

Checklist for JAS Organic Processor/Manufacture (Processor/Manufacture)

1. Do you have the JAS Standard and Technical Criteria on site? Yes/No

(JAS standard for Processed Product: Notification no. 1606

JAS Technical Criteria for Processed Product: Notification no. 1831

Available to download from MAFF website

http://www.maff.go.jp/soshiki/syokuhin/hinshitu/e_label/specificJAS-organicStandard&Criteria.html)

2. Personnel in charge of Quality Management

a) Please complete the below list

Role	Name	Title	Qualification/experience	JAS training (Completed date)
Production Process Management Director (PPMD)				
Production Process Management staff (PPM) (optional)				

*PPMD must be appointed, however additional PPM staff is optional.

*At least 3 years experience in Quality Management is required for the above personnel

Please attach a copy of JAS attendance certification.

b) Is the PPMD responsible for planning and execution of quality control? YES/NO

c) Does the PPMD provide direction and advice in the event of the accidents occurring during processing or complaints from customers? YES/NO

4. Do you have an existing quality control system? YES/NO

5. Is this externally audited or internally audited? YES/NO

6. Are the records kept for at least one year? YES/NO

7. Is your Quality Control System reviewed periodically? YES/NO

8. Are all employees trained and familiar with Quality Control System? YES/NO

The methods of training: _____

9. Personnel in charge of Grading

Please complete the below list

Role	Name	Title	Qualification/Experience	JAS training
Grading Manager				(Completed date)
Grading staff				

*Please note that the Grading manager and the Grading staff must comply with your own Grading procedures (The Grading procedure to be developed and hold on site if you do not have one yet. An example of the Grading procedure can be obtained from BFA.)

10. Please submit your operating manual. –your current Organic Handling Plan will suffice for this.

11. Please make sure that you establish of an annual production plan and notify the certification body – This can be done by completing Organic Handling Plan and Certified Client Statement.

12. Please make sure that you submit any requested documents to ACO for us to conduct services such as confirmation of the implementation of the management or control of the production process.

I, as a Production Process Management Director, declare the above information is genuine and correct, and our operation follows the above system.

Name: _____ **Signature:** _____

Date: _____