Checklist 2025

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 aspects required in this checklist.
* The accuracy of the information 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; this authorization can be rescinded with future effect at any time. (For further information, please see ICB AG’s privacy statement.)
* 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 records will be kept of any complaints, and appropriate measures will be taken and documented. This documentation must be provided to ICB AG upon request.
* 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 on-site 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/sites in several locations? Which locations are meant to receive BIOSUISSE ORGANIC certification? Please list the name(s) (as they should appear on the BIOSUISSE ORGANIC certificate): |
|  | | | | | Further comments or observations related to the operation, the inspection, etc.: |
| Products and suppliers | | | | | |
|  | | | | | Name all products for which BIOSUISSE ORGANIC certification is being requested. The following table must absolutely be completed. This is a prerequisite for issuing the BIOSUISSE ORGANIC certificate. Only products which are included in this list will be considered for certification.  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Activities on own company** | | | | **Contracted activities for a different company** | | | | **Product name (for the BIOSUISSE ORGANIC certificate)** | Storage | Processing | Trade | Retail packaging | Storage | Processing | Retail packaging | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |
|  |  | |  | | For retail packaging: What packaging materials are used for retail packaging (packaging for retail sale in Switzerland only)? glass  cardboard/paper  tin  PE  PP  PVC  ALU HDPE multi-layer film made of:  PE  PP  ALUOther:Please attach material specifications as well as designs that have been approved by Bio Suisse. |
|  |  | |  | | Are stickers bearing the Bio Suisse (‘Bud’) logo directly affixed to fruits or vegetables (e.g., bananas, avocados or tomatoes)?If Yes, to which products?Please attach a sample / the design that has been approved by Bio Suisse. |
|  | | | | | 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 | |
| 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 necessary documents:  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Raw material/**  **product** | Name of the contracting company | Inspection body | Storage | Processing | Retail packaging | Existing EU organic certificate is attached | Existing BSO certificate  is attached | BSO P&T checklist is attached | BSO list for contract warehouses is attached | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |
|  | |  | |  | The agreement between the contracting company and the third party processor/storage operation specifies that the inspection body of the contracting company 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. |
| 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, time 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’).  The **producer** of the microorganism/additive must complete the *Declaration of compliance with the ‘prohibition of genetically modified organisms’* (<https://icbag.ch/resources/Formulare/ENG/InfoXGen_EN.pdf>).  Alternatively, an **equivalent confirmation** can be submitted.  A company confirmation from the manufacturer is considered equivalent if the following conditions are met:   * It contains a reference to Regulation (EU) 2018/848 and Regulation (EC) No 1829/2003. * It contains written confirmation that the organism itself is not a GMO and was not produced with or by GMOs. * It contains the signature of a person authorized by the company. * It is not more than 3 years old. |
|  | |  | |  | 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?If Yes, for what purposes?For which 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, ozone or other? If **Yes,** specify the **substances used** and (if commercial products) attach the technical data sheet: |
| Traceability control and quality assurance | | | | | |
|  | |  | |  | Is a current and valid QA certification available?  BRC  ISO 9001  IFS  FSSC (ISO) 22000 Other: |
|  | |  | |  | Has the mandatory traceability audit for BIOSUISSE ORGANIC products taken place?For which product(s) was the traceability audit carried out? (Specify batch number or a similar identifier):Summary of the results of the traceability audit:In the case of initial applications, a different chain of custody can be checked to demonstrate the functionality of the system. |
|  | |  | |  | Are quantities on incoming and outgoing BIOSUISSE ORGANIC products plausible? |
|  | |  | |  | Is traceability back to the BIOSUISSE ORGANIC suppliers guaranteed?   Please describe the traceability control system: |
|  | |  | |  | Exporters to Switzerland:  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 to Switzerland: 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 to Switzerland:  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 hiding places.If Yes, please give exact details of the procedures and active substances used: Were there BIOSUISSE ORGANIC products in the same room?  Yes  No  How 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  No How long was the waiting period before BIOSUISSE ORGANIC products were returned to storage? |
| Separation | | | | | |
|  | |  | |  | 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 separated 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 separation 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: |
| Labelling, advertising and transport | | | | | |
|  | |  | |  | 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? (The abbreviation ‘BSO’ is permissible; ‘Bio Suisse’ does not suffice.)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: |

| **Yes** | | **No** | | **n/a** |  | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Social accountability Number of workers (not family members) employed in the operation. Please give the **maximum number of workers in the most labour-intensive period** (including subcontracted workers): | | | | | | | |
| Number of **permanent** employees / persons employed year-round (in the most labour-intensive period): | | | | | | Number of **temporary** employees, incl. contract workers (in the most labour-intensive period): | **Total** number of employees (in the most labour-intensive period): |
|  | |  | |  | * 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  Fairtrade  Fairtrade Standard for Hired Labour  Fair Trade USA  Fair Wild  GlobalG.A.P. GRASP  IBD Fair Trade  Naturland/Naturland Fair  Rainforest Alliance (only for hazelnuts from Turkey)  Rapunzel Hand in Hand  RSPO P&C 2018/RSPO ISH 2019 or the next iteration of the standard  SA8000  Sedex/SMETA  Soil Association Ethical Trade  Other:  **If Yes**, a valid certificate / a valid audit report of each 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. Does the operation process honey? | | |
| **If Yes, please answer the following questions:** | | | | | | | |
|  |  | |  | | * 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, and if applicable product stickers and labels for retail packaged products (which Bio Suisse has approved for the Swiss importer)

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 retail 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)

(General) trap and bait plan or a 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

BIOSUISSE ORGANIC checklist ‘Processing, Storage and Trade’ for contracting companies, and the contracting companies’ EU organic (or equivalent) certificate, if they have one.

BIOSUISSE ORGANIC ‘List of Contract Warehouses’

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

Naturland certificate (if applicable)

**Obligatory attachments for adding new products:**

Valid EU organic (or equivalent) certificate and certification decision

Suppliers of raw materials for the additional product

For multi-ingredient products: Recipe 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 retail packaging)

Other attachments:

List of suppliers (if not all could be listed under section 2.4)