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		RWANDASTANDARDS BOARD	
NATIONAL CERTIFICATION DIVISION			
TITLE:		INDENTIFICATION No.	
GENERIC REQUIREMENTS FOR ALL OPERATORS		NCD/GID/06	
		QUALITY MANAGEMENT SYSTEM OFFICER	
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1. INTRODUCTION

Those are additional requirements which are not included in RSEAS 456 and Organic Certification Scheme NCD/CAS/01 but are necessary to be complied to by all operators in order to have an effective organic system worth of trust. It will be required to all operators to have a documented and verifiable system

2. SCOPE

These generic scheme requirements are applicable to all operators.

3. TERMS AND DEFINITIONS

All applicable terms and definitions are contained in ISO/IEC 17065, ISO/IEC 17000 or the RSB document Guide on Terms, Definitions and Acronyms NCD/GID/10 in the latest available version.

4. GENERIC REQUIREMENTS FOR ALL OPERATORS

4.1. Modification of control arrangements

The client responsible shall notify any relevant change in the unit described in the OPI and/or questionnaire or of the measures to RSB on due time.

4.2. Description of the unit and preventive measures

4.2.1 Control arrangements and undertaking by the operator

When the control arrangements are first implemented, the operator shall draw up and subsequently maintain:

- i) A full description of the unit and/or premises and/or activity;
- ii) Farm/premises full address including Name, contact person, legal set up;
- iii) Partner or associates in organic production handling entailing processors, exporter, certificate holder as applicable with description relevant to each partner;
- iv) Describe scope of certification and activities;
- v) All the practical measures to be taken at the level of the unit and/or premises and/or activity to ensure compliance with the organic production rules;
- vi) The precautionary measures to be taken in order to reduce the risk of contamination by unauthorized products or substances and the cleaning measures to be taken in storage places and throughout the operator's production chain;

4.2.2 Data about the farms or premises environment

Stating the following:

- i) Altitude, soils
- ii) Farming and activity schedule for the crops in the unit (land tillage, planting/sowing, weed control, diseases control, pest control, harvest, on-farm storage, On-farm processing, off- farm storage, off- farm processing) including time of the year the farming activity takes place

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- iii) Environmental management (soil erosion, water pollution, handling of crop residues or other organic materials, conservation of forest areas, hedge rows, wetlands, other ecological valuable areas, level of biodiversity, inorganic litter)
- iv) Farm description stating plot number, area (ha), use of inputs (fertilizer, pesticides), crops planted within at least 4 years respectively
- v) Map/ drawing of all plots as applicable should be attached
- vi) Conversion status indicating periods for new plots, time for managing the farm organically,
- vii) Information on parallel and mixed production (same crop on organic and "in conversion" fields, Mixed production)

4.2.3 Description of the pre-harvest separation system

In case of parallel or split production:

- i) records for the organic part
- ii) organic inputs kept in a separate and labeled store
- iii) sprayer used for organic crops
- iv) machine for organic crop
- v) containers used for organic harvest

4.2.4 Separation during and after harvest

In case of parallel production or fields with different status (same crop):

- i) records for the organic part
- ii) harvesting organic and non-organic fields
- iii) containers used for organic harvest
- iv) storage for organic products
- v) transportation of organic and non-organic products
- vi) daily field wise detailed harvesting records

The operator shall take practical measures at the level of the unit and/or premises and/or activity to ensure compliance with the organic production requirement as detailed in RS EAS 456.


4.2.5 Data about processing facility

Stating the following:

Separation during processing in case of split production:

- i) Organic processing management takes measures to prevent co-mingling of organic products with non -organic products in processing, packing, storage and transport;
- ii) organic processing uses only organic ingredients except when they are not available;
- iii) organic processing never uses the same ingredient in both organic and non-organic form in a single product;

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- iv) Organic management completely and clearly separates the organic and non-organic and products there of holdings with split processing e.g: physical barriers management processes and products;
- v) Organic processing management maintains traceability and mass balance records;
- vi) Organic processing management ensures separation and identification according to quality (organic, in transition, non-organic) during all stages of product flow;
- vii) Organic processing management trains the processing manager in the organic handling procedures;
- viii) In case of subcontracting part or all processing steps ICS operator send a supervisor to be present during organic processing.
- ix) The preparation of processed organic food shall be kept separate in time or space from non-organic food.
- x) Operators producing processed feed or food shall establish and update appropriate procedures based on a systematic identification of critical processing steps

4.3. Access to the installations

The operator shall give access announced or unannounced to RSB inspectors (and, where appropriate, accompanying authorized personnel and provide any necessary information for inspection purposes, access to:

- i) Visit to all relevant units and facilities of the organic operation including the non-organic production and handling units (, the process, the production environment, processing the production/fields, storage and distribution facilities) owned or managed by the operator;
- ii) For crop producers: evaluation of soil and nutrient management, adjoining land use, buffer zones, land use history, production capacity of the land, seeds and planting stock used, crop rotation practices, pest control practices, harvest, labeling, and transportation.
- iii) accounts and sales related records of the organic operation for the purposes of traceability of origin, nature and quantities of all raw materials bought, and the use of such materials. In addition, written and/or documentary accounts of the nature, quantities and consignees of all agricultural products sold should be accessed; and
- iv) operator's record-keeping system adapted to the scope of certification that enables RSB inspectors to retrieve information necessary for verification of the production, storage, processing, purchase, and sale; and other relevant documentation to provide adequate inspection/inspection trails and traceability of organic produce and/or
- v) Records of all complaints received by the certified operators relating to the certified products.
- vi) Provide RSB with any information reasonably necessary for the purposes of the control;

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vii) Submit, when requested by RSB, the results of its own quality assurance programmes

4.4. Control visits

The operators under organic certification process; their products must be subjected to the inspection scheme and procedure for Organic Certification under RS EAS 456.

4.5. Several production units run by the same operator

Where an operator runs several production units in the same area, the units producing non-organic crops, together with storage premises for farm input products shall also be subject to the general and the specific control of this scheme.

4.6. Documentary accounts

The physical on-the-spot inspection carried out by RSB shall include a traceability check and a mass balance check of the operator or group of operators carried out by means of checks of documentary accounts.

For the purpose of the traceability check and mass balance check, the selection of products, groups of products and period under verification shall be made on a risk basis.

4.7. Stock and financial records

Shall be kept in the unit or premises and shall enable the identification and verification of:

The supplier and, where different, the seller, or the exporter of the products;

The nature and the quantities of organic products delivered to the unit and, where relevant, of all materials bought and the use of such materials, and, where relevant, the composition of the compound feeding stuffs;

The documentary accounts shall also comprise the results of the verification at reception of organic products and any other information as required by RSB for the purpose of proper control. The data in the accounts shall be documented with appropriate justification documents. The accounts shall demonstrate the balance between the input and the output;

More details about documentary counts and quantities are described in Mass balance 4.9

4.8. Traceability

The traceability check shall cover at least the following elements justified by appropriate documents including stock and financial records:

- i) the name and address of the supplier and, where different, of the owner or the seller, or the exporter of the products;
- ii) the name and address of the consignee and, where different, of the buyer or importer of the products;
- iii) the certificate of the supplier
- iv) the information referred to in the documentary accounts above
- v) the appropriate lot identification.

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4.9. Mass balance

Mass balance to be calculated for a specify time period and a specific product.

These data need to be provided by the operator and verified by the inspector (records of incoming products, sales record, counting the inventory and checking this with the stock inventory etc.):

Depending on the type of operator the following data need to be provided:

- (a) the nature and the quantities of products delivered to the unit and, where relevant, of materials bought and the use of such materials, and, where relevant, the composition of products;
- (b) the nature and the quantities of products held in storage at the premises;
- (c) the nature and the quantities of the products that have left the unit of operator or group of operators to the consignee's premises or storage facilities;
- (d) the yield of the products obtained, collected or harvested over the previous year;
- (e) the actual yield of the products obtained, collected or harvested over the current year;
- (f) any losses, increase or decrease in quantity of products at any stage of production, preparation and distribution;
- (g) organic or in-conversion products that are sold on the market as non-organic.
- (h) Opening inventory of products in the store (ingredients, unprocessed and processed products from the previous year)
- (i) The nature and the quantities of products delivered to the unit and, where relevant, of materials bought and the use of such materials, and, where relevant, the composition of products/ingredients;
- (j) Actual unprocessed raw materials, ingredients and processed output of the year
- (k) Encountered losses during transportation, storage and processing
- (l) the nature and the quantities of products held in storage at the premises;

The basic formula used to calculate a mass balance is: $A + B = C + D$
Beginning Inventory + Incoming Ingredients/Products = Outgoing Products + Ending Inventory:

A = Beginning Inventory: What is in stock at the beginning of the inspection period.

B = Incoming Ingredients/Products: What came into the inventory, such as purchases, products generated, returns, and transfers from warehouses or other company locations.

C = Outgoing Products: What went out of the inventory, such as ingredient used for processing runs, samples, sales, shrink (production loss), and discarded products.

D = Ending Inventory: What remains in stock (ingredients and finished products) at the end of the inspection period.

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4.10. Control arrangements for plant production

Plant production records shall be compiled in the form of a register and kept available to the control authorities or bodies at all times at the premises of the holding. Such records shall provide at least the following information:

- i) as regards the use of fertilizer: date of application, type and amount of fertilizer, parcels concerned;
- ii) as regards the use of plant protection products: reason and date of treatment, type of product, method of treatment;
- iii) as regards purchase of farm inputs: date, type and amount of purchased product;
- iv) as regards harvest: date, type and amount of organic or in conversion crop production.

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