



# ORGANIC TRUST CLG

## Initial Application Form – Processing Scheme – TRADER LICENCE

Official Use Only	
Applicant No	
Date Application Received	
Fee Paid	

Company/Trading Name <i>(The Name to Appear on licence/Certificate)</i>	
Applicant/Contact First Name	
Applicant/Contact Surname	
Position or Job Title	
Postal Address	
Postal Code (if applicable)	
Telephone No	
Mobile No	
Fax No	
Email Address	
Website	
Address of Processing Site(s) <i>(If different to above and/or additional sites to be used in the organic processing operation)</i>	
Your Business Type?      Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Unlimited Company <input type="checkbox"/> Limited Company <input type="checkbox"/>	
Have you ever been certified by another Organic Certification Body?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please give the name of the Organic Certification Body?	
Date of last inspection	
Are you transferring from another Organic Certification Body? <i>(Transfers are only accepted at annual renewal date)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please state the reason(s) for transferring to the Organic Trust CLG	

Please give brief details of products or processing activities currently certified by the above Organic Certification Body	

Did the previous Organic Certification Body revoke your licence? Yes  No

Please state reason(s) why your licence was revoked	

List of activities for which organic certification is required (Please tick )

Importing (from EU) <input type="checkbox"/>	Packing or Re-Packing <input type="checkbox"/>	Warehousing, Wholesaling & Distributing <input type="checkbox"/>
Importing (from outside EU) <i>(Third Country Import Licence is Required)</i> <input type="checkbox"/>	Retailing <input type="checkbox"/>	Other <input type="checkbox"/>
Processor <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>
Abattoir <sup>(1)</sup> <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>

<sup>(1)</sup> Is the slaughter/processing of animals/meat carried out for or on behalf of an individual organic producer(s)? Yes  No   
*(i.e. Producer-Specific Abattoir)*

If Yes to above question, state producer(s) name and licence number	

All new operators, please provide details of the size of the site in metres/ha and answer the following questions also

Please provide an overview of your operation in accordance with the requirements of 5.04 of the standards	

Is a Flow Process Diagram attached? *(Flow Process Diagram should set out all of the steps in the process from intake of raw materials to output of certified organic product)* Yes  No

Please detail what products you would like to certify <i>(please also complete and attach a Single Product Registration Sheet (SIPS) for each product containing one ingredient, and Multi-ingredient Product Registration Sheet (MIPS) for each product containing more than one ingredient – blank forms attached)</i>	

Are non-organic products also processed at this unit? Yes  No

If Yes, please give details of non-organic products or processing activities, and the procedures to ensure that organic and non-organic products are clearly identifiable and separate during transport, unloading, storage, processing and despatch	
Will any part of the transport, handling, storage or processing of Certified Organic Products be sub-contracted to another operator? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please give details	

Is any part of your operation inspected by another Organic Certification Body?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please give details			
Are you registered as a Food Business Operator (e.g. HSE, DAFF, FSAI, etc)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, what competent authority are you registered with?			
Registration Number?			
Do you have a food safety management system in place?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please give details <i>(please attach your HACCP plan or other Quality System Flow Chart)</i>			
Is any other Certification held e.g. BRC, ISO etc.?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please give details <i>(please attach Certificate)</i>			
Are there written Standard Operating Procedures in place?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, are there Standard Operating Procedures specific to the processing of organic product?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please give details <i>(where applicable please attach the Standard Operating Procedures associated with organic production)</i>			
Please give details on your pest control policy, procedures and products used in your operation <i>(please attach supporting documentation including technical specifications of same)</i>			
Do you own a copy of the Standards for Organic Food & Farming in Ireland?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you read and understood these standards?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Declaration/Contract

- I/we have full management control of all land and enterprises detailed in this application.
- To the best of my/our knowledge, all information supplied in this application is accurate and complete.
- I/we accept the right of the Organic Trust CLG to refuse any application (following a review of the application documentation) or to refuse certification.
- I/we accept that this application may not be accepted as a single application (depending on the information submitted regarding the entity/ies to be inspected & certified). Therefore, I/we agree to comply with the requirements for certification and to supply any additional information which may be required for evaluation purposes.
- I/we accept that this application will be considered together with all the other applications that I/we make including production & processing applications.
- In instances where organic licences are held with Organic Certification Bodies other than the Organic Trust CLG, the Organic Trust CLG must have access to such entities.
- I/we accept that the Organic Trust CLG reserves the right to obtain copies of file information relating to any previously held organic or in-conversion licence(s) from the appropriate Organic Certification Body or Bodies, including a copy of the most recently issued licence.
- In the case where the control authority or control body of this operation changes, I/we undertake the transmission of the control files to the subsequent control authority or control body.
- I/we accept that exchange of information between the Organic Trust CLG and any other relevant Organic Certification Body is a mandatory requirement. This includes instances where part of the operation is sub-contracted to another operator which is certified by an Organic Certification Body other than the Organic Trust CLG.
- I/we have read and understood the Organic Food & Farming Standards in Ireland, Edition 2.
- I/we agree from date of application to perform the operations in accordance with these standards and any future amendments.
- I/we agree to notify the Organic Trust CLG of any changes to the holding and activities outlined in this application, and any changes to the contents outlined in this application.
- I/we agree where the operation is withdrawn from the control system, to inform without delay the Organic Trust CLG and the relevant competent authority.
- I/we agree where the operation is withdrawn from the control system, that the control file is kept for a period of at least five years.
- I/we agree to ensure that all staff involved in the operation are trained in the specifics of the prevailing organic standards.
- I/we agree to submit the said operation including any operations carried out by a subcontractor to inspections & spot checks by officials of the relevant competent authority and the Organic Trust CLG.
- I/we agree to abide by any conditions or sanctions imposed on my/our operation by the Organic Trust CLG, and the relevant competent authority.
- I/we accept that withdrawal of the licence in one area (e.g. production) may also result in withdrawal of the licence in all licensed areas (e.g. processing), even if these are separate legal entities.
- If the Organic Trust CLG should rescind my/our licence, we undertake to inform our buyers in writing that my/our licence has been withdrawn in order to ensure that the indications referring to the organic production method are removed from this production and will specify the period (if appropriate) of any such withdrawal in accordance with clause 1.04.36 of the Organic Food & Farming Standards in Ireland, Edition 2.
- I/we undertake not to sell any product labelled as 'organic' until organic status has been awarded by Organic Trust CLG.
- I/we recognise that the Organic Trust Symbol is the sole property of the Organic Trust CLG.
- I/we agree to inform the Organic Trust CLG without delay of any irregularity or infringement affecting the organic status of our product or organic products received from other operators or subcontractors.

Signed

Date

Applicant

Signed

Date

Applicant

**Checklist of documentation required to complete application – please ensure the following accompanies your completed application form – thank you!**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>Application Fee</b> (see fee schedule in application pack)  |
| <input type="checkbox"/> | <b>Location Map</b><br>The location map must clearly indicate the exact location of the unit /premises – also provide Sat-Nav co-ordinates if available  |
| <input type="checkbox"/> | <b>Full description</b><br>In accordance with Sections 5.04 of the Organic Food & Farming Standards in Ireland, Edition 2, please submit a full description of the unit in accordance with the requirements of these sections. |
| <input type="checkbox"/> | <b>Organisation Chart</b> (if applicable)  |
| <input type="checkbox"/> | <b>Flow Process Diagram</b> - Please provide a Flow Process Diagram which sets out all of the steps in the process from intake of raw materials to output of certified organic product   |
| <input type="checkbox"/> | <b>Org 1 Form</b><br>Application to the Department of Agriculture, Food & The Marine for registration as an organic operator – i.e. completion of page 1 of the blue ORG1 Form – ROI applicants only                           |
| <input type="checkbox"/> | <b>Your Most Recent Organic Licence and Contract</b><br>Only applicable to applicants which were previously certified by another Organic Certification Body  |
| <input type="checkbox"/> | <b>Single Product Registration Sheet (SIPS)</b><br>For each product containing one ingredient  |
| <input type="checkbox"/> | <b>Multi-ingredient Product Registration Sheet (MIPS)</b><br>For each product containing more than one ingredient plus GM-free certificates for all non-organic ingredients.   |
| <input type="checkbox"/> | <b>Proposed Organic Labels</b> (if available)  |
| <input type="checkbox"/> | <b>Suppliers Organic Licences</b><br>Organic Licences for all suppliers of organic livestock and ingredients   |
| <input type="checkbox"/> | <b>Copies of other Certificates Held</b> (if applicable)<br>BRC, ISO etc   |
| <input type="checkbox"/> | <b>Food Safety Management System</b><br>HACCP plan or other Quality System Flow Chart (if applicable)  |
| <input type="checkbox"/> | <b>Copies Standard Operating Procedures</b> (if applicable)<br>i.e. only those Standard Operating Procedures associated with organic production  |
| <input type="checkbox"/> | <b>Pest Control Products</b><br>Copies of technical specifications for all pest control products used in the plant   |

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EU, DAFM & DEFRA Approved Organic Certification Body; Codes: IE-ORG-03 & GB-ORG-09