

Organic Management Plan (OMP) Packaging & Labelling unit

Applicable Standards: Organic Production Systems: General Principles and Management Standards (CAN/CGSB-32.310 - 2020) & Permitted substances list (CAN/CGSB-32.311 – 2020)

1.0 General Information

S. No	Particulars	Remarks (Yes/No/NA/Description)
1.	Name of Operation/ Company	
2.	Address of Company	
3.1	Name of Legal representative and designation	
3.2	Legal representative email id and contact number	
4.1	Name of Contact person and designation	
4.2	Email id and contact number of contact person	
5.	Are you already registered/certified by another certification body for identical/same product for Canada Organic Regime: Yes/No?	
	If yes: - Name of Certification body:	
	- Certification Programme	
	- Date of first inspection	
	- Date of cancellation	
	- Reason to change	
6.	Location and Map	

S. No	Particulars	Remarks (Yes/No/NA/Description)
	Route Map of organic production unit with distance	
7	Facility Map of Organic processing area with surrounding information / activities: Is Attachment available?	
8	Organizational Structure (<i>Attach Organogram</i>)	

2. Summary statement:

Sl. No.	Particulars	Remarks
1.	Changes to last year practice (Describe)	
2.	Change in this year planning (Describe the change in plan)	

3. General information

Give full process written description from entering of the organic raw materials till the outgoing products. The locations/buildings have to be numbered univocal. Attach facility layout.

Non-organic handling/trading activities. Indicate non-organic products.

Additional certifications Attach evidence for complying statutory / regulatory requirements (National/State) relevant to your trading industry.

4. Organic control points (Contamination or comingling risk)

Do you have an organic control point program (risk management plan) in place? If yes, list organic control points you have identified in your process.

Describe the procedures to monitor the contamination or comingling risk.

4.1 Storage

List all storage units used for organic products- raw materials, in-process products, finished products, non-organic products, packaging materials, cleaning, other materials etc.

Products/Materials	Bins/Crates/Boxes	Identification/ location	Capacity (MT)	Dedicated to Organic (Yes/No)

Mention how are products stored? Any special storage conditions are used? Substances should be listed in Table 8.3 of CAN/CGSB-32.311

In case of common storage for organic and non-organic products or in bulk, how are products stored to prevent commingling and contamination with non-organic products and prohibited substances?

How do you clean storage units, and how do you record the cleaning? Substances should be listed in Table 7.3, 7.4 of CAN/CGSB-32.311

4.2 Packaging and transportation

Sl. No.	Particulars	Remarks
1.	Mention the type/kind of packaging material used.	
2.	How do you pack organic products to avoid any kind of damage or substitution of the content?	

3.	If you reuse bins, bags or other storage or packaging materials, how do you ensure that there is no commingling or contamination with prohibited substances and how do you record the cleaning? Substances should be listed in Table 7.3, 7.4 of CAN/CGSB-32.311	
4.	Describe what measures do you take to maintain organic integrity of organic products during transportation? (Example, vehicle inspection, clean-out, documentation)	

5. Facility Pest Management

What type of pest management program do you use against which pest, attach as separate sheet if necessary.

Practices	Used against which pest				
	Flying Insects	Crawling insects	Rodents	Birds	Other
Preventive measures					
Mechanical or Physical control, lures or repellents etc.					

In case of use of substances, these should be listed in Table 8.2 of CAN/CGSB-32.311

Sl. No.	Substance	For pest	Location intend to use	Application	Frequency	Inside or outside Premises
1						
2						

6. Labelling

Describe the type of labels used (retails, bulk, for storage etc.)	
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7. Administration

Indicate which type of records are maintained in the unit

Records	Maintained (Yes/No)
Facility map	
Procurement record: invoice, purchase receipt, packet/label/ vendor declaration for GMO free	
Processing record	
Stock record	
Outward record	
Transaction details with (inward/outward) transaction certificate	
Sales/Export record: purchase order, invoice, packing list	
Transport documents: delivery challan, bill of lading, airway bill, courier receipt, copy of export label	
Cleaning/facility pest management record	
Equipment cleaning record	
Complaint register	
Others: describe	

If you process organic and non-organic products, a distinction between organic and non-organic in records is compulsory. In your records, how do you distinguish between organic and non-organic product.

Do you use a lot numbering system for incoming and outgoing products? If yes give an example and describe or show how it works.

Can your record keeping system track the finished product back to raw material?

List documents used to track incoming organic products (bill of lading, weight tag, organic certificates etc).

List documents used to track organic product in storage (ingredient inventory, finished product inventory etc).

List documents used to track outgoing organic products (sales order, bill of lading, shipping log, invoice etc).

Can your record keeping system balance organic products in and organic products out? Describe how it works.

8. Declaration:

- The operator affirms that the description of methods and the practical measures described in Organic management plan (OMP) have been completed truthfully.
- The operator affirms all statements made in this application and annexes are true and correct.
- The operator affirms that acceptance of this questionnaire in no way implies granting of certification by GSCI SERVICES.
- The operator affirms that he will notify GSCI SERVICES each year, before the date indicated by GSCI SERVICES, of its schedule of production of crop products, giving a specification by land parcel.
- The operator affirms that he will notify GSCI SERVICES annually, if any changes occur in the description of methods or of the practical measures described in this form (OMP) in due time by sending an updated Organic management plan. Together with the Organic management plan, the operator will send;
 - A summary statement, supported by documentation, with all changes made to the previous year's Organic management plan during the previous year.
 - Any additions or deletions to the previous year's Organic management plan, intended to be undertaken in the coming year.
 - An update on the correction of minor non-compliances previously identified by the certifying agent as requiring correction for continued certification.
 - Any other information as deemed necessary by the certifying agent to determine compliance with the regulations.
- The operator affirms that when he considers or suspects that a product which he has produced, prepared, imported or been delivered from another operator, is not in compliance with this regulation, he shall initiate procedures either to withdraw from this product any reference to the organic production method or to separate and identify the product. He will only put it into processing or packaging or on the market after elimination of that doubt, unless it is placed on the market without indication referring to the organic production method. In case of such doubt, the operator shall immediately inform GSCI SERVICES.
- The operator will grant GSCI SERVICES complete and unlimited access to the production or handling aspects of the operation including non-certified production areas, structures, or offices for the purpose of on-site inspections.
- The operator will allow authorized representatives of GSCI SERVICES access to these records under normal business hours for review and copying to determine compliance with the act and regulations.

Date:	Signature Operator/Representative/Authorised Signatory:	
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Only to be filled during Audit:

Date of Inspection:	Signature of Auditor:	Signature Operator/Representative/Authorised Signatory:
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