

Please fill out this questionnaire if you are requesting organic farm/crop certification or renewal. Use additional sheets if necessary. Attach current farm map(s) detailing all fields with field numbers. On the map(s), identify land use of adjoining fields (i.e., conventional crops, residential area, etc.). Other attachments include Inspection Appointment Form, field history sheets, applicable tests for water, soil, plant tissue and/or residue analyses, if required. Sign and send or fax to NOA together with as many of the attachments listed at the end of the document as you can.

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. Attach only farm maps for new fields or changes in field map, updated field history sheets, and applicable test results. To check a box double click on it and select the 'check box' option under 'Default value' and click 'Ok'.

SECTION 1: General Information

Name:		Farm:		Type of Farm:	
Address:			Nearest Town:		
Phone:		Fax:		E-mail:	
Preferred dates and time for inspection visit: <input type="checkbox"/> morning <input type="checkbox"/> afternoon <input type="checkbox"/> evening				Organic Certification No.:	
Year first certified _____					
Do you understand current organic standards? <input type="checkbox"/> yes <input type="checkbox"/> no					
If you previously were certified by another certifier, give current status:					
Products _____					
Expiry date:		Which organic standard?		Which certifier?	
List all crops or products requested for certification:				<input type="checkbox"/> No Changes	
What is the total area of the farms(s)? _____ha					
What is the area that you wish to be certified organic (or in conversion)? _____ha					
Are you intending to export your organic production? _____					
_____ Within the next 12 months _____ Within the next 2 – 3 years _____ No, not for the foreseeable future					
If yes, to which country? _____					
Any other comment on the possibility of exporting organic produce? _____					
Have you ever been denied certification? <input type="checkbox"/> yes <input type="checkbox"/> no		If yes, describe the circumstances:			

SECTION 2: Farm Plan Information

Please complete the table below and attach updated field history sheets that show all fields, [organic (O), in transition (T) or conventional (C)], field numbers, acres/hectares, crops planted, projected yields and inputs applied.

crops requested for certification	FIELD NUMBERS	TOTAL HECTARES PER CROP	PROJECTED YIELDS

A. Are all fields requested for certification located at the main farm address listed above? Yes No
 No Changes

Complete this information for main farm address and each parcel that is in a separate location from the main farm address:

FIELD NOS.	PARCEL ADDRESS/ LEGAL DESCRIPTION	NO. HECTARES ORGANIC/ TRANSITIONAL/CONVENTIONAL			RENTED (R)/ OWNED (O)*
		O	T	C	
	<i>main farm address listed above</i>				

**If you have rented or owned the fields for less than three years, attach a signed statement from current or previous landowner regarding field history and application of prohibited materials.*

B. Organic standards require that all inputs for crop production shall be approved, whether brought onto the farm, or made on the farm. List all inputs, including propagating materials, composts, fertilizers, manure, biocontrols, inoculants, chemicals, other plant and /or animal matter, etc. (Water is covered in Section 7 below.)

Input	Source	Does it have an organic certificate?

SECTION 3: Seed Treatments

Organic standards prohibit or restrict the use of synthetic seed treatments and prohibit genetically engineered products. Please save your seed labels to show the inspector.

LIST ANY SEEDS THAT HAVE BEEN TREATED OR GENETICALLY ENGINEERED (GEO): No seeds used
 No Changes

SEED	BRAND NAME/ TYPE OF TREATMENT	CHECK IF GEO (X)	WHAT ATTEMPTS DID YOU MAKE TO USE UNTREATED OR NON-GEO SEED?	DO YOU PRODUCE ANY SEED? ORGANIC (O) ? CONVENTIONAL (O)?

SECTION 4: Source of Seedlings and Perennial Stock

Annual seedlings must be produced according to organic standards while perennial plants must be managed organically for at least one year prior to harvest of crop or sale of the plant as a certified organic transplant.

A. IF YOU PURCHASE SEEDLINGS: Are they organic? None purchased No Changes
Who is the supplier? _____ Certified by which agency? _____

B. IF YOU GROW ORGANIC SEEDLINGS ON-FARM: None grown No Changes

What type and size is your greenhouse/nursery? _____

If treated wood is used in any part of your nursery, where is it used? _____

What is it treated with? _____

What ingredients are in your soil mix? _____

What fertility products or foliar sprays do you use? _____

What inputs/equipment are used in your watering system? _____

How do you prevent seedling diseases? _____

C. IF YOU GROW BOTH ORGANIC AND NON-ORGANIC PLANTS IN YOUR NURSERY: Not applicable
 No Changes

How do you separate and identify organic and non-organic growing areas?

How do you prevent co-mingling of organic and non-organic soil mixes during mixing and storage?

How do you label organic and non-organic seedlings/plants?

What inputs are used in your watering system?

How do you prevent drift of prohibited materials through ventilation and/or water systems?

How do you clean seedling containers and equipment?

Where do you store inputs used for non-organic production?

D. PERENNIAL STOCK: (Use additional sheets if necessary) Not applicable No Changes

DATE PLANTED	TYPE	TRANSPLANT SOURCE	EXPECTED HARVEST DATE

SECTION 5: Soil Fertility Management

Organic standards require an active management plan to build soil fertility and prevent soil erosion.

A. GENERAL INFORMATION

What are your soil types?

What are your soil/nutrient deficiencies? Attach copies of test results if available.

No deficiencies

***** DESCRIBE IN DETAIL YOUR SOIL FERTILITY MANAGEMENT PROGRAMME (ON A SEPARATE SHEET).**

What are the major components of your soil and crop fertility plan?

- crop rotation soil amendments* side dressing* foliar fertilizers* compost* soil inoculants
- on-farm manure off-farm manure* green manure/cover crops inter-planting
- biodynamic preparations summer fallow sub-soiling soil testing microbiological testing
- tissue testing conservation tillage strip cropping incorporation of crop residues
- other: _____

Describe each of the amendments starred (*) above

Not applicable

PRODUCT	BRAND NAME OR SOURCE	REASON FOR USE

If you are using any chemical fertility inputs, describe your plan to reduce or eliminate their use:

Not applicable

B. COMPOST/MANURE USE:

No Changes

What forms of compost/manure do you use? liquid semi-solid piled fully composted pelleted none
 other _____

How do you apply compost/manure?

During what season(s) do you apply compost/manure? _____

If you use off-farm sources of manure/compost, what are the potential contaminants from these sources?
Attach residue analysis of off-farm manure/compost if available.

List all sources of off-farm manure/compost _____

How much compost/manure do you apply per hectare per year?

If you use on-farm manure/compost:

List ingredients/additives _____
Describe your composting method(s)

How much compost/manure do you apply per hectare per year? _____

C. SOIL EROSION:

No Changes

What soil erosion problems do you experience and where are they? _____

How do you prevent soil erosion? terraces contour farming permanent waterways conservation tillage
 windbreaks firebreaks tree lines retention ponds riparian management mulching

other _____

D. Rate the effectiveness of your soil fertility management programme: excellent satisfactory needs improvement

What changes do you anticipate? _____

SECTION 6: Crop Management

Organic standards require an active management plan to maximize soil and crop health, and to prevent weed, pest and disease problems.

A. CROP ROTATION PLANS:

No Changes

Namibian Organic Association Participatory Guarantee System Tel: 061 248 345, Fax: 061 248 344
P.O. Box 1504, Okahandja, Namibia, www.noa.org.na, info@noa.org.na

CROP ROTATION (OR INTERCROPPING) PLAN	FIELD NOS. WHERE PLAN IS FOLLOWED	ANTICIPATED CHANGES

B. WEED MANAGEMENT PLAN: No weed problems No Changes

What are your problem weeds? _____

What weed control methods do you use?

- crop rotation field preparation prevention of weed seed set soil sterilization mechanical cultivation
 use of hand tools hand weeding mowing plastic mulch natural mulch flame weeding
 steam weeding smother crops stale seedbed corn gluten other _____

If you use chemical weed control inputs, describe your plan to reduce or eliminate their use: _____

Rate the effectiveness of your weed management program: excellent satisfactory needs improvement

What changes do you anticipate? _____

***** DESCRIBE YOUR WEED CONTROL MANAGEMENT PROGRAMME (ON A SEPARATE SHEET).**

C. PEST MANAGEMENT PLAN: No pest problems No Changes

What are your problem pests?
 insects (list) _____
 rodents birds other animals: _____

Do you work with a pest control advisor? yes no **If yes, give name** _____

What strategies do you use to control pest damage to crops? None

- crop rotation use of chemical products*
 companion planting resistant varieties beneficial habitat timing of planting release of beneficials
 frog ponds bat houses bird houses hand picking monitoring IPM* trap crops traps
 physical barriers physical removal other _____

Describe the pest management inputs or methods starred (*) above: Not applicable

PEST PROBLEM	CONTROL PRODUCT	IF CHEMICAL,, HOW DO YOU PLAN TO REDUCE/ELIMINATE USE?	CHECK IF GEO (☼)

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P.O. Box 1504, Okahandja, Namibia, www.noa.org.na, info@noa.org.na

If you use chemical pest management control inputs, describe your plan to reduce or eliminate their use: _____

Rate the effectiveness of your pest management program: excellent satisfactory needs improvement

What changes do you anticipate? _____

***** DESCRIBE YOUR PEST CONTROL MANAGEMENT PROGRAMME (ON A SEPARATE SHEET).**

D. DISEASE MANAGEMENT PLAN: No disease problems

What are your problem crop diseases? _____

What disease prevention strategies do you use? None No Changes

crop rotation field sanitation resistant varieties timing of planting/cultivating plant spacing

vector management use of chemical materials* soil balancing solarization

companion planting compost/tea use other _____

Describe the disease management inputs or methods starred (*) above: Not applicable

DISEASE PROBLEM	CONTROL PRODUCT	IF CHEMICAL,, HOW DO YOU PLAN TO REDUCE/ELIMINATE USE?	CHECK IF GEO (⊛)

If you use chemical disease prevention inputs, describe your plan to reduce or eliminate their use: _____

Rate the effectiveness of your disease management program: excellent satisfactory needs improvement

What changes do you anticipate? _____

***** DESCRIBE YOUR DISEASE CONTROL PROGRAMME (ON A SEPARATE SHEET)**

SECTION 7: Water Source and Irrigation

Water tests are required annually for nitrate and coliform bacteria if water is used for greenhouse/nursery use, washing organic products, and on-farm processing. Tests may be required for irrigation water and organic livestock drinking water. Irrigation water should not contaminate organic crops with chemical materials. Methods to conserve water usage should be part of the irrigation plan.

A. WATER USE: irrigation greenhouse/nursery foliar sprays washing crops none other :
 No Changes

B. SOURCE OF WATER: borehole river/vlei/dam spring municipal/water board
 irrigation board/WUA./DWAf mine/Eskom/utility other _____

Name of municipal/irrigation/water board _____

Attach current water tests for coliform bacteria and/or nitrates if applicable.

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C. TYPE OF IRRIGATION SYSTEM: none drip flood centre pivot micro-sprinkler other _____

What input products are applied through the irrigation system none

What products do you use to clean irrigation lines/nozzles? none

How do you conserve irrigation water? scheduling tensiometer/monitoring laser levelling/land forming
 drip irrigation micro-spray other _____

Known contaminants in your irrigation water: *(Attach residue analysis and/or salinity test results if available.)*

SECTION 8: Maintenance of Organic Integrity

A. ADJOINING LAND USE:

Organic standards require that organic production areas be protected from contamination from prohibited substances (e.g., pesticides). Buffer areas may change annually, depending on contamination potential from adjoining land uses.

List specific buffer areas you maintain: *(Show all adjoining land uses on your field maps.)* Not applicable No Changes

LOCATION/FIELD NO.	TYPE OF BUFFER (I.E. TREELINE, HEDGEROW, WILDLIFE PLANTING, GRASS STRIP, CROPLAND*)

* If crops are harvested from the buffer zones, describe their harvest, storage and sales: _____

What additional safeguards do you use to prevent accidental contamination? None No Changes

Written notification to: traffic departments electric companies aerial spray companies/airports

neighbours government agencies other _____

Have you posted signs along roadsides that adjoin organic fields? yes no

Do any fields or portions of fields flood frequently (more than once every ten years)? yes no

If yes, give field numbers: _____

B. SPLIT AND PARALLEL PRODUCTION:

To prevent contamination by non-organic products, organic standards have additional rules for farmers who are farming conventionally as well as organically. The farm operator must demonstrate the ability to keep crops separate in storage. Storage areas should remain organic and not be switched back and forth. Specific records must be kept to document all crops, inputs, harvest, storage and sales.

Which category best describes your current operation?

100% organic predominantly organic in transition predominantly conventional crop production

If you farm conventionally, do you plan to convert fully to 100% organic production? yes no

What is your plan and time frame for conversion to organic production? _____

Do you grow the same crops organically, in transition and/or conventionally: yes no

If you grow any conventional or transitional crops, please fill out the following table: Not applicable

SPECIFIC CROPS/VARIETIES	FIELD NOs.	TRANSITIONAL (T) OR CONVENTIONAL (C)	TOTAL AREA (ha)	PLANNED USE AND/OR STORAGE AREAS

Use of chemical soil amendments:

PRODUCT NAME	WHO APPLIES? SELF (S) CONTRACT (C)	WHERE STORED? (ON-FARM OR OFF-FARM; WHERE ON FARM?)

Herbicide & pesticide use:

PRODUCT NAME	WHO APPLIES? SELF (S) CONTRACT (C)	WHERE STORED? (ON-FARM OR OFF-FARM; WHERE ON FARM?)

C. EQUIPMENT:

Organic standards require that equipment used in organic crop production not contaminate fields or organic crops. Contamination includes risk from oil, fuel, and hydraulic fluids. Equipment used for both organic and conventional farming should not contaminate organic fields or crops.

List equipment used for planting, spraying and harvesting:

Not applicable

No Changes

EQUIPMENT NAME	OWNED (O), RENTED (R), CONTRACT(C)	TICK (✓) IF USED ON BOTH ORGANIC & CONVENTIONAL	HOW IS EQUIPMENT CLEANED BEFORE USE ON ORGANIC FIELDS?

Is your equipment maintained so that fuel, oil and hydraulic fluid do not leak? yes no Not applicable

If you use a sprayer ... Not applicable

Type _____ Did you purchase if new (N) or used (U)? _____

Other equipment: Could any equipment you use have been contaminated by previous uses? yes no

If yes, describe: _____

D. HARVEST:

No Changes

How are your organic crops harvested? mechanical by hand

What containers are used for harvesting? gravity wagons/boxes bulk bins cardboard/waxed boxes

wooden crates plastic containers other _____

Are containers clean prior to organic crop harvesting? yes no

Are the containers used for organic crops only? yes no

What potential contamination or co-mingling problems do you have with harvest or transport of organic crops?

None

E. POST-HARVEST HANDLING:

Not applicable No Changes

Organic standards require that post-harvest handling procedures do not contaminate organic products with non-organic crops or prohibited materials. (Note: For on-farm processing, you may need to complete an Organic Processing/Handling Plan Questionnaire.)

Describe your post-harvest handling procedures and equipment: _____

Is the processing area and equipment used for organic products only? yes no

Does packaging present any contamination problems for your organic products? yes no

If yes, what are they? _____

Check types of packaging material used: bulk paper cardboard wood glass metal foil plastic

waxed paper aseptic natural fibre synthetic fibre other _____

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 boxes plastic crates

other _____

F. CROP STORAGE:

No organic crop storage No Changes

Describe your storage locations:

STORAGE ID#	TYPE OF CROPS STORED	TYPE OF STORAGE	CAPACITY	ORGANIC (O), TRANSITIONAL (T), CONVENTIONAL (C), BUFFER (B)

Do you use the same storage areas for organic, transitional, buffer and/or conventional crops? yes no

If yes, how do you segregate organic crops from non-organic crops? _____

If yes, how do you clean storage units prior to storage of organic crops? _____

How do you prevent/control insect pests in stored crops? _____ No insect problems

How do you control rodents in organic crop storage areas? _____ No rodent problems

What stored crop inputs have you used in the last three years? None

synthetic fumigants sprouting inhibitors ripeners growth regulators preservatives oils

colouring agents waxes natural fumigants other _____

Are any stored crop inputs used for organic crops? yes no

If yes, list all

inputs:

G. TRANSPORTATION:

Not applicable No Changes

Who is responsible for arranging transportation of organic products:

self buyer other _____

Describe how organic products are transported: _____

What steps are taken to protect the integrity of organic products during transport?

dedicated organic only inspecting transport units prior to loading cleaning transport units prior to loading

use of Clean Truck Affidavits letter/contract with transport company stating organic requirements

palletising other _____

SECTION 9: Record Keeping System

Organic standards require that your organic products can be tracked back to the field/location where they were produced/harvested, including written records of all inputs and production activities.

Which of the following records do you keep for organic production?

- No Changes
- field maps
- field history sheets (previous three years)
- input records that show soil amendments, manure, compost, foliar sprays and pest control product applications
- harvest records that show field numbers and harvest amounts
- labour records
- storage records that show storage location, ID numbers, and amounts stored
- sales records
- shipping records (such as bills of lading)
- other _____

Which of the following records do you keep for conventional production?

Not applicable

- | | |
|---|---|
| <input type="checkbox"/> field maps | <input type="checkbox"/> labour records |
| <input type="checkbox"/> field history sheets | <input type="checkbox"/> storage records |
| <input type="checkbox"/> input records | <input type="checkbox"/> sales records |
| <input type="checkbox"/> harvest records | <input type="checkbox"/> shipping records |
| <input type="checkbox"/> other _____ | |

TYPE OF MARKETING:

- farmers' market direct to retail exported wholesale on-farm retail direct to buyer
- bulk commodities to processor contract to buyer other _____

Do you use the seal of the certification agency on organic product labels? yes no We hope to
(Attach copies of all organic product labels.)

SECTION 10: Assessment Services

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

Please comment _____

SECTION 11: Affirmation

I affirm that all statements made in this application are true and correct. No chemical products have been applied to any of my organically managed fields during the three-year period prior to projected harvest.

I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time. **I will provide right of access to all appropriate facilities including those dealing with non-organic products. I will provide documentation and/or additional information that is requested.**

I agree to follow NOA's organic standards and the ground rules, as set out in the Organic Management Programme.

Signature of Operator _____ Date _____

I have attached the following additional documents:

- Maps of all parcels/fields** (showing adjoining land use and field identification)
- Field history sheets** (with letter of three-year history for fields owned or rented for less than three years)
- Water test, if applicable**
- Soil, plant tissue and/or residue analyses, if applicable**
- Inspection Appointment Form with directions to inspection location**
- Description of soil fertility management programme**
- Description of weed management programme**
- Description of pest management programme**
- Description of disease management programme**

Send the completed form and as many of the attachments as you can to: NOA, PO Box 1504, Okahandja, Namibia, or info@noa.org.na or fax to 062 502410.

Please contact us with any queries or complaints. They will be dealt with confidentially, and you will be informed of the result as soon as we have been able to consider them.