

Section 14
Record Sheets for Processors, Packers and Importers

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This Section specifies the documentation and records, which must be kept by all certified processors and importers..

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14.1 Pro-forma Record Sheets

14.1.01	Records must be kept to prove that the operational requirements detailed in Section 11 of this Manual, have been complied with.
14.1.02	<p>A set of proforma record sheets is included in Appendix 2. They are designed to assist the operator in keeping the correct records. These should be copied for use and the originals kept in the file for future use when required. They are also available to download from the OF&G website at www.organicfarmers.org.uk</p> <p>Record Sheet 41 Single Ingredient Product Sheet</p> <p>Record Sheet 42 Multi-ingredient Product Sheet</p> <p>Record Sheet 43 Compound Animal Feed Product Sheet</p> <p>Record Sheet 44 Record of Products Received</p> <p>Record Sheet 45 Record of Products Processed</p> <p>Record Sheet 46 Summary of Products Sold</p> <p>Record Sheet 47 Record of Cleaning Procedures</p> <p>Record Sheet 48 Record of Pest Control Materials</p> <p>Record Sheet 49 Certificate of Inspection for Import of Products from Organic Production into the European Community</p> <p>Record Sheet 50 Schedule of Products to be Imported from Third Countries</p> <p>Record Sheet 51 Hazard Analysis and Critical Control Point</p> <p>Record Sheet 52 Record of Complaints Received</p> <p>Record Sheet 53 Declaration of Non-Genetically Modified Content</p> <p>Record Sheet 54 EC Import Certificate for split consignments</p> <p>Record Sheet 55 Declaration of Product Conformity with Regulation EC 834/2007 and 1235/2008</p> <p>Record Sheet 56 Mass Balance Reconciliation</p> <p>Record Sheet 57 Agreement to Subcontract a Transport, Storage or Processing Operation</p>
14.1.03	Processors must keep accurate records of their processing activities and make these available to OF&G. The records must be sufficiently comprehensive to allow the organic raw materials used in finished products to be traced back to the original source. The records must be retained for a period of not less than 3 years.