

**FOOD PROCESSING / PACKING ASSESSMENT REPORT 2008**

(To be completed by the inspector at time of assessment)

<b>Producer / Company</b>			
<b>Type of packing / processing operation</b>		<b>Registration No.</b>	
<b>Contact Person</b>		<b>Assessment date</b>	
<b>Inspector</b>		<b>Report No.</b>	

**Note: Before starting the assessment remember to outline the nature of the inspection and roughly how long it will take. Remember also to ask for a copy of the Operator's Assessment Report to include with this report.**

	<i>Copies</i>	<b>Inspector's comments</b>	<i>Sat / NC</i>
<b>1. Current issue of the Demeter Processing or Packing Standards.</b> <i>Note: Check that the latest version is in use.</i>			
<b>2. Current Demeter and/or BDAA Organic Certificates.</b> <i>Note: Check certificate and agree categories on page 2 of operator's assessment report. Highlight any changes.</i>			
<b>3. Up to date schedule for the certificate (where relevant).</b>			
<b>4. Have any previous non compliances been resolved?</b> <i>Note: Check last year's report and any corrective action reports.</i>			
<b>5. List of certified products - current and proposed.</b> <i>Note: Check against the categories on certificate and page 2 of the Operator's Assessment Report.</i>	X		
<b>6. Complete list of suppliers of all major and minor ingredients and processing aids – including suppliers' names, certification status (Demeter, organic, non organic) and certification bodies where relevant.</b> <i>Note: Confirm the water quality.</i>	X		
<b>7. Current certificates and schedules :</b> <ul style="list-style-type: none"> <li><b>i. Certificates and/or schedules or other proof of certification for suppliers of all ingredients.</b></li> <li><b>ii. Any GMO statements.</b></li> <li><b>iii. Any DEFRA derogations for non organic ingredients.</b></li> </ul> <i>Note: Check that there is an up-to-date certificate and/or schedule for all suppliers (6 above) and products (5 above). Any GMO statements need to be no more than 2 years old.</i>			

Demeter Certification and BDAA Organic Certification Schemes

<p><b>8. Certificate for any subcontracted packing or processing operation.</b> (For Demeter products: if the subcontractor is not Demeter certified a subcontractors agreement is also required)  <i>Note: Verify that an agreement is in place where appropriate and that it includes all operator and product details.</i></p>			
<p><b>9. Recipes or product composition data for all multi ingredient products.</b>  <i>Note: Check ingredients against suppliers list.</i></p>			
<p><b>10. Process or flow chart for each product or product range, as appropriate.</b>  <i>Note: Check that all processing techniques comply with Demeter Standards.</i></p>			
<p><b>11. Processing plant.</b>  <i>Note: Check for potential contamination risk between non-organic and Demeter/organic ingredients (such as batch segregation or bleed runs).</i></p>			
<p><b>12. Record of purchases of all ingredients and raw materials:</b>              <b>i. Monthly or annual summaries</b>              <b>ii. Delivery notes</b>              <b>iii. Supplier invoices</b>  <i>Note: Is there a dedicated storage area?          Check packaging is sealed and properly labelled at reception and that there is no risk of contamination.</i></p>			
<p><b>13. Packaging:</b>  <b>Example of packaging for each product type.</b>  <i>Note: Check that packaging conforms to standards.          Check packaging storage.</i></p>			
<p><b>14. Examples of all labels available and do they comply with the Standards?</b>  <i>Note: Check sample labels for all products.          Check especially labels for multi-ingredient products.          Check logo position.</i></p>	<p>x</p>		
<p><b>15. Stock control and storage:</b>              <b>i. Batch records</b>              <b>ii. Segregation procedures</b>              <b>iii. Stock records</b>  <i>Note: Check interim storage area and labelling.</i></p>			
<p><b>16. For finished goods:</b>              <b>i. Sales records summaries</b>              <b>ii. Delivery notes</b>              <b>iii. Customer invoices</b>  <i>Note: Assess contamination risk with onward transport          Check that there is a separate storage area, no risk of contamination and the products are well labelled to clearly identify Demeter/organic.</i></p>			
<p><b>17. Proof of registration with Environmental Health and/or Food Hygiene and results of most recent inspection.</b>  <i>Note: Check the work and hygiene facilities and layout when you tour the premises.</i></p>			

Demeter Certification and BDAA Organic Certification Schemes

<b>18. Food safety HACCP or other risk assessment as appropriate</b>			
<b>19. Records of pest control inspections and treatments</b> <i>Note: Check for compliance to standards Is there a contract? Is fumigation required?</i>			
<b>20. Hygiene/cleaning schedule and records.</b> <i>Note: Check cleaning materials and store.</i>			
<b>21. Laboratory residue analysis procedures and tests.</b> <ul style="list-style-type: none"> <li>• Have any tests been carried out to monitor residues, GMOs or antibiotics in the past 12 months?</li> <li>• If so what kind, how many and what was the outcome?</li> <li>• What action was taken in the case of any positive results? (please provide documentation)</li> </ul>			
<b>22. Quality Manual or operating procedures as appropriate and:</b> <ol style="list-style-type: none"> <li>i. Appropriate training records</li> <li>ii. Complaints procedures &amp; records</li> </ol>			
<b>23. Annual turnover for certified products (accurate for certification fee purposes)</b> <i>Note: Check turnover on page 2 of the Operator's Assessment Report. Please ask for Demeter turnover as a separate figure where relevant</i>			

**Product Traceability and reconciliation**

	<b>Comments</b>	<i>Sat / NC</i>
<b>Product traceability.</b> <i>Note: Carry out a sample product traceability exercise.</i>		
<b>Product or sample reconciliation.</b> <i>Note: Carry out sample product reconciliation.</i>		
<b>Is there adequate information available for mass balance reconciliation?</b>		

**Summing up**

*Note: Complete your Assessment Results Form if there are non compliances or manifest infringements and leave a copy for the operator.*

If there are any other comments then add these below

**Inspector's signature**

**Date of inspection**