

SUPPLEMENTARY STATEMENT TO NOTICE OF OPERATIONS USING THE ORGANIC FARMING METHOD

First notice **Subsequent variation**

The undersigned

Owner or legal representative of the company

located in _____ no. ____

Municipality _____ Prov. _____

VAT No. _____

(STAMP)

in compliance with the provisions in art. 63 of the Reg. (EC) No. 889/08 as amended,

states

- That the description of the point of sale ⁽¹⁾, with reference to the type of loose product sold and the commercial structures, was indicated in the Notice of Operations using the Organic Farming Method and the related annexed documents.
- That the application of all the necessary measures in compliance with the Reg. (EC) No. 834/07, Reg. (EC) 889/08 as amended were done.

Moreover, with the aim of achieving immediate contact with external entities and/or to optimize company management, the undersigned may avail of the collaboration of:

Mr. _____ through the following means:

Tel. _____ Mobile phone _____ e-Mail _____

to this end, attached is a completed *formal proxy* form

1) POINT OF SALE DATA

- Surface area used for exhibition _____ m²
- Business licence issued on _____ (date)
- Sanitary authorization for _____ (description of operations)
- Products sold:

<input type="checkbox"/> LOOSE	<input type="checkbox"/> PACKED
<input type="checkbox"/> PRE-WRAPPED	<input type="checkbox"/> OTHER _____

LOOSE:

fruit & veg baked goods cold mts.

cheeses cereals med. herbs

other _____

PRE-WRAPPED:

fruit & veg baked goods cold mts.

cheeses cereals med. herbs

other _____

¹ Ranging from small retailers to supermarkets or hypermarkets

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2) QUALIFICATION OF SUPPLIERS

Suppliers of loose and/or fractioned products are selected among those subjected to EEC Control. Regular subjection to the control system is verified through the request of a copy of the Certificate (or statement of conformity) of the supplier issued by his CB.

The updated list of qualified suppliers provides the following information:

- order number;
- name of supplier;
- subjection to EEC Control;
- the inspection body;
- if the product is purchased loose or packed;
- the type of products purchased;
- the expiry of the Statement of Conformity of the supplier issued by the concerned CB.

All certificates are archived and kept for at least three years and/or in the last revision or update.

LIST OF SUPPLIERS completed (Annex 1)

YES NO

3) QUALIFICATION OF GOODS PURCHASED

Verification of the conformity of goods purchased is based on the following inspections:

- control of accompanying documents, product must be declared to be an "organic product" (e.g. Golden Delicious apples 2 kg organic farming product, org., organic) or converted product originating from organic farming.
- control of correct package labelling. Each label must contain :
 - the product name (which must correspond to the one included in the invoice);
 - the production method ("organic farming " or converted product originating from organic farming);
 - the name of the Inspection Body and information on its Ministerial recognition;
 - control code: ex. **IT** (Italy), **BIO**, **ICA** (ICEA) **Axxx** (identification number of subsidiary)
- subsequent to the inspection, trademark with own signature, invoice or transport documents or accompanying documents of organic farming products, indicating product conformity/nonconformity (e.g. organic conformity verification: conformable/not conformable);
- others

4) PURCHASES REGISTER/RECORDING OF GOODS PURCHASED

The recording register of goods purchased must at least show the most important data with regard to the Delivery Note or Invoice.

The data is as follows:

- date of receipt of product
- name of supplier
- number and date of delivery note or invoice
- type of product
- quantity (e.g. no. packages of x kg or total kg)

Records are kept as follows:

- copies of Delivery Notes and Invoices of operations are kept for future inspection by ICEA
- periodic warehouse statistics from computerized management plan
- completion of Stock Book – Goods Purchased table (Annex 2)
- filing of periodic statistics obtained from supplier
- others

5) STOCK

The point of sale deals in loose:

- organic products
- conventional products

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The products are stored in:

- special warehouse
- cold storage
- exhibition only
- others

For both product types (organic and conventional):

- there are physically separate storage areas used for organic farming products
- contact between organic farming products and conventional products is avoided
- on receipt, loose products are immediately identified and stored in the prepared area
- in cases where part of the product contained in the same package is exhibited and another part is kept in the warehouse or cold storage, the exhibited package must bear the original label and the fractioned part must bear the data shown on the same label.
- others

6) PRE-WRAPPING

The point of sale

- carries out pre-wrapping operations
- Does not carry out pre-wrapping operations

Pre-wrapped products may be:

- organic
- conventional

If the point of sale deals in both products:

- pre-wrapping operations are carried out in complete cycles that are physically separate from similar operations carried out on conventional products
- all the necessary measures are applied in order to guarantee identification of lots and to avoid mixing or exchanges of conventional products

Pre-wrapping operations authorized by Sanitary Authorities that do not take place in concomitance with the sale to the customer are recorded in a special table.

PRE-WRAPPED PRODUCTS table completed (Annex 3)

YES NO

7) EXHIBITION IN DISPLAY CASE

The following instructions are followed:

- exhibition of ICEA certificate
- packages bear original or compulsory label in compliance with the provisions of the law in force
- the following information is indicated for each type of product:
 - the name of the producer
 - authorization codes
 - reference to a correct production method ("organic" or "in conversion to organic farming") relative to each type of product
 - the name of the Inspection Body (ex. ICEA) and information regarding Ministerial recognition (Mi. Auth. P.A.F. no. 91737 on 18.07.2002)
 - operator code
- if operations involve the substitution of the original label and/or packaging, at least one copy of the same is kept and attached to the product
- in case of the sale of baked products or foodstuffs, a register showing a list of the ingredients and control references may be found near the display case
- in case of mixed sales (organic farming products and conventional products), the organic farming product is placed in a distinguished area of the display case, separate and identifiable with information cards.

8) SALES REGISTER

With regard to sales, records are kept:

- per article
- per product group

the scales and cases present provide a detailed statistical summary for each article relative, at least, to the day of sale (possibly on a monthly basis)

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- the total scales statistics are shown in an annual summary table
 periodical statistics from management plan
 others

Compilation of SALES REGISTER is necessary (Annex 4)

YES NO

9) TRACEABILITY SYSTEM

In compliance to what required by point 13, art. 27 of the Reg. EC 834/07, the operator implements an adequate traceability system

YES NO

10) FRANCHISING OR SERVICES AT POINT OF SALE

YES NO

The organization of reference:

- supports dealers in the drawing up of the necessary records and with regard to the qualification of suppliers and purchases
 supplies ICEA with the necessary analysis results relative to product lots sent to dealers of reference, so as to provide a guideline and synergise the work carried out by the control inspectors at the points of sale
 intervenes at the reference points of sale for the correct application of the remedial action required by ICEA
 directly supplies ICEA with the data and records required for the inspection. The dealer concerned must supply a statement of acceptance of the service, which also confirms the veracity of the provided data.

11) SUMMARY

Based on the above:

- all the points contained in the management plan have been taken into consideration
 the following tables are completed on a periodical basis in order to identify suppliers, and purchased and sold quantities in order to verify the correspondence of goods received and sold:

- List of suppliers
 Purchases/goods received register;
 Sales register;
 Others _____

Statement of commitment – Art. 63 of Reg. (EC) No. 889/08 as amended

The undersigned _____ owner and legal representative of the abovementioned company, in compliance with the provisions at art. 63 of Reg. (EC) No.889/08 as amended,

Moreover, with the statement herein also **undertakes:**

- to carry out the operations in compliance with the provisions of Art. 5, 6 and 6 bis and, if the need arises, those relating to Art. 11 of Reg. (EEC) No. 2092/91;
- to accept, in case of infraction or irregularity, the application of the measures as in Art. 9, para. 9, and if the need arises, those pertaining to Art. 10, para. 3 of the abovementioned regulation;
- to inform the buyers of the product in writing, if the need arises, so that the indications relative to the organic method of production can be cancelled from said production;
- to inform ICEA of any changes in the measures illustrated in the document herein in a timely manner and within a maximum of 30 days from the time the change takes place;
- to agree, on his/her own behalf and on behalf of any subcontractors, to the exchange of information between the various inspection bodies with regard to operations subjected to their inspection;
- to verify the correspondence between the quantities of goods received and sold and acquire the justifications relative to the data illustrated in the company accounts.

Date

Signature and stamp of company Owner

_____/_____/_____

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SPACE RESERVED FOR INSPECTION BODY

ICEA Assessment of Technical Report (by the Cert. Officer/ICEA inspector)	
Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
Notes:	