2024 Checklist

for BIOSUISSE ORGANIC Agricultural Inspections\*

of Certified Organic Individual Farming Operations Outside of Switzerland

* **The purpose of this checklist is to obtain all the information necessary for reviewing BIOSUISSE ORGANIC certification.**

**The inspector is obliged to closely scrutinize and document all of the details required in this checklist, even where they concern plots/crops/products that are not intended for BIOSUISSE ORGANIC certification.**

* **The accuracy of the details given in this checklist must be confirmed by a signature of the responsible inspector on the second page.**

|  |  |
| --- | --- |
| Name of the farming operation / company: |       |
| BIOSUISSE ORGANIC operation No.: |       |
| Website / home page: |       |
| Farming operations manager / person(s) in charge: |       |
| Address: |       |
| Postal code, town, province: |       |
| Country: |       |
| Tel.:  |       |
| **E-mail address (important for sending the certificate!):**  |       |
| GPS coordinates: |       |
| Size of entire operation in ha:  |       |
| Utilized agricultural area (UAA) in ha: |       |
| How much of that land was newly farmed in the last two years? (in ha): |       |
| Status/statuses of the newly farmed land: |       |
| The farming operation has been inspected and certified for organic farming since (year): |       |
| The farming operation has been inspected and certified for Naturland since (year):If applicable, enclose the Naturland certificate. |       |
| Inspection body: |       |
| Farming operation No. assigned by the inspection body: |       |
| Date of inspection: |       |
| Marketing organization / producers’ association (if relevant): |       |
| Exporter: |       |
| **Importer (into Switzerland):** |       |

\* For BIOSUISSE ORGANIC inspections of wild collection projects, producer groups, aquaculture or trading and processing operations, other checklists are required (available at:

[www.icbag.ch)](http://www.icbag.ch)Declaration)

[Declaration](http://www.icbag.ch)Declaration) of Assurance

**The undersigned farm operations manager hereby confirms bindingly to ICB AG:**

* to comply with the most current Bio Suisse standards for the entire period for which BIOSUISSE ORGANIC certification is being applied;
* to promptly inform both the certification body and ICB AG in case complete compliance with the Bio Suisse standards can no longer be guaranteed;
* to properly use the BIOSUISSE ORGANIC certificate issued by ICB AG;
* to label BIOSUISSE ORGANIC certified products clearly and correctly;
* that upon the termination or withdrawal of Bio Suisse certification no further products will be traded under said certification, that in such an event all advertising with any reference to said certification will be ceased and to directly implement all measures prescribed by ICB AG as well as any other necessary measures;
* to expressly authorize the certification body to forward to ICB AG this checklist, signed by the inspector and by a representative of the operation, together with all documents necessary for the initial application and for subsequent applications for renewal;
* to authorize the certification body to later forward any further information concerning this farming operation that is required for BIOSUISSE ORGANIC certification and that relates to organic certification according to Regulation (EU) 2018/848 and the associated Implementing Regulations or equivalent national organic standards (e.g., any infractions of EU organic regulations, resulting sanctions and measures, positive analysis reports, etc.);
* to ensure that the implementation of other requirements stipulated in the contract with the certification body for organic certification in accordance with EU organic regulations also is fulfilled for Bio Suisse standards;
* to grant ICB AG the right to carry out follow-up inspections of the farming operation in the form of spot checks and to take soil and product samples for analysis, possibly accompanied by representatives of ICB AG’s accreditation body, following consultation with the concerned inspection and certification body;
* to authorize ICB AG to forward to Bio Suisse the address and contact data of operations and contact persons for the purpose of direct communication in the form of information letters, questionnaires, bulletins and newsletters;
* to authorize ICB AG to forward to Bio Suisse all information related to BIOSUISSE ORGANIC certification for the purpose of meeting its supervisory/auditing obligations. The information may be analysed in an anonymized form and disclosed for statistical and research purposes by Bio Suisse.
* to authorize ICB AG to forward all information related to BIOSUISSE ORGANIC certification to the responsible authorities, to other Bio Suisse certification bodies, and, if applicable, to the Swiss importer of the products in cases of detected residues, suspected fraud, or complaints.
* to take note of the right to appeal in the event of disagreement with the certification decision. Information on the appeal procedure can be found in the relevant information sheet on the ICB AG website. The exclusive place of jurisdiction is the seat of ICB AG in Basel, Switzerland. Swiss law is exclusively applicable, with the exclusion of international rules on the conflict of laws.
* that the information provided on the occasion of this BIOSUISSE ORGANIC inspection represents the truth to the best of his/her knowledge and belief.

**Farm operations manager:** Name:

Date :  Signature:

**The undersigned inspector confirms**

* that the information provided on the occasion of this BIOSUISSE ORGANIC inspection represents the truth to the best of his/her knowledge and belief;
* that this checklist was completed during an inspection of the farming operation.\*

**Inspector:** Name:

Date: Signature:

\* An exception is only possible for the initial application if the main inspection has already taken place and the application for BIOSUISSE ORGANIC certification is retroactively submitted: Please justify under point 2.1.

# Conditions imposed by ICB AG in the previous year

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** |  |
| [ ]  | [ ]  | ICB AG imposed conditions in the previous year (see letter of conditions for BIOSUISSE ORGANIC certification).       |
| If Yes, copy all conditions imposed in the previous year into the blank field below. Indicate whether each was fulfilled / not fulfilled and provide comments (even if the condition was fulfilled). |
|  | Condition(s):       |

# Information about the entire farming operation

## General Information

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** |  |
| [ ]  | [ ]  | This is an initial application for certification.  |
| [ ]  | [ ]  | This is an application for BIOSUISSE ORGANIC certification after the applicant’s previous certification has expired or after a name change.If Yes, please enter the last year of BIOSUISSE ORGANIC certification and/or the previous name:       |
| [ ]  | [ ]  | The inspection took place in person and on site. If No, please justify:       |
| [ ]  | [ ]  | Have any significant changes been made to the structure/management of the operation compared to the previous year?        |
| [ ]  | [ ]  | Are there any parcels with retroactive or reduced conversion periods (newly acquired parcels that have not been in conversion for at least 2 years)? If Yes, please list the crops and enter the status of the parcels as ‘retroactive’ with the date of the beginning of the conversion period in the overview under section 2.2.1.       |
| [ ]  | [ ]  | Farming operations with newly acquired land: Were GMO crops cultivated on this land before it was acquired?If Yes, please specify the plot numbers, the GMO crop, the year and the area:      Plots which were previously used for the cultivation of GMO crops must be marked as such on the plot maps. |
| [ ]  | [ ]  | Are any external machines used?If Yes, proof that the machines have been thoroughly cleaned before use must be furnished in countries where GMO crops are grown.      The cleaning certificate must be attached. |
| [ ]  | [ ]  | Are there any particular risks or have there been any incidents on this operation that should be noted?      |
| [ ]  | [ ]  | Further comments or observations related to the farming operation, the inspection, etc.:       |

## Crops, Seed

# Overview

Which crops are grown on the entire farming operation? **Please list all areas/crops** (including green manure [enter the number of months of the cultivation period] and leys)**, giving the total acreage of the same crops grown on various plots (except where the status / kind of seed differed)!**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cultivated crop**  | **Area in ha** | **Area inspected since** | **Certification status of the area as per Regulation (EU) 2018/848** | For parcels currently in conversion: Conversion date as per Regulation (EU) 2018/848 | **Status of the seed\*****1/2/3/4/5** | **Status of seedlings/cuttings\*****1/2/3/5** | **Which crop was grown in the previous year on the same plot?** | **Application for****BIOSUISSE ORGANICcertification** |
|       |       |       |       |       |       |       |       | [ ]  Yes [ ]  No |
|       |       |       |       |       |       |       |       | [ ]  Yes [ ]  No |
|       |       |       |       |       |       |       |       | [ ]  Yes [ ]  No |
|       |       |       |       |       |       |       |       | [ ]  Yes [ ]  No |
|       |       |       |       |       |       |       |       | [ ]  Yes [ ]  No |
|       |       |       |       |       |       |       |       | [ ]  Yes [ ]  No |
|       |       |       |       |       |       |       |       | [ ]  Yes [ ]  No |
|       |       |       |       |       |       |       |       | [ ]  Yes [ ]  No |
|       |       |       |       |       |       |       |       | [ ]  Yes [ ]  No |
|       |       |       |       |       |       |       |       | [ ]  Yes [ ]  No |
|       |       |       |       |       |       |       |       | [ ]  Yes [ ]  No |
|       |       |       |       |       |       |       |       | [ ]  Yes [ ]  No |
|       |       |       |       |       |       |       |       | [ ]  Yes [ ]  No |
|       |       |       |       |       |       |       |       | [ ]  Yes [ ]  No |
|       |       |       |       |       |       |       |       | [ ]  Yes [ ]  No |
|       |       |       |       |       |       |       |       | [ ]  Yes [ ]  No |
|       |       |       |       |       |       |       |       | [ ]  Yes [ ]  No |
|       |       |       |       |       |       |       |       | [ ]  Yes [ ]  No |

\*1= organic

 2= non-organic **with** confirmation of non-availability

 3= non-organic **without** confirmation of non-availability

 4= non-organic, **treated seed** with/without confirmation of non-availability

 5= GMO seed/planting stock

# Further questions pertaining to seed and propagating material

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  | [ ]  | Seed inoculation is practised on the farming operation.**If Yes, list seed inocula (seed inoculants) and crops concerned:** **The inspection body confirms that the inoculum was produced without the use of genetic engineering.**[ ]  Yes [ ]  No  |
| [ ]  | [ ]  | [ ]  | Hybrid seed is used in the production of grain (with the exception of maize).**If Yes, list all grain crops concerned:**  |
| [ ]  | [ ]  | [ ]  | Hybrid seed is used in the cultivation of rapeseed (with the exception of high-oleic, low-linolenic rapeseed).**If Yes, was non-hybrid rapeseed available?** [ ]  Yes [ ]  NoPlease add a brief comment:  |
| [ ]  | [ ]  | [ ]  | In the production of cabbage species and salad crops of the chicory group (leaf chicories and chicory, radicchio, and sugarloaf)\*, only cell fusion free varieties that are included in the positive list published by FiBL are used. The list of ‘Cell fusion free varieties in vegetable production’ is available at <https://www.fibl.org/fileadmin/documents/shop/1179-cf-free-varieties.pdf>\*Exceptions: Cauliflower (incl. romanesco and colourful varieties of cauliflower), broccoli, white cabbage, savoy cabbage and Belgian endive. Cell fusion-bred varieties may be used for these crops.**If No, please complete this table and answer the question:**

|  |  |  |  |
| --- | --- | --- | --- |
|  **Crop** | **Variety** | **Seed breeder** | **Seedlings supplier** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Are there DNA analyses or is there confirmation from the seed producer that the varieties were bred without cell fusion?**[ ]  Yes [ ]  NoThe DNA analyses or confirmation from the seed producer must be attached. |
| [ ]  | [ ]  |  | Are GMO varieties of the crops grown by the farming operation also being grown in the same country (crops at risk of GMO contamination)? Consult the [Bio Suisse List of GMO-critical countries and crops](https://icbag.ch/resources/Merkblaetter-2024/ENG/Appendices_Bio_Suisse_Standards_2024_EN.pdf) (Appendix 1 to Part V, Chapter 4.2.2.5). |
| [ ]  | [ ]  | [ ]  | Non-organic propagating material was used to **cultivate** crops at risk of GMO contamination. **If Yes, then a GMO-free certificate from the seed supplier must be available.** The GMO-free certificate must be attached.  |
| [ ]  | [ ]  | [ ]  | Non-organic source material/basic seed was used for the **seed propagation** of crops at risk of GMO contamination.**If Yes, a PCR test must be performed to identify GMOs.**The PCR test to identify GMOs must be attached.  |

# Segregation

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  |  | Has the farming operation produced products with different certification statuses (e.g., both organic and in-conversion), either currently or since the previous inspection?  |
| [ ]  | [ ]  |  | **If Yes,** is segregation between products with different certification statuses guaranteed? Description:  |

# Whole farm approach, certification status of the farming operation, responsibilities of the farm operations manager

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  |  | The entire farming operation is fully organic.       |
| [ ]  | [ ]  |  | All crops grown by the farming operation are produced and inspected in conformance with the Bio Suisse standards (regardless of marketing intentions).       |
| [ ]  | [ ]  |  | The farming operation is partly converted (also comprising non-organic crop[s]/livestock).(Farming operations with areas in conversion do not count as partly converted.)Crop(s)/livestock:       |
| [ ]  | [ ]  | [ ]  | Partial conversion pertains to viticulture, fruit production or the production of ornamental plants, and it is an initial application for BIOSUISSE ORGANIC certification. **If Yes, please attach plan for gradual conversion (5 years maximum).**      |
| [ ]  | [ ]  |  | The farm operations manager is responsible for just this farming operation.       |
| [ ]  | [ ]  |  | The farm operations manager is also responsible for other fully organic farming operations.       |
| [ ]  | [ ]  |  | The farm operations manager (or the branch manager) is also responsible for other non-organic and/or partly converted farming operations.       |
| [ ]  | [ ]  |  | The farming operation/farm operations manager performs custom farming activities that involve the use of auxiliary inputs.If Yes, specify the kind of custom farming activities and the auxiliary inputs used:       |
| [ ]  | [ ]  |  | Machines that have (also) been used to apply prohibited auxiliary inputs are stationed at the farming operation.       |
| [ ]  | [ ]  |  | Plant protection products / fertilisers which are prohibited in organic farming are stored or handled in building sections or areas of the operation (this also applies to building sections that are leased for this purpose).       |
| [ ]  | [ ]  |  | Have all employees been trained to fulfil the requirements of organic farming?       |

# Enhancement of biodiversity

Plot maps showing the areas dedicated to the enhancement of biodiversity must be submitted in the following cases: for initial applications; after an interruption of certification; or when significant changes have been made to the farming area.

# Areas dedicated to the enhancement of biodiversity:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **List of areas dedicated to the enhancement of biodiversity**  | **Area in ha** |  | **List of areas dedicated to the enhancement of biodiversity**  | **Area in ha** |
| [ ]  | Individual native trees suited to the location (each tree counts as 1 are) |       | [ ]  | Species-rich strips to promote beneficial organisms have been established. |       |
| [ ]  | Species-rich permanent meadows and pastures (unfertilized, except for dung from grazing animals) |       | [ ]  | Pools, ponds (irrigation ponds only if there is native riparian vegetation) |       |
| [ ]  | Dry stone walls |       | [ ]  | Ditches |       |
| [ ]  | Stone mounds, stone embankments  |       | [ ]  | Moorland  |       |
| [ ]  | Ruins of buildings |       | [ ]  | Ruderal areas  |       |
| [ ]  | Areas with natural communities of native plants |       | [ ]  | Wildflower fallows with species-rich plant communities (for at least 18 months)       |       |
| [ ]  | Hedges, copses  |       |
| [ ]  | Species-rich forest (not including intensively managed plantations) |       | [ ]  | Unpaved, natural paths with > 1/3 overgrowth       |  |
| [ ]  | Conservation headlands: Unfertilized, species-rich strips along the edges of fields, parallel to the furrows. At least 3m wide.  |       | [ ]  | Other **areas dedicated to the enhancement of biodiversity** Description:       |  |
|  | **Total areas dedicated to the enhancement of biodiversity in ha:**  |       |
|  |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  |  | All of the indicated areas dedicated to the enhancement of biodiversity belong to the farming operation, are leased by the farming operation, or are officially managed by the farming operation.**If No, please add a brief comment:**       |

Please note: For possible derogations, see the Bio Suisse Standards, Part V, section 4.2.3.3.

# Measures for the enhancement of biodiversity

Please indicate all measures that the farming operations fulfils by ticking ‘Yes’.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** |  |
| [ ]  | [ ]  |  Plots of land > 50 ha contain at least 3 ADEB elements of at least 0.1 ha per plot.       |
| [ ]  | [ ]  | On operations with smaller plots of land, the ADEB are located on > 50% of all operational plots.       |
| [ ]  | [ ]  | The areas dedicated to the enhancement of biodiversity are connected (e.g., via hedges or uncultivated strips) to create favourable living conditions for the dispersal of naturally occurring animals and plants. A sketch showing the ADEBs and connecting landscaping elements was submitted in      . (**Please indicate the year**) |
| [ ]  | [ ]  | At least 20% of the operational acreage comprises areas dedicated to the enhancement of biodiversity.       |
| [ ]  | [ ]  | At least 3 bee colonies (Apis spp.) are kept on the farming operation throughout the entire vegetation period.       |
| [ ]  | [ ]  | Endangered crop species or varieties (e.g., khorasan wheat, flax, heirloom vegetables, fruit and grapes, landraces, and locally bred and/or propagated varieties) are cultivated on at least 0.5 ha.       |
| [ ]  | [ ]  | The farming operation manages diverse agroforestry systems.       |
| [ ]  | [ ]  | In the cultivation of field crops, the operation largely abstains from using the plough (ploughing is permitted at most 2x within a 5-year crop rotation period).       |
| [ ]  | [ ]  | In the cultivation of permanent crops, the operation largely abstains from tillage (max. 1x annually).       |
| [ ]  | [ ]  | Nesting boxes / nesting opportunities for birds, bats, and wild bees are provided on the operation (> 2/ha).       |
| [ ]  | [ ]  | Compost is used in order to promote soil organisms.       |
| [ ]  | [ ]  | Naturally occurring epiphytes on permanent crops are not removed.       |
| [ ]  | [ ]  | Other biodiversity enhancement measures not listed above are carried out by the operation. Description:       |

# Cultivated areas adjoining stretches of surface water

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| **[ ]**  | **[ ]**  | [ ]  | Along natural stretches of surface water (e.g., rivers, streams, lakes) there is an uncultivated, species-rich strip measuring at least 6 m in width. Please describe:Width in metres: Number of plant species:       Further comments:       |

# Clearances, Erosion, Water pollution

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** |  |
| [ ]  | [ ]  | Forests or high conservation value areas (e.g., primary and secondary forests that are more than 15 years old, mangrove forests, moor and wetland areas, steppes, savannahs, high-mountain vegetation or sacred sites of indigenous peoples) have been cleared or destroyed on the farming operation / by the farm operations manager after 1994.**If Yes, state type of clearance and list cleared sites:**       |
| [ ]  | [ ]  | Pre-harvest burning is carried out or crop/vegetation residues are burnt in the fields.       |
| [ ]  | [ ]  | Plots that are at risk of erosion are cultivated and/or grazed.**If Yes, please list all measures taken to prevent erosion:**       |
| [ ]  | [ ]  | There is a possibility of a negative impact on groundwater and/or surface water due to effluents (e.g., from storing manure, residential wastewater, etc.).**Comments:**       |

# Water resources Management

# Sustainability of water usage on all farming operations

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  |  | Irrigation is practised.**If Yes, list crops and areas which are irrigated:**       |
| **If Yes, please answer the following questions:** |
| [ ]  | [ ]  | [ ]  | Irrigation has impaired a body of surface water with negative impacts on flora and fauna (e.g., due to fluctuating water levels).**Comments:**       |
| [ ]  | [ ]  |  | Irrigation has negatively impacted natural soil fertility (e.g., through salinization, erosion, etc.)**Comments:**       |
| [ ]  | [ ]  |  | The quality of the harvested products has potentially been impaired through irrigation water: e.g., the irrigation water flowed through non-organic parcels before being used by the producer or it was contaminated by pathogenic bacteria, parasites or pesticides.**Comments:**       |
| [ ]  | [ ]  |  | Nonrenewable (fossil) water resources are used for agricultural production. **Comments:**      **If Yes:**[ ]  An application for the use of nonrenewable water resources and a water resources management plan in which the ecological, social and economic impacts of the use of fossil water resources are assessed was submitted to Bio Suisse on the following date:       . [ ]  The application is enclosed.      [ ]  The use of fossil water resources has already been approved by Bio Suisse.       |

# Farming operations which practice irrigationin areas with scarce water resources

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  |  | Irrigation is practised and the farming operation is located in an area defined by Bio Suisse as an area with scarce water resources (see the information note on water resources management).**In this case a water management plan (WMP) absolutely must be submitted.** **Comments:**        |
| **If Yes, please answer the following questions:** |
| [ ]  | [ ]  |  | Has the complete water management plan (WMP), incl. additional documents, already been submitted to **Naturland**?      If Yes: Month/year**:**       **If Yes**, then the further items in this section need not be completed, and no further documents related to the WMP need be enclosed.In this case the WMP documents should also in future be submitted to Naturland.      |
| [ ]  | [ ]  |  | The Naturland certificate is attached. Naturland operation number:        |
| [ ]  | [ ]  |  | Has the complete water management plan (WMP), incl. additional documents, already been submitted to **ICB AG**?If Yes: Month/year**:**       (Explanation: The WMP must be submitted anew to ICB AG every three years.) **If Yes**, then only the hitherto missing, incomplete or incorrect documents must be resubmitted (conditions imposed by ICB AG in the previous year must be observed).ICB AG will continue to be responsible for checking this operation’s WMP in the future.**Comments**:       |
| [ ]  | [ ]  | [ ]  | **The operation is obliged to complete a WMP for the first time, or it has been 3 years since the WMP was submitted:**A **water management plan** **in the 2022 version** containing general information about irrigation, a risk analysis and a plan of action, or a **water management plan in the 2024 version** has been fully completed and signed, including the data release form, and is available. If Yes, enclose it with this checklist.**Comments:**       |
| [ ]  | [ ]  | [ ]  | **Maps of all irrigated and non-irrigated parcels**, which must show parcel numbers, water sources and irrigation facilities with details (incl. sites of sources, catchments, wells, etc.) and delineated borders of the farming operation, are available.**As an alternative to submitting maps**: A list of all cultivated parcels with parcel designations and information as to whether they are irrigated or not. [ ]  A map is attached.[ ]  A list of all parcels is attached.**Comments:**       |
| [ ]  | [ ]  | [ ]  | **The Excel table** ‘Quant. Irrigation data, Legality and Plausibility’ (R1 and R2) is available. **All irrigated parcels (listed in R2) were cross-checked with the list of all parcels or maps during the inspection.**If Yes, enclose with this checklist.**Comments:** |
| [ ]  | [ ]  | [ ]  | A written **proof of the legality** of all water abstractions issued by the appropriate authority is available. If Yes, enclose it with this checklist.**Comments:**       |
| [ ]  | [ ]  | [ ]  | The provided proof of legality was issued by the appropriate authority according to state law. The legal requirements regarding water abstraction are therefore fulfilled according to the best knowledge of the inspection body. **Comments:**       |
| [ ]  | [ ]  | [ ]  | **For farming operations outside of Europe**Is there a national or regional law or ordinance governing the legality of water abstraction?**Comments:      If Yes:** Does the farming operation comply with these rules regarding water abstraction?**Comments:**       |
| [ ]  | [ ]  | [ ]  | An **irrigation water analysis** according to FAO (or equivalent) guidelines is available.If Yes, enclose it with this checklist. **Comments:** |
| [ ]  | [ ]  | [ ]  | **Water stewardship**: The producer identifies other water users with whom to seek progress towards the sustainable use of water (both at the level of the individual operations as well as at the regional level, e.g., watersheds).The other water users, the sustainability efforts of the producer and all optimisation measures must be documented in the water management plan.**Comments:**       |
| [ ]  | [ ]  | [ ]  | The **irrigation system** is regularly inspected and maintained. There is a maintenance schedule.**Comments:**       |

# Farming operations which practise irrigation in areas with a desert climate

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  | [ ]  | Irrigation is practised and the farming operation is located in an area defined by Bio Suisse as an area ‘with a desert climate’ (see the information note on water resources management).**Comments:**       |
| **If Yes, then section 2.6.2 must be completed and the following questions answered:** |
| [ ]  | [ ]  | [ ]   | Annual crops\* are only cultivated during the winter season (or rainy season).**Comments:**      \*These include crops not intended for BIOSUISSE ORGANIC certification as well as catch crops and green manure.  |
| [ ]  | [ ]  | [ ]  | Irrigation only takes place between 6 p.m. and 10 a.m.**Comments:**       |

# Social accountability

|  |  |  |
| --- | --- | --- |
| Number of **permanent** employees / persons employed year-round      | Number of **temporary** employees, incl. contract workers (maximum number / at peak harvest time)      | **Total number** of employees      |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  |  | The farming operation is currently **certified or audited according to one of the following social certification standards**: BSCI, Control Union Fair Choice, Fair for Life/For Life, Fair Trade USA, Fairtrade, GlobalG.A.P. GRASP, IBD Fair Trade, Naturland/Naturland Fair, Rapunzel Hand in Hand, RSPO P&C 2018/RSPO ISH 2019, SA8000, Sedex/SMETA, Soil Association Ethical Trade, Ecovalia, Valore Sociale, Rainforest Alliance/UTZ. **If Yes, which:**       **Please list all current social certifications or audit reports.**     **A valid certificate / a valid audit report must be attached.** |
| [ ]  | [ ]  | [ ]  | The farming operation does not have a social accountability certificate / audit report from any of the organizations listed above and has more than 20 employees (permanent employees + seasonal workers / day labourers).      **If Yes:** the separate **‘Social Accountability’ self-declaration** **form** must be completed and submitted every three years. If it already was submitted within the past three years, please state which year:      The self-declaration form can be downloaded here: <https://www.icbag.ch/downloads/downloads/forms.php>  |

# Crop production

# Use of plant protection products

###  Plant protection products in general

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  |  | Natural herbicides (such as vinegar, salt or fatty acids) and/or growth regulators are used. **If Yes, what product(s) and for which crops:**  |
| [ ]  | [ ]  |  | Synthetic pyrethroids are used (on crops or in traps). **If Yes, what product(s) and for which crops:**       |
| [ ]  | [ ]  |  | Paraffin oil is used. **If Yes, what product(s) and for which crops:**       |
| [ ]  | [ ]  |  | Iron-phosphate-based slug pellets are used.**If Yes, what product(s) and for which crops:** |
| [ ]  | [ ]  |  | Products containing spinosad are used. **If Yes, what product(s) and for which crops:****Date of treatment:**      **At the time of treatment, was the treated crop (or the undergrowth) in bloom?**[ ]  Yes [ ]  No**If Yes, were appropriate measures taken to protect bees?**[ ]  No measure was taken. [ ]  It was only applied in closed greenhouses. [ ]  It was applied in the evening when bees were not in flight. [ ]  Other measures were taken; please describe:       |
| [ ]  | [ ]  | [ ]  | Pineapples: Flowering is induced. **If Yes, with what product:**      |

* + 1. **Copper quantity per crop (on the entire farming operation)**

**Application of copper-based plant protection products and/or copper-based trace-element fertiliser:**

The amount of copper applied in the form of trace-element fertiliser (table 3.2.1) must be entered here.

Please provide information for the 12 months prior to this inspection (this also applies to initial applications).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Crop**  | **Area in ha** | **Product (brand name)** | **Quantity of product used in kg per ha and year** | **Content of elemental copper in %** | **(Pure) copper used in kg per ha** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

* + 1. **Copper quantity per parcel (only table/wine grapes)**

Are there any **vineyard parcels** where **more than 4 kg** of pure copper per ha were applied over the past 12 months?

If Yes, list all affected parcels in the table below (this only applies to viticulture).

|  |  |  |
| --- | --- | --- |
| **Parcel number/code** | **Area in ha** | **Kg of (pure) copper per ha** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

# Fertiliser use

# Mineral fertilisers and peat

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** |  |
| [ ]  | [ ]  | Mineral trace-element fertilisers are used on the farming operation. **If Yes, list what product(s) and for which crops:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Crop** | **Names of trace-element fertilisers** | **Trace element (B, Cu, Fe, Mn, Mo, Zn, etc.)** | **Soil/leaf analyses / photos are attached.****Yes No**  | **The inspector confirms the necessity / deficiency symptoms. If Yes, please add a brief comment.****Yes No**  |
|       |       |       | [ ]  [ ]  | [ ]  [ ]        |
|       |       |       | [ ]  [ ]  | [ ]  [ ]        |
|       |       |       | [ ]  [ ]  | [ ]  [ ]        |
|       |       |       | [ ]  [ ]  | [ ]  [ ]        |
|       |       |       | [ ]  [ ]  | [ ]  [ ]        |
|       |       |       | [ ]  [ ]  | [ ]  [ ]        |

**If a fertiliser containing several trace elements is used, then the need for each individual element must be demonstrated.** (Neither analyses nor confirmation must be submitted for Ca and Mg because these are generally permitted. Neither analyses nor confirmation must be submitted for boron in the case of celery, broccoli, spinach, cauliflower, sugar beets and beets.) |
| [ ]  | [ ]  | Fertilisers containing synthetic chelates (EDTA, HEEDTA, DTPA, EDDHA, EDDS, EDDHMA, EDDCHA, EDDHSA, HBED, IDHA) are used on the farming operation. **If Yes, what product(s) and for which crops?**  **Please attach specifications.** |
| [ ]  | [ ]  | Highly concentrated chlorinated potassium fertilisers (e.g., potassium chloride) are used on the farming operation.**If Yes, what product(s) and for which crops:** |
| [ ]  | [ ]  | Highly soluble nitrogen fertilisers made from ammonia stripping are used on the farming operation. **If Yes, what product(s) and for which crops:** |
| [ ]  | [ ]  | Peat is/was used for soil improvement on the farming operation.**If Yes, what product(s) and for which crops:** |

# Brought-in fertilisers

What total amounts of organic or mineral fertilisers (incl. potassium fertilisers) not produced on the farming operation are annually brought in and used anywhere on the farming operation (types, quantities, composition)? In the case of farmyard manure and compost, indicate whether fresh (**FM**) or dry (**DM**) matter andgive the contents according to the type of substance (fresh/dry).

# Please provide information for the 12 months prior to this inspection (this also applies to initial applications).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Fertiliser (description\*)** | **Quantity** | **Unit** | **Farmyard manure** | **Ntot** **content in %** | **P2O5 content in %** | **\*\*K2O content in %** |
| **kg** | **m3** | **FM** | **DM** |
|       |       | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|       |       | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|       |       | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|       |       | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|       |       | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|       |       | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |

\*e.g., farmyard manure (FYM), poultry manure or compost produced at another farming operation, commercial organic fertilisers, rock phosphate, etc.

\*\* If mineral potassium fertiliser is used at a rate of more than 150 kg K2O per ha and year, evidence of a K deficiency must be submitted (soil analysis).

# Fertiliser from the farm’s own animal husbandry

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  | [ ]  | Animals are kept on the farming operation.**If Yes, indicate the type and number of animals and LUs (annual average):**Type of animal:       Number of animals:       Number of LUs:      Type of animal:       Number of animals:       Number of LUs:      Type of animal:       Number of animals:       Number of LUs:      **and answer the following questions:** |
| [ ]  | [ ]  |  | The entire amount of farmyard manure produced is applied to the agricultural land.       |
| [ ]  | [ ]  |  | Only some of the farmyard manure produced is applied to the agricultural land. **If Yes, indicate the share in percent**:       |
| [ ]  | [ ]  |  | The entire amount of farmyard manure produced is transferred from the farming operation.       |

\* LUs: livestock units

# Crop rotation and soil protection in tillage crops

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  | [ ]  | Soil-protecting or soil-building crops (leys, legumes, green manures, wildflower strips, etc.) constitute at least 20% of the rotational crops.Please describe, and in the case of green manures, indicate the length of time:       |
| [ ]  | [ ]  | [ ]  | Was the same main crop\* planted on the same parcel without waiting for 12 months after the harvest?       |
| [ ]  | [ ]  | [ ]  | Outside of the vegetation period at least 50% of the arable land has sufficient plant cover (living or dead).Please describe and list the applicable elements:       |

\*A ‘main crop’ is defined as a crop that is in the field for more than 14 weeks.

# Special crops

# Viticulture

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  |  | Viticulture is practised.      |
| **If Yes, please complete this section:** |
| [ ]  | [ ]  | [ ]  | Organic propagating material was used for new plantings (in the past 12 months). **If No**: Is there a statement of nonavailability?      Date of planting:       |
| [ ]  | [ ]  |  | There is year-round ground cover. **If No, indicate period when ground cover is present and time when the soil is tilled:**       |
| [ ]  | [ ]  |  | There is no ground cover (soil is kept weed-free year-round by mechanical means or with plastic sheeting).       |
| [ ]  | [ ]  |  | Wine is produced on the farming operation.**If Yes, please complete the ICB AG ‘Checklist for BIOSUISSE ORGANIC Inspections of Wine Cellaring / Winemaking Operations’**       |

# Perennial tree and shrub crops (berries, fruit, tea, etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  |  | Tree and/or shrub crops (berries, fruit, tea, etc.) are cultivated.        |
| **If Yes, please complete this section:** |
| [ ]  | [ ]  | [ ]  | Organic propagating material was used for new plantings (in the past 12 months). **If No:** Is there a statement of non-availability?     Date of planting:       **Used in the following crops**:       |
| [ ]  | [ ]  |  | There is year-round ground cover (between rows). **If No, indicate period when ground cover is present and time when the soil is tilled:**       |
| [ ]  | [ ]  |  | There is no ground cover (soil is kept weed-free year-round by mechanical means or with plastic sheeting). **If Yes, name crops:**       |

# Vegtables, Herbs, Ornamental plants and Strawberries

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  |  | Vegetables, herbs, ornamental plants and/or strawberries are cultivated.       |
| **If Yes, please complete this section:** |
| [ ]  | [ ]  |  | Protected means of cultivation (greenhouses) are present.I**f Yes, give area in ha:**       |
| [ ]  | [ ]  | [ ]  | The greenhouses are heated.**If Yes, provide the following information:**Crops:      Year the greenhouse was built:      Mean U-value in W/m2K:      Type of insulation (walls and ceiling):      Heating periods:       Maximum temperature:       |
| [ ]  | [ ]  | [ ]  | Assimilation lighting is only used for breeding planting stock and propagating material or for cultivating mother plants to produce cuttings.       |
| [ ]  | [ ]  |  | Only organic seedlings are used.**If No, list crops for which non-organic seedlings are used:**       |
| [ ]  | [ ]  |  | Substrates used for seedlings contain more than 70% peat.**If Yes, list crops for which such substrates are used:**       |
| [ ]  | [ ]  |  | Substrates used for seedlings contain auxiliary inputs prohibited in organic agriculture. **If Yes, list crops for which such substrates are used:**       |
| [ ]  | [ ]  |  | Soil steaming is practised in open fields.       |

# Cultivation of potted plants and seedlings

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  |  | Potted plants and/or seedlings are cultivated on the farming operation.       |
| **If Yes, please complete this section:** |
| [ ]  | [ ]  | [ ]  | Young plants (seedlings or young plants intended to be transplanted): Propagation substrates contain a **maximum of** **70% peat**.       |
| [ ]  | [ ]  | [ ]  | Term crops and advanced seedlings in berry cultivation: Propagation substrates contain **0% peat**.       |
| [ ]  | [ ]  | [ ]  | Potted plants: Propagation substrates contain a **maximum of 50% peat** and **at least 10% compost**.       |
| [ ]  | [ ]  | [ ]  | Bedding plants, balcony plants and perennials: Propagation substrates contain a **maximum of 30% peat** and **at least 20% compost**.       |
| [ ]  | [ ]  | [ ]  | Potted crops (vegetables and berries) intended for further cultivation and already bearing the first mature fruit: Propagation substrates contain **0% peat**.       |
| [ ]  | [ ]  | [ ]  | Leaf fertiliser and trace-element fertiliser are mixed into the substrate.       |
| [ ]  | [ ]  | [ ]  | The farm’s own substrate mixtures: Give the exact composition of the substrate and the percentages of all components contained therein, incl. their provenance and any treatment (e.g., in the case of wood fiber or compost), leaf and trace elements:      Formulas of substrates used for special crops (e.g., bog-soil plants, succulents):       |
| [ ]  | [ ]  |  | Protected means of cultivation (greenhouses) are present.I**f Yes, give area in ha:**       |
| [ ]  | [ ]  | [ ]  | The greenhouses are heated.**If Yes, provide the following information:**Crops:      Year the greenhouse was built:      Mean U-value in W/m2K:      Type of insulation (walls and ceiling):      Heating period:       Maximum temperature:        |
| [ ]  | [ ]  | [ ]  | Assimilation lighting is only used for breeding planting stock and propagating material or for cultivating mother plants to produce cuttings.       |
| [ ]  | [ ]  |  | Potted herbs are cultivated to produce cut bunches of herbs.       |

# Oil palm cultivation

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** |  |
| [ ]  | [ ]  | Oil palms are cultivated.       |
| **If Yes, please complete this section:** |
| [ ]  | [ ]  | Current valid certification according to the standards of the Roundtable on Sustainable Palm Oil (RSPO P&C 2018 or RSPO ISH 2019) is available. If Yes, enclose the most current certificate, audit report and trademark licence agreement with this checklist.**Comments:**       |
| [ ]  | [ ]  | At least 5% of the UAA on which oil palms are cultivated is managed according to diversified farming systems. Smallholder groups are exempted from this requirement.**Comments:**       |
| [ ]  | [ ]  | An implementation plan for the diversified farming system has been submitted to Bio Suisse for content review.Date submitted:      Comments**:**       |
| [ ]  | [ ]  | An implementation plan for the diversified farming system has already been approved by Bio Suisse.**Comments:**       |
| [ ]  | [ ]  | Residual organic materials from raw oil production are processed in a low-emission manner and returned to the fields (by at least 80% of all operations, incl. smallholders). **Comments:**       |
| [ ]  | [ ]  | Documentation of the processing methods and flows of material are enclosed.**Comments**:       |
| [ ]  | [ ]  | At least 20% of the palm oil (averaged over the past 3 calendar years) is made from oil palm fruits grown by local smallholder groups, or a derogation has been obtained from Bio Suisse to use a smaller percentage, and the derogation is enclosed.**Comments**:       |

# Animal husbandry

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  |  | Animals are kept on the farming operation.**If Yes, indicate the species and number of animals in checklist item 3.2.3 (Fertiliser from the farm’s own animal husbandry) and answer the following questions:** |
| [ ]  | [ ]  |  | The animals are only kept for self-sufficiency purposes or as hobby animals.       |
| **If No, please answer the following question:** |
| [ ]  | [ ]  | [ ]  | Animal husbandry complies with local or equivalent organic farming regulations (is certified or at least inspected in accordance with local or equivalent organic farming regulations). **If Yes, specify the regulations and enclose the corresponding inspection report with this checklist:**      |
| [ ]  | [ ]  | [ ]  | Animal husbandry is not certified but meets the following minimum animal husbandry standards as per the Bio Suisse Standards, part V:* There is no embryo transferring and/or genetic engineering.
* The animals must be able to move in their housing in a way that is in keeping with their innate behavioural traits.
* The animals must be protected against detrimental influences such as heat, cold, dust, harmful gases, or dampness.
* There are no fully slatted floors.
* The animals must have sufficient access to range and/or pasture.
* The animals must not be caged.
* Less than 10% (for ruminants) or 15% (for non-ruminants) of feed is brought in from non-organic sources.
* There is no use of prohibited feed additives, including: antibiotics, hormones, sulphonamides, coccidiostats, synthetic growth promoters and stimulants, synthetic appetite inducers, synthetic colouring agents, urea, slaughterhouse wastes for ruminants, poultry manure or dung (any kind of excrement), pure amino acids, and genetically modified organisms or their derivatives.
* There is no use of prohibited veterinary substances, including: substances of synthetic origin to stimulate production or to prevent natural growth, hormones to trigger or synchronize heat, and synthetic growth promoters.
* There is no tooth-cutting or tail-docking in pigs.
* There is no de-beaking in poultry.
* **If No, describe deviations:**
*
 |
| [ ]  | [ ]  | [ ]  | The animals are marketed as non-organic.       |

# Post-harvest treatment, storage, and processing

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  |  | Is any kind of post-harvest treatment performed on the farming operation’s own products (e.g., treatment of cut surfaces, wax sealing, additives to washing water, etc.)? If Yes, what kind of treatment?       Crop:            |
| [ ]  | [ ]  |  | Storage and/or processing take place on the farming operation. |
| **If Yes, please complete this section.** |
| [ ]  | [ ]  |  | Pest control substances / agents / other measures are used in storage/processing areas. **If Yes, which?**       |
| [ ]  | [ ]  |  | Sticky traps are used for rodent control. **If Yes, please describe**:       |
| [ ]  | [ ]  |  | Fumigation or fogging is carried out in storage/processing areas.**If Yes, list product(s)/gases used:**       |
| [ ]  | [ ]  |  | The farming operation’s **own products** are processed and/or conditioned/packaged on the farming operation. **If Yes, which harvested products:**      **If Yes**, then the ICB AG checklist ‘Processing, Storage and Trade’ must be completed and submitted.  |
| [ ]  | [ ]  |  | Products **from other farming operations** are also conditioned, packaged, processed, and/or traded on the farming operation. **If Yes,** then the ICB AG checklist ‘Processing, Storage and Trade’ must be completed and submitted.      |

# Contractors

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  | [ ]  | Storage, cleaning, drying, conditioning/packaging and/or processing are carried out by a **contractor**.      |
| **If Yes, please complete this section:** |
|  | Name and address of the contractor:            |
| [ ]  | [ ]  |  | Is the contracting company BIOSUISSE ORGANIC certified?       |
| **If No, please complete this section:** |
| [ ]  | [ ]  |  | A completed ICB AG checklist ‘Processing, Storage and Trade’ for the contractor and the contractor’s EU organic certificate (if there is one) are attached.       |
| [ ]  | [ ]  |  | The farming operation has signed an agreement with the contracting company.       |
| [ ]  | [ ]  |  | The agreement details the contractor’s precise activities in the processing of BIOSUISSE ORGANIC products and specifies that the inspection body of the contracting customer may carry out BIOSUISSE ORGANIC inspections of the contractor.       |

# Marketing / Advertising / Transport / Direct exports

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  |  | Is the Bio Suisse ‘Bud’ used in any way (e.g., on delivery notes, websites, advertising materials, etc.)? **If Yes, please state where and provide samples:**       |
| [ ]  | [ ]  |  | BIOSUISSE ORGANIC certified products are only transported by land or by sea.       |
|  | To which operation(s) will the BIOSUISSE ORGANIC products be delivered next?       |
| [ ]  | [ ]  |  |  Does the farming operation **directly** export products to Switzerland?      |
| **If Yes, please complete this section:** |
| [ ]  | [ ]  | [ ]  | Are BIOSUISSE ORGANIC certified products declared as ‘BIOSUISSE ORGANIC’ on pallets, big bags, transport packaging or other tertiary packaging, and on delivery notes and invoices issued by the operation?**Please attach a sample of each.**       |
| [ ]  | [ ]  | [ ]  | For each export shipment of BIOSUISSE ORGANIC certified products to Switzerland there is an electronic traceability attestation in the SCM (Supply Chain Monitor): <https://scm.biosuisse.ch/Login.aspx>).       |
| [ ]  | [ ]  | [ ]  | Has the mandatory traceability inspection for BIOSUISSE ORGANIC products taken place?      Which product or products was/were inspected?       Brief summary of the results of the traceability inspection:      |

**Obligatory attachments:**

[ ]  Inspection report from the latest EU organic (or equivalent) annual inspection

[ ]  Valid EU organic (or equivalent) certificate and certification decision

[ ]  ‘Social accountability’ self-declaration form (every 3 years) or a social accountability audit report / certificate, depending on the number of employees and country (see the information note on social accountability).

[ ]  Naturland certificate (if applicable)

**Additional attachments for initial applications (obligatory):**

[ ]  Site plans / field maps / planimetric plot map (including areas dedicated to the enhancement of biodiversity and adjoining areas of neighbouring operations with risks of spray drift, and parcels where GMO crops were cultivated before the conversion to organic farming)1

[ ]  Crop rotation plan

**Farming operations which practice irrigation in areas with scarce water resources (this applies to initial applications and to cases in which conditions were imposed in a notification of sanctions):**

[ ]  A fully completed and signed water management plan

[ ]  The Excel table ‘Quant. Irrigation data, Legality and Plausibility’ (R1 and R2)

[ ]  Maps of all irrigated and non-irrigated parcels, which must show parcel numbers, water sources and irrigation facilities with details (incl. sites of sources, catchments, wells, etc.) and delineated borders of the farming operation

[ ]  As an alternative to maps: A list of all cultivated parcels with parcel designations and information as to whether they are irrigated or not

[ ]  A water analysis according to FAO (or equivalent) guidelines

[ ]  A written proof of the legality of all water abstractions issued by the appropriate authority

**Other attachments:**

[ ]  Soil/foliar analyses where trace element fertilisers / inorganic potassium fertilisers are used,
including reference values

[ ]  ICB AG checklist ‘Processing, Storage and Trade’

[ ]  Documentation of segregation from the field onwards if there is parallel production of annual crops

[ ]  Oil palm cultivation: RSPO certificate, audit report and trademark license agreement

[ ]  Cleaning certificate for the use of external machines (this only applies in countries where GMO crops are cultivated)

[ ]  GMO-free certificate from the seed supplier if non-organic propagating material was used to cultivate crops at risk of GMO contamination

[ ]  PCR test to prove that source material/basic seed is GMO-free if non-organic source material/basic seed was used to propagate seeds for crops at risk of GMO contamination

[ ]

1 The site plan gives an impression of the spatial arrangement of the whole operation. All plots must be numbered in conformance with the list of plots. Areas dedicated to the enhancement of biodiversity must be marked on the plot maps. Where there are risks of drift, the adjoining areas of neighbouring operations must be shown, including the crops grown as well as the boundaries (hedges, unpaved paths, roads, stretches of water, etc.).