2025 Checklist

for BIOSUISSE ORGANIC Inspections

of Certified Organic Wild Collection Projects

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. All items on this checklist must be completed or, if not relevant to the project, crossed out.
* The accuracy of the information given in this checklist must be confirmed by a signature of the responsible inspector on the second page.
* The obligatory documents (see last page) must be handed in with this checklist.

|  |  |
| --- | --- |
| Name of the project: |       |
| BIOSUISSE ORGANIC project No.: |       |
| Website / home page: |       |
| Project manager: |       |
| Person responsible for collection:  |       |
| Address: |       |
| Postal code, town, province: |       |
| Country: |       |
| Tel.:  |       |
| **E-mail (Important for sending the certificate):** |       |
| Size of the collection area in ha: |       |
| Number and name(s) of the collection area(s) |       |
| Number of collectors: |       |
| The project has been inspected and certified for organic wild collection since (year): |       |
| The project has been inspected and certified for Naturland since (year):If applicable, attach the Naturland certificate. |       |
| Inspection body: |       |
| Project No./ID assigned by the inspection body: |       |
| Date of inspection: |       |
| Marketing organization (if relevant): |       |
| Exporter: |       |
| **Importer (into Switzerland):** |       |

# Declaration of Assurance

**The undersigned project manager for the wild collection 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.

**Project manager or person responsible for the wild collection project:**

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 wild collection project.\*

**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.

# General remarks and conditions imposed by ICB AG in the previous year

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** |  |
| [ ]  | [ ]  | This is an initial application for BIOSUISSE ORGANIC certification.       |
| [ ]  | [ ]  | This is an application for BIOSUISSE ORGANIC certification after an interruption of certification or change of name.**If yes**, please indicate last BIOSUISSE ORGANIC certification year and/or previous name:       |
| [ ]  | [ ]  | 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):      |
| [ ]  | [ ]  | Further comments, remarks on operation, inspection, etc.:      |

# General information about the project

Which wild products / plants are collected?
**All collected products must be listed!**

|  |  |  |  |
| --- | --- | --- | --- |
| **Common name** | **Scientific (Latin) name** | **Collected parts (whole plant, leaves, flowers etc.)** | **Application for BIOSUISSE ORGANIC certification** |
|       |       |       | [ ]  Yes [ ]  No |
|       |       |       | [ ]  Yes [ ]  No |
|       |       |       | [ ]  Yes [ ]  No |
|       |       |       | [ ]  Yes [ ]  No |
|       |       |       | [ ]  Yes [ ]  No |
|       |       |       | [ ]  Yes [ ]  No |
|       |       |       | [ ]  Yes [ ]  No |
|       |       |       | [ ]  Yes [ ]  No |
|       |       |       | [ ]  Yes [ ]  No |
|       |       |       | [ ]  Yes [ ]  No |

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** |  |
| [ ]  | [ ]  | Cultivation measures are carried out as part of the project. **If yes, which ones?**      |
| [ ]  | [ ]  | The project manager is also the farm operations manager of a non-organic farming operation or is in charge of such an operation.       |
| [ ]  | [ ]  | Collectors fulfil the Bio Suisse requirements for the entire harvest of the same species.       |
| [ ]  | [ ]  | Are there sources of emission / contamination in the wild collection area and its surroundings (e.g. spray drift from non-organic agriculture, industry, settlement areas, etc.)?      **If no, give reason(s):**      **If yes, describe such sources and list measures taken to avoid contaminations:**      **Please mark locations that may be at risk on the map of the collection area and indicate the potential source(s).**       |
| [ ]  | [ ]  | The collectors use containers (e.g. bags) which are also used for non-organic products.       |

# The following documents / information must be provided(described below or in the inspection report or contained in the enclosures)

|  |
| --- |
| **The collection area:**       |
| * Topographic and pedoclimatic situation of the collection area. **Please describe:**

      |
| * Property rights and beneficial interest in the collection area. The ownership or usufruct rights of local communities and indigenous peoples are respected. **Please describe:**

       |
| * Description and inventory of the collection area (population size and distribution of the targeted plants as well as their regeneration rate). **Please describe:**

      |
| * Evidence that no auxiliary inputs prohibited in organic agriculture have been used in the collection area during the past three years (in normal cases, a plausible declaration is sufficient, together with an inspection of the land by the inspector. In case of doubt, a letter of confirmation from the landowner must be submitted. A residue analysis may be requested.) **Please describe:**

      |
| * International agreements and national laws, regulations and provisions regarding wild collection (e.g. nature conservation areas, etc.) are respected. **Please describe:**

      |
| **Collection activities:**       |
| * Description of the entire sequence of wild collecting activities, from planning to collection (including collection techniques), storage, processing and trade. **Please describe:**

      |
| * Qualifications and training of the collectors. **Please describe:**

      |
| * Authorization for collection. **Please describe and attach:**

      |
| **Sustainability of the collection activities:**       |
| * Evidence that the collection activities are ecologically sound (with regard to habitat stability and species diversity). **Please describe:**

      |
| * Intensity of exploitation in the collection area: What percentage of each product of the total amount available in the area is actually harvested? **Please describe:**

      |
| * Are there any other collecting activities in the same area, including those by other collectors who do not belong to this project? **Please describe:**

      |

# Post-harvest treatment, storage and processing

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  |  | Is any kind of post-harvest treatment performed on the products requested for BIOSUISSE ORGANIC certification (e.g., treatment of cut surfaces, wax sealing, additives to washing water, etc.)? **If yes, what kind of treatment?**       **Product:**            |
| [ ]  | [ ]  |  | Storage and/or processing take place on the wild collection project.       |
| **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:**       |
| [ ]  | [ ]  | [ ]  | **Own products** requested for BIOSUISSE ORGANIC certification are processed, conditioned and/or packaged on the wild collection project. **If yes, which products:**      **If yes**, then the checklist ‘Processing, Storage and Trade’ must be completed and submitted.  |
| [ ]  | [ ]  | [ ]  | Products **from other projects/operations** are also conditioned, packaged, processed, and/or traded on this operation. **If yes,** then the checklist ‘Processing, Storage and Trade’ must be completed.      |

# 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 checklist ‘Processing, Storage and Trade’ for the contractor and the contractor’s EU organic certificate (if there is one) are attached.       |
| [ ]  | [ ]  |  | The wild collection project 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 wild collection project may carry out BIOSUISSE ORGANIC inspections of the contractor.       |

# Marketing, advertising and transport

|  |  |  |  |
| --- | --- | --- | --- |
| **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:**       |
| [ ]  | [ ]  |  | 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.        |
| [ ]  | [ ]  |  | BIOSUISSE ORGANIC certified products are only transported by land or by sea.**If no, please list the products that are transported by air:**       |
|  | To which operation(s) will the BIOSUISSE ORGANIC products be delivered next?       |

# 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).

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  |  | The collectors are **not** employed by the project. The project buys the wild collection products from the collectors.       **If yes**, the following questions in section 7 can be left out. |
| [ ]  | [ ]  |  | The collectors are employed by the project.       **If yes**, please fill in the following questions: |
| 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):      |
| [ ]  | [ ]  | [ ]  | The wild collection project 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 in Turkey)**[ ]**  Rapunzel Hand in Hand**[ ]**  RSPO P&C 2018/RSPO ISH 2019 or corresponding subsequent standard**[ ]**  SA8000**[ ]**  Sedex/SMETA**[ ]**  Soil Association Ethical Trade**[ ]**  Other:      **If yes**, a valid certificate / audit report of each must be attached. |
| [ ]  | [ ]  | [ ]  | The wild collection project 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 has already been 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>  |

# Obligatory attachments:

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

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

[ ] [ ]  Map(s) of the wild collection areas (scale not less than 1: 50'000), including GPS coordinates

[ ] [ ]  List of names of collectors

[ ] [ ]  Sample of the contract between the manager of the wild collection project and the collectors.

[ ] [ ]  Authorisation for collecting wild plants/mushrooms (if required by law)

[ ] [ ]  BIOSUISSE ORGANIC checklist ‘Processing, Storage and Trade’ (if necessary)

[ ]  ‘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), if collectors are employed

[ ]  Naturland certificate (if applicable)

# Other attachments:

[ ]  Landowner confirmation of non-treatment in the past 3 years

[ ]