

ICEA	M.0206	MANAGEMENT PLAN FOR PROCESSING UNITS PURSUANT TO REG. (EC) NO. 889/08 – Art 63	Ed01 Rev00 of 31.12.08
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To the
ICEA OFFICE _____

MANAGEMENT PLAN: DECLARATION AND DESCRIPTION OF COMMITMENTS AND CONCRETE MEASURES ADOPTED IN COMPLIANCE WITH REG. (EC) NO. 889/98 AS AMENDED.

First notification

Succeeding Variations

I, the undersigned _____ owner or legal representative of the
Company _____, located in _____ n°
_____ Municipality _____ Prov. _____,
with VAT N° _____,

stamp

in observance of the provisions given in Art 63 of the Reg. (EC) No. 889/08 as amended

DECLARE

That the complete description of the production unit, plants and activity is contained in the notification of organic farming activity and in the accompanying documents.

I hereby declare my commitment to:

1. respect the norms contained in Reg. (EC) No. 834/07 and Reg. (EC) 889/08 as amended, drafted also by the competent Authority at regional and National levels.
2. accept in the event of infringements or irregularities, the application of the measures as prescribed in the abovementioned regulation, and accept according to the circumstances, the instruction to inform through written notice, buyers of the product, that the organic certification of that product has been suppressed;
3. allow the information of my own company and that of subcontractors, be exchanged between the various CBs concerning the operations subjected to their inspection;
4. notify within the set deadlines, all changes with respect to the information contained in the notification and relevant attachments and in the present technical report, according to the procedures indicated by the norm in force;
5. compile the Ministerial registers required by the norms in force and/or records requested by ICEA, on other various registers or modules;
6. verify the correspondence between the incoming quantities and the given justifications related to the data entered in the corporate bookkeeping records;
7. effect the transport of products, whenever this is not done through operators subjected to control, and only in sealed containers or vehicles so that the contents cannot be substituted;
8. verify, upon reception of organic products, the seals of packages or containers, and when requested, also the presence of written specifications for relevant organic production methods, and correct labeling. The results of such inspections should be stated in the bookkeeping records;
9. Guarantee and adequate traceability system as requested by art. 27 of Reg.(CE) 834/07
10. immediately notify to ICEA each complaint regarding the productions issued on the market or when products are evaluated as not qualifying for re-utilization in the company, entering them on the register for complaints;

11. start off the necessary procedures to remove all references to organic production methods, either to separate and identify the product obtained or delivered to another operator, whose qualifications with respect to observation of the norms is doubted;
12. adopt the measures necessary to correct possible nonconformities observed;
13. notify to ICEA beforehand, and within the established deadlines, the operations concerning preparation of products from organic farming;
14. effect separate collection methods for milk, eggs and egg-based products obtained from organic farming, from other conventional products (valid for specific activities);
15. when necessary, request ICEA for derogations to the authorizations to effect spontaneous harvest, with the commitment to this end, to adopt adequate measures to prevent the mixing or exchange with conventional products and to guarantee the identification of organic products. This includes the commitment to register the day and time of harvest, the cycle, and the date and time of product reception (valid for that specific activity), and maintain the data at ICEA's disposal.
16. the importer and the first receiver not operating in the same unit both commit themselves to keep a financial bookkeeping and that for the warehouse (valid for that specific importation activity);
17. the importer and/or first receiver commit themselves, as requested by ICEA, to furnish details concerning transportation agreements that were stipulated between the transporter and the Third Country, and between the plants of the first receiver with that of its warehouses up to the receiver within the EC (valid for specific importation activity);
18. respect the ulterior concrete actions described in the present annexed documents:

List of attached documents:

Furthermore, in order to speed up the necessary external notifications and/or to optimize corporate management, you may avail of the collaboration of:

Mr. _____ at the following contact points:
 Tel. _____ Cell phone: _____ E-mail _____

To this end, a formal prpxy is signed and attached.

Date

Company stamp and signature of legal representative

GENERAL DESCRIPTION OF THE COMPANY

NAME OF COMPANY AND LEGAL OFFICE		TYPE OF ACTIVITY FOR ORGANIC PRODUCTS	Tick off
<i>Stamp</i>		Independent processing activity	
		Processing activity for Third Parties	
		Marketing of company products	
		Marketing of products produced by Third Countries	
		Importation from Third Countries	
SEAT OF OPERATIONS	SEAT OF OPERATIONS	SEAT OF OPERATIONS	

AUTHORIZATIONS AND CERTIFICATIONS <i>(indicate the no. of the document and the Issuing Agency)</i>	
SANITARY AUTHORIZATION	
EEC STAMP and/or OTHER AUTHORIZATIONS	
CERTIFICATION OF THE COMPANY'S QUALITY CONTROL STANDARDS (ISO 9000)	
CERTIFICATION OF THE ENVIRONMENTAL MANAGEMENT STANDARDS (ISO 14000)	
SOCIAL ACCOUNTABILITY STANDARDS (SA 8000)	

ORGANIZATIONAL CHART	
Attach the company organizational chart (if any)	
LEGAL REPRESENTATIVE	
REFERENCE COMPANY FOR ICEA	
PERSON IN CHARGE OF CONFORMITY	
QUALITY CONTROL MANAGER	
OTHER	

LIST OF ORGANIC PRODUCTS	
NAME (IF ANY)	CODE PROD.

OVERALL ACTIVITY OF THE FARM AND PROJECTS INVOLVING ORGANIC PRODUCTS

Describe the activity of the farm: production sector, plants, production lines (organic and non) water supply. If some processing phases are carried out by other operators, describe the functions performed by each operator.

DESCRIPTION OF THE PROCESSING ACTIVITY OF ORGANIC PRODUCTS

Describe the production process and attach the flow chart.

MIXED PREPARERS (ORGANIC AND CONVENTIONAL)

***Describe** the measures adopted, in cases of preparers effecting the organic and conventional products in the same plant, to guarantee that the organic operations are performed **in separate cycles in terms of work areas and processing time** from non organic product operations, identifying the points at risk and solutions adopted to eliminate possible contamination including the aliquots of declassified products in the transition from non organic processes to organic.*

In the cases of physical separation, the line used must be marked out in the floor map, described in this report and identified inside the plant.

In cases of work times, describe the planning standards and the measures adopted to guarantee separation: this must periodically be checked and effectiveness registered.

If the activity is not continuative, the operator is obliged to inform ICEA in writing, at least three days before the work process starts.

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CLEANING AND SANITIZING PLANT FACILITIES AND EQUIPMENT. DISINFECTION AND BATTLE AGAINST RATS (Attach technical specifications of products used)

***Describe** the measures adopted to guarantee the correct use of facilities, plants and equipment i.e. the cleaning and sanitizing procedures and the standards used in evaluating the effectiveness of these and the registration procedures of these operations*

For clearing operations, wherever possible, the use of physical-mechanical types of methods are more recommendable than the chemical ones. The authorized products for the cleaning and disinfection of facilities and plants for livestock production must be exclusively those mentioned in annex VII of Reg. EC No. 889/08.

It is also recommendable, every now and then, to effect analyses to verify the presence of nonconforming substances on outgoing organic products.

STOCKING RAW MATERIAL, HALF-FINISHED AND FINISHED PRODUCTS

***Describe** the measures adopted to guarantee the identification of the batches of organic products when stocking raw material, half-finished and finished products and avoid the mixing up of lots or the entering into contact of organic and non organic products with one another. The floor plans of stocking facilities must be attached marking out the facilities or zones intended for organic products.*

In cases of “mixed” farms, the merchandise may be stocked:

- a) in completely separate facilities with signs at the entrance for the type of product stocked, indicating “organic”, or “conventional.”*
- b) in one warehouse in which the areas are well separated so as to avoid any type of contamination and identified with the signs “organic” or “conventional.”*

PACKAGING, TRANSPORT AND SALES OF HALF-FINISHED AND/OR FINISHED PRODUCTS

***Describe** the type of packaging used, the handling of organic products, the specifications on sales documents, the measures adopted to avoid that the products be contaminated, substituted, mixed up or brought into contact with non organic products.*

For sales or transport of loose organic products, the operator must guarantee that these are transported to other units in packages, sealed containers or vehicles, so that the contents cannot be substituted without damaging the seals, and on the condition that a label be affixed which indicates, not only the specifications provided by law, but also the name and address of the operator, the name of the products specifying the production methods and the name or code of the inspection body.

In cases of sale of loose products that are not closed in packages, containers or vehicles, the operator must guarantee to the buyer that the product is organic and that the operator is subject to organic inspection, pursuant to Reg. (EC) No.834/07 and Reg (EC) 889/08 as amended, through adequate qualified customer procedures (a copy of the conformity certificate or certificate as qualified enterprise is requested from the buyer). In this case, the products must be accompanied by a document with the information listed in the previous point, and the companies of the dispatching operator and the consignee must be informed of the transaction and must have given their consent.

PROCESSORS WITH ACTIVITIES SUBCONTRACTED TO THIRD PARTIES

Describe the activities given entirely or partially to subcontracted third parties (production operations, preparation, or organic product importation).

The operator commits himself to supplying a list of subcontractors with a description of their activities and the indication of the organizations and inspection authorities on which they depend; these subcontractors must accept the obligation of being subjected to the inspection scheme as in Art. 27 and Art. 28 of Reg (EC) 834/07 ; and commit themselves moreover to send ICEA within the agreed time frames, the agreement with the subcontractor

IDENTIFICATION AND TRACEABILITY

Describe the measures adopted to guarantee an adequate identification and traceability of the lots produced in all the phase of the process, as requested by point 13, art. 27 of Reg. (EC) 834/07

MANAGEMENTS OF NONCONFORMITIES AND COMPLAINTS

Describe the measures adopted to guarantee an efficient management of the nonconforming product lots (batches) and of the nonconformities in general, and of complaints, the procedures for complaints for nonconforming products, their identification and treatment.

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MANGEMENT OF REGISTRATIONS AND DOCUMENTATION

Describe the measures adopted to guarantee the correct management of registrations (bookkeeping, and warehouse) and the documentation (conformity certificates, purchase documents and sales, etc.)

DOCUMENTATION ATTACHED TO THE PRESENT TECHNICAL REPORT

DOCUMENTS	
Notification of production activity with organic methods (Ministerial form)	
Sanitary authorization	
Other sector authorizations	
Flow chart for specified products	
Corporate floor plan	
EEC stamps (if relevant)	
Abstract of HACCP Plan (see set of norms for Hygiene)	
Certificate of recent physio-chemical and microbiological analysis of water supply (for water not coming from water network)	
Corporate Quality Control Certification ISO 9000 (if any)	
Certification of Environmental Management ISO 14000 (if any)	
Social Accountability Standard SA 8000 (if any)	
Certificate of VAT code attribution	

OPERATOR'S COMMITMENT

I, the undersigned

in my capacity as legal representative of the company, pledge to:

- effect the operations in compliance with the provisions of Reg.(EC) No. 834/07 and Reg. (EC) 889/08 as amended.
- Accept, in the event of infringements or irregularities, that the measures prescribed in the abovementioned regulations are applied.
- To guarantee the adequate training of personnel in the good practices of organic production processes
- To update the CB immediately with every variation of data contained in this document and those annexed.
- To give, for inspection purposes, free access to ICEA personnel to all the sectors of the units and plant, to the books and related registers and documents, during announced and unannounced inspection visits.

Date, _____

the Operator

Stamp and signature _____

Evaluation of the Technical Report by ICEA *(Responsible of Scheme/Certification Responsible/Inspector/ReCocer)*

Satisfactory not satisfactory

Notes (specify the possible inadequacies):

signed in approval