



# ORGANIC TRUST LIMITED

## Initial Application Form - Processing

Official Use Only	
Applicant No	
Date Application Received	
Fee Paid	

Company/Trading Name <i>(The Name to Appear on licence/Certificate)</i>	
Applicant/Contact First Name	
Applicant/Contact Surname	
Position or Job Title	
Postal Address	
Postal Code (if applicable)	
Telephone No	
Mobile No	
Fax No	
Email Address	
Website	
Address of Processing Site(s) <i>(If different to above and/or additional sites to be used in the organic processing operation)</i>	
Your Business Type?	Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Unlimited Company <input type="checkbox"/> Limited Company <input type="checkbox"/>
Have you ever been certified by another Organic Certification Body?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please give the name of the Organic Certification Body?	
Date of last inspection	
Are you transferring from another Organic Certification Body? <i>(Transfers are only accepted at annual renewal date)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please state the reason(s) for transferring to the Organic Trust Ltd.	
Please give brief details of products or processing activities currently certified by the above Organic Certification Body	

Did the previous Organic Certification Body revoke your licence?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please state reason(s) why your licence was revoked			
List of activities for which organic certification is required (Please tick <input checked="" type="checkbox"/> )			
Importing (from EU)	<input type="checkbox"/>	Packing or Re-Packing	<input type="checkbox"/>
Importing (from outside EU) <i>(Third Country Import Licence is Required)</i>	<input type="checkbox"/>	Retailing	<input type="checkbox"/>
Processor	<input type="checkbox"/>	Other	<input type="checkbox"/>
Abattoir <sup>(1)</sup>	<input type="checkbox"/>	Other	<input type="checkbox"/>
<sup>(1)</sup> Is the slaughter/processing of animals/meat carried out for or on behalf of an individual organic producer(s)? <i>(i.e. Producer-Specific Abattoir)</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes to above question, state producer(s) name and licence number			
All new operators, please provide details of the size of the site in metres/ha and answer the following questions also			
Please provide an overview of your operation in accordance with the requirements of 6.02.06* of the standards			
<i>*Extract 6.02.06 from standards is attached</i>			
Is a Flow Process Diagram attached? <i>(Flow Process Diagram should set out all of the steps in the process from intake of raw materials to output of certified organic product)</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please detail what products you would like to certify <i>(please also complete and attach a Single Product Registration Sheet (SIPS) for each product containing one ingredient, and Multi-ingredient Product Registration Sheet (MIPS) for each product containing more than one ingredient – blank forms attached)</i>			
Are non-organic products also processed at this unit?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please give details of non-organic products or processing activities, and the procedures to ensure that organic and non-organic products are clearly identifiable and separate during transport, unloading, storage, processing and despatch			
Will any part of the transport, handling, storage or processing of Certified Organic Products be sub-contracted to another operator?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please give details			

Is any part of your operation inspected by another Organic Certification Body?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please give details			
Are you registered as a Food Business Operator (e.g. HSE, DAFF, FSAI, etc)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, what competent authority are you registered with?			
Registration Number?			
Do you have a food safety management system in place?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please give details <i>(please attach your HACCP plan or other Quality System Flow Chart)</i>			
Is any other Certification held e.g. BRC, ISO etc.?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please give details <i>(please attach Certificate)</i>			
Are there written Standard Operating Procedures in place?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, are there Standard Operating Procedures specific to the processing of organic product?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please give details <i>(where applicable please attach the Standard Operating Procedures associated with organic production)</i>			
Please give details on your pest control policy, procedures and products used in your operation <i>(please attach supporting documentation including technical specifications of same)</i>			
Do you own a copy of the Standards for Organic Food & Farming in Ireland?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you read and understood these standards?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Declaration

- I/we have full management control of all operations detailed in this application.
- To the best of my/our knowledge, all information supplied in this application is accurate and complete.
- I/we accept the right of the Organic Trust Limited to refuse any application (following a review of the application documentation) or to refuse certification.
- I/we accept that this application may not be accepted as a single application (depending on the information submitted regarding the entity/ies to be inspected & certified). Therefore, I/we agree to comply with the requirements for certification and to supply any additional information which may be required for evaluation purposes.
- I/we accept that this application will be considered together with all the other applications that I/we make including production & processing applications.
- In instances where dual licences are held, the Organic Trust Ltd must have access to all entities even where such licences are held with an organic certification body other than the Organic Trust Ltd.
- I/we accept that the Organic Trust Ltd reserves the right to obtain copies of file information relating to any previously held organic or in-conversion licence(s) from the appropriate Organic Certification Body or Bodies, including a copy of the most recently issued licence.
- I/we accept that exchange of information between the Organic Trust Ltd and any other relevant Organic Certification Body is a mandatory requirement. This includes instances where part of the operation is sub-contracted to another operator which is certified by an Organic Certification Body other than the Organic Trust Ltd.
- I/we have read The Organic Trust Standards for Organic Food & Farming in Ireland and agree from date of certification to carry out my/our operation in accordance with these standards and any future amendments.
- I/we agree to submit the said operation to inspections & spot checks by officials of Department of Agriculture, Fisheries & Food (Republic of Ireland applicants), DEFRA (Northern Ireland Applicants) and the Organic Trust Ltd.
- I/we agree to abide by any conditions or sanctions imposed on my/our operation by the Organic Trust Ltd, DAFF and/or DEFRA as appropriate.
- I/we accept that withdrawal of the licence in one area (e.g. production) may also result in withdrawal of the licence in all licensed areas (e.g. processing), even if these are separate legal entities.
- If the Organic Trust Ltd should rescind my/our licence, we undertake to inform our buyers in writing that my/our licence has been withdrawn and will specify the period (if appropriate) of any such withdrawal in accordance with the requirements of Article 63, 2 (c) of EC Regulation 889/2008 as amended.
- I/we recognise that the Organic Trust Symbol is the sole property of the Organic Trust Limited.

Signed

Applicant

Date

Signed

Applicant

Date

**Checklist of documentation required to complete application – please ensure the following accompanies your completed application form – thank you!**

- Application Fee** (see fee schedule in application pack)
- Location Map**  
The location map must clearly indicate the exact location of the unit /premises – also provide Sat-Nav co-ordinates if available
- Full description**  
In accordance with 6.02.06 of the Organic Trust Standards For Organic Food And Farming In Ireland (extract attached for reference purposes)
- Organisation Chart** (if applicable)
- Flow Process Diagram** - Please provide a Flow Process Diagram which sets out all of the steps in the process from intake of raw materials to output of certified organic product
- Org 1 Form**  
Application to the Department of Agriculture, Fisheries and Food for registration as an organic operator – i.e. completion of page 1 of the blue ORG1 Form – ROI applicants only
- Your Most Recent Organic Licence and Contract**  
Only applicable to applicants which were previously certified by another Organic Certification Body
- Single Product Registration Sheet (SIPS)**  
For each product containing one ingredient
- Multi-ingredient Product Registration Sheet (MIPS)**  
For each product containing more than one ingredient plus GM-free certificates for all non-organic ingredients.
- Proposed Organic Labels (if available)**
- Suppliers Organic Licences**  
Organic Licences for all suppliers of organic livestock and ingredients
- Copies of other Certificates Held (if applicable)**  
BRC, ISO etc
- Food Safety Management System**  
HACCP plan or other Quality System Flow Chart (if applicable)
- Copies Standard Operating Procedures (if applicable)**  
i.e. only those Standard Operating Procedures associated with organic production
- Pest Control Products**  
Copies of technical specifications for all pest control products used in the plant

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EU, DAFF & DEFRA Approved Organic Certification Body; Codes: IE-ORG-03 & GB-ORG-09