

NOP certification Steps	Handling/processor (first certification; extension; label approval)	Producers/livestock (first certification; extension; label approval)	Records
Step 1 – Application and Fees Producers or handlers adopts organic practices; submit application (including OSP) and fees to certifying agent.	Agricert Mexico	Agricert Mexico	Registration of documents BAC by Agricert Mexico and sending by ftp to BAC Italy
Step 2 - Review of the Application, including OSP The certifier reviews the application for completeness and determines if the OSP appears to comply with the regulations. The certifier must clearly communicate to the applicant in a timely fashion whether the application appears complete and whether the OSP appears to comply with the regulations. If the initial review shows that the applicant appears to , or may be able to, comply with the regulations, then the certifier schedules an onsite inspection (see Step 3) <ul style="list-style-type: none"> - all inputs and ingredients listed in the OSP - all ingredients listed as organic - verify the use of any nonorganic ingredients or processing aids to determine that they are allowed. This may require consideration of commercial availability and any restrictions on substances as indicated on the National List of Allowed and Prohibited Substances (7 CFR §§ 205.601 – 205.606). - review all retail product labels for compliance with the labeling requirements outlined in 7 CFR §§ 205.300–205.311. During the onsite inspection, inspectors should review a sample of these products to determine compliance. If the applicant fails to submit all of the required information or minor items prior to the inspection, then the certifier may instruct the inspector to collect this information onsite. If the operation fails to provide or willfully withholds significant information, then the certifier shall take appropriate compliance actions	BAC Italy	BAC Italy	Electronic review on BAC software and notice of denial or approval/additional information request
Step 3 – Inspection			
Scheduling an onsite inspection (the first inspection must be scheduled <u>within six months</u> from the first application)	Agricert Mexico	Agricert Mexico	Record of Annual inspection completed on BAC software
To perform the onsite inspection During the exit interview, the inspector communicates any potential noncompliances observed, and requests any additional information that may be missing from the OSP	Agricert Mexico	Agricert Mexico	Bioagricert inspection form fulfilled and sending by ftp to BAC Italy
Step 4 – Review of Inspection Report Within a reasonable period of time, the certifier evaluates the inspection report, the OSP, the results of any analyses conducted, and any additional information provided. The review of the inspection report may lead to different paths, each of which may require additional evaluations or decisions. After assessing whether the operation appears to comply with the organic Regulations, the certifier makes one of the following certification recommendations:			

<p>1. Certification if the operation is fully compliant 2. Certification with conditions if there are minor, non-violative issues 3. Notice of Noncompliance for correctable violations.</p> <p>A Notice of Noncompliance allows the operation to submit a response with proposed corrective actions, typically within 30 days of the date of issuance. The certifier must evaluate the corrective actions to determine whether the operation complies with the regulations. If the operation appears to comply , then the certifier should recommend certification or certification with conditions. If the operation does not appear to comply , then the certifier should proceed to denial of certification ; or</p> <p>4. Combined Notice of Noncompliance and Denial of Certification for non-correctable violations</p> <p>The final review of the inspection report and the certification decision steps may be performed by the same person, but that person may not be the inspector . (See NOP 2006 Separation of Duties in Certification Decisions.) The certifier may conduct additional onsite inspections to verify continued compliance with the Regulations . These inspections may be announced or unannounced, as deemed appropriate by the certifier</p>	BAC Italy	BAC Italy	<p>Electronic review on BAC software and proposal of certification :</p> <p>Minor condition: certification proposal with notification by letter (output record on BAC software)</p> <p>Proposal of denial of certification and proposal of Notice of Noncompliance</p> <p>(NC record on BAC software)</p>
Step 5 – Certification Decision			
<p>The final decision-maker determines which action is appropriate to the operation.</p> <ul style="list-style-type: none"> - If the operation complies or is capable of complying with the regulations, the certifier issues an organic certificate according to the instructions in NOP 2603 Organic Certificates. - If the operation does not comply with the regulations, then the certifier issues adverse actions in accordance with NOP 4002 Enforcement <p>Once certified, the operation’s certification remains in effect until it’s surrendered, suspended, or revoked. The certifier, the State organic program, or the NOP may initiate adverse actions, up to and including suspensions and revocations</p>	BAC Italy	BAC Italy	<p>Certificate recording on BAC software, issuing and signing by Certification Committee (Output record on BAC software).</p> <p>Issuing of notice of:</p> <ul style="list-style-type: none"> - Noncompliance for correctable violations - Combined Notice of Noncompliance and Denial of Certification for non-correctable violations <p>Output record on BAC software</p>

Renewing Certification – the Annual Update	Handling/processor (renewal; extension; label approval)	Producers/livestock (renewal; extension; label approval)	Records
<p>The annual update adds new information to the existing OSP. A certified operation must submit an updated OSP and fees to its certifier at least once per year to continue its organic certification. If the operation fails to submit its annual update and /or fees, the certifier issues a Notice of Noncompliance. The annual update must include a summary statement outlining any changes to the OSP that were made during the last year, as well as any changes planned for the coming year. If the certifier requires supporting documentation to verify these changes, then the operation will provide it. The annual update only needs to describe changes to the operation; it does not need to reiterate information that was previously submitted. Operations must also notify its certifier of any ongoing changes that may affect its compliance with the regulations. If an operation plans to add new products, fields, operations, or labels to its OSP, then the certifier must first approve these changes and issue an updated certificate. A request to add new fields, animal species, or facilities would require an additional onsite inspection.</p>	BAC Italy	Agricert Mexico: renewal; BAC Italy: only extension	<p>Registration of documents by Agricert Mexico and sending by ftp to BAC Italy</p> <p>Electronic review on BAC software : proposal of renewal or extension / request of additional information</p> <p>Note: only for renewal of certification producers electronic review is done Agricert Mexico</p>
Annual Inspection			
Scheduling an annual onsite inspection	BAC Italy	BAC Italy	Record on BAC software of the Annual inspection control plan e: year
To perform the annual onsite inspection (During the exit interview, the inspector communicates any potential noncompliances observed, and requests any additional information that may be missing from the OSP)	Agricert Mexico	Agricert Mexico	Bioagricert inspection form fulfill and sending by ftp to BAC Italy
Review of Inspection Report			
<p>After the inspection is complete, and the certifier has reviewed both the annual update and the inspection report, the certifier chooses one of the four certification decisions below and communicates this decision in writing to the operation.</p>	BAC Italy	Agricert Mexico: renewal; BAC Italy: only extension	<p>Registration of inspections by Agricert Mexico and sending by ftp to BAC Italy</p> <p>Electronic review of inspection on BAC software and proposal of renewal or extension / request of additional information</p> <p>Note: only for renewal of certification producers, the electronic review of inspection is done by Agricert Mexico</p>

Annual update of NOP certificate:			
<p>The four certification decisions are:</p> <p>1. Continuation of certification, if the operation is fully compliant, including the issuance of a new certificate pursuant to 7 CFR§ 205.406(d);</p> <p>2. Certification with conditions if there are minor, non-repetitive, non-violative issues;</p> <p>3. Notice of Noncompliance for correctable violations.</p> <p>A Notice of Noncompliance allows the operation to submit a response with proposed corrective actions, typically within 30 days of the date of issuance. The certifier must evaluate the corrective actions to determine whether the operation complies with the regulations. If the operation appears to comply, then the certifier should recommend certification or certification with conditions. If the operation does not appear to comply, then the certifier should proceed to a Notice of Proposed Suspension or revocation of certification; and</p> <p>4. Combined Notice of Noncompliance and Proposed Suspension or Revocation for non-correctable violations, including willful or fraudulent violations.</p>	BAC Italy	BAC Italy	<p>Certificate recording on BAC software, updating and signing by the Certification Committee (Output record on BAC software).</p> <p>Issuing of notice of:</p> <ul style="list-style-type: none"> - Minor condition: notification by letter - Notice of Noncompliance correctable violations - Combined Notice of Noncompliance and Proposed Suspension or Revocation for non-correctable violations, including willful or fraudulent violations. <p>Output record on BAC software</p>