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| **Operator #:** |  | **Operation Name:** |  | **Date:** |  |
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| This section of the Organic System Plan is intended to document information related to the OCIA Community Grower Group (CGG) Certification Policy and to document production information on all producers in the CGG. |
| **A. Qualification Requirements** |
| 1. Please give a description of the area in which the CGG operates, indicating climate, geographic, and other factors of the area which influence the production of the group. |
| 2. Please provide a brief description of the organizational and management structure of the group, including the duties and responsibilities of all personnel, including but not limited to Management and Internal Control System personnel (please attach an organigram if available). |
| 3. Are all producers aware of and following this Organic System Plan? [ ]  YES [ ]  NOIf **NO**, please describe. |
| 4. Besides geographical proximity what other criteria is taken into consideration by the group for admitting new individuals or subgroups to the CGG?  |
| 5. Under EU 2018/848, group members may only market as a member of the group (EU 2021/1698.10.c); they cannot be certified separately and market both on their own and as part of a group. Members who have sales large enough to be certified separately also may not market as part of the group under EU. How does the group ensure that producers only market under the group and that larger producers are removed from the group when they are close to no longer qualifying?  |
| 6. Please briefly describe factors that allow the group and its members to be functional, including initial inspection and how compliance is determined. |
| 7. Please explain when honey is usually harvested, including the beginning and end of the season. |
| 8. Please provide these documents as attachments to C16.0 to be part of the group’s Organic System Plan:[ ]  Attached: Regional map with the distribution of all groups and sub-groups, including all members.[ ]  Attached: Diagram showing the general organizational structure of the group, including the ICS structure.[ ]  Attached: Quality manual including practices, procedures, and responsibilities of the group. |
| **B. Internal Control System and Management Oversight** |
| 1. Please provide a brief description of the Internal Control System structure (how it is made up, who is in it, etc.). Please cite names of persons involved. |
| 2. In which areas are internal control implemented.[ ]  internal regulations [ ]  internal inspections [ ]  storage[ ]  processing [ ]  marketing [ ]  farm plan (organic system plan)[ ]  training [ ]  other (specify):  |
| 3. Does the group have internal regulations? [ ]  YES [ ]  NO |
| 4. Has the management personnel supplied a current copy of the applicable internal regulations to the members? [ ]  YES [ ]  NO |
| 5. Please describe how training, education, and technical assistance is provided to producer group members, internal control system personnel, and internal inspectors: |
| 6. Does the group have internal inspectors and/or supervisors? [ ]  YES [ ]  NO |
| 7. Are qualifications established for internal officers and internal inspectors? [ ]  YES [ ]  NO |
| 8. Are these internal inspectors free from conflicts of interest with the members of the group that they inspect? [ ]  YES [ ]  NOPlease explain how conflicts of interest are avoided. |
| 9. Is documentation in place verifying that all internal officers and inspectors meet the qualifications criteria? [ ]  YES [ ]  NOPlease explain how conflicts of interest are avoided. |
| 10. Please explain how internal control system personnel are protected from retribution: |
| 11. Please describe criteria used to determine whether a member or subgroup are considered high-risk. The Internal Regulations may be attached if this is covered there. [ ]  Internal Regulations attached |
| 12. Please describe how shared resources, including production practices and inputs, are procured and provided to all producer group members and personnel. The Internal Regulations may be attached if this is covered there.  [ ]  Internal Regulations attached |
| 13. Does the ICS have complete information about the land of new producers for at least the past three years to show it is eligible for certification? If yes, please be sure to have the evidence available at the time of external inspection (e.g. field history, internal inspections from the last three years, information show the ICS accepted the new member). If no, please be aware that the new producers/land should be in a conversion/transition plan.  [ ]  YES [ ]  NO |
| 14. Is there an annual internal inspection of all the members of the CGG? [ ]  YES [ ]  NO |
| 15. Do internal inspections provide an assessment on risk to organic integrity? [ ]  YES [ ]  NO |
| 16. Is the internal control system using individual reports to assess performance of internal inspections? [ ]  YES [ ]  NO |
| 17. Are the new growers inspected before they are incorporated to the group? [ ]  YES [ ]  NO |
| 18. Do growers have a signed agreement to be inspected by OCIA and to comply with all applicable Standards? [ ]  YES [ ]  NO |
| 19. Do the growers receive technical support and/or assistance? [ ]  YES [ ]  NO |
| 20. Is an internal sanctions policy in place? [ ]  YES [ ]  NO |
| 21. Does the internal control plan have a procedure in place for removing members who are found through internal inspections to be out of compliance with organic standards? [ ]  YES [ ]  NO |
| 22. Are records maintained to document producer noncompliances, the sanctions applied and follow-up on corrective actions? [ ]  YES [ ]  NO |
| 23. Have all members of the CGG been trained on the OCIA CGG Certification Policy and on all organic production and handling procedures that must be followed in order to comply with the applicable standards? [ ]  YES [ ]  NO |
| **C. Recordkeeping** |
| 1. Please describe how records maintained can show traceability and mass-balance reconciliation for each member and subgroup from field to handling, sales, and transport. |