

Requirements during inspection of processing and trade according to European Organic Legislation (Regulation EEC 2092/ 91)

Note: *Please, carefully acquaint yourself with the requirements for processing/ trade of organic production as given in EEC 2092/ 91 (COUNCIL REGULATION EEC 2092/91) prior to applying for inspection and certification of organic production. Full and updated text of the documents can be found on Balkan Biocert web- site www.balkanbiocert.com.*

1. Necessary documentation to be presented before (or during) inspection of processing/ trade of organic production:

- ownership document for processing unit: valid contract for use, ownership document, etc.
- sketch / plan of the unit with clear indication of separate rooms in the unit.
- description of the main activity of the unit – conventional and/ or organic.
- documentation for subcontracted parties (if applicable): storage, processing, transportation, additives/ processing aids suppliers, etc.

2. Necessary documentation for organic production to be presented during inspection of processing/ trade unit:

- diary/ register of incoming raw materials for processing. For trade units– documentation for incoming quantities of organic production – invoices.
- delivery receipts/ receipt notes/ invoices for delivery of raw materials
- copies of GMO declarations for non- usage of GMO and GMO derivatives for the materials, additives, processing aids.
- processing diary – incoming raw materials, outgoing quantities of product, output , loss, etc., listed by date.
- processing recipes.
- instructions and instruction book of the personnel involved in the processing of organic production.
- technological chart – description of processing – technological processes, procedures, equipment.
- assortment list of the organic and conventional (if available) production of the processing including code numbers of articles.
- certificate copies of suppliers of organic raw materials/ processing aids/ additives (if applicable).
- list of clients of organic production.
- list of organic production importers – for traders of organic production: country, name of importer
- copies of organic production labels – transport labels, client labels, etc.
- diary/ register of stored quantities of organic and conventional production (if applicable).

- invoices for sale of organic and conventional production (if applicable) – for processors and traders.

3. During processing / trade inspection you should ensure:

- full access for inspection of all premises used in processing: reception – room, rooms for packaging/ repackaging, for processing, storage, dispatching, storage facilities for end production / raw materials/ processing aids/ additives, etc.
- whole documentation mentioned above in point 2.
- presence of the person responsible for processing/ trade with organic production and availability for discussion.
- full cooperation from the processor/ trader for normal carrying out of the inspection process.