

Checklist for JAS Organic Farmers

(Producer, Non processed Feed, Livestock Farmer&Abattoir)

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

(JAS standard for Agricultural Product: Notification No. 1605

JAS standard for livestock: Notification No. 1608

JAS standard for livestock feed: Notification No. 1607

JAS Technical Criteria for Agricultural Product: Notification No. 1830

JAS Technical Criteria for livestock: Notification no. 1832

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 Farm Products Management

a) Please complete the below list

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

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

*At least 3 years experience in farming or studying agriculture at college/university is required for the above personnel.

Please attach a copy of JAS attendance certification.

b) Is the PPMD responsible for planning and running the farm operation? YES/NO

c) Does the PPMD responsible for personnel safety in farm operation? YES/NO

3. Do you have an existing internal operation manual (may be replaced to Organic Management Plan)? YES/NO

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

5. Are the record kept for at least three years? YES/NO

6. Personnel in charge of Grading

Please complete the below list

Role	Name	Title	Qualification/experience	JAS training
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Grading Manager				(ex. 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.)

Please attach a copy of JAS attendance certification.

7. Please submit your operating manual. –Your current Organic Farm Plan or Organic Handling Plan will suffice for this.

8. 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.

9. 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: _____