

Hong Kong Organic Resource Centre Certification Limited

Application Procedure for Material Listing 2015



香港有機資源中心認證有限公司
HONG KONG ORGANIC RESOURCE CENTRE CERTIFICATION LTD

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1. Introduction

- 1.1. All commercial farm inputs must be approved by HKORC-Cert Limited before applying on our certified organic farm. Manufacturers, distributors or consumers of commercial farm inputs (including fertilizer, disease and pest control materials) can apply for our material listing service. A list containing all registered materials is available on the HKORC-cert website <http://hkorc-cert.org/en/index.php>.

2. Application Procedure

- 2.1. Applicants for material listing should fill in the application form together with relevant information such as following:
 - 2.1.1. Organic certificate and information on the certification body (if applicable)
 - 2.1.2. Information on raw materials and compositions
 - 2.1.3. MSDS, test reports on heavy metal content and composition
 - 2.1.4. Other test reports (e.g. non-GMO proof)
 - 2.1.5. Production process flow
 - 2.1.6. Other supporting documents (depending on product type)
- 2.2. Submission of documentation together with application fee of \$3,000 for the material listing.
- 2.3. For commercially produced farm input materials (such as fertilizers and pesticides), HKORC-Cert will take samples at the applicant's warehouse for chemical analysis. The applicant is liable for relevant cost.
- 2.4. If necessary, an inspector will be appointed for an on-site inspection. Applicant is financially responsible for the inspection fees and related costs.
- 2.5. Further information may be requested during the processing of application. If the applicant fails to provide requested information within one month, HKORC-Cert has the right to terminate the application.
- 2.6. Upon thorough checking with standard and the product/substances is found to comply with standard, with the Centre Director's approval, HKORC-Cert will issue a letter to applicant notifying its approved use while validity is one year. Information of the approved product/substances will be uploaded on website of HKORC-Cert under the title 'List of Approved Material' for reference by certified units and public. The approval does not imply effectiveness of the product.
- 2.7. Within the one-year validity period, HKORC-Cert has the right to spot-check the approved products. The product will be removed from the list immediately if any non-compliance is confirmed.
- 2.8. Approval should be renewed annually.
- 2.9. If operator decides to maintain their products on the website of HKORC-Cert, renewal of application of material listing together with application fee and all relevant information should be forwarded to HKORC-Cert three months prior to the expiry date for HKORC-Cert's vetting and decision making.
- 2.10. The producer should immediately report any changes in composition or other relevant operation's information to HKORC-Cert.
- 2.11. As material listing is not a certification, approved material **must not** have any indication of HKORC-Cert approval on the product itself.

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