

PROCESSING UNITS USED:

PROCESsing ACtIvITy
 Reg. IECJ No. 83407, Reg. CE-899/08 (as amended)

HOLDER OF NOTIFICATION

FISCAL CODE OR VAT NUMBER



Date reports started: d m y

Progressive number of PAGE:

UNIT ¹

VAT NUMBER

Relation started d m y | Rel. ended d m y

Name

Town Country

Area code Telephone No. Fax No.

Facility inspected yes no

Inspection Body ² Frequency of processing runs ³

UNIT ¹

VAT NUMBER

Relation started d m y | Rel. ended d m y

Name

Town Country

Area code Telephone No. Fax No.

Facility inspected yes no

Inspection Body ² Frequency of processing runs ³

UNIT ¹

VAT NUMBER

Relation started d m y | Rel. ended d m y

Name

Town Country

Area code Telephone No. Fax No.

Facility inspected yes no

Inspection Body ² Frequency of processing runs ³

UNIT ¹

VAT NUMBER

Relation started d m y | Rel. ended d m y

Name

Town Country

Area code Telephone No. Fax No.

Facility inspected yes no

Inspection Body ² Frequency of processing runs ³

DATE : :
 Day Month Year

THE DECLARANT

(If you make a false statement you may be liable to prosecution)

UNIT ¹ VAT NUMBER Relation started Rel. ended

Name

Town Country

Area code Telephone No. Fax No.

Facility inspected yes no

Inspection Body ² Frequency of processing runs ³

UNIT ¹ VAT NUMBER Relation started Rel. ended

Name

Town Country

Area code Telephone No. Fax No.

Facility inspected yes no

Inspection Body Frequency of processing runs ³

UNIT ¹ VAT NUMBER Relation started Rel. ended

Name

Town Country

Area code Telephone No. Fax No.

Facility inspected yes no

Inspection Body ² Frequency of processing runs ³

Note 1 Code to be indicated in column 7 of the Processing Plan

ICA	I.C.E.A.	BAC	Bioagricert	ASS	Ass. Suolo Salute
CPB	C.C.P.B.	ECO	Ecocert	QCI	QC&I
IMC	I.M.C.	CDX	Codex	BSI	Bios Sri

G	daily	O	occasionally
S	weekly	Note 3- Please indicate the relevant code	
M	monthly		

This form must be completed when the company uses different and separate processing units or when the processing operations are performed by outside processors (subcontractors).
 It may be replaced by a similar in-house document.
 This document is just for information purposes and does not relieve the operator from obligations connected with production certification.
 This document must always be available at the operator's site and must be regularly updated (more pages numbered progressively can be used). The Inspection Body may request a copy of this document at any time.
 For information purposes, it can be delivered to the Operator already at first contact with ICEA.
 Before starting any type of relationship with an outside processor (subcontractor), the operator should check whether such subcontractor is certified for the products in question, and ask the concerned Inspection Body for the specific certificate.
 In any case (also when the subcontractor is regularly certified by an Inspection Body), it is necessary for operator and subcontractor to sign a specific contract containing the following details:

- a) identification data of the two parties;
 - b) subject-matter of the contract (type of processing, type of raw material and, if possible, quantity of product produced);
 - c) location where the processing will take place;
 - d) subcontractor's statement that his/her company is inspected and certified by a recognized inspection body;
 - e) subcontractor's commitment to carry out the operations under the contract in accordance with Community and national regulations in force;
 - f) subcontractor's commitment to allow ICEA inspectors access to preparation units and relevant documentation;
 - g) commitment to retain the documentation concerning the origin and the certification status of raw materials;
 - h) commitment to keep written records of all operations under the contract.
- It is advisable to indicate also the penalties to be applied in case of violation of contractual clauses.
 When the processing runs are performed by the subcontractor occasionally (O) or monthly (M), it is necessary to communicate to the Inspection Body (also via fax) the time and date and, if possible, the duration of such processing runs.