

Namibian Organic Association Participatory Guarantee System Tel: 062 502410, Fax: 062 504961  
P.O. Box 1504, Okahandja, Namibia, [www.noa.org.na](http://www.noa.org.na), [info@noa.org.na](mailto:info@noa.org.na)

**Please fill out this questionnaire if you are requesting organic process/handling certification or re-certification or the production of animal feed. Attach Organic Product Profile sheets for all products requested for certification and a current schematic product flow chart, facility map, pest management map, water test, and appropriate MSDS if required. Use additional sheets if necessary.**

**For re-certification, please select the “ No Changes” option where applicable, and move on to the next section. Complete all sections where any changes have been made in the operation, and where the “ No Changes” option is not offered.**

### SECTION 1: General Information

Applicant/Company Name		Organic Certification Number		
Owner	Manager		Primary contact person	
Address		Nearest town	Province	Postal code
Country				
Phone	Fax	E-mail		
Preferred dates and times for inspection visit: <input type="checkbox"/> morning <input type="checkbox"/> afternoon <input type="checkbox"/> evening				
Year company began	Number of employees	Name of person overseeing organic production		Do you understand current organic standards? <input type="checkbox"/> yes <input type="checkbox"/> no
Do you have an employee training program for organic product permits/ processing/ handling? <input type="checkbox"/> yes <input type="checkbox"/> no		Government permits/ inspections		Year first certified
<b>If you previously were certified by another certifier, give current status:</b>				
Products _____				
Expiry date:	Which organic standard?	Which certifier?		
<b>List all products requested for organic certification. Attach an Organic Product Profile for each individual product.</b>				
Have you ever been denied certification? <input type="checkbox"/> yes <input type="checkbox"/> no		If yes, describe the circumstances:		
Type of processing/ handling		<input type="checkbox"/> Packhouse for own production only <input type="checkbox"/> Packhouse with organic suppliers <input type="checkbox"/> Food processing		
<b>List any suppliers you have:</b>				<input type="checkbox"/> No contracted supplier
SUPPLIER	ADDRESS	PHONE NO.	CERTIFIED BY	

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Estimated annual total production: \_\_\_\_\_% organic \_\_\_\_\_% conventional

List or attach a list of all products produced by your company:

**SECTION 2: Material Inputs**

*Organic standards require that all primary ingredients be certified organic unless they are not available. Salt and water are not considered ingredients. Non-organic ingredients and processing aids must be listed as Approved on the Materials List. You also need to show efforts to obtain certified organic ingredients whenever possible. No genetically engineered or irradiated ingredients or processing aids are allowed.*

**A. INGREDIENTS:**

Fill out Organic Product Profiles (Annex 48) for all organic products requested for certification, noting the source of each ingredient. Please send an organic certificate to us for each certified ingredient.

Are any non-organic ingredients listed as: restricted materials?  yes  no prohibited materials?  yes  no

Check if any non-organic ingredients have been processed with or exposed to the following:

irradiation  genetic engineering  fumigation  petroleum distillates  synthetic solvents

**B. PROCESSING AIDS:**

List all processing aids used in the production of certified organic products: \_\_\_\_\_

\_\_\_\_\_

How/why are they used? \_\_\_\_\_

\_\_\_\_\_

Are any processing aids listed as: restricted materials?  yes  no prohibited materials?  yes  no

Check if any processing aids have been processed with or exposed to the following:

irradiation  genetic engineering  fumigation  petroleum distillates  synthetic solvents

**C. WATER:**

**Organic standards require that water meets potable water standards. For products that use culinary steam, boiler additives may not contaminate the organic products.**

Check ways water is used in processing:

None use

- ingredient    processing aid    cooking    cooling    product transport    cleaning organic products  
 cleaning equipment    other \_\_\_\_\_

Source of water:  municipal/water board    on-site borehole    other \_\_\_\_\_

Is the water potable?  yes    no   *Attach copy of water test, if applicable.*

List any known water contaminants: \_\_\_\_\_

What on-site water treatment processes are used?  None used \_\_\_\_\_

Is culinary steam used in the processing of organic products?  yes    no   **9** No changes

If steam has direct contact with organic products, do you use:

No direct contact

- steam filters    condensate traps    testing of condensate    testing of finished products  
 other \_\_\_\_\_

List products used as boiler additives: \_\_\_\_\_

*Attach MSDS, label information.*

Do you use water conservation strategies?  yes    no

**SECTION 3: Production System**

**Organic standards require attachment of a complete written description or schematic product flow chart which shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping. All equipment and storage areas must be identified.**

**A. PRODUCT FLOW:**

*Attach a schematic product flow chart which shows where and how the product is received, stored, processed, packaged, and warehoused, identifying all pieces of equipment, storage areas and where ingredients are added or processing aids used.*

**B. EQUIPMENT**

No changes

List all equipment used in processing:

NAME	CAPACITY	IS IT CLEANED PRIOR TO ORGANIC PRODUCTION RUNS? YES (Y) NO (N)	IS CLEANING DOCUMENTED YES (Y) NO (N)	IS THIS EQUIPMENT PURGED PRIOR TO ORGANIC PRODUCTION? YES (Y) * NO (N)

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**\*If equipment is purged, list and describe purge procedures, quantities purged, and documentation:**

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**Briefly describe the production process for each product (here or on a separate sheet). (You will need to produce standard operating procedures and flow diagrams for each of these, but these can be submitted later.)**

**SECTION 4: Assurance of Organic Integrity**

***Organic standards require that procedures, processes, storage and equipment present no contamination risk to organic products from co-mingling with other non-organic products, sanitation products or pest management products. Procedures used to maintain organic integrity must be documented.***

**ORGANIC CONTROL POINTS:** (OCPs), similar to Hazard Analysis Critical Control Points (HACCP), are points in the production system where the integrity of the organic product may be compromised. Examples are co-mingling with non-organic products, contamination by sanitizers or pesticides, and improper cleaning of equipment prior to running organic products.

Do you have an Organic Control Point program in place to address areas of potential contamination?  yes  no

If yes, list Organic Control Points you have identified in your process or submit a copy of your Organic Control Program.

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If no, do you have plans to implement an Organic Control Point program?  yes  no

### SECTION 5: Audit Control System

**Organic standards require that audit control records track finished organic products back to all ingredients. Ingredients must be verified as certified organic. Amounts of organic finished products must balance with certified organic ingredients purchased. All relevant documents must identify products as "organic."**

Number, in the order of use, the types of documents which you use to track organic products at this operation:

**Incoming:**

- |                              |                                     |                                    |                          |
|------------------------------|-------------------------------------|------------------------------------|--------------------------|
| ___ purchase orders          | ___ contracts                       | ___ invoices                       | ___ receipts             |
| ___ bills of lading          | ___ Customs forms                   | ___ scale tickets                  | ___ quality test results |
| ___ Certificates of Analysis | ___ Transaction Certificates        | ___ copies of Organic Certificates |                          |
| ___ receiving records        | ___ receiving summary log (12 mos.) |                                    |                          |
| ___ other _____              |                                     |                                    |                          |

**In process:**

- |  |                       |                        |                                |
|--|-----------------------|------------------------|--------------------------------|
| ___ ingredient inspection forms          | ___ blending reports  | ___ production reports | ___ equipment<br>cleanout logs |
| ___ sanitation logs                      | ___ packaging reports | ___ QA reports         |                                |
| ___ production summary records (12 mos.) |                       |                        |                                |
| ___ other _____                          |                       |                        |                                |

**Storage:**

- |                                  |  |
|----------------------------------|--|
| ___ ingredient inventory reports | ___ finished product inventory reports |
| ___ other _____                  |  |

**Outgoing:**

- |                  |                                     |                     |                   |
|------------------|-------------------------------------|---------------------|-------------------|
| ___ shipping log | ___ transport unit inspection forms | ___ bills of lading | ___ scale tickets |
|------------------|-------------------------------------|---------------------|-------------------|

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purchase orders       sales orders       sales invoices       phytosanitary  
 export declaration forms       Transaction Certificates       copies of Organic Certificates  
 shipping summary log       sales summary log       audit control register  
 other \_\_\_\_\_

**Describe your lot numbering system:** \_\_\_\_\_  
\_\_\_\_\_

Can your record keeping system track the finished product back to all ingredients?  yes  no

Can your record keeping system balance organic product in and organic product out?  yes  no

**SECTION 6: Quality Assurance**

Do you have a QA program in place?  yes  no  No Changes

If yes, what program do you use?  HACCP  TQM  other \_\_\_\_\_

Are any outside quality assessment services used (e.g., SABS)?  yes  no

If yes, name of company or authority: \_\_\_\_\_

**Product testing:** (check all applicable categories)

ingredients prior to purchase     ingredients upon receipt     during production     finished product

Are ingredient samples retained?  yes  no If yes, how long? \_\_\_\_\_

Are finished product samples retained?  yes  no If yes, how long? \_\_\_\_\_

Do you have a product recall system in place?  yes  no

**SECTION 7: Sanitation**

*Organic standards require that good sanitation practices are used throughout the facility and that residues from cleaning materials do not contaminate organic products.*

**Check all cleaning methods used:**

sweeping     scraping     vacuuming     compressed air     manual washing

clean in place (CIP)     steam cleaning     sanitizing     other \_\_\_\_\_

**Provide information on your cleaning program and products used:**

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AREA	TYPE OF CLEANING	EQUIPMENT USED	PRODUCTS USED	FREQ	DOCUMENT ATION
Receiving area					
Ingredient storage					
Product transfer					
Production area					
Production equipment					
Packaging area					
Finished prod. storage					
Loading dock					
Building exterior					
Accidental spills					

Are all surfaces which contact organic products food grade?  yes  no

Do you test food contact surfaces or rinse for cleanser/sanitizer residues?  yes  no

Where are cleaning/sanitizing materials stored? \_\_\_\_\_

\_\_\_\_\_

Attach MSDS and/or label information for cleansers and sanitizers, if applicable.

## SECTION 8: Pest Management

### A: GENERAL INFORMATION:

What type of pest management system do you use?  in-house: name of responsible person \_\_\_\_\_

contract pest control service (name, address, phone no.) \_\_\_\_\_

Check all pest problems you generally have:  flying insects  crawling insects  spiders  birds  rats  mice

other \_\_\_\_\_

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**B: CHECK ALL PEST MANAGEMENT PRACTICES YOU USE:**

- good sanitation     removal of exterior habitat/food sources     cleanup of spilled product
- exclusion     sealed doors and/or windows     repair of holes, cracks, etc.     screened windows, vents, etc.
- physical barriers     sheet metal on sides of building exterior     mowing     air curtains     air showers
- positive air pressure in facility     monitoring     ingredient inspection for pests
- inspection zones around interior perimeter     ultrasound/light devices     release of beneficials     sticky traps
- electrocutors     pheromone traps     mechanical traps     scare eye balloons     freezing treatments
- heat treatments     vacuum treatments     carbon dioxide     nitrogen     vitamin baits
- pyrethrum     ryania     rotenone     boric acid     disodium octal tetrahydrate     diatomaceous earth
- precipitated silica     fumigation     fogging     crack and crevice spray
- other \_\_\_\_\_

**C. PESTICIDE USE INFORMATION FOR THE LAST 12 MONTHS:**

PRODUCT	TARGET PEST	LOCATION WHERE USED	METHOD OF APPLICATION	DATE OF LAST APPLICATION

Are any products used which are prohibited by organic standards?  yes  no

Can any pest control products come into contact with any organic ingredients, finished organic products, or packaging materials?  yes  no If yes, describe your protocols to prevent contamination: \_\_\_\_\_

If pesticides are used, where are they stored? \_\_\_\_\_

Is your structural pest management system effective?  yes  no

*Attach facility map showing location of traps and monitors. Attach MSDS and/or label information, if applicable.*



### SECTION 9: Packaging and Labelling

**Organic standards require that packaging materials are free of prohibited substances and must not contaminate the organic product. Organic product labels must meet certification agency and government labelling requirements.**

#### A. PACKAGING:

Check types of packaging material used:  bulk  paper  cardboard  wood  glass  metal  foil  
 plastic  waxed paper  aseptic  natural fibre  synthetic fibre  other \_\_\_\_\_

Are all packaging materials food grade?  yes  no

Are all packaging materials free of prohibited materials?  yes  no

Are packaging materials recyclable?  yes  no Returnable?  yes  no

#### B. LABELING:

Describe the information provided on labels of all organic products or attach samples of all organic product labels:

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Do you plan to use the certification agency seal on the label?  yes  no

### SECTION 10: Storage

**Organic standards require that no co-mingling or contamination of organic products occur during storage. All storage sites must be properly documented and organic products clearly identified in storage. Off-site storage areas may need to be inspected and certified.**

#### STORAGE INFORMATION:

USE	LOCATION	TYPE/ CAPACITY	DEDICATED ORGANIC?		IDENTIFICATION
			YES (Y)	NO (N)	
Ingredient storage					
Packaging material storage					
In-process storage					
Finished product storage					
Off-site storage*					

\* If there is off-site storage, give name, address, phone number and contact person: \_\_\_\_\_  
\_\_\_\_\_

**SECTION 11: Transportation of Organic Products**

**Organic standards require that the integrity of organic products be preserved during transport.**

**A. INCOMING:**

In what forms are incoming products received?  dry bulk  liquid bulk  bulk bags  crates  metal drums

cardboard drums  paper bags  foil bags  plastic drums  other \_\_\_\_\_

How are incoming products transported? \_\_\_\_\_

Do you arrange incoming product transportation?  yes  no

How do you insure that inbound transport units are clean prior to loading organic products? \_\_\_\_\_

Is this documented?  yes  no

Are transport units used to carry any prohibited materials?  yes  no

Have transport companies been notified of organic handling requirements?  yes  no

Are organic products shipped at the same time as non-organic in the same transport units?  yes  no

Check steps taken to segregate organic products:  dedicated organic only  use of pallets  pallet tags

organic product shrink-wrapped  separate area in transport unit  other \_\_\_\_\_

**B. IN-PROCESS:**

How are in-process products transported? \_\_\_\_\_

How do you insure that in-process transport units are clean prior to loading organic products? \_\_\_\_\_

Is this documented?  yes  no

**C. OUTGOING FINISHED PRODUCT:**

In what form are finished products shipped?  dry bulk  liquid bulk  bulk bags  crates  paper bags

foil bags  metal drums  mesh bags  cardboard drums  cardboard cases  plastic crates

other \_\_\_\_\_

How are outgoing products transported? \_\_\_\_\_

Do you arrange outgoing product transportation?  yes  no

How do you ensure that outgoing transport units are clean prior to loading organic products? \_\_\_\_\_

Is this documented?  yes  no

Are transport units used to carry any prohibited materials?  yes  no

Have transport companies been notified of organic handling requirements?  yes  no

Are organic products shipped at the same time as non-organic in the same transport units?  yes  no

Check steps taken to segregate organic products:  dedicated organic only  use of pallets  pallet tags

organic product shrink-wrapped  separate area in transport unit  other \_\_\_\_\_

**SECTION 12: Waste Management**

Will any waste products from certified organic ingredients be sold as certified organic?  yes  no

If yes, complete Organic Product Profile for each product.

Check all aspects of your waste management system that apply:  on-site dumpster  material recycling

water recycling  water filtering  smokestack filters  composting  daily pickup of waste  sediment ponds

field application of waste  other \_\_\_\_\_

**SECTION 13: Assessment Services**

Rate services provided by this NOA Assessment Team:  excellent  satisfactory  needs improvement

Please comment \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 14: Affirmation**

I affirm that all statements made in this application are true and correct. I agree to follow NOA's Organic Standards. I understand that the facility may be subject to unannounced inspection and/or organic products may be sampled for residues at any time. I will provide right of access at any time to all appropriate facilities including those dealing with non-organic products. I will provide documentation and/or additional information that is requested.

Signature of Owner/Manager \_\_\_\_\_ Date \_\_\_\_\_

I have attached the following additional documents:

- Organic Product Profiles
- Product flow chart
- Facility map
- Pest management map of traps and monitors
- Water test
- Appropriate MSDS, if applicable (Material Safety Data Sheet)
- Organic product labels
- Detailed description of your programme to maintain organic integrity during the processing system