agreement between the Certificate Holder and the Subcontractor to produce and handle the organic sugarloaf pineapple throughout the production, processing and packaging chain in a state that will not compromise the organic integrity of the sugarloaf pineapple.

The Association (Certificate Holder) shall be responsible for the following:

- Produce the organic sugarloaf pineapple according to the requirement of the EU regulations.
- Ensure all farmers within the group respect and comply with all rules and regulations of the association.
- Ensure that only harvested fruits from organic certified farmers within the association are presented for packaging.
- Inspect crates and vehicles during harvesting and loading of trucks to ensure that organic fruits are not contaminated from these sources.

The Subcontractor shall be responsible for the following:

- Arrange for transportation of the organic fruits from the harvesting field to the packaging facility.
- Provide clean crates that will not expose the harvested fruits to any form of contamination compromising the integrity of the organic fruits.
- Ensure that there will be no form of contamination from the vehicle that will transport the organic fruits to the packaging facility.
- Check documentation of fruits received to ensure they are from certified sources.
- Wash, package and store fruits under conditions that will not alter the organic integrity of the fruits.
- In case of parallel production, ensure complete segregation in time and or space along all the units of the packaging and storage process and also proper cleaning of

packaging facility with plenty of fresh water to avoid contamination with any form of synthetic chemicals.

- Ensure proper documentation through the packaging process to export. This includes traceability on the packaging cartons for export.
- Allow the facility to be inspected during internal or external audits at least once a year.

Duration of contract

This contract is valid for 1 year. It is renewed automatically if not terminated by one of the parties. It can be terminated at any time in case any of the parties violates the rules. In such case, a prior notice must be sent to the other party two months before termination of the contract.

	Name	Signature/Thumbprint	Date
Certificate Holder			
Subcontractor			
ICS Officer			

7.4 Group Field Record Book

S/N	Farmer Name	Farmer Code	Plot	Date of pineapple planting	Quantity planted	Date of forcing	Expected date of harvest	Expected yield (pieces)	Actual date of harvest	Actual yield (pieces)	Quantity sold individually	Quantity sold under organic certification
1			Plot 01									
			Plot 02									
			Plot 03									
			Plot 04									
2			Plot 01									
			Plot 02									
			Plot 03									
			Plot 04									
3			Plot 01									
			Plot 02									
			Plot 03									
			Plot 04									
4			Plot 01									
			Plot 02									
			Plot 03									
			Plot 04									
5			Plot 01									
			Plot 02									
			Plot 03									
			Plot 04									

7.5 Risk Assessment Template

POSSIBLE AREAS OF RISK	RISK	CONTROL / PREVENTIVE MEASURES	RATING
Production			
Crop Protection			
Soil structure and fertility management			
Harvesting, storage			
Packaging			
Storage of farm input			

7.6 Internal Inspection Checklist

1	Farmer and plot information		Name of group:			Need for follow up
	First name:	Family name:	Farmer Code:			
	Community:	Crop for certification:	Total farm size (acres):			
	Number of plots:	Area to be certified (acres):	Total yield estimate (kg):			
	Plot number	Date planted	Quantity planted	Expected yield (pieces)		
	Plot 01					
	Plot 02					
	Plot 03					
	Plot 04					
	Proposed Status: <input type="checkbox"/> Conventional <input type="checkbox"/> Organic in conversion <input type="checkbox"/> Organic but no certificate <input type="checkbox"/> Organic with valid certificate		Name of Internal Inspector:		Date Inspection:	
2	Understanding of organic farming, participation in training			Yes	Partly	No
2.1	Farmer understands basic principles and rules of organic farming			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	The farmer has knowledge of organic farming techniques			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	The farmer takes part in group meetings			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	The farmer has taken part in the following training events:					
3	Environmental management					
3.1	To which extent is soil erosion a problem on this farm?					
	Are sufficient soil conservation measures taken? What else should be done?					
3.2	Is there the risk that the farm contributes to water pollution ?					
3.3	Does the farmer burn crop residues or weeds? Is burning used for clearing land?					
3.4	Have primary forest areas or other ecologically valuable areas been logged, burned or destroyed for organic production by this farmer? No <input type="checkbox"/> Yes <input type="checkbox"/> If "yes", area:acres					
3.5	Is inorganic litter collected and disposed on one clearly defined place, where it does not constitute a hazard for water, crops, people or animals? Yes <input type="checkbox"/> Partly <input type="checkbox"/> No <input type="checkbox"/>					

4	Seeds and planting stock							Need for follow up
4.1	Type of planting material used: Certified Organic <input type="checkbox"/> Conventional untreated <input type="checkbox"/> Conventional treated <input type="checkbox"/>							
4.2	Origin of planting material: Own <input type="checkbox"/> Organic <input type="checkbox"/> purchased from: Conventional untreated <input type="checkbox"/> from: Conventional treated <input type="checkbox"/> from:							
5	Crop rotation							
5.1	Please describe how you plan your rotation							
5.2	Past land use	2015	2014	2013	2012	2011	2010	
	Plot 01							
	Plot 02							
	Plot 03							
	Plot 04							
5.3	Please describe how you fertilise and control pests and diseases on crops included in the rotation							
6	Legumes and cover crops							
6.1	Does the farming system include legumes in any form? Yes <input type="checkbox"/> No <input type="checkbox"/>							
6.2	If yes, explain how:							
7	Fertilisation							
7.1		Type of fertiliser	Total quantity applied (past 365 days)		Frequency of use (past 365 days)			
	Plot 01							
	Plot 02							
	Plot 03							
	Plot 04							
7.2	Has animal manure been used during the last 4 months before harvest Yes <input type="checkbox"/> No <input type="checkbox"/>							
7.3	Are there any indications for the use of non-allowed fertilisers?			No <input type="checkbox"/> Yes <input type="checkbox"/> If "yes", please explain:				

8	Disease and pest prevention and control			Need for follow up
8.1	Pest or disease	Method of prevention	Method of control	
8.2	Are there any indications for the use of non-allowed pesticides?	No <input type="checkbox"/> Yes <input type="checkbox"/> If "yes", please explain:		
8.3	Is the farm weedy?	No <input type="checkbox"/> Yes <input type="checkbox"/>		
8.4	How do you control weeds on the farm?			
8.5	Are there any indications of the use of weedicides?	No <input type="checkbox"/> Yes <input type="checkbox"/> If "yes", please describe your observation:		
8.6	Which equipment do you use on the farm for the application of ethylene gas and crop protection products?			
8.7	How do you ensure that this equipment is not used for the application of synthetic chemicals on conventional fields?			

9	Pesticide drift from neighbour farms					
	List all field margins, which border on conventional fields:			No bordering conventional fields, where spraying takes place <input type="checkbox"/>		
	Margin (North, East...)	Conventional neighbour crop	Spraying intensity	Distance (meters)	Drift risk	
	Plot 01					
	Plot 02					
	Plot 03					
	Plot 04					
10	Irrigation water as a source of pollution					
	Is irrigation water a source of microbiological or chemical pollution?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable, no irrigation <input type="checkbox"/>	
11	Harvest, post-harvest handling, packing, transport, storage			Good	Fair	Poor
11.1	Harvesting conditions in general			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.2	Are harvesting crates available and used?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.3	Are harvesting crates or harvested fruits placed on tarpaulin on field edge?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.4	Storage conditions before packing (cleanness, absence of possible sources of contamination)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.5	Transport conditions to pack-house (cleanness, absence possible sources of contamination)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.6	Does the farmer sell the product individually in addition to group marketing?					
11.7	Is there a risk of commingling the product sold under the organic certificate with non-organic products from relatives, neighbours, or others?					
11.8	Further comments on harvest and post-harvest conditions					
12	Records and traceability					Need for follow up
	Does the farmer have and keep updated the following records?		Exists, complete, updated			Not applicable
			Yes	Partly	No	
12.1	Planning & Record Book for each plot, describing basic farm activities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.2	Detailed records on harvested quantities in the Planning & Record Book		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.3	Invoices for all purchases of seeds, fertilizers, pesticides		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.4	Receipts for all sales of certified organic product (or voucher issued by pack-house)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.5	Copy of farmer contract with the Association (Farmer Contract Form)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Others:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Summary of non-compliances

Reference*	Non-compliance	Corrective action necessary	Must be implemented by...	Follow up by ASC

* Please refer to the numbering in checklist

Date:

Farmer's signature

Internal Inspector's signature

Approval by ICS Manager:

Report is complete and can be filed. No need to follow up with the farmer.	<input type="checkbox"/>
Report is incomplete / deficient. <i>Inspector has to complete / correct report by (date):</i>	<input type="checkbox"/>
Report is very incomplete / deficient. <i>Inspector has to repeat onsite inspection and present a complete report by (date):</i>	<input type="checkbox"/>

Status suggested by ICS Manager:

Organic <input type="checkbox"/> Conversion: 3 rd Year <input type="checkbox"/> 2 nd Year <input type="checkbox"/> 1 st Year <input type="checkbox"/> Conventional <input type="checkbox"/> Sanctioned for _____ (duration)
--

Date and Signature ICS Manager:	Date & Sign. ICS Manager after required corrections / follow-up
---------------------------------	---

Summary of non-compliances (FARMER'S COPY)

Reference*	Non-compliance	Corrective action necessary	Must be implemented by...

* Please refer to the numbering in checklist

Date:

Farmer's signature

Internal Inspector's signature

7.7 Conflict of Interest Declaration Form

(To be signed by Internal Inspector and members of Approval and Sanctioning Committee)

I,.....on this day.....assume the position
of

I understand the roles and functions attached to this position and declare below all possible conflict of interest in the course of discharging my duties to ensure unbiased decision making.

Name of Person I have conflict or special relations with	Relation with person

Position:.....

ICS Manager

Name:.....

Name:.....

Signature:.....

Signature:.....

Date:.....

Date:.....

7.8 Internal Inspection Schedule

Name of Inspector.....

S/N	FARMER NAME	FARMER CODE	DATE INSPECTED	SIGN/THUMBPRINT OF FARMER
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Date and Signature of Internal Inspector.....

7.9 Violation Form

Name of complainant.....

Address.....

Position:

<input type="checkbox"/> Association Member	<input type="checkbox"/> Internal Inspector	<input type="checkbox"/> ICS Manager	<input type="checkbox"/> Other. <i>Specify:</i>
<input type="checkbox"/> Organic Consultant	<input type="checkbox"/> Buyer	<input type="checkbox"/> Packaging Officer	

Reason for complain.....

Nature of complaint or violation.....

.....
.....
.....
.....
.....

Date.....

Signature/Thumbprint.....

For official use only:

Name of officer handling complaint:

Verification Report.....

.....
.....
.....

Action Taken.....

.....
.....

Signature of ICS Manager..... Date.....

7.10 Training Attendance Form

Name of Group: Date:

Name of Trainer: Venue:.....

Topic Treated:

S/N	NAME OF FARMER	GENDER	COMMUNITY	SIGN/THUMBPRINT
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Summary of training contents:

7.11 Fertilizer and Pesticide Stock Inventory

Name of farmer: _____ Farmer Code: _____ Page No: _____

Farmer Group: _____ Village: _____

Date	Brand name of incoming stock	Active ingredient and % concentration	Quantity of incoming stock	Brand name of outgoing stock	Quantity of outgoing stock	Plot Number(s)	Balance quantity (fill in for every row)

7.12 Cleaning procedures in the organic packhouse

PACKHOUSE FLOOR AND STORAGE AREA CLEANING

- ❖ Sweep floor of all dirt and collect into a dust bin.
- ❖ Wet floor with plenty of water and scrub. Wash away all dust from the floor.

CLEANING OF PACKING TABLES AND LINES

- ❖ In case conventional fruits are packed before organic fruits, completely drain the water of the washing pool.
- ❖ Thoroughly rinse the washing pool with plenty of clean water.
- ❖ Thoroughly wash all packing line and tables which will come into contact with fruits with plenty of fresh water.

CLEANING OF COLD STORAGE AREA

- ❖ Ensure cold storage area is empty of all fruits.
- ❖ Thoroughly wash floor and walls with plenty of fresh water.
- ❖ Allow washed surfaces to dry.
- ❖ Use only fungicide approved by CB to disinfect cold storage after cleaning.

CLEANING OF CRATES

- ❖ Immerse dirty crates into a pool of water or keep under running water.
- ❖ Thoroughly scrub away all dirt from crates.
- ❖ Rinse crates with plenty of water.

CLEANING OF MATERIAL STORAGE AREAS

- ❖ Dust all materials in the storage area.
- ❖ Sweep floor and collect dirt into dust bins.
- ❖ Thoroughly scrub floor with plenty of fresh water, ensuring cartons are safely kept from getting wet.
- ❖ Allow floor to dry.

Note: *If soaps and other disinfectants are used in cleaning of any of the above areas, ensure that they are approved by the CB.*

7.13 Cleaning Record Sheet

RECORD SHEET FOR TRANSPORT OR PACKAGING OF ORGANIC FRUITS

Company/Association performing the cleaning exercise (*Please tick where applicable*)

[]	[]
[]	[]

Area/Equipment cleaned (*Please tick where applicable*)

Transport truck	[]	Crates	[]
Pack house floor	[]	Packing tables	[]
Packing lines	[]	Storage area	[]
Others	[]		

Please specify

Items used in cleaning (*Please tick as many as are applicable*)

Water	[]	Brushes	[]
Soap/detergent	[]	Sponge	[]
Others	[]		

Please specify

	Name	Signature/thumbprint	Date
Performed by			
Approved/ Supervised by			

N.B. Any detergent that will be used in the cleaning process must be approved by the CB.

7.14 Packaging procedure of organic fruits

TRANSPORT OF FRUITS FROM FARMS:

- Fruits will be transferred from farms of the organic certified farmers in clean crates and truck (without any chemical particles, traces or dirt) to prevent contamination to the organic fruits.
- Fruits accompanied by a waybill will be received at the pack-house at the reception area and clearly separated from conventional fruits if any.
- The needed information will be taken from the waybill and recorded.

WASHING OF ORGANIC FRUITS:

- Washing of fruits will be done separately from conventional fruits.
- Washing pool and packing lines must be thoroughly cleaned with plenty of water before the packing exercise.
- Fruits are washed in a pool of water without adding any chemical (e.g. chlorine).
- Fruits are neither waxed nor disinfected, except the wax and fungicide have been approved by the CB.

GRADING AND PACKAGING

- Grading and sorting of fruits on the packing line must not be done together with conventional fruits.
- Fruits are graded into required sizes and packaged in the customer's specified cartons.

TRACEABILITY AND STORAGE

- The traceability code and date of packaging are properly recorded onto the cartons.
- All other labelling of cartons must be made at this stage after packing the fruits onto pallets.
- Information about the pallet (organic status, number of boxes, fruit varieties and sizes) shall be pasted onto the pallet and recorded in a Packaging Records Book.
- Fruits are stored in the cold storage at a designated place without mixing with conventional fruits.
- Transportation of packed organic pineapple fruits to the port must be done separately from conventional fruits accompanied by the waybills.

7.15 Checklist for inspection of the organic packaging facility

General Information		Inspector's Comments
Date of Inspection:	Name of Internal Inspector:	
Name of Company or Association:		
Location:	Address:	
Person in charge for operation:		
Standard for which certification is requested <input type="checkbox"/> EU organic regulation <input type="checkbox"/> NOP <input type="checkbox"/> JAS <input type="checkbox"/> Others, <i>Pleases specify:</i>		
Have you had training on the standard for which certification is requested <input type="checkbox"/> No <input type="checkbox"/> Yes, <i>Please specify date:</i>		
Name of Certificate Holder: <input type="checkbox"/> Farmer group <input type="checkbox"/> Processing company <input type="checkbox"/> Others, <i>Pleases specify:</i>		
Product(s) for which organic certification is requested: 		
Does the packaging facility hold any certification? 		

	Who supplies your raw materials for packaging or processing	
1	Ensuring organic integrity	
1.1	Is there a signed contract with the Association that subcontracted you? <input type="checkbox"/> Yes <input type="checkbox"/> No	
1.2	Please describe how you verify the organic origin of the received product:	
1.3	Do you practice any form of parallel production? <input type="checkbox"/> Yes <input type="checkbox"/> No	
1.4	If answer is yes, please describe how you will prevent mixing of conventional and organic products throughout the stages in your packaging process:	
2	Food safety procedures	
2.1	What do you use for cleaning and washing of your raw materials?	
2.2	Is ionizing radiation used at any point of your plant? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2.3	Please describe your procedure for cleaning and disinfection of equipment, rooms, processing lines, etc.	
2.4	How do you prevent contact of products with cleaning/disinfecting substances?	

2.5	Where are the cleaning and disinfecting substances kept?	
2.6	Do you have a HACCP system in place? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2.7	What are the critical points (e.g. contamination with chemicals, dust, etc.)?	
2.8	Do you keep record of your cleaning activities? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2.9	Please describe the procedures for preventing pests in your facility	
2.10	How do you prevent contact of products with synthetic pesticides?	
2.11	In case you use synthetic pesticides: What is the waiting time you have established before reintroducing organic products in the respective room?	
3	Environmental protection	
3.1	Please describe how you will dispose of solid (organic and inorganic) waste.	
3.2	Please describe how you will dispose of used washing water.	

4	Documentation	
4.1	Do you accompany fruits with documentation during transport? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4.2	What records are kept at the reception of fruits?	
4.3	What records are kept during packaging?	
4.4	How would you be able to trace packed fruits to the source?	
4.5	How do you ensure separation of fruits at the storage area?	
4.6	How is your final product labelled?	

SUMMARY OF NON CONFORMITIES

Ref No.	Non-compliances	Corrective actions	Date for implementation	Follow-up comment

Date: _____

Signature of Internal Inspector

Signature of Operations Officer

7.16 Way Bill Farm to Packhouse

TRANSPORT OF ORGANIC SUGARLOAF PINEAPPLES FROM FARM TO PACKHOUSE

Name of truck driver Truck number.....

Date harvested: Date transported: Time:

Traceability Code:/...../...../.....

Harvested from:

Name of farmer Farmer Code/...../.....

Quantity harvested

Name of pack house.....

Sanity of truck when arrived on farm for loading (**please tick**) Clean Dirty

Action taken if truck is dirty

Sanity of crates when arrived on farm for loading (**please tick**) Clean Dirty

Harvesting and cleaning activity supervised by.....

Signature of supervisor and date.....

7.17 Way Bill Packhouse to Port

**TRANSPORT OF ORGANIC SUGARLOAF PINEAPPLES
FROM PACKHOUSE TO PORT**

Name of truck driver Truck number.....

Date of dispatch:

Number of pallets with organic product:

Number of boxes with organic product:

Producer:

Certificate holder

Name of pack house:

Port:

Importer:

Dispatching supervised by:

Signature of supervisor and date: