

Overview of the Organic Certification

Introduction

AfriCert Limited strives to meet and exceed your certification requirements, in the realm of audits, inspections and certification requirements. This information pack defines to you as our operators the steps to be followed by AfriCert to deliver the services as well as what shall be expected of the operator for a seamless certification process. This process covers the EU/IACB regulations and standard requirements for the organic certification. These regulations and the standard shall apply to the following products originating from agriculture, where such products are placed on the market or are intended to be placed on the market as organic certified products: These products includes;

- Unprocessed plant products
- Unprocessed plant products (including small holder groups).
- Unprocessed animal products (beekeeping).
- Processed agricultural plant product(excluding wine)

The audit/inspection and the certification processes shall follow the guidelines as stipulated in the EC Regulations, 834/2007, 889/2008, 1235/2008 and the ICAB organic standard of 2017. The control body has a certification policy for single farm operators and Group operators. This information is available on our website, www.africertlimited.co.ke

ENQUIRY AND APPLICATIONS

The CB has website where all application templates are available for use by any operator, these templates are available in downloadable format. The Templates includes all schemes which we are accredited and approved for. Kindly submit via email well completed applications to the email address, applications@africertlimited.co.ke the other documents required along the application are Well listed in the website send them along the application submission. The application should be accurate as much as possible if you are in any doubt please call, + 254 0715 041339, or send an inquiry by email, info@africertlimited.co.ke

The application will require specific details for single operators and Grower group members, such indication of the membership of the group, signed agreements between the members and the group and the acceptance of the members to be inspected by the internal inspectors and meet the decision of the internal management on their organic status

The application shall be reviewed by the scheme manager for adequacy, completeness, and correctness of the information provided; the manager will revert back to the applicant with full feedback of acceptance or provided further information.

The final signed application document shall be sent to the scheme manager for audit planning process to commence and competed. We shall strive to respond to your inquiries / queries in a timely manner.

Form no.	Written by/date	Authorized by /date	Revision status	Page numbers
AC 76x	FA/2019	CM/2019	240611	Page 1 of 3

SERVICE CONTRACT

Following a successful application the operator shall be issued with a business binding contract, the operator is expected to peruse it, if acceptable the operator shall sign two copies and send back to the CB for final signature and acceptance of the business. The receipt of the signed service contracts will enable the CB to proceed with audit planning and execution. After the contract has been signed by the CB management the second copy shall be sent to the operator for your record.

AUDIT COST

This is a variable based on the information provided in the application documents, the cost are a factor of the audit processes, such as audit time, number of inspectors, sample size, documents required and reviewed, travel and accommodation shall be included as part of the quote. This information shall be used to provide a competitive quote which shall be sent to you for approval. If there are no suitable facilities within one hour drive you may opt to provide the same.

PLANNING THE AUDIT

After the operator and the CB signs an application and the service contract what follows is the audit plan, the CB would be happy to know which date you would like the audit to be undertaken, however this should not be less than three weeks from the date of the audit plan, once the operator has received and approved the plan by signing and returning to the CB, the CB has been given a go ahead to execute the inspection.

AUDIT EXECUTION/ EVALUATION PROCEDURE

The audit shall proceed based on the audit plan, changes to the accepted audit plan may be done while on audit site. The audit shall commence with an opening meeting and end with a closing meeting. It is in these meetings that the lead inspector shall provide the detailed information and communicate to the operator on the kind of support required and, summary of the findings and the next steps after the inspection.

The operator shall be required to sign some documents such as the inspection log of the inspection activities and a Non-conformity report (if any) this shall be facilitated by the lead inspector. In case where the operator submitted information in the management plans and other pre-audit documents which is inconsistent with the situation on the ground (the inspected site) the lead inspector is obliged to ensure that the operator application is amended on site, the lead inspector informs the operator the implication of the Non-conformity identified on site with regards to certification and the Non-conformity report is signed at the closing meeting.

The inspector shall also collect samples of either or all of the following: soil, processed product(s), vegetative samples, water and operator shall sign off the samples in the provided Africert form AC 91a.

INSPECTION REPORT

The inspection has to end up with a report, it is on this basis that a certification decision shall be made. The report shall be sent first to the operators for verifications of the originality of information there in, if the operator approves

Form no.	Written by/date	Authorized by /date	Revision status	Page numbers
AC 76x	FA/2019	CM/2019	240611	Page 2 of 3

Overview of the Organic Certification

the report, the next stage is for the report to be taken to the certification committee for review and a certification decision made.

CERTIFICATION DECISION

The certification decision is made based on the verified report by the operator and forwarded to the certification committee by the inspector. There are several outcomes depending on the non-conformities as below:

a. Certification maintained or granted

i. If non-compliances which has no direct impact on the operator's existing or new certification (major non-compliances) are identified, the operator will have his/her certificate maintained or granted respectively. However, before certification, the operator shall be expected to provide corrective action plan to respond to the minor non-compliances within the 40 working days timelines and their relevance will be checked during the next audit.

b. Certification maintained/granted under surveillance conditions

The Operator's certification is maintained/granted under surveillance conditions when the operator fails to submit corrective action plan for minor non-compliances within the additional 60 calendar days timelines provided. This is applicable to new/ continuing certificates. AfriCert shall make a certification decision based on the audit reports available at the time of deadline expiry. The inspected products can be sold with a reference to the organic certification status. The operator will therefore form part of the CB's sample of operators for surveillance or additional inspections during which implementation of the corrections for minor non-compliances will be checked. The surveillance may include further sampling of the products for analysis when necessary.

c. Certification suspended

i. The Operator's certification is suspended immediately for the period mentioned in the

suspension letter. During the suspension period, the impacted products can no longer be sold with a reference to the organic certification. Conditions for the reattribution of the certification at the end of the suspension period are described in the suspension letter.

d. Certification suspended pending investigation

In case of a reported non-compliance affecting negatively the integrity of Organic product or process, the operator's certification shall be suspended immediately and will be reattributed only after the correction of the non-compliance. So, the operator shall provide appropriate corrective actions in a timely manner and their relevance will be studied after receipt. Where the agreed upon time limit shall be exceeded, AfriCert shall make a certification decision based on the audit reports available at the time.

e. Certification withdrawn

The existing operator's certification is withdrawn immediately as mentioned in the withdrawal letter that will be sent to the operator. The operator can no longer refer to AfriCert and/or to organic certification in any way. This non-compliance implies automatically the termination of the contract that binds the operator to AfriCert. In this case, the operator's file has been studied by the advisory committee prior to the decision of withdrawal. Failure to close major non-compliances within the stipulated timelines will result to certification withdrawal status for existing operators.

Form no.	Written by/date	Authorized by /date	Revision status	Page numbers
AC 76x	FA/2019	CM/2019	240611	Page 3 of 3