



Hong Kong Organic Resource Centre Certification Ltd. Input Manufacturing Certification Application Form

Please fill out this form if you or your operation are/is applying for input manufacturing certification or renewal. Use additional sheets if necessary. Attach a Product Profile sheet for each product requested for certification, a current schematic product flow chart and facility map.

Part 1: General Information	
Applicant/Corporation Name	ORC-Cert Organic Cert No. (if available)
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: _____	
Correspondence Address (Office)	Input Production Plant / Warehouse Address (if different from correspondence address)
Tel _____ Fax _____	Tel _____ Fax _____
E-mail _____	Website _____
Name of person overseeing the input production: _____	
Legal Status: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited <input type="checkbox"/> Partnership <input type="checkbox"/> Government <input type="checkbox"/> Incorporation Registered Under Legislation <input type="checkbox"/> Other: _____	
License no. _____	Number of employees _____
Have you ever applied for organic certification from other agencies or are you currently applying for organic certification from other agencies? <input type="checkbox"/> Yes (Please provide the following information) <input type="checkbox"/> No Name of certification agency: _____ Name of certification agency: _____ Year of application: _____ Year of application: _____ Result: _____ Result: _____	
Have your certification ever been denied, suspended or revoked, or have you received a notice of noncompliance in the past from other certifying agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No Have any certification agencies issued a conditional certification to you in the past 1 year? <input type="checkbox"/> Yes <input type="checkbox"/> No Please provide information on the most recent certification decision by other certifying agencies and above issues and the corrective actions taken in response.	
Do you have a copy of current ORC-Cert Organic Production, Aquaculture, Processing and Input Manufacturing Standard (IFOAM Accredited Version)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you understand the current ORC-Cert Organic Production, Aquaculture, Processing and Input Manufacturing Standard (IFOAM Accredited Version)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Available time for contact: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	Available time for inspection: Date: <input type="checkbox"/> Mon to Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun Time: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening

Type of Input:

Fertilizer Soil Conditioner Crop Protectants/ Growth Regulators

Other (Please specify: _____)

Are you input manufacturing handling organic and non-organic products at the same time? Yes No

Official Use Only

Date of receipt of application : _____

Application No. : _____

Part 2: Input Product Profile

Name of input product requested for Certification

Product Composition: Complete the information of all ingredients, including water and salt contained in this product.

Ingredient (include all active and inactive ingredients)	Certified organic (✓)	Certifying agent	Supplier	If non-organic ingredient is used, check if it is listed in Appendix 7.2 (✓)	If use non-organic ingredient not listed in Appendix 7.2, specify the reason for use and submit documentations of commercially unavailable	Check if GMO (✓)	% in finished product

Does this product include organic and non-organic forms of the same ingredient? Yes , specify: _____ No

Part 3: Product Labeling

List all the label information of the input product(s) requested for certification.

Product name	Complied with labeling laws in Hong Kong (✓)	Name of person and company on label (✓)	Details of ORC-Cert displayed (✓)	Organic certificate number on label(✓)	Use ORC-Cert seal (✓)

Fill in is not needed for Part 4 & Part 5 if the input product is IFOAM accredited or equivalent.

Part 4: Water

Do you use water during the course of input manufacturing?

- Yes (Answer the following questions) No(Go to Part 5))

1. Check ways water is used:

- Ingredient Processing aid Cooking Cooling Cleaning products Cleaning equipment
 Product transport Other: _____

2. Water source:

- Municipal Well Pool Other: _____

3. List any known potential water contaminants: _____

4. If water used come from on-farm pool, is it for conventional production at the same time? Yes No

5. Does the water used in processing and handling meet the requirements of World Health Organization Guidelines for Drinking-water quality?(Attach copy of water test if available) Yes No

6. Is there any on-site water treatment system? Yes No

Part 5: Maintenance of Organic Integrity

A. Product Flow

Attach a complete written description or schematic product flow chart which shows the movement of the input product, from incoming/receiving through production to outgoing/shipping. Indicate where ingredients are added and processing aids are used. All equipment and storage areas must be identified.

B. Monitoring

1. Do you have a program in place to monitor areas of potential commingling and contamination? Yes No
 If yes , describe: _____

2. Do you have a Quality Assurance program in place? Yes No
 If yes, what program do you use? ISO HACCP TQM Other: _____

3. Are any outside quality assessment services used (e.g. Federation of Hong Kong Industries)? Yes No
 If yes , Name of company or organization: _____

4. Do you have the following testing?
 Ingredients tested prior to purchase Ingredients tested upon receipt Products tested during production
 Finished products tested Other: _____

5. How do you prevent the use of ingredient produced using genetic engineering or contaminated by prohibited material?
 GE testing letters from manufacturers Other: _____

6. Are ingredient samples retained? Yes , how long: _____ No

7. Are finished product samples retained? Yes , how long: _____ No

8. Do you have a product recall system in place? Yes No

C. Equipment

Equipment name	Capacity	Equipment is cleaned prior to organic production (✓)	Check if cleansers, disinfectants, sanitizers used are in Appendix 7.2.3 (✓)	Cleaning is documented (✓)	Equipment is purged prior to organic production (✓)

If equipment is purged, describe purge procedures, quantities purged and the use of ingredients after purge, and keep the records concerned: _____

D. Sanitation

Attach MSDS or label information for cleanser, disinfectant and sanitizer products, if available.

1. Cleaning methods used:

- Sweeping Scraping Vacuuming Compressed air Manual washing
 Clean in place (CIP) Steam cleaning sanitizing Other: _____

2. Provide information on your cleaning program and list all products used (include their category: I, II, III and not listed):

Area/Process	Type of cleaning	Cleaning equipment	Products used	Frequency	Documented (✓)
Receiving area					
Ingredient storage					
Product transfer					
Production area					
Equipment					
Packaging area					
Finished product storage					
Loading dock					
Transport unit					
Building exterior					
Accidental spills					
Other: _____					

3. Do you test input product contact surfaces or rinsate for cleanser, disinfectant and sanitizer residues? Yes No

4. Where are cleanser, disinfectant and sanitizer stored? _____

E. Packaging

1. Packaging material used:

- None/Bulk (Go to Part F) Paper Cardboard Wood Glass Metal

Foil

- Plastic
 Waxed paper
 Aseptic
 Natural fiber
 Synthetic fiber
 Vacuum packing
 Other: _____

2. Where are packaging materials stored? _____

3. Are any fungicides, fumigants, or pest control products used in the storage area? Yes No

If yes, describe the use and provide information on products used: _____

4. Have any packaging materials been exposed to, or do they contain any synthetic fungicides, preservatives, fumigants or pest control products? Yes No

If yes, describe exposure, including name of products used: _____

5. Are packaging materials reused? Yes No

If yes, describe how reusable packaging materials are cleaned prior to use: _____

6. Are reusable packaging materials used for both organic and non-organic products? Yes No

If yes, list the non-organic products packaged: _____

7. Are inks and adhesives used in packaging including product label? Yes No

If yes, describe the source and provide information on products used: _____

F. Storage

1. Provide information on your storage areas.

Use	Location	Type/Capacity	Dedicated organic	Identification name or number	Potential contamination or commingling problems
Ingredient storage			<input type="checkbox"/> Y <input type="checkbox"/> N		
Packaging material storage			<input type="checkbox"/> Y <input type="checkbox"/> N		
Finished product storage			<input type="checkbox"/> Y <input type="checkbox"/> N		
Off-site storage			<input type="checkbox"/> Y <input type="checkbox"/> N		
Other: _____			<input type="checkbox"/> Y <input type="checkbox"/> N		

2. If you store organic and non-organic products at the same area, describe measures taken to prevent contamination and commingling: N/A

G. Transportation

1. In what form are finished products transported?

- Dry bulk
 Liquid bulk
 Tote bags
 Tote boxes
 Mesh bags
 Foil bags
 Metal drums
 Cardboard drums
 Paper bags
 Cardboard cases
 Plastic crates

Cans Bottles Plastic containers Other: _____

2. How are incoming ingredients / finished products transported? _____

3. Do you arrange finished products transportation? Yes No
 If yes, have transport companies been notified of organic handling requirements? Yes No

4. Are transport units used to carry any non-organic products or prohibited materials? Yes No
 If yes, how do you ensure that transport units are cleaned prior to loading organic products? _____

Is the inspection/cleaning process documented? Yes No

5. Are organic products transported with non-organic products in the same transport unit at the same time?
 Yes No
 If yes, check all steps taken to segregate organic products:
 Use of pallets Pallet tags identifying “organic” Organic product shrink wrapped
 Separate area in transport unit Organic product sealed in impermeable containers
 Other: _____

Part 6: Pest and Disease Control

Does pest control measures applied in the input production? If yes, please answer following questions. If no, please skip Part 6. Yes No

Attach a facility map showing the location of traps and monitors, and MSDS and/or label information for substances used for pest control, if available.

1. Pesticides used for the last 12 months:

Materials	Listed in Appendix 7.2.2 (✓)	Target pest	Location where used	Application method	Date of last application

2. Are records kept of all pesticides applications? Yes No

Part 7: Record Keeping

1. Does your record keeping system allow you to trace the finished product back to all of its ingredients?
 Yes No

2. Does your record keeping system allow you to balance organic ingredients in and organic products out?
 Yes No

3. How long do you keep your records? _____

4. Which of the following records do you keep?
Incoming

- Purchase orders Contracts Invoices Receipts Bills of lading Customs forms
- Scale tickets Quality test results Certificates of Analysis Transaction Certificates
- Copies of Certificates of Organic Operation Verification of non-GMO ingredients
- Documentation of commercially unavailable of organic ingredients when using non-organic ingredients
- Receiving records Receiving summary log for 12 months Other: _____

In-process (Fill in is not needed for Part 4 & Part 5 if the input product is IFOAM accredited or equivalent)

- Ingredient inspection forms Blending reports Production reports Equipment cleaning logs
- Use of non-organic ingredients records Pest control and sanitation logs Packaging Log
- Quality assurance report Production summary records for 12months
- Other: _____

Storage

- Inventory report Other: _____

Outgoing

- Transport record Bills of lading Scale tickets Purchase orders Sales orders
- Sales invoices Sales records Phytosanitary certificates Export declaration forms
- Copies of Certificates of Organic Operation Transport summary records Sales summary log
- Organic Product Audit Control Summary Other: _____

5. Describe your lot numbering system:

Part 8:Subcontracted Operation

1. Do you use any subcontracted operation(s)? Yes (Go to Q2) No (Go to Part 11)
2. Please specify the subcontracted operation(s):
 Name of Sub-contractor: _____
 Nature of operation: _____

3. Is the subcontracted operation(s) certified organic? Yes (Go to Q4) No Not applicable
4. Please provide the organic certification information, such as certifying agent, accreditation scheme, validity period:
 Name of Certifying agent: _____
 Accreditation scheme: _____
 Validity period: _____
 (Attached the valid certificate together with this application) _____

Part 9:Declaration

I hereby declare that:

- All the information supplied in this application is correct, accurate and complete.
- I/We understand that if I cannot provide necessary information or do not follow the procedure, ORC-Cert may refuse my application and all the paid fees are not refundable.
- I/We fully understand the “ORC-Cert Organic Production, Aquaculture, Processing and Input Manufacturing Standard” and agree to follow.
- I/We fully understand the Social Justice requirement listed in ORC-Cert’s website:
- I/We understand that starting from the date of receipt of application, my production unit(s)/ warehouse are regulated by the policies of ORC-Cert.
- I/We understand that the operation will be subject to unannounced inspection and sampling at any time.
- I/We understand the acceptance of this application in no way implies granting of certification by ORC-Cert.
- I/We understand that I need to provide any information required for evaluation of the production to be certified by ORC-Cert.
- I/We understand that I need to provide ORC-Cert the access all facilities including non-organic production units and related units if applicable.
- I/We understand that I need to take appropriate action required by ORC-Cert in case of suspension or termination.
- I/We understand that I can only make organic claims regarding certification which are consistent with the scope of the certification that ORC-Cert has been granted.
- I understand that I have to give notification to HKORC-Cert in a timely manner, of significant changes such as modification to the products, the manufacturing process, extension of acreage or changes to management, or ownership.
- I understand that I have to provide access to all appropriate facilities including any non-organic production in the unit, or related (by ownership or management) units in proximity, to both certification and accreditation personnel.
- I understand that the I have the right to object the third-party independent laboratories selected by HKORC-Cert mentioned on HKORC-Cert official website and select my own preferred laboratory(s) whilst the laboratory(s) selected must be accredited by the Hong Kong Laboratory Accreditation Scheme (HOKLAS) and all extra cost shall be borne by my side.

Signature of Applicant/Authorized Person: _____ Date: _____

Company chop: _____

Attachment:

- Product flow chart Facility map Input product profile
- Pest management map of traps and monitors Product MSDS or label information
- Input product labels Documents issued by other certification agencies mentioned in Part 1
- Test reports Inspection report of last year and the records of corrective actions concerned (if applicable)
- All working procedures that would adversely affect the organic quality of the product (if applicable)
- Other: _____

Make copies of this application form and all attachments for your records in your organic production management system. Submit completed form, fees and supporting documents to "Unit 819, 8/F, Tower B, New Mandarin Plaza, No.14 Science Museum Road, Tsim Sha Tsui East, Kowloon"