



ORGANIC MANAGEMENT PLAN (OMP)

Wholesalers/Retailers/Licencee Processors

All certified members need to prepare an Organic Management Plan (OMP) to achieve ongoing conformance with the Standards refer sections 3.1.7 and 3.4.2 of the Australian Organic Standard (AOS). This may include identification of key management personnel, pest management plans, documented recording systems and future plans.

Do you have a current documented and up to date OMP for your operation which comprehensively covers all questions listed below. If so, please attach a copy and/or complete the following:

Business Details

Business/Trading Name _____	Certification No: _____
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1) **Documents and Records (Sections 8.1.6, 8.1.9 and 8.2.8-10 of the Australian Organic Standard (AOS))**

1a) Please provide details of what documents and records you keep to meet the above sections of the AOS.

YES NO

1b) Facility map is attached (if you have storage facility)

1c) Ingredient Declarations/Formulations of organic products are attached (*You may need to submit an Ingredient Declaration form if you own the formulation and have a certified organic contract processor to manufacture your product for you.*)

2) **Audit trail (Sections 8.1.8 and 8.2.7 of the AOS)**

Please provide details of how you maintain traceability of products back to the supplier. Please write down or attach the procedure and types of records you maintain.

3) **Segregation between certified and non-certified products and In Conversion and full Organic products (Sections 8.1.4-5 and 8.2.4 of the AOS)**

How are issues of segregation between organic and non organic and In Conversion and full Organic products addressed to avoid commingling and contamination?



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4) **Approved supplier list (Sections 8.1.6 and 8.2.8 of the AOS)**
Please attach or write down a list of each of your suppliers and their organic certification status (eg - ACO 1008P).
(If the supplier is certified by another certification body, please attach a copy of their organic certificate)

5) **Pest control and cleaning practices (Sections 8.1.10 and 8.2.11-12 of the AOS)**
Please attach or write down pest control and cleaning procedure that you take within your facility.

6) **Packaging/Labeling (Sections 3.5, 8.1.3, 8.1.7 and 8.2.10 of the AOS)**
If you are a retailer, please write down your labelling system. If you are wholesaler, please write down what packaging materials you use. Attach a sample label if applicable.

7) **Product recall/Complaint procedure**
Please attach or write down your product recall and complaint procedure.

8) **HACCP (Sections 8.1.1 and 8.2.3 of AOS)**
8a) What are the potential hazards to your system in terms of maintaining organic certification? Eg., mislabelling, transport, etc



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8b) How do you currently address these risks or intend to address these risks? Please write down the Organic Control Points (OCP) in your production flow. eg., Training, segregation etc.

IMPORTANT NOTES:

- RETAIN A COPY OF YOUR OMP.
- IF YOU ARE A **LICENCEE PROCESSOR**, PLEASE ATTACH INGREDIENT DECLARATION FORM(S) FOR YOUR PRODUCT(S) THAT APPLYING FOR CERTIFICATION. (FORM IS AVAILABLE FROM ACO WEBSITE AND *THE ACO SUPPORT OFFICE*)
- THIS DOCUMENT SHOULD BE REVIEWED AND UPDATED ON A REGULAR BASIS OR WHEN YOU CHANGE YOUR PRODUCTION SYSTEM

PLEASE SIGN AND DATE		
PRINT FULL NAME CLEARLY	SIGNATURE	DATE