



Hong Kong Organic Resource Centre Certification Ltd. - Self Assessment Form

Parties interested in applying HKORC-Cert's certification can submit a Certification Assessment Form that can be obtained from the HKORC-Cert's office. This form facilitates the potential applicant to determine which type of certification to be applied for and to assess their own ability in complying with the principles of the HKORC-CERT – “Organic Production, Aquaculture, Processing and Input Manufacturing Standard” (“the Standard”). The initial information provided through this form facilitates the office to follow up on the application.

Part I. Types of Certification Applied

This part assists you in assessing whether you are required to apply for Processing and Handling Certification, in addition to Crop Production Certification.

		Yes	No
1	Apart from the normal post-harvest simple packing of crops within the farm, does your production unit engage in procedures that include cooking, baking, heating, drying, mixing, grinding, churning, separating, extracting, cutting, fermenting, slaughtering, eviscerating, pickling, preserving, dehydrating, freezing, dyeing, packaging, canning, jarring, or other enclosing methods?	<input type="checkbox"/>	<input type="checkbox"/>
2	Does your production unit purchase organic products certified by HKORC-Cert or other organic certification agencies in order to repack them for resale?	<input type="checkbox"/>	<input type="checkbox"/>

If any of the above questions is answered “Yes”, then you should also apply for the Processing and Handling Certification at the same time.

Part II. Initial Self - Assessment

The potential applicant can self-evaluate their own ability in complying with the principles of the Standard by answering the questions below. For details, please read the updated version of the Standard. Please be reminded that HKORC-Cert shall undergo thorough inspection and assessment before any award of organic certification in order to ensure the applicant's compliance with the Standard. Therefore, the results of the self-assessment are only for your reference. **A positive result on the self-assessment does not necessarily imply that the applicant must be or has a very high possibility of being awarded with the certification.**

A. Ability to comply with the basic requirements of the Crop Production Certification.

		Y	N
1	The farmland cultivating annual crops and perennial crops must undergo a conversion period of 18 months and 24 months respectively.	<input type="checkbox"/>	<input type="checkbox"/>
2	You have established a buffer zone of at least 2 meters or physical barriers at the	<input type="checkbox"/>	<input type="checkbox"/>

	farmland to avoid potential contamination from the adjoining areas.		
3	All seeds or vegetative propagation materials shall be certified organic, except for those that are not available commercially.	<input type="checkbox"/>	<input type="checkbox"/>
4	The source and production of annual seedling must comply with the Standard	<input type="checkbox"/>	<input type="checkbox"/>
5	Your farm can enhance diversity in crop production. Such practices include crop rotation and intercropping.	<input type="checkbox"/>	<input type="checkbox"/>
6	Raise or maintain soil fertility through the nutrient cycling and farming management (e.g. the cultivation of green manure).	<input type="checkbox"/>	<input type="checkbox"/>
7	Prior use of mechanical, physical or biological measures in pests, diseases and weeds prevention.	<input type="checkbox"/>	<input type="checkbox"/>
8	Use of only the materials allowed by the Standard in the fertility management and pests, diseases and weeds control.	<input type="checkbox"/>	<input type="checkbox"/>
9	Not use any materials containing genetically modified constituents.	<input type="checkbox"/>	<input type="checkbox"/>
10	All equipments that have been used outside the farm must be cleaned thoroughly before being used in organic production.	<input type="checkbox"/>	<input type="checkbox"/>
11	Make complete audit trail documentation for the entire production and sales records. Keep the relevant purchase receipts and documents.	<input type="checkbox"/>	<input type="checkbox"/>
<i>The positive answer "Yes" to all the above questions indicates that your corporation or operation complies with the basic requirements of the Crop Production Certification.</i>			
B. Ability to comply with the basic requirements of the Aquaculture Certification.			
		Y	N
1	No serious pollution source exists in the proximity of the aquafarm and there is no serious pollution to the water source.	<input type="checkbox"/>	<input type="checkbox"/>
2	Aquatic animals from organic source are used in preference in the aquafarm.	<input type="checkbox"/>	<input type="checkbox"/>
3	Before 2014, if organic stock is not available, brought-in conventional stock must spend not less than two thirds of their life span in the organic system.	<input type="checkbox"/>	<input type="checkbox"/>
4	Bought-in conventional aquatic animals are produced in accordance with the requirements of the ORC-Cert Organic Production, Aquaculture and Processing Standards.	<input type="checkbox"/>	<input type="checkbox"/>
5	On dry weight basis, more than 50% of organic feed must be used in one lifespan or annually, whichever is shorter.	<input type="checkbox"/>	<input type="checkbox"/>
6	Biodiversity is promoted in the aquafarm, which includes measures such as polyculture.	<input type="checkbox"/>	<input type="checkbox"/>
7	Utilizing preventive methods for disease control, such as control of stocking density, control of feeding quantity, sun-baking of pond sediment, earth moving, etc.	<input type="checkbox"/>	<input type="checkbox"/>
8	Only inputs permitted under the Standard are used for nutrition management and disease control.	<input type="checkbox"/>	<input type="checkbox"/>

9	Aquatic animals should be stunned immediately before slaughtering.	<input type="checkbox"/>	<input type="checkbox"/>
10	Materials containing genetic modified ingredients are not used.	<input type="checkbox"/>	<input type="checkbox"/>
11	Tools that have been used outside the aquafarm are washed before using for organic aquaculture.	<input type="checkbox"/>	<input type="checkbox"/>
12	Complete production and sales records are in place, and relevant receipts and documentation are kept.	<input type="checkbox"/>	<input type="checkbox"/>
13	Simple processing activities such as salted-fish production are not practiced. (If answer "NO", please also fill in Part C of this form)	<input type="checkbox"/>	<input type="checkbox"/>

The positive answer "Yes" to all the above questions indicates that your corporation or operation complies with the basic requirements of the Processing and Handling Certification.

C. Ability to comply with the basic requirements of the Processing and Handling Certification.

		Y	N
1	Organic and non-organic products are processed and handled separately, at all times, including during storage and transport.	<input type="checkbox"/>	<input type="checkbox"/>
2	Equipment and areas that have been used for non-organic processing and handling must be cleaned thoroughly before being used for organic processing and handling.	<input type="checkbox"/>	<input type="checkbox"/>
3	Organic ingredients must be HKORC-Cert certified or certified organic from other recognized organization.	<input type="checkbox"/>	<input type="checkbox"/>
4	All ingredients must be organic ingredients unless they are not available commercially. Even when non-organic ingredients are used, the contents of the product shall be made with organic ingredients at a percentage of 70% or over.	<input type="checkbox"/>	<input type="checkbox"/>
5	Do not add minerals or vitamins for enhancing nutrient content of the products.	<input type="checkbox"/>	<input type="checkbox"/>
6	Use only materials as allowed in the Standard during processing, handling and cleaning.	<input type="checkbox"/>	<input type="checkbox"/>
7	All areas and facilities must be clean and hygienic to prevent pests and diseases.	<input type="checkbox"/>	<input type="checkbox"/>
8	Use food grade packaging materials. The materials must not contain disinfectants, preservatives, fumigants and insecticides.	<input type="checkbox"/>	<input type="checkbox"/>
9	Do not use any materials containing genetically modified constituents.	<input type="checkbox"/>	<input type="checkbox"/>
10	Make complete audit trail documentation for the processing, handling, sales, storage and transport records. Keep the relevant purchase receipts and documents.	<input type="checkbox"/>	<input type="checkbox"/>

The positive answer "Yes" to all the above questions indicates that your corporation or operation complies with the basic requirements of the Processing and Handling Certification.

D. Ability to comply with the basic requirements of the Input Manufacturing Certification.

		Y	N
1	Organic and non-organic products are processed and handled separately, at all times, including during storage and transport.	<input type="checkbox"/>	<input type="checkbox"/>

2	Equipment and areas that have been used for non-organic inputs must be cleaned thoroughly before being used for organic input manufacturing.	<input type="checkbox"/>	<input type="checkbox"/>
3	Organic ingredients must be HKORC-Cert certified / certified organic from other recognized organization, non-chemical treated and non-GMO.	<input type="checkbox"/>	<input type="checkbox"/>
4	Use only materials as allowed in the Standard during processing, handling and cleaning.	<input type="checkbox"/>	<input type="checkbox"/>
5	All areas and facilities must be clean and hygienic to prevent pests and diseases.	<input type="checkbox"/>	<input type="checkbox"/>
6	Do not use any materials containing genetically modified constituents.	<input type="checkbox"/>	<input type="checkbox"/>
7	Make complete audit trail documentation for the processing, handling, sales, storage and transport records. Keep the relevant purchase receipts and documents.	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>The positive answer "Yes" to all the above questions indicates that your corporation or operation complies with the basic requirements of the Input Manufacturing.</i></p>			

Part III. General Information	
Applicant/Corporation/Organization Name	
If application is made in the name of a corporation, please provide the following information: Name of Authorized person: _____ Position of authorized person in the corporation/ organization: _____	
Farm Name (For applicant applying for Crop Production Certification)	
Correspondence Address	Address of Farm / Processing and Handling Area
Tel	Tel
Fax	Fax
E-mail	E-mail
Website	Website
Type(s) of Information Packet to be requested: <input type="checkbox"/> Crop Production Certification <input type="checkbox"/> Aquaculture Production Certification <input type="checkbox"/> Processing and Handling Certification <input type="checkbox"/> Input Manufacturing Certification Version: <input type="checkbox"/> IFOAM Accredited Version <input type="checkbox"/> Non- IFOAM Accredited Version	
Official Use Only	
Application No. :	

Part IV. Submission of Certification Assessment Form

To obtain Information Packet*

After the completion of self-assessment, applicant should return the completed Certification Assessment Form and the Information Packet Fee of HKD\$250 (by crossed-cheque of local banks (Hong Kong) made payable to “Hong Kong Organic Resource Centre Certification Ltd.”) to HKORC-Cert office:

Hong Kong Organic Resource Centre Certification Ltd,
Unit 209, 2/F, New East Ocean Centre, Tsim Sha Tsui East, Kowloon

If you have already obtained the Information Packet (Continuation of Certification excluded), please submit this Certification Assessment Form and the Initial Fee of Certification Application to HKORC-Cert.

* The Information Packet includes “Organic Production, Aquaculture, Processing and Input Manufacturing Standard 2024”, “Certification Policy Manual 2024”, Certification Application Form, other relevant forms and Application Guideline (for Crop Production Certification Applicant). The Information Packet Fee will be deducted from the Certification Fee if HKORC-Cert accepts to process the application.

Enquiry

Hong Kong Organic Resource Centre Certification Ltd.

Address: Hong Kong Organic Resource Centre Certification Ltd, Unit 209, 2/F, New East Ocean Centre, Tsim Sha Tsui East, Kowloon

Tel: 3156-2280

Fax: 3905-7928

Email: enq@hkorc.org

Website: <http://www.hkorc-cert.org/>