Checklist 2024

Processing, Storage and Trade for BIOSUISSE ORGANIC Inspections

of Certified Organic Processing, Storage and/or Trading 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.**

* **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 operation: |       |
| BIOSUISSE ORGANIC operation No.: |       |
| Address / PO box: |       |
| Address of the operation’s headquarters: |       |
| Postal code / town: |       |
| Country / province: |       |
| Tel.: |       |
| **E-mail address (important for sending the certificate!):** |       |
| Contact person: |       |
| Operation has been inspected and certified since (year): |       |
| The operation has been inspected and certified for Naturland since (year):If applicable, enclose the Naturland certificate. |       |
| Inspection body: |       |
| Operation No. assigned by the inspection body: |       |
| Date of inspection: |       |
| For contracting companies / contract warehouses: For what operation is the processing/storage performed? |       |
| Marketing organization / producers’ association (if relevant): |       |
| Exporter: |       |
| **Importer (in Switzerland)** |       |

# Declaration of Assurance

**The undersigned person responsible for BIOSUISSE ORGANIC production 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 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 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.

**Person responsible for BIOSUISSE ORGANIC production:**

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 processing/trade unit.\*

**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 1.3.

| **Yes** | **No** | **n/a** |  |
| --- | --- | --- | --- |
| General information and conditions imposed by ICB AG in the previous year |
| **[ ]**  | **[ ]**  |  | 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 of the operation:        |
| **[ ]**  | **[ ]**  |  | The inspection took place in person and on site. If No, please justify:      |
| **[ ]**  | **[ ]**  | **[ ]**  | 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):      |
| **[ ]**  | **[ ]**  | **[ ]**  | Have any significant changes been made to the structure/management of the operation or to processing methods compared to the previous year? Does the operation have any new customers (intermediaries or purchasers in Switzerland)?       |
| **[ ]**  | **[ ]**  | **[ ]**  | Are there any particular risks or have there been any particular incidents on this operation that should be noted?       |
| **[ ]**  | **[ ]**  |  | Does this operation have offices in several locations? Which locations are meant to receive BIOSUISSE ORGANIC certification? Please list the name(s) (as they should appear on the BSO certificate):       |
|  | Further comments or observations related to the operation, the inspection, etc.:      |
| Products and suppliers  |
|  | Name all products which must be checked for compliance with Bio Suisse standards. The following table absolutely must be completed. This is a prerequisite for issuing the BIOSUISSE ORGANIC (BSO) certificate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | **Contracting companies** |
| **Product name (for the BSO certificate)** (If different from the designation on the EU certificate, state the designation on the EU certificate in parentheses after the product name.) | **Storage** | **Processing** | **Trade** | **Activities for a different operation** | **Activities commiss-ioned to** **contracting companies**  |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
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|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

  |
|  | Suppliers of raw materials for all products registered for BIOSUISSE ORGANIC certification (mandatory requirement):

|  |  |  |
| --- | --- | --- |
| **Raw material / product** | **Supplier****(Name or BIOSUISSE ORGANIC operation No.)** | **BIOSUISSE ORGANIC certificate available** |
|  |  | [ ]  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 |

 |
| Recipes and processing methods  |
|  | Every application for certification must include current recipes for all registered multi-component products, and the recipes must state 100% of all ingredients, incl. additives. (Itemize the ingredients, their quality, their percent shares and their suppliers here or attach a list of this information.)       |
|  | Detailed description of processing procedures for all registered products, including information on all processing aids and process parameters such as pressure, duration and temperature:        **A flowchart must be attached to every application for certification.** |
| **[ ]**  | **[ ]**  | **[ ]**  | Are products treated with saturated steam?If Yes, which ones?       |
| **[ ]**  | **[ ]**  | **[ ]**  | Have any microorganism cultures and/or additives and processing aids (e.g., citric acid, lactic acid, L(+)-tartaric acid, calcium citrate or enzymes) been used?      If **Yes,** check whether the Standards require confirmation of freedom from GMOs for the substance in question (indicated with an ‘x’). If so, have the **producer** of the microorganism/additive complete the*Declaration of compliance with the “prohibition of genetically modified organisms”*Form**,** and **attach** it to this checklist:[**https://icbag.ch/resources/Formulare/ENG/InfoXGen\_EN.pdf**](https://icbag.ch/resources/Formulare/ENG/InfoXGen_EN.pdf)  |
| **[ ]**  | **[ ]**  |  | Does the operation produce any of the products listed below?* refined oil of rapeseed, maize (corn) or soybeans
* maize (corn) starch / waxy maize (corn) starch
* maize (corn) wafers
* soy lecithin and soy sauce
* extrudate, glucose, maltose, maize (corn) dextrose
* cane sugar, molasses, rum and instant caramel flavouring derived from sugarcane
*
 |
| **[ ]**  | **[ ]**  | **[ ]**  | If Yes, are raw material analyses that confirm freedom from GMOs attached?       |
| **[ ]**  | **[ ]**  |  | Are X-ray machines used to detect physical contaminants?If Yes, the form ‘Request for limited derogation to use X-ray scanning’ must be completed. This form and all necessary supporting documents must be enclosed with the certification documents.      |
| **[ ]**  | **[ ]**  |  | Does the processing operation have an X-ray machine? If Yes, documents must be provided which prove that the X-ray machine is not used during the processing of BIOSUISSE ORGANIC products.      |
| Wastewater and water used for washing |
| **[ ]**  | **[ ]**  |  | Wastewater: The quality of groundwater and surface water is adversely affected (contaminated) by wastewater from the processing operation. If Yes, describe the type of negative impact:       |
| **[ ]**  | **[ ]**  |  | BIOSUISSE ORGANIC products are washed.      |
| **If Yes, please answer the following questions:** |
| **[ ]**  | **[ ]**  |  | Is the washing water of potable quality?      |
| **[ ]**  | **[ ]**  | **[ ]**  | Is the washing water chlorinated by the operation?       If **Yes**, give the chlorine content of the residual water.        |
| **[ ]**  | **[ ]**  | **[ ]**  | Are any substances added to the water used for washing products, or are any substances directly applied to product surfaces or cut surfaces of products? For example: ascorbic acid, salt (NaCl), citric acid, lemon juice, vinegar, rosemary extract, wax, or other? If **Yes,** specify the **substances used**:  |
| Contracting companies (processing or storage) |
| **[ ]**  | **[ ]**  | **[ ]**  | Is the manufacturing, storage, packaging, etc. of the BIOSUISSE ORGANIC products registered here contracted out to a third party?      If Yes, complete the table below and attach the EU organic certificate:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of the contracting company: | Inspection body | Products | Exact nature of activity | Without BSO certificate: BSO inspection completed and ICB AG checklist attached | EU organic certifica-teattached  | The contracting company has a valid BSO certificate  |
|       |       |       |       | **[ ]**  | **[ ]**  | **[ ]**  |
|       |       |       |       | **[ ]**  | **[ ]**  | **[ ]**  |
|       |       |       |       | **[ ]**  | **[ ]**  | **[ ]**  |
|       |       |       |       | **[ ]**  | **[ ]**  | **[ ]**  |
|       |       |       |       | **[ ]**  | **[ ]**  | **[ ]**  |
|       |       |       |       | **[ ]**  | **[ ]**  | **[ ]**  |

 |
| **[ ]**  | **[ ]**  | **[ ]**  | The agreement between the contracting customer and the contract processor specifies that the inspection body of the contracting customer may carry out a BIOSUISSE ORGANIC inspection (including unannounced follow-up inspections and requests for missing documents). The agreement must also stipulate the exact activity involved in the processing of BIOSUISSE ORGANIC products.       |
| Traceability control / quality assurance |
| **[ ]**  | **[ ]**  |  | Is a current and valid QA certification available?[ ]  BRC [ ]  ISO 9001 [ ]  IFS [ ]  FSSC (ISO) 22000**[ ]**  Other:       |
| **[ ]**  | **[ ]**  |  | Has the mandatory traceability inspection for BIOSUISSE ORGANIC products taken place?      Which product or products was/were inspected?      Summary of the results of the traceability inspection:      |
| **[ ]**  | **[ ]**  |  | Do the data on incoming and outgoing BIOSUISSE ORGANIC products seem plausible?       |
| **[ ]**  | **[ ]**  |  | Is traceability back to the BIOSUISSE ORGANIC suppliers guaranteed?      Please describe the traceability control system:      |
| **[ ]**  | **[ ]**  | **[ ]**  | Exporters: 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>)       |
| **[ ]**  | **[ ]**  | **[ ]**  | Exporters:A random sample of 5% of the SCM transactions (at least 1, maximum of 5) from the inspection period was checked: Delivery notes and invoices correspond with the product declaration in the SCM (supplier / country of origin, date of delivery, product, quantity in kg, product declaration as BSO / in conversion / from wild collection).       |
| **[ ]**  | **[ ]**  | **[ ]**  | Exporters: Quantity comparison: The exported amount per BIOSUISSE ORGANIC product as recorded in the SCM matches the amount as recorded in the accounts.       |
| Pest control |
| **[ ]**  | **[ ]**  |  | Does this operation store or process grain products or dried products (e.g., grain, dried fruit, nuts, spices, herbs, tea, cocoa, coffee, oilseeds, etc.)? If Yes, a monitoring report must be attached.     If Yes:Does the operation have one of the following food safety certifications?[ ]  BRC [ ]  IFS [ ]  FSSC 22000 or [ ]  AIB InternationalorDoes the operation work with a professional pest-control company onIntegrated Pest Management (IPM)? [ ]  No [ ]  Yesor[ ]  The operation has an in-house pest control system:      Have structural solutions been implemented to control pests?      [ ]  No [ ]  Yes |
|  | What kind of pest control measures or treatments have been used in/on premises/equipment during the past 12 months prior to the inspection)?       |
| **[ ]**  | **[ ]**  | **[ ]**  | Stationary bait/traps (please mark on site map and attach)      |
| **[ ]**  | **[ ]**  | **[ ]**  | Are sticky traps used for rodent control?If Yes, please describe:       |
| **[ ]**  | **[ ]**  | **[ ]**  | Localized treatments with spray products or treatment of nooksIf Yes, please give exact details of the procedures and active substances used:Were there BIOSUISSE ORGANIC products in the same room?[ ]  Yes [ ]  NoHow long was the waiting period before BIOSUISSE ORGANIC products were returned to storage? |
| **[ ]**  | **[ ]**  | **[ ]**  | Fogging and/or fumigation was carried out (this also applies to export containers).If Yes, please give exact details of the procedures and active substances used. Please attach specifications of the substances used.      Were there BIOSUISSE ORGANIC products in the same room?[ ]  Yes [ ]  NoHow long was the waiting period before BIOSUISSE ORGANIC products were returned to storage?      |
| Segregation |
| **[ ]**  | **[ ]**  |  | Does the operation process or trade in GMO products?      If Yes, then the operation MUST submit a strategic plan every 5 years detailing how it prevents BIOSUISSE ORGANIC products from becoming contaminate with GMOs.       |
| **[ ]**  | **[ ]**  |  | Does the operation process or trade in non-organic products?       |
| **[ ]**  | **[ ]**  | **[ ]**  | Are organic and BIOSUISSE ORGANIC certified products kept segregated during processing (incl. cleaning, mixing and packaging)?     [ ]  Separate processing lines [ ]  Separate times [ ]  Segregation batches (downgrading initial quantity)Describe:       |
| **[ ]**  | **[ ]**  | **[ ]**  | Are organic and BIOSUISSE ORGANIC certified products kept separate during storage (raw ingredients, semi-finished and finished products)?[ ]  Separate storerooms[ ]  Separate freezer units[ ]  If stored in the same room: How is segregation guaranteed?      [ ]  Where bulk goods are stored: Describe the previous use of the storage facility:      |
| **[ ]**  | **[ ]**  | **[ ]**  | Are separate records kept for BIOSUISSE ORGANIC certified products in the accounts?Describe:      |
| Packaging / labelling / advertising / transport |
| **[ ]**  | **[ ]**  |  | Does this operation package BIOSUISSE ORGANIC products for retail sale in Switzerland (in final packaging, ready to be sold to final consumers)? If Yes, which products?      |
| **[ ]**  | **[ ]**  | **[ ]**  | What packaging materials are used for final packaging (only the packaging for retail sale)?[ ]  glass [ ]  cardboard/paper [ ]  tin [ ]  PE [ ]  PP [ ]  PVC [ ]  ALU [ ]  HDPE [ ]  multi-layer film made of: [ ]  PE [ ]  PP [ ]  ALUOther:       Please attach material specifications. |
| **[ ]**  | **[ ]**  | **[ ]**  | 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.       |
| **[ ]**  | **[ ]**  | **[ ]**  | Are products collected in the wild in conformance with Bio Suisse standards declared as such (e.g., ‘from certified wild collection’)?Please attach one sample of each such declaration on pallets, big bags, transport packaging or other tertiary packaging, and on delivery notes and invoices issued by the operation.       |
| **[ ]**  | **[ ]**  |  | Is the Bio Suisse ‘Bud’ used in any way (e.g., on delivery notes, websites, advertising materials, etc.?)If Yes, please indicate where and attach samples:       |
| **[ ]**  | **[ ]**  |  | Means of transportBIOSUISSE ORGANIC certified products are only transported by land or by sea.If No, please list products transported by air:       |
| 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      |
| **[ ]**  | **[ ]**  |  | * 1. The 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. |
| **[ ]**  | **[ ]**  | **[ ]**  | * 1. The 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://icbag.ch/downloads/downloads/forms.php> |
| Honey processing |
| [ ]  | [ ]  | [ ]  | * 1. How high is the maximum **water content** of the honey?

      |
| [ ]  | [ ]  | [ ]  | The HMF content (determined by the Winkler method) is 15 mg/kg at the most.       |
| [ ]  | [ ]  | [ ]  | The invertase level is 10 units at the least; in the case of acacia and phacelia yields, it is 7 units at the least.       |
| [ ]  | [ ]  | [ ]  | During melitherm or water bath heating, the temperature of the honey exceeds 40 °C and/or the processing takes longer than the permitted maximum of 72 hours.       |
| [ ]  | [ ]  | [ ]  | During reliquification, the temperature of the heating room exceeds 48 °C and/or the processing takes longer than the permitted maximum of 72 hours.      |
| [ ]  | [ ]  | [ ]  | When reliquefying honey in large containers for further processing, the temperature of 48°C in the reheating room and/or the maximum duration of 120 hours is exceeded:       |
| [ ]  | [ ]  | [ ]  | The mesh size of the filter is larger than 0.2 mm.       |
| [ ]  | [ ]  |  | Is the honey frozen?If Yes, for how long?      If Yes, is freezing declared?[ ]  yes [ ]  no       |

Obligatory attachments:

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

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

[ ]  One sample each of delivery notes, invoices and labels for tertiary packaging

[ ]  Flowchart / processing descriptions for all registered products with details of all processing aids and the following process parameters: pressure, time, temperature

[ ]  Current recipes for all registered products

[ ]  Material specifications for packaging (only for final packaging)

[ ]  ‘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)

[ ]  Pest control monitoring report (for operations that store or process grain products or dried products, e.g., grain, dried fruit, nuts, spices, herbs, tea, cocoa, coffee, oilseeds, etc.)

[ ]  *Declaration of compliance with the “prohibition of genetically modified organisms”*form, completed by the **producer(s)** of microorganism cultures and at-risk additives and processing aids

[ ]  ICB AG checklist ‘Processing, Storage and Trade’ for contracting companies,
and the contracting companies’ organic certificate, if they have one.

[ ]  ICB AG checklist for contract warehouses

[ ]  List of suppliers approved by organic associations (Austria and Germany)

[ ]  Naturland certificate (if applicable)

**Obligatory attachments for additional products (new products to be certified):**

[ ]  Valid organic certificate and certification decision

[ ]  Suppliers of raw materials for the additional product

[ ]  For composite products: Formulation of the additional product(s) to 100% incl. additives

[ ]  Flowchart / processing descriptions for the additional products with details of all processing aids and the following process parameters: pressure, time, temperature

[ ]  *Declaration of compliance with the “prohibition of genetically modified organisms”*form, completed by the **producer(s)** of microorganism cultures and at-risk additives and processing aids

[ ]  Material specifications for packaging (only for final packaging)

Other attachments:

[ ]  List of suppliers (if not all could be listed under section 2.2)

[ ]