Data Sheet for Production

We kindly request you to fill in this Data Sheet and send it to us **within 15 days of reception**. This allows us a thorough preparation of the inspection, which will lead to a more efficient, smooth and shorter inspection. Please add additional pages if the space provided is not sufficient. Use the numbering system for reference.

In case of any changes during the year (change in address, organization, facilities, subcontrators, areas, precautionary measures), please provide an updated Data Sheet to bio.inspecta before implementation of the change. Not announcing of changed activities might lead to sanctions.

Important: All relevant records must be updated and be available during inspection. For activities which are not relevant for your operation, please put NR.

# Basic information on the operator:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (company/ operation) | |  | | |
| *Operators in Turkey only:*  Project name | |  | | |
| bio.inspecta client number | |  | | |
| Legal status | | Single ownership  Corporation  Cooperation  Non-profit company  Legal partnership  Other | | |
| Owner/ legal responsible | |  | | |
| Country | |  | | |
| Town | |  | | |
| Address | |  | | |
| Postal code | |  | | |
| Phone | |  | | |
| Email | |  | | |
| Website | |  | | |
| Physical farm address, if different from above address | |  | | |
| **Contact**  **information\*** |  | **Owner** | **Farm Manager** | **Consultant or contact person for bio.inspecta** |
|  | Surname, name |  |  |  |
|  | Phone |  |  |  |
|  | Mobile |  |  |  |
|  | Email |  |  |  |

**\*Please be aware that the contact person will be the recipient of correspondence with bio.inspecta, including information about findings during inspection, certification decision, information about residue cases or COIs.**

# Certification according to following standards

|  |  |  |  |
| --- | --- | --- | --- |
|  | Regulation (EU) 2018/848 |  | Bio Suisse |
|  | Equivalent Great Britain organic standard |  | Demeter |
|  | NOP (USA) |  | Naturland |
|  | Turkish Regulation |  | Others: |
|  | Albanian Law 106/2016 |  |  |

# History and background

## This section is relevant only for new operators

|  |  |
| --- | --- |
| Have you been certified organic before?  No  Yes **If yes 🡪** Answer the questions below: | |
| Date of first certification |  |
| By which certification body |  |
| Which standards | EU  NOP  Bio Suisse  Other |
| Has certification ever been refused or withdrawn?  No  Yes **If yes** **🡪** Briefly describe the reason: | |
| Have you ever changed your certification body?  No  Yes **If yes** **🡪** Briefly describe the reason with date of cancelation: | |

## This section is relevant for all operators

|  |
| --- |
| Are you currently also registered by another organic certification body than bio.inspecta?  No  Yes **If yes 🡪** Indicate standard, name of certification body, reason and registering date: |
| Give a brief summary of the history and background of your company. |
| Select below all activities realised by your operation or its subcontractors and fill additional data sheets if relevant.   * **Unprocessed products:** including cleaning, husking, drying of grain * **Unprocessed products:** dividing parting grounding cutting cleaning trimming husking milling chilling freezing deep-freezing thawing*(fill the data sheet 24\_2582)* * **Production of seeds or other plant reproductive material (producers of plant reproductive material for marketing):** seeds cuttings rootstock seedlings other plant reproductive material * **Processed products - food:** heating smoking curing maturing drying marinating extraction extrusion *(fill the data sheet 24\_2582)* * **Processed products - feed:** heating smoking curing maturing drying marinating extraction extrusion  *(fill the data sheet 24\_2582)* * **Other preparation and distribution:** storing packing/ repacking labelling export of own products trade of own products on local market processing conventional products storing conventional products trading conventional products * **Trade, collection and transport:** trading products purchased from other operators collection transport *(fill the data sheet 24\_2582)* |
| Explain your organizational structure or submit an organizational chart of your company stating the responsible staff members for all different departments (*Attachment 1*). |

# Description of the unit/ premises/ activities

## Crop production

### Areas of production

* Fill in the plot list and crop rotation plan. Include conventional agricultural areas, if there are any in the operation (bio.inspecta excel sheet 24\_2580; *Attachment* *2*).
* Submit a current map (Google map or similar; *Attachment 3*) showing all your plots and the following information:
* number or name of each plot and field
* type of the neighbours (organic or conventional)
* buffer zones
* GPS coordinates
* If you wish to request retroactive recognition of conversion period of land, fill in and send the request for retroactive recognition together with this data sheet (before inspection). Download the form *24\_2514, Request for retroactive recognition* from our webpage, www.bio-inspecta.ch.

### Harvest estimation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Crop** | **Variety** | **Hybrid seed information** | | | **Harvest estimation (kg/ha)** | **Total**  **surface** | **Comments\*** |
| **Hybrid** | **Generation** | **Harvest estimation F1 (kg/ha)** |
|  |  |  |  |  |  |  |  |
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| In case of own production of hybrid seeds, please provide information such as hybridization procedure, parental lines, certificates. | | | | | | | | |
| Inspector’s comment: | | | | | | | | |

\*You may note here the reason of yield increase or decrease: e.g. new plantings, cutting trees, insect and epidemics disease, bad or good weather conditions, new applications to obtain yield increase etc.

### Conventional farm unit

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | |
| Is there any conventional farm unit run by your operation?  **If yes 🡪** Answer the questions below in this table |  |  | |
| List the crops grown in the conventional unit    (Please add conventional plots to the plot list*; Attachment 2).* | | | |
| Are inputs for the organic and conventional unit stored separately? |  |  | |
| Is there specific separated cultivation equipment for organic management? |  |  | |
| In case of shared equipment, is the equipment properly cleaned before use in organic crops, and the actions are recorded? |  |  | |
| Are there separated storage rooms for organic and conventional products? |  |  | |
| Are there separated bags/ boxes, etc. for the organic products? |  |  | |
| Are records kept on conventional activities and on separation measures? |  |  | |
| Describe the other measures taken to ensure separation of the organic and conventional activities (e.g. distance between location of organic and conventional areas, management, identification, etc.) | | | |
| Are different crops grown in the organic and conventional unit? (Parallel production is not acceptable for annual crops).  **If no 🡪** Answer the questions below in this table |  |  | |
| If there is parallel production of perennial crops in organic and conventional farm units (the same crop on conventional and organic plots), answer the questions below: | | | |
| Does a conversion plan exist to convert all areas to organic production within 5 years? If yes, attach the plan (*Attachment 4*). |  |  | |
| Is there a procedure in place to inform bio.inspecta 48 h prior to harvest of each product concerned? If yes, please describe: |  |  | |
| Is there a procedure in place to inform bio.inspecta about quantities harvested upon completion of harvest? If yes, please describe: |  |  | |
| Inspector’s comment: | | |

### Cultivation equipment and techniques

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Kind of**  **machine/**  **equipment** | **Number** | **Ownership** | | | **Usage** | | **Location** | **Remarks** |
| **Own** | **Rental** | **Subcontractor** | **Organic** | **Conventional** |
| Seeding |  |  |  |  |  |  |  |  |
| Soil cultivation/  weeding |  |  |  |  |  |  |  |  |
| Trucks |  |  |  |  |  |  |  |  |
| Harvester |  |  |  |  |  |  |  |  |
| Spraying |  |  |  |  |  |  |  |  |
| Irrigation |  |  |  |  |  |  |  |  |
| Airplane |  |  |  |  |  |  |  |  |
| Others |  |  |  |  |  |  |  |  |
| Please describe your cultivation activities (e.g. soil cultivation, weed management, irrigation techniques, dealing with crop residues, etc.): | | | | | | | | |
| Inspector’s comment: | | | | | | | | |

### Post harvest equipment and techniques

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Kind of**  **machine/**  **equipment**  **(e.g. for drying of grains, washing, sorting, hulling)** | **Number** | **Ownership** | | | **Usage** | | **Location** | **Remarks** |
| **Own** | **Rental** | **Subcontractor** | **Organic** | **Conventional** |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| Please describe your post harvest activities: | | | | | | | | |
| Inspector’s comment: | | | | | | | | |

### Production/ storage premises

List all sites including their address (if different from operator’s address under point 1, the field of address must be filled with full information) where production and storage activities take place (including e.g. glasshouse, grain drying, cleaning, packaging, etc.).

Please enclose maps (Google map or similar including GPS coordinates) and detailed sketches of the premises(*Attachment 5*).

| **Kind of building** | **Organic** | **Conventional** | **Ownership** | | | **Address** | **Surface or volume** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Own** | **Rented** | **Subcontractor** |
| Fertiliser and plant protection product storage |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Propagation material (seeds) storage |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Machinery storage |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Products storage (including cold storage) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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| Other: |  |  |  |  |  |  |  |

## Animal husbandry

Fill the table below if you have animal husbandry. (Note that for Bio Suisse and Demeter the minimum criteria of the IFOAM Regulations for animal husbandry shall be applied for all animals kept on the agricultural holding.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Animal category** | **Number of animals** | **Location/ Plot No.** | **Remarks** | **Inspector’s comment** |
| Cattle |  |  |  |  |
| Sheep |  |  |  |  |
| Goats |  |  |  |  |
| Pigs |  |  |  |  |
| Poultry |  |  |  |  |
| Other: |  |  |  |  |

## Subcontracting

If any activities are subcontracted to a third party, this operator either must be certified, or included in your certification.

For subcontractors included in your certification, a contract must be signed, confirming that the subcontractor's activities will be subject to the control procedure according to Reg. (EU) 2018/848 (or other relevant standards, such as Bio Suisse). Such subcontractors should grant access to the bio.inspecta inspectors any time and need to be visited at least once annually by bio.inspecta.

Do you subcontract any activities to operators with an own certification according to Reg. (EU) 2018/848?

No  Yes  **If yes 🡪** Fill *Annex 5*

Do you subcontract any activities to operators which shall be included in your certification, but you remain responsible as regards the organic production and do not transfer that responsibility to the subcontractor?

No  Yes  **If yes 🡪** Fill *Annex 5* and required documents as per the table below:

|  |  |  |
| --- | --- | --- |
| **Definitions** | | **Required documents** |
| Preserving | Storing, port or customhouse, cleaning/ husking/ drying of grains | *Fill data sheet for subcontractor 24\_2588 for each subcontractor separately* |
| Dividing, parting, grounding, cutting, cleaning, trimming, husking, milling, chilling, freezing, deep-freezing or thawing | *Fill data sheet for processing 24\_2582 for each subcontractor separately* |
| Processing | Heating, smoking, curing, maturing, drying, marinating, extraction, extrusion | *Fill data sheet for processing 24\_2582 for each subcontractor separately* |

Do you do any activities for subcontracting operators (services provided to other certified organic operators)?

No  Yes  **If yes 🡪** Fill *Annex 6*.

# Measures to ensure compliance with organic production rules

## Seeds and other plant reproductive material used

* Fill in the list of seeds and other plant reproductive material used; *Annex 2*.
* If seeds/other plant reproductive material are not available in organic quality in your country, certified seeds of in-conversion quality may be purchased. In that case, evidence must be obtained that no organic material is available (3 declarations of seed/plant reproductive material suppliers stating non-availability of organic material). The evidence will be verified during inspection.
* If it is not possible to obtain organic or in-conversion seeds or other plant reproductive material, please be aware that approval for the use of conventional seeds or other plant reproductive material must be obtained before sowing/planting (no approval possible for seedlings of annual crops). In order to obtain approval, you must fill in and send a request to bio.inspecta. Download the form *24\_2513, Request for the use of non-organic seeds and other plant reproductive material* from our webpage, www.bio-inspecta.ch; *Attachment 8*.
* In case of certified production of seeds/other plant reproductivematerial, if it is not possible to obtain mother plants/other plants intended for plant reproductive materal that have been produced according to Regulation (EU) 2018/848 for at least one generation, or, in the case of perennial crops, for at least one generation during two growing seasons, conventional mother plants/other plants intended for plant reproductive material may be used. In order to obtain approval, you must fill in and send a request to bio.inspecta. Download the form *24\_2517, Request for the use of non-organic mother plants for plant reproductive material production* from our webpage, www.bio-inspecta.ch; *Attachment 9*.
* In the case of mushroom production, indicate the origin of the mycelium in Annex 2.

## Soil Management

Describe in the table below practical measures with respect to soil management and fertilisation.

| **Measures** | **Yes** | **No** | **Please describe your efforts** |
| --- | --- | --- | --- |
| Measures to maintain and enhance soil fertility, including a sustainable crop rotation, including legumes in the rotation or as cover crop, green manure crops. |  |  | *Please fill in Attachment 2 (crop rotation plan)* |
| Use of livestock manure or plant organic matter. |  |  | *Please fill in Annex 3.1, 3.2* |
| Use of commercial fertilisers. |  |  | *Please fill in Annex 3.1* |
| Measures to promote soil biodiversity. |  |  |  |
| Preventive measures against soil erosion. |  |  |  |
| Preventive measures against soil compacting. |  |  |  |
| Responsible use of natural sources, such as water, soil, organic matter and air. |  |  |  |
| *Mushroom production:* Substrate composition. |  |  |  |
| Inspector’s comment: | | | | |

## Plant protection

Please describe in the table below practical measures with respect to pest, disease and weed management.

| **Measures** | **Yes** | **No** | **Please describe your activities** |
| --- | --- | --- | --- |
| Prevention of damage by pests and weeds by fostering natural enemies, cultivation techniques, crop rotation. |  |  |  |
| Weed management. |  |  |  |
| Using resistant species or varieties. |  |  |  |
| Using home-made plant protection products.  Describe the origin of raw materials and method of production. |  |  | *Please fill in Annex 3.3* |
| Using commercial plant protection products to control pests and diseases. |  |  | *Please fill in Annex 3.3* |
| Inspector’s comment: | | | |

# Precautionary measures, internal control and measures in case of suspicion

## Precautionary measures

Operators must maintain measures that are proportionate and appropriate to identify and avoid risks of contamination of organic production and products with non-authorised products or substances, including systematic identification of critical procedural steps. The measures must be regularly reviewed and adjusted if needed.

The bio.inspecta template *24\_2001, Checklist – Precautionary measures, Attachment 13*, shall help you to describe the specific risks and measures of your operation. If you have an own documentation, describing all the points in the *24\_2001*, you may submit it instead of filling the document At the end of the table you’ll find some free space to specify other potential critical procedural steps.

## Measures taken in case of suspicion that products do not comply with the organic regulation at all steps in the operation or subcontracted storage or port (no need to fill chapter 6.2 if you also fill the Data Sheet 24\_2582)

|  |  |
| --- | --- |
| **Measures** | **Please describe procedure** |
| Procedure for identification, separation and blocking of products. |  |
| Investigation procedure to check whether the suspicion is substantiated |  |
| Information of the control body. |  |
| Information of all staff concerned about the situation (blocking, suspicion). |  |
| In case of confirmation of suspicions, information of buyers in written form (if product is already sold) and guarantee that all indication on organic agriculture on the products is removed. |  |

## 6.3 Internal control

|  |  |
| --- | --- |
| **Measures** | **Please describe procedure** |
| Describe internal controls to ensure that the requirements of the organic regulation are met. |  |

# Preparation and marketing (no need to fill chapter 7 if you also fill the Data Sheet 24\_2582)

## Pest management, cleaning and disinfection in units for preparation and storage

| **Measures** | **Yes** | **No** | **Please describe your activities** |
| --- | --- | --- | --- |
| Is pest management done in the units for preparation and storage?  Please describe, including:   * equipments/ products used * maintaining purchase documents * recording * observation of waiting periods * written contract if pest management is assigned to a third party. |  |  |  |
| Are cleaning agents and disinfectants used during preparation and storage?  Please describe, including:  Prevention of contamination through cleaning agents; address the:   * maintaining purchase documents * recording * keeping MSDS |  |  |  |

## Sales markets

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Final market destination (markets in which product will be sold to consumers)** | | | | | | | | | |
| Export markets |  | EU countries |  | USA |  | Canada |  | Switzerland |
|  | Other: | | | | | | |
| Local market |  |  | | | | | | |

## Sales packages, labelling and transport

|  |  |  |  |
| --- | --- | --- | --- |
| **Kind of package/ transport** | **Yes** | **No** |  |
| Bulk sales |  |  | Describe transport vehicles containers and how they are closed/ sealed:    *Submit a sample transport document (Attachment 6).* |
| Sales in transport packages (e.g. big bags) |  |  | Describe how packages are closed/ sealed:    *Submit a sample label (Attachment 6)* |
| Transport of products not closed or sealed *(allowed only if there is direct transport to the buyer, only organic or only in-conversion products are transported)* |  |  | Comments: |
| Sales in end consumer packages (layouts must have been approved by bio.inspecta). |  |  | Comments: |
| Describe transport vehicles (own/ rented), points of reloading under your responsibility and, in case of export, before the product leaves the country. |  |  | *In case of a complex supply chain, bio.inspecta may request a supply chain flow chart.* |

# Record keeping/ documentation/ traceability/ product flow documentation

Please describe here how you control your product flow and specify all documents that allow to trace the flow of products from your purchase to processing and sales of organic products.

Ensure that mentioned records/ documents are continuously updated and kept in the premises:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Documents for follow-up of production/ purchase/ sales** | **Procedure** | **Name of the supporting documents** | **Who is responsible (function and/ or name)** | **Inspector’s comment** |
| Farm documents (title deeds, etc.) |  |  |  |  |
| Cultivation, seeds (purchase documents, application records, farm diaries, etc.) |  |  |  |  |
| Prevention of pests and diseases |  |  |  |  |
| Plant protection products (purchase documents, records including proving the need for the use of such products, dates on which each product was used, the name of the product, its active substances, the amount applied, the crop and parcels concerned, and the pest or disease to be controlled). |  |  |  |  |
| Fertilizers (purchase documents, records including dates on which each product was used, the name of the product, the amount applied and the crop and parcels concerned). |  |  |  |  |
| Harvest records (weighing records, etc.) |  |  |  |  |
| Storage records |  |  |  |  |
| Cleaning records (including name of product, date of use, active substance, location of use) |  |  |  |  |
| Delivery and sales records |  |  |  |  |
| Financial records |  |  |  |  |
| Subcontractor’s records |  |  |  |  |
| Others: |  |  |  |  |
| Describe your lot number system |  | | |  |

# Enclosures

|  |
| --- |
| **Checked by inspector** |
|  | Annex 1: Product list**Required (except if covered in Data Sheet 24\_2582)** | Yes No |
|  | Annex 2: Seeds & planting material**Required** | Yes No |
|  | Annex 3: List of inputs**Required** | Yes No |
|  | Annex 4: Records of storage (harvest & seeds)**Required (except if covered in Data Sheet 24\_2582)** | Yes No |
|  | Annex 5: List of subcontractors **Only if relevant** | Yes No |
|  | Annex 6: List of services for subcontracting operators **Only if relevant** | Yes No |
|  | Attachment 1: Organizational chart**Required** | Yes No |
|  | Attachment 2: Plot list, crop rotation plan(attached bio.inspecta excel file) **Required** | Yes No |
|  | Attachment 3: Plot map (Google or similar)**Required** | Yes No |
|  | Attachment 4: Conversion plan in case of parallel production of perennial crops**Only if relvant** | Yes No |
|  | Attachment 5: Facility map (Google or similar) and sketches**Required** | Yes No |
|  | Attachment 6: Labels and/ or sample commercial documents **Required(except if covered in Data Sheet 24\_2582)** | Yes No |
|  |  |  |
|  | Attachment 8: Request for the use of non-organic seeds and other plant reproductive material (24\_2513) **Only if relevant** | Yes No |
|  | Attachment 9: Request for the use of non-organic mother plants for plant reproductive material production (24\_2517) **Only if relevant** | Yes No |
|  | Attachment 10: Request for approval of fertiliser (24\_2512) **Only if relevant** | Yes No |
|  | Attachment 11: Request for approval of plant protection products (24\_2510) **Only if relevant** | Yes No |
|  | Attachment 12: Request for retroactive recognition (24\_2514) **Only if relevant** | Yes No |
|  | Attachment 13: Checklist – Precautionary measures (24\_2001) **Required** | Yes No |

# Declaration of the operator

|  |  |  |
| --- | --- | --- |
| The signatory confirms/ undertakes:   * That the operation is not certified by another control body in relation to activities carried out in the same country regarding the same category of products, including different stages of production, preparation or distribution. * To give bio.inspecta access to all parts of all production units and all premises for control purposes, as well as to the accounts and relevant supporting documents. * To submit, when requested by bio.inspecta, the results of its own quality assurance programmes. * To inform in writing and without undue delay buyers of the products and to exchange relevant information with bio.inspecta, in the event that a suspicion of non-compliance has been substantiated, that a suspicion of non-compliance cannot be eliminated, or that non-compliance that affects the integrity of the products in question has been established. * To accept the transfer of the control file in the case of change of control body or, in the case of withdrawal from organic production, the keeping of the control file for at least five years by the last control body. * To immediately inform bio.inspecta in the event of withdrawal from organic production. * To accept the exchange of information among bodies in the event that subcontractors are subject to controls by different control bodies. * To perform the activities in accordance with the organic production rules. * To accept the enforcement of the corrective measures established by bio.inspecta in the event of non-compliances. * To notify its bio.inspecta immediately on changes with respect to above-mentioned information.   The operator herewith confirms the acceptance, correctness and completeness of above information and all annexes/attachments. | | |
| Place, date, signature, stamp: | | Name of operator: |
| Verified by the inspector: | | |
| Place, date, signature, stamp: | Name of inspector: | |

# Annex 1: Product list *(no need to fill this Annex if you also fill the Data Sheet 24\_2582)*

Please list all product which you intend to market as organic.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product name (as used for marketing)** | **Tick if for sale as certified seeds/ reproductive material** | **EU (org, in conversion, conventional)** | **NOP (100% org, conventional)** | **Other Standards\*** | **Package (kind of package and size)** |
| *Example:*  *Wheat* |  | *org* | *100% org* | *TR/BSO* | *Bulk*  *Big bags 1 t*  *Paper bags 100 kg* |
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\*e.g. Turkish standard, Law 106/2016, BSO, Demeter, Naturland, etc.

# Annex 2: Seeds and other plant reproductive material

Please list all seeds and other plant reproductive material (incl. intercrops and green manure plants on the organic fields) **usedsince last inspection**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Crop (seed/plant)** | **Variety** | **Seeding/ planting date** | **Own seeds /farm material** | | **Quality1** | | | **Total quantity bought** | **Quantity kg/ha** | **Non-GMO declaration is available** | | **Treated1** | | **Treatment (method/ name of  product)** | **Seed purchase from: add address/website** | **Approved by bio.inspecta** | |
| **Yes** | **No** | **Organic** | **Conversion** | **Conventional** | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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*1* Fill in *Annex 3.3* if you treat the seeds (only with inputs allowed according to the relevant standards!).

# Annex 3: List of inputs

## Annex 3.1 Complete list of commercial fertilisers, soil conditioners and compost activatorsusedsince last inspection

| **Trade name of product** | **Input**  **(active ingredient)** | **Manufacture information of the input** | | | **Quantity**  **bought** | **Date of purchase** | **Applied on field No.** | **Quantity per ha** | **Date of application** | **Average  N (% )** | **Approved by bio.inspecta** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Manufacturer** | **Address** | **Website** | **Yes** | **No** |
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## Annex 3.2 Complete list of fresh, dried, composted1 farmyard manures, biodynamic preparations used since last insepction

| **Name of**  **Product** | **Origin** | | **Source** | | **Production Method** | | **Farmyard manure’s supplier name and full address** | **Date of**  **purchase** | **Quantity**  **(kg)** | **Applied on field No.** | **Quantity per ha**  **(kg)** | **Date of application** | **Average  N**  **(% )** | **Approved by bio.inspecta** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Animal** | **Vegetal** | **Own Farm** | **Off Farm** | **Extensive** | **Intensive** | **Yes** | **No** |
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1 If you prepare/ buy compost, please keep all records of preparation or purchase available during inspection.

Note Reg. (EU) 2018/848: the application of Nitrogen from animal manure per year/hectare of agricultural area may not exceed 170 kg.

## Annex 3.3 List of Inputs

Complete list of all products for plant protection, post harvest treatment, storage or other use since last inspection   
(pesticides, micro-organisms, substances used in traps and/ or dispensers, natural enemies)

| **Name of product** | **Input**  **(active ingredient)** | **Manufacture information of input** | | | **Quantity**  **(kg/liter)**  **bought** | **Date of purchase** | **Applied on field No.** | **Quantity per ha**  **(kg)** | **Date of application** | **Average Copper (Cu)%** | **Reason for treatment** | **Approved by bio.inspecta** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Manufacturer** | **Address** | **Website** | **Yes** | **No** |
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**Be aware about limits of copper use according to the relevant standard.**

# Annex 4: Records of storage (harvest and seeds) *(no need to fill this Annex if you also fill the Data Sheet 24\_2582)*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Product name**  **(as used for marketing/ processing)** | **Certification status** | | | **Total production in 20XY (kg)** | **Quantity in stock per 1.1.**  **20XY**  **(kg)** | **Storage name / number** | **Package type** |
| **EU** | **NOP** | **…** |
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# Annex 5: List of subcontractors

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of subcontractor** | **Address, phone, email, website** | **Validity of contract** | **Type of activity** | **Final products** | **Subcontractor has own certificate1 for relevant standards** | | **Filled by inspector** | |
| **Checked during inspection** | |
| **Yes** | **No** | **Yes** | **No** |
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1Please attach certificates of subcontractors.

# Annex 6: List of subcontracted activities (services provided to other certified organic operators)

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| --- | --- | --- | --- | --- | --- |
| **Name of subcontracting operator** | **Address, phone, email, website** | **Validity of contract** | **Type of activity** | **Filled by inspector** | |
| **Checked during inspection** | |
| **Yes** | **No** |
|  |  |  |  |  |  |
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Please attach certificates of subcontracting operators.