

	GUIDELINES
	INSPECTION OF CERTIFICATION BODIES

Objective	To establish the activities and responsibilities for conducting Inspections of Certification Bodies (Certifying Bodies) and Organic Farmers Organizations).
Scope	This document applies to activities related to Inspections of Certification Bodies (CB) and Organic Farmers Organizations (OFO), conducted by members of SAG's Regional and Sectoral Offices.
Performance Indicator	<p>Indicator: Percentage of inspections of Certification Bodies performed in year t, regarding the programmed.</p> <p>$\left(\frac{\text{No. of inspections carried out (CB + OFO) in year t}}{\text{Number of scheduled inspections to CB + OFO in the year t}} \right) * 100.$</p> <p>Measurement Frequency: Monthly</p>


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Description of activities and/or tasks.


Description of the activity and/or task.	Executors of the activity and/or task.	Records.
<p>The document used to record the activity, corresponds to the Inspection Record of the CB or OFO, and aims to verify that the conditions that allowed its registration are maintained.</p> <p>Also, background evaluations, issued organic certificates of either operators or members of each organization, are checked in order to verify how the inspections were conducted.</p> <p>An operator is any actor of the organic certification system, these being: producer, processor or seller (exporters) of organic agricultural products.</p> <p>The inspection considers the following activities:</p>	Inspector or supervisor	
<p>Record revision at the CB or OFO's offices.</p>		
<ul style="list-style-type: none"> • This activity can be conducted: Because of a complaint, supervision and/or inspection to verify the operation of the CB or OFO, and in this activity a certified operator is evaluated, this activity is conducted at the headquarters of the CB or OFO. • Revision of the last ADC, (if any) issued by the SAG, to verify whether corrective actions were implemented. If corrective measures were not implemented, a new Complaints and Summons Record (CSR) must be issued, according to the regulation in place. • Verify the maintenance of the background information that allowed its registration in the National System of Organic Certification. For example: Revision of the organization chart, list of operators, records of inspectors, trainings and evaluations, among others. This information must be registered in F-FYS-FIS-PR-001 and F-FYS-FIS-PR-005, as appropriate. If there is any failure or inconsistency in the data, the CSR 	Inspector or supervisor	F-FYS-FIS-PR-001 F-FYS-FIS-PR-005

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<p>must be issued.</p> <ul style="list-style-type: none"> • Verification of the authorized inspectors list, its training program and corresponding evaluations, under regulatory changes in the areas of organic certification. • Revision of the latest report presented by the Accrediting company to evaluate corrective actions and/or improvement measures for the operation of the CB according to the provisions of the ISO 17065. Verify whether nonconformities have been corrected. In the case of OFOs, the last meeting record should be reviewed to verify agreements and/or activities • Request the list of operators or the updated clients list and the certificate numbers assigned in the season, for both the OAEs and for OCs, if corresponds. • Closing Meeting: Once the information on the form is completed, the result of the inspection, non-conformities, corrective actions and/or improvement measures must be explained to the technical responsible or the interviewee of the CB or OFO. Mutually agreed deadlines to meet this actions, must be recorded on the form. • The form must be signed by the technical responsible or the interviewee and the inspector of the SAG, a copy must be left at the inspection place. • If the technical responsible or the interviewee, refuse to sign the record, this fact should be recorded in the form (Inspection Record). • Register such information on the Computer System of Organic Agriculture 		
Inspector or supervisor in the field.		
This activity can be carried out in the presence	Inspector or	F-FYS-FIS-PR-001

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<p>of an inspector of the CB or OFO, this activity is in the field.</p> <p>The following must be done:</p> <ol style="list-style-type: none"> 1. Evaluate a folder of an operator to check the background information that allowed for the certification process to be held. 2. Verification of mandatory documents: <ul style="list-style-type: none"> -Sketch of location -Current Certificate. -Last inspection report of the Certifying agent, -Management plan, -Records of inputs use, -Records of controlled composting (temperature / days), in the case of own elaboration, -Records of harvest and / or production, -Records of purchases and sales. <p>These are mentioned in the F-FYS-FIS-PR-002, if these documents are not present, the CSR must be submitted.</p> 3. The operator's traceability should be monitored, for this the following is required: assess the quantities produced and sold by waybills that should indicate that the quality of the fruit is coincident with the certificate, information regarding the harvest of the season. If it is not possible to complete the exercise at the time of the inspection, a 5 working days deadline may be granted to complete the exercise and submit to the corresponding SAG office. The revised information in the field should be compared with the information gathered in the CB or OFO, it must be coincident, since the operator counts with a current certification. 4. Tour the facility to verify inputs present in the cellars and if they comply with the current legislation. Subsequently, the farm must be covered, and the demarcations, barracks and its identification must be checked. 	supervisor	F-FYS-FIS-PR-005
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<p>5. Closing Meeting: Once the information on the form is completed, the outcomes of the inspection and corrective actions and/or measures must be informed to the technical responsible or interviewee of the CB or OFO. If necessary, the mutually agreed deadlines to comply with these actions should be recorded in the form.</p> <p>6. The form must be signed by the technical manager or the interviewee, and SAG's inspector or supervisor, a copy should be left at the inspection place.</p> <p>7. If the technical responsible or interviewee refuses to sign this form, it should be registered in it.</p> <p>8. Record such information on the Computer System of Organic Agriculture, attaching the corresponding inspection record within 10 working days or once incurred by the Edelfos system.</p>		
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