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## List of necessary documents to be presented during inspection of plant production farms, animal husbandry farms or mixed farms

### A/ Plant production farms

**1. Sketches of fields (plots) and buildings used as storage facilities and drying places, if applicable.** It is obligatory to present to the control body copies of the certified fields and if possible of the conventional ones.

**2. Area map-** copy. The organic and conventional fields should be marked for each farmer.

**3. Lease contract (at least for five years) for the certified fields-** copy.

**4. Register of the field history** - including all processing, cultivation, sowing, planting, fertilization, watering, spraying, harvesting applied on every field to be certified.

**5. Declaration for non-use of unallowed fertilizers and pesticides.** This declaration is filled in only if during the past three years no unallowed inputs have been used in the corresponding field, according to EU REG 2092/91. The issuing party should declare since when these inputs have not been applied (year). This declaration is presented by third party (municipality, forestry or owner – present or previous).

**6. GMO declaration.** Declaration that the seeds or planting/ propagation material for the following cultures have not been genetically modified: corn, rape, soy- beans, lucerne, potatoes, tobacco, sugar beat. It is issued by the supplier of the planting/ propagating material. It is filled in a standard form which the farmer can receive from Balkan Biocert.

**7. Invoices and receipts for delivery, purchase and sales documentation.**

Documentation for purchase of seeds, planting material, fertilizers, detergents, animal fodders and other expenses for the agricultural activities.

### B/ Animal Husbandry Farms

**1. Official veterinary list** of the animals, listed by ear-marks (including given breeds).

**2. Official veterinary passport** of the animals with listed preventive and medicinal procedures done with the precise names of the pharmaceutical medicines used for medical treatment, vaccination and treatment against parasites. (passports should be attached, if any).

**3. Herd Diary-** filled in with information not mentioned in 1 and 2:

It should include important information about the animals, yield of milk or meat production; death or loss of animals. Veterinary history of any purchased animal should be requested and documented. Description of all bought concentrated fodder and name of the suppliers; Description of the feeding ratios, including daily ratio and quantity of given raw and concentrated fodders to the classified by species animals including differences in feeding during different seasons; Treatment against parasites in stables and facilities with the chemicals used.

**4. Invoices and delivery receipts, sales and purchase documentation.** Documentation for purchase of seeds, seedlings, fertilizers, agents, fodder, additional additives for the animals, etc., expenses concerning agricultural activities.

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**5.GMO declaration.** GMO declaration for bought concentrated fodder from the following cultures: corn, rape seed, lucerne, potatoes, tobacco, sugar beet. The standard form received by Balkan Biocert should be filled in by the fodder supplier as requested by the buyer.

**6. Sketches and notarial acts** of stables, barns and storage facilities used in the animal husbandry, as well as the contracts for their usage if applicable.

**C/ The combined rules for A and B apply for mixed farms.**

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