



**RE-PACKER INITIAL  
APPLICATION & CONTRACT  
JAS ONLY ORGANIC CERTIFICATION**

FOR OFFICE USE ONLY	
Received: / /	Reg. #
Retainer Fee: \$ _____	

**This application is designed for organic certification as a Re-packer the Japan Agricultural Standards (JAS).** This document is both an application and contract for certification services, and a record of your **initial** Organic Production System Plan under the JAS Program. Changes to your Organic Production System Plan will be recorded in an annual extension application. **Before completion**, make extra copies of the attachments to this document. Make sure you complete all sections of this form and sign the Certification Agreement (Clause 18.0) before submission. **After completion**, make a photocopy of the entire Application and retain in your file. Be sure to read the Japan Ministry of Agriculture, Forestry, and Fisheries (MAFF) **Technical Criteria for Certifying Re-packers of Organic Plants, Organic Processed Foods, Organic Fees and Organic Livestock Products** and the appropriate Japanese Agricultural Standard for Organic Plants, Organic Processed Foods, Organic Feeds and/or Organic Livestock Products at [http://www.maff.go.jp/e/jas/specific/criteria\\_o.html](http://www.maff.go.jp/e/jas/specific/criteria_o.html) or in your Pro-Cert Training Manual. Please be aware that if your operation actually processes organic products (changes the form of the product), a JAS Processor Initial Application & Contract (Doc # J6 IA/CAO) must be completed instead of this document.

**1.0 APPLICANT INFORMATION**

**Name:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Plant Location:** \_\_\_\_\_

**Phone No:** (\_\_\_\_) \_\_\_\_\_ **Fax No:** (\_\_\_\_) \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**If a corporation**, the authorized representative is: \_\_\_\_\_ address: \_\_\_\_\_  
 \_\_\_\_\_ Phone No: (\_\_\_\_) \_\_\_\_\_

**1.1 General Information**

Do you have a copy of the JAS Standards and Technical Criteria applicable to your operation?  Yes  No  
 Do you understand the JAS standards and Technical Criteria applicable to your operation?  Yes  No  
 Are you willing to have your contact information submitted to the MAFF website? (listed above)  Yes  No

**1.2 Nature of Business**

Generally describe the organic (and non-organic) food re-packing activities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**1.3 Estimated JAS Sales**

JAS regulations require applicants to submit an annual estimate of the anticipated products and quantity for sale. Please provide your estimates in the space below. Add additional pages if necessary.

Product	Quantity (Units)
_____	_____
_____	_____
_____	_____
_____	_____

**2.0 ORGANIC CERTIFICATION HISTORY**

Describe the organic certification application and results for your facility under the following headings:

Certification Body Applied to	Certification Application Year	Application Results
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has organic certification ever been denied or withdrawn?  Yes  No  
 If **Yes**, state the reason and attach a copy of the notification of denial or withdrawal: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Were there any non-compliances identified in these certifications  Yes  No  
 If **Yes**, list the non-compliances and the corrective actions taken:

Non-compliance	Corrective Action(s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Attach** copies of the Organic Certificate of Conformity, letter of transmittal and inspection report for the **most recent** certification event.

**3.0 FACILITY DESCRIPTION**

For **each of the geographically separate** plant sites in your organic facility provide the following information:

**3.1 Site Diagram(s):**

A reasonably accurate sketch of each site including (i) location and name of each building and improvement (ii) road and/or truck access (iii) adjacent property use.

**3.2 Plant Diagram(s):**

An accurate representation of each plant component indicating the name and position of each machine/instrument.

**3.3 Flow Diagram(s)**

A conceptual diagram of **each** product stream or group of streams within **each** plant.

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### 3.4 Organic Dedication:

Is non-organic produce re-packed in this facility?  Yes  No.

(i) If **Yes**, what is the nature of the non-organic processing activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ii) Describe cleaning and purging procedures between organic and non-organic runs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(iii) Describe segregation of non-organic and organic products during handling, storage and transportation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3.5 Contamination

Describe the procedures used to prevent contact of organic products with prohibited substances and sanitizing agents: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 4.0 STANDARD OPERATING PROCEDURES

A copy of the SOP Manual must be available for inspector review.

When was the SOP Manual last revised? \_\_\_\_\_

If a SOP manual does not exist, what initiatives have been taken for creation of the same and what is the timetable for generation?  
\_\_\_\_\_  
\_\_\_\_\_

## 5.0 ORGANIC INGREDIENT CERTIFICATION RECORDS

A continuously up-dated schedule of the certification status of all organic ingredient suppliers must be maintained. The following format and headings are recommended:

Schedule of Organic Suppliers and Certification Status						Revision Date:			
Supplier			Certifying Body		Certification Status		Renewal Status Check		Further Action(s) Required
Name	Address	Country	Name	Accreditation	Cert on File.	Expiry	Date of Inquiry	Status	

**Note:** All suppliers must bear certification appropriate for the jurisdiction and/or status the finished product is to be sold to (e.g. all suppliers for a product sold as JAS compliant must also bear a current JAS certificate)

Have current copies of all supplier organic certificates been collected?  Yes  No

Are certificates appropriate for the jurisdiction/certification status of the final product?  Yes  No

**Attach** a copy of the most recent version of the above schedule. Attach copies of the Certificates of Conformity for the suppliers listed in the schedule. If suppliers are primary producers, have the certificates available for review by the inspector.

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## 6.0 EXTERNAL REGULATION AND INSPECTION

### 6.1 Government Agencies

List and briefly describe the nature of Federal and Provincial (State) licenses which are required for your plant.

Government Agency	Protocol	Date of Last Inspection
_____	_____	_____
_____	_____	_____
_____	_____	_____

### 6.2 Non-government Agencies

Indicate the nature of non-government external inspection/accreditation used: (eg. ISO HACCP, AIB)

Government Agency	Protocol	Date of Last Inspection
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe any non-compliances identified in the last inspection by the above agencies and the remedial actions taken:

Non-Compliance	Remedial Action Taken
_____	_____
_____	_____
_____	_____

Are there any outstanding remedial actions arising from these inspections?  Yes  No. If Yes, describe: \_\_\_\_\_

## 7.0 RE-PACKING PROCEDURES

Indicate the nature of the re-packing activities:  cleaning  grading  drying  separating  packaging  jarring  
 labeling  other (specify): \_\_\_\_\_

For each product or product group listed in Section 1.3, complete a copy of Schedule 7.1 – Organic Product Profile.

## 8.0 PRODUCT INVENTORY CONTROL

Describe your product inventory control (audit trail) system. **Attach** a flow diagram to demonstrate product identity maintenance and attach copies of documents used in the process:

_____
_____
_____
_____
_____

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When purchasing organic raw materials or ingredients do you:

(i) obtain copies of organic certificates **before** taking delivery?  Yes  No

(ii) assign or record lot & batch numbers?  Yes  No

Provide an example: \_\_\_\_\_

Can the contents of the finished product from a retail shelf be traced to the original farm source?  Yes  No

Can ingredient lots be traced to their final use?  Yes  No

**9.0 RE-PACKING MANAGEMENT PERSONNEL**

JAS standards require that the one person be assigned as in charge of re-packing (a Re-packer). Where more than one person is assigned as a Re-packer, a “Re-packing Director” must be identified. You must assign a single director and a sufficient number of re-packers to meet the needs of your operation with respect to size, number of employees, etc. These positions must be filled by staff with a high school or secondary education with a minimum of 2 years of repackaging experience. Alternatively, re-packing experience of a minimum 3 years will suffice in lieu of high school or secondary education. The Repackaging Director will be responsible for any processing facilities subcontracted to your operation. The Repackaging Director must attend a JAS workshop prior to JAS Certification being granted. **Note: Under JAS standards the term “Repackaging” refers to either packaging or cleaning of an organic product.**

Please identify the responsible employees within your operation:

<b>Role</b>	<b>Name</b>	<b>Position (Company Title)</b>	<b>Qualifications (attach resume if available)</b>
Re-packing Director	_____	_____	_____
Re-packers	_____ _____	_____ _____	_____ _____

Has the Re-packing Director attended a JAS training workshop?  Yes  No  
 If **YES**, **attach** a copy of the Certificate of Completion.

Is the Re-packing Director responsible for planning and executing the quality control system?  Yes  No

If **NO**, please indicate who is: \_\_\_\_\_

Describe procedures used by the Re-packing Director for handling any complaints or identified abnormalities concerning organic products/handling?  
 \_\_\_\_\_  
 \_\_\_\_\_

Have the Grading Managers attended a JAS training workshop?  Yes  No  
 If **YES**, **attach** a copy of the Certificate of Completion

**10.0 GRADING SYSTEM DESCRIPTION**

JAS standards require all operations to have Grading Procedures and that “Grading Manager or Staff” be identified. Grading managers and/or staff may not be part of the processing or marketing departments. Grading managers and/or staff must follow your company’s grading procedures, and attend a JAS workshop prior to JAS Certification being granted. A JAS Grading Record is attached for your use in all grading activities. Note: In the case of small operations, the Grading Manager, may also be the Re-packing Director. **The term grading when used in context of the JAS standards refers only to confirmation that JAS standards are complied with and in no way refer to product quality. Staff assigned to grading must be independent from the sales department.**

**10.1 GRADING PERSONNEL (Graders)**

Please identify the responsible employees in your operation:

Role	Name	Position (Company Title)	Qualifications (attach resume)
Grading Manager	_____	_____	_____
Grading Staff (Graders)	_____	_____	_____

Are the organic processing and quality control procedures conducted as outlined in this application and/or other supporting documents attached?  Yes  No  
If **NO**, please explain:

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Do you periodically review the JAS standard operating procedures (SOP's)?  Yes  No  
If **YES**, how often?

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Do you ensure all employees clearly understand the JAS SOP's?  Yes  No  
If **YES**, how?

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JAS standards require grading procedures be developed and documented. **If grading standard operating procedures (SOP's) have already been documented you may skip this portion of the application by attaching the documented procedures.** Please note that your grading SOP's may be reviewed and amended as required by Pro-Cert and/or whenever the company deems revision is required. The following represents minimum grading procedures that must be in place. The Grading Manager will decide grading procedures not mentioned in this questionnaire in accordance with JAS policies and regulations.

I have attached copies of our own Grading SOP's in lieu of section 4.2 below

**10.2 GRADING PROCEDURES**

**10.2.1 GRADING PREPARATION**

Does the Grader ensure the organic integrity of all organic products and ensure segregation from non-organic products?  
 Yes  No

Is the Grader informed upon completion of processing/packaging of an organic lot?  Yes  No

Does the staff provide the Grader with processing records?  Yes  No

Does the Grader complete the JAS Grading Record as part of the organic audit trail?  Yes  No

**Attach** a copy of your Grading Record if you are not using the record provided by Pro-Cert.

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Describe any other procedures used by the Grader to adequately grade (document compliance with JAS standards) organic products:

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### 10.2.2 GRADING PROCESS

When the Grader reviews the audit trail for organic products sold does he or she ensure:

- (i) That the record pertains to the products being graded?  Yes  No
  
- (ii) That they request the Re-packing Management Director complete the audit trail based on information from the processing records if the audit trail is not complete?  Yes  No

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When the Grader determines JAS admissibility do they ensure:

- (i) That the products are grown according to JAS Regulations?  Yes  No
- (ii) That there has been no contamination by non-organic products or chemicals in the facility?  Yes  No

Describe any other actions taken by the Grader during Grading:

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### 10.2.3 LABEL VERIFICATION

**Note: The JAS seal can not be modified from its original form**

Does the Grader verify the name of the organic certifier is attached to the label and audit trail documents for the JAS product?  
 Yes  No

Does the Grader verify the JAS mark is compliant with JAS requirements?  Yes  No

Does the Grader verify that the lot number is on the label and/or audit trails documents?  Yes  No

If the JAS seal is applied to the product does the Grader verify it is on the label and/or audit trail documents?  Yes  No  
If **NO**, does the Grader ensure the label is applied before shipping?  Yes  No

Describe any other label/document follow up activities performed by the Grader:

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### 10.2.4 PRODUCTS CONFORMING TO JAS

Does the Grader sign the Grading Record?  Yes  No

Does the Grader ensure that each package label and/or audit trail document indicates JAS grading and approval via application of the JAS Seal?  Yes  No

Does the Grader inform the shipping personnel that the product can be shipped as JAS certified organic?  Yes  No

Describe any other label follow up performed by the Grader:

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### 10.2.5 PRODUCTS NOT CONFORMING TO JAS

Describe how the Grader researches and documents the reasons for non-conformities for JAS crops/products:

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Are the results of the investigation reported to the Grading Manager?  Yes  No

If products do not received the Grader's approval are they still shipped as JAS certified?  Yes  No

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How are products which do not meet the Grader's approval marketed (organic, non-organic, etc.)?

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Does the Grader record disposition of products not conforming to JAS Requirements?  Yes  No  
If **YES**, describe how it is documented and what is included:

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### 10.2.6 JAS SEAL CONTROL

Is the inventory of JAS Seals and/or packages bearing the JAS seal strictly controlled by the Grader?  Yes  No  
If **YES**, please describe:

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### 10.2.7 REPORTING JAS GRADING RESULTS

Grading Results must be submitted to Pro-Cert with each transaction. The JAS Grading Record (Doc #5678 GR RD) may be used to document this process. Submissions may be made on a monthly basis, unless transactions occur less than once a month. All JAS Grading Records must be available on file at the time of inspection.

Do you agree to these terms?  Yes  No

When did the aforementioned Grading Procedures become effective in your facility (implementation date or date of JAS application signature)?

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## 11.0 WATER QUALITY MONITORING

Indicate the water source(s) for the facility(s):  treated municipal  untreated river, stream or lake  treated well  
 untreated well  Other (Specify): \_\_\_\_\_

What treatment(s) are applied to water? \_\_\_\_\_

List known contaminants in water supplies in the area: \_\_\_\_\_

Indicate the water quality factors which you monitor:  pH (reaction)  electrical conductivity  total dissolved solid (TDS)  
 Na  Ca  Mg  Cl  SO<sub>4</sub>  NO<sub>3</sub>  insecticide scan  fungicide scan  E. Coli  bacteria scan  
 Other (specify): \_\_\_\_\_

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How often is the water tested?  daily  weekly  monthly  other (specify): \_\_\_\_\_

What are the academic qualifications of the water quality data analyst?  B.Sc. In Microbiology  B. Sc. In Chemistry

B.Sc. in Toxicology  Other (specify): \_\_\_\_\_

**Attach** the current Certificate of Accreditation for the testing laboratory (ISO 17025)

If steam is used in processing, list the chemicals used and frequency of testing for residues in steam condensate:

daily  weekly  after boiler cleaning  other (specify): \_\_\_\_\_

The water quality data file must be available for inspector review.

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**12.0 COMPLAINTS AND CORRECTIVE ACTIONS**

Describe the procedures used to receive, acknowledge and record complaints regarding organic integrity of products generated by the facility.

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List the names of complainants in the last 12 months, the nature of their complaint and the remedial action taken.

Complaint	Nature of Complaint	Remedial Action
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

The complaint file(s) must be available for inspector review.

**13.0 SANITATION PRACTICES**

Indicate procedures taken to clean equipment.  compressed air  pressure washer  brooms/brushes  flushing  
 vacuum  rinsing  clean in place (CIP)  other (specify):

List and describe **all** agents used in facility and equipment sanitation:

Sanitizing Agent	Source	Composition
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

**Attach** copies of labels and MSDS of **all** sanitation agents used.

How frequently are facilities cleaned:  daily  weekly  monthly  yearly  as required  
 other (specify): \_\_\_\_\_

A log of all sanitation activities **must** be maintained.

**14.0 FACILITY PEST MANAGEMENT**

The pest management practices used in organic produce storage and handling buildings and facilities involve the following:

- removal of pest habitat, food sources and breeding areas
- prevention of access to handling facilities
- management of environmental factors, such as temperature, light, humidity, atmosphere and air circulation to prevent pest reproduction
- mechanical or physical controls including but not limited to traps, light or sound
- lures and repellents using nonsynthetic or synthetic substances consistent with the lists of permitted substances
- mechanical traps
- sound emitters
- lures (specify) \_\_\_\_\_
- repellent (specify) \_\_\_\_\_
- poison stations (specify) \_\_\_\_\_
- predators (specify) \_\_\_\_\_
- other (specify) \_\_\_\_\_

How often are the pest management devises monitored:  daily  weekly  monthly  yearly  as required  other (specify): \_\_\_\_\_

Monitoring events **must** be recorded in a Pest Control Log.

List the substances used or to be use in organic facility pest management:

Substance	Purpose	Composition	Source	Application	
				Rate (e.g. lb/ac)	Frequency
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Attach** the following documents:

- Pest control/site maps;
- Label and MSDS for all pest control products used;
- The 2 most recent pest control reports.

**15.0 RECORD KEEPING SYSTEM**

The following documents are used and maintained for at least **five years** to preserve product history and identity. Some are maintained and updated on a continuous basis, e.g. flow diagrams:

- Site Diagram(s)
- Facility Diagram(s)
- Flow Diagram(s)
- Labels of all ingredients and substances used in the facility
  - a. searches for organic ingredients
  - b. monitoring activities
  - c. equipment sanitation events
  - d. facility sanitation events
  - e. storage activities
  - f. product movement/shipping activities
  - g. pest management activities
- Documentation of organic ingredients, sources
- Schedule of Supplier Certification Status

- Independent Laboratory test results:
  - a. washing water quality
  - b. potable water quality
  - c. pesticide and transgenetic DNA analysis residue analysis
  - d. ingredients
  - e. raw materials
  - f. boiler water

Labor Records

Transportation Sanitation Affidavits

Sales Records

Other (specify) \_\_\_\_\_

Has a 5 year record archive been established?  Yes  No

## 16.0 WASTE MANAGEMENT

Solid waste management: \_\_\_\_\_  
 \_\_\_\_\_

Liquid waste management: \_\_\_\_\_  
 \_\_\_\_\_

Gas waste management: \_\_\_\_\_  
 \_\_\_\_\_

Describe Recycling Activities: \_\_\_\_\_  
 \_\_\_\_\_

## 17.0 EMPLOYEE TRAINING

Describe your employee organic training procedures including seminars, staff meetings, etc. or give applicable SOP manual section reference.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## 18.0 JAS CERTIFICATION AGREEMENT

- a) It is hereby agreed that \_\_\_\_\_ (hereinafter called the JAS Applicant) retains **Pro-Cert Organic Systems Ltd.** (hereinafter called Pro-Cert) for evaluation of conformity to the **Japan Agricultural Standards (JAS) and related Technical Criteria** promulgated by the **Ministry of Agriculture, Forestry and Fisheries of Japan** (hereinafter referred to as **MAFF**) for the fees outlined in the current Pro-Cert Fee Schedule. A **retainer fee** of \$ \_\_\_\_\_ is enclosed, the balance (**remainder fee**) will be paid upon receipt of an invoice but prior to application evaluation and the certification decision by Pro-Cert.
- b) The JAS Applicant hereby acknowledges that an appropriate Application & Contract (initial or extension) with attachments for one or more of the Canadian, USA or EU programs offered by Pro-Cert must also be completed, signed and submitted to make this agreement valid.
- c) Pro-Cert agrees to acknowledge this application but has the right to reject it for the following reasons: (i) when the JAS Applicant is a previously cancelled JAS client (cancelled for reasons such as non-compliance with the JAS standard, failure to report, false reporting, false labeling, avoidance of inspection) who has been punished with a fine or more severe penalty and one year has not passed since the date of cancellation; (ii) when the JAS Applicant is someone who as had its JAS certification cancelled by another Registered Organic Certification Body (ROCB) and one year has not passed since the date of the cancellation; (iii) when the JAS Applicant was a board member or manager of a cancelled client organization within 30 days of the cancellation and one year has not passed since the date of the cancellation; (iv) when the JAS Applicant informs Pro-Cert that it cannot or will not comply with specific certification requirements.
- d) It is further agreed that the JAS Applicant will pay upon receipt of an invoice from Pro-Cert such additional costs incurred by Pro-Cert for surveillance during the JAS certification period including but not limited to: (i) unannounced inspections, (ii) supplemental product inventory audits, (iii) additional forensic sample analyses (iv) trade document completion and, (v) surveillance actions. The rates and fees quoted in the current Pro-Cert Fee Schedule for producers are applicable.
- e) The JAS Applicant hereby agrees to inform Pro-Cert of any planned changes in its JAS operating procedures and/or scope including but not limited to: (i) the type of produce grown on the operation, (ii) any processing conducted on the operation which could affect the JAS organic conformity of the product **prior to implementing such changes**. The JAS Applicant acknowledges that significant changes in procedures or scope of operation require an Application for Amendment of Certification and re-evaluation, the intensity of which is to be determined by Pro-Cert. Further, that failure to notify Pro-Cert can result in temporary or permanent cancellation (withdrawal) of JAS certification status. The JAS Applicant will not release product resulting from such changes without Pro-Cert approval.
- f) Pro-Cert, its employees and inspectors hereby agree to treat all information provided by the Applicant as obtained via inspection or research as confidential. Pro-Cert will obtain written permission from the applicant before disclosing confidential information. Pro-Cert is authorized to respond to legitimate inquiries as to the organic certification status of the applicant as may be received from time to time.
- g) The JAS Applicant hereby acknowledges that Pro-Cert has the right to temporarily or permanently cancel (withdraw) it's JAS organic certification status when non-conformity with aforementioned standards and criteria is confirmed; when the applicant fails to submit an annual report by June 30<sup>th</sup> of each year; when false reports are provided or when there is interference with the on-site inspection. The JAS Applicant agrees to terminate all reference to JAS certification in the event of such action and further that Pro-Cert has the right to advertise such adverse action as it sees fit. In the case of temporary or permanent cancellation, at the date of notification of the temporary or permanent cancellation and during all the following period the applicant will make no misleading claims as to the status of JAS certification, and cease to use the JAS certification mark on the products concerned by the suspension. In addition, Pro-Cert may require that no JAS certified product be put up for sale and that non-conforming JAS product be subject to a corrective action, including product recall and label correction.
- h) In the event of temporary or permanent cancellation (withdrawal) Pro-Cert agrees to give the JAS Applicant 30 days advance notification of its intent to cancel and give the client and opportunity to respond to the reasons for the proposed cancellation within that time period. The JAS Applicant agrees that Pro-Cert can make information on changes within a client's program (such as cancellation) available to the public within its offices without delay and via its website at [www.pro-cert.org](http://www.pro-cert.org) or such other means as it sees fit.
- i) The JAS Applicant hereby agrees to have all applicable employees involved in JAS labelled organic product management and grading attend a Pro-Cert JAS training workshop. Pro-Cert has the right to waive this requirement if said employees have already attended such a workshop given by another JAS ROCB.

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- j) The JAS Applicant further agrees to submit a JAS Annual Grading Report (Doc # J5678 GR RD or Doc # J5 AR CS) for the previous year's production to Pro-Cert on or before June 30<sup>th</sup> of each year.
- k) The JAS Applicant agrees to resolve any complaints received with respect to JAS certified products and to record such complaints for Pro-Cert review.
- l) The JAS Applicant hereby authorizes and provides Pro-Cert, and the Ministry of Agriculture, Forestry and Fisheries (MAFF) representatives access to premises, product, facilities, inventories, records and documents during normal business hours for the purpose of certification, audit, verification of compliance or analysis and copying and examination whether such access is arranged or unannounced.
- m) The JAS Applicant hereby affirms and verifies that the description of the organic production unit and the procedures contained in this application are accurate and complete and he, she or it: (i) has read the applicable portion of the JAS standards and technical criteria; (ii) will operate the farm in accordance with these standards and technical criteria during the certification period; (iii) will maintain accurate and current records of all organic (and non-organic) produce and products managed by the Applicant; (iv) will not misrepresent the JAS certification status of the farm and it's end products; (v) will not use it's product JAS certification in such a manner as to bring Pro-Cert into disrepute and not make any statement regarding it's product certification which Pro-Cert may consider misleading or unauthorized; (vi) will use JAS certification only to indicate that products are certified as being in conformity with specified JAS standards; (vii) will endeavor to ensure that no JAS certificate or report or any part thereof be used in a misleading manner.
- n) The JAS Applicant acknowledges and agrees that the Certificate of Conformity when issued and current entitles the applicant to use the acronym "JAS" and the "JAS Logo" on produce and product labels and to use the same in advertising material provided that Pro-Cert first reviews the working of the said labels and materials. Further, in the event that pro-cert requires changes in advertising materials these changes will be promptly made. The JAS Applicant hereby agrees to comply with Pro-Cert and/or MAFF instructions for correction of non-compliant labels, literature and/or advertising materials. This license terminates with temporary or permanent cancellation of the Certificate of Conformity and/or upon lapse of the same. The JAS Logo mark **must** appear on product labels while one of the following phrases **must** appear: (i) "Certified Organic by Pro-Cert Organic Systems", (ii) "Certified Organic by Pro-Cert."

\_\_\_\_\_  
Name of JAS Applicant

\_\_\_\_\_  
Signature of JAS Applicant or Representative

\_\_\_\_\_  
Date

**For Office Use Only:**  
**Pro-Cert Organic Systems Ltd.**  
**Eastern Branch Office**

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Date

## 19.0 ATTACHMENTS

I have attached the following documents in support of my application for organic certification and verification of my organic production plan:

### Mandatory Attachments:

- Retaining Fee
- Site Diagram(s)
- Plant Diagram(s)
- Flow Diagram(s)
- Schedule of Supplier Certification Status
- Schedule 7.1 – Organic Product Profile (x \_\_\_\_)
- Audit Trail Flow Diagram(s)
- Proof for advertisements bearing organic claims
- Label and/or MSDS for all sanitation agents
- Label and/or MSDS for all pest control substances
- MAP of Storage Facility
- Sample of all JAS Organic Labels
- QCM Certification of Completion – JAS Training Workshop
- Grading Manager Certificate of Completion - JAS Training Workshop

### Optional Attachments:

- Notice(s) of Non-Compliance, Suspension, Revocation or Denial<sup>1</sup>
- Previous Certificate, Letter of Transmittal and Inspection Report<sup>1</sup>
- Applicable sections of SOP
- Water Quality Analysis
- Laboratory Certificate of Accreditation
- Grading SOP
- Grader(s) Certificate(s) of Completion – JAS Training Workshop
- Sample Grading Record

### Record Keeping Reminder:

- I have made copies of this Application & Contract and other supporting documents for my own records.

<sup>1</sup> If certified by another agency in the previous year

**Return Application/Contract and Attachments with Retaining Fee to:**  
**Pro-Cert Organic Systems Ltd.**  
**Eastern Branch Office**  
2311 Elm Tree Road, Cambray, ON Canada K0M 1E0  
Phone: (705) 374-5602 Fax: (705) 374-5604  
Email: [infoebo@pro-cert.org](mailto:infoebo@pro-cert.org)

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