



SUSİTAŞ SU ÜRÜNLERİ VE  
SAN. MAMÜL İHR. TİC. A.Ş.  
İAOSB 10040 Sok. No: 25  
Çiğli – İZMİR  
TURKEY

Vorderhaslach Nr. 1  
91230 Happurg  
Germany

11.10.2016

### Notice of NC for your organic operation

Dear Ümit Çakmak,

This Notice of Noncompliance is based on findings from:

Inspection conducted by:	(b) (6), (b) (7)(C)
On:	25.08.2015
To the following operation(s):	Wild collection and processing
Affecting the following part(s) of the operation:	Wild collection and processing of caper
Under the following organic standard(s):	Reg. (EC) 234/2007, NOP
Products requested for certification:	Caper
Restrictions for certification:	none

Please find details of the noncompliances in the attached Excel sheet, including reference to the respective standard(s). Please submit your corrective actions according to the timelines indicated in this Excel sheet, using Column **E** (yellow) for explaining your corrective actions, and submitting the respective documentation / evidence along with your explanations.

Please note that a certificate can only be issued once adequate corrective actions have been received.

A copy of this letter will be sent to the NOP Adverse Actions Department.

Thank you very much for your co-operation!

Best regards,

(b) (6)

GmbH

<b>Details of Notice of NC issued on:</b>	11.10.12016
<b>Client name:</b>	SUSİTAŞ
<b>Müşteri adı:</b>	
<b>Inspector:</b>	(b) (6), (b) (7)(C)
<b>Kontrolör:</b>	
<b>Insp. Date:</b>	25-26/08/2016
<b>Kontrol tarihi:</b>	
<b>Subproject (if applicable):</b>	Wild collection and processing
<b>Alt proje (eğer varsa):</b>	of Caper

N°	Scope	NC: General Description	NC: Specific Description	Severity	Corrective action proposed by client	Comment by CERES
	Kapsam	Uygunsuzluk: Genel Tanım	Uygunsuzluk: Spesifik Tanım	Ciddiyeti	Müşteri tarafından önerilen düzeltici faaliyet	CERES Yorumu
						10/11/2016
1	WildCollection	11 Records missing or incomplete	Group leader of the collectors <b>Mehmet Ali Öztürk's</b> daily purchase lists could be seen. However, daily purchase lists of the other group leaders <b>Yusuf Gözel</b> and <b>Gürbüz Özer</b> have not been received	Minor	In future, we will take collector list from group leaders.	
2	Processing	9.5 - 9.6 Missing declarations for non-agricultural ingredients	NOP declaration of citric acid which is used as processing aid has not been received.	Major		
3	Processing	14 Certifier code missing on labels, invoices, way bills	Certifier code missing on labels, invoices, way bills which are being used for regulations TR, EU and NOP.	Minor	We will forward with the sale statement if we make any trade.	Please send in a draft label

4	Processing	<b>14 Missing / incorrect details on label</b>	EU and NOP labels which belong to Susitaş has not been received. They work as Private Label	Minor	Exporting is not available. We will forward updated sketch if we make any trade.	
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NC resolution by CERES: CERES'in uygunsuzluk	Annex Ek	Ref. Reg. EC 834/07	Ref. Reg. EC 889/08	Ref. NOP
<b>11.10.12016</b>				
Adequately addressed, implementation will be verified during next annual inspection			66; 72	§205.103
Pending			27(1)(a); Annex VIII; Annex XIII	§205.103(a)(2); §205.105; §205.605
Pending		24(1)(a)		

Adequately addressed, implementation will be verified during next annual inspection		24	57; 58; 62	§205.300; §205.303-305
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## bio.inspecta AG

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[www.bio-inspecta.ch](http://www.bio-inspecta.ch)

### Registered letter

WBT Tarım Ürünleri San. Tic.  
A.Ş - Burdur  
O.S.B 2.cad. No: 10  
Antalya  
TÜRKİYE

bi N°: TR-088.001 BURDUR

07.10.2016 / ST

### Notification of Noncompliance

#### *NOP Uygunsuzluk Bildirimi*

Dear Sir or Madame,  
*Sayın İlgili,*

Bio.inspecta wishes to advise you of the certification of your operation. Based on the findings of the **additional unannounced inspection** on **05.10.2016** we conclude that your operation complies with most of the requirements of the **National Organic Program (NOP)**.

In order to maintain the certification please refer to the stated date, by which a rebuttal or correction of each noncompliance must be handed in to bio.inspecta. Furthermore please submit supporting documentation of each such correction when correction is possible.

*bio.inspecta işletmenizin sertifikasyonu ile ilgili sizi bilgilendirmek ister. **05.10.2016** tarihindeki **habersiz ek denetim** bulgularına dayanarak işletmenizin **Ulusal Organik Program (NOP)** gereklerinin çoğu ile uyumlu olduğu sonucuna varmış bulunuyoruz.*

*Sertifikasyonun sürdürülmesi için lütfen bio.inspecta ya teslim edilmek zorunda olan her uygunsuzluğun düzeltilme veya reddedilme tarihine bakınız. Ayrıca, düzeltmenin mümkün olduğu durumlarda lütfen her bir düzeltme için destekleyici dokümanları sununuz.*

Relevant sections of the NOP <i>NOP ilgili bölümü</i>	Facts upon which the notification of noncompliance is based <i>Uygunsuzluk bildiriminin dayandırıldığı olgular</i>	Deadline <i>Termin</i>	Type of sanction <i>Yaptırım tipi</i>
§ 205.103	113-BTE: Üretici (b) (4) nolu parsellerin bakımını yapmaktadır. Kullanım hakkını gösterir belgeler sunulamadı./Farmer use all of the fields for (b) (4) parcel. The updated documents that shows the usage right were not submitted.	2017 kontrolü/ 2017 inspection	MN

Further verification of implementation of appropriate measures will be conducted during the next inspection.

*Uygun önlemlerin yerine getirildiğinin detaylı doğrulanması bir sonraki denetim esnasında gerçekleşecektir.*

In the annex you find the certification status per plot.

*Ekte her arazi için sertifikasyon statüsüne bakınız.*

Yours sincerely,

*Saygılarımızla,*

**bio.inspecta AG**

SEVGİ TÜRKÖZ

(b) (6)

Agriculture, Processing



**Explanation of types of sanction/ *Yaptırım tiplerinin açıklaması***

Type of sanction	
<b>0</b>	= Recommendation (no noncompliance) concerning present procedures where might be noncompliance resulting in future./ <i>Tavsiye (uygunsuzluk değil), gelecekte uygunsuzlukla sonuçlanabilecek mevcut durumlarla ilgili.</i>
<b>MN</b>	= Minor deviation from the Regulation. A written notification of noncompliance is imposed. Evidence of corrective actions must be provided with the next Organic Handling System Plan. Implementation will be verified during next inspection. If no corrective actions are implemented by the deadline indicated, a major deviation will be imposed (see MN2)./ <i>Yönetmelikten minor uygunsuzluk.. Uygunsuzluğun yazılı bildirim uygulanır. Düzeltici faaliyetlerin kanıtları bir sonraki Organik İşleme Sistem Planı ile sağlanmalıdır. Uygulama bir sonraki denetim esnasında doğrulanacaktır. Eğer belirtilen terminden itibaren hiçbir düzeltici faaliyet uygulanmazsa, major uygunsuzluk uygulanacaktır (MN2 ye bakınız).</i>
<b>MN2</b>	= Major Minor deviation from the Regulation. A written notification of noncompliance is imposed. Evidence of corrective actions must be provided prior to certification. If no corrective actions are implemented by the deadline indicated, a proposed suspension of certification will be imposed./ <i>Yönetmelikten major uygunsuzluk. Uygunsuzluğun yazılı bildirim uygulanır. Düzeltici faaliyetlerin kanıtları sertifikasyon öncesi sağlanmalıdır. Eğer belirtilen terminden itibaren hiçbir düzeltici faaliyet uygulanmazsa, sertifikasyonun askıya alınma önerisi uygulanacaktır.</i>

Annex I: Certification status per plot  
*Ek I: Her arazi için Sertifikasyon statüsü*

cc: Program Manager NOP/ USDA / Inspector  
*Bilgi: NOP Program Yöneticisi NOP/USDA/Kontrolör*

**Possibility of rebuttal according to NOP (USDA) in case of a Notification of Noncompliance**  
***Uygunuzluk bildirimii durumunda NOP (USDA)'a göre reddedilme ihtimali***

If a certified operation believes the **notification of noncompliance** is incorrect or not well-founded, the certified operation may submit a rebuttal to bio.inspecta AG, as applicable, providing supporting data to refute the facts stated in the notification. The opportunity for rebuttal is provided to allow certifying agents and certified operations to informally resolve noncompliance issues. The rebuttal process should be helpful in resolving differences which may be the result of misinterpretation of requirements, misunderstandings, or incomplete information.

*Sertifikalii bir operatör uygunuzluk bildirimii yanlıř olduđu ya da bir temele dayandırılmadıđını düşünür ise bio.inspecta AG'ye, uygulanabilir olduđunda, bildirimde belirtilen gerçekleri reddetmek için destekleyici verileri sağlayan, itirazını sunabilir. Ret fırsatı, sertifikasyon kuruluşu ve operatöre uygunuzluk durumlarının gayri resmi olarak çözümlenmesine izin verme amacıyla verilmektedir. Ret süreci, gereksinimlerin yanlıř yorumlanması, yanlıř anlaşılmalılar ya da eksik bilgiden kaynaklanan farklılıkların çözümlenmesinde yardımcı olmalıdır.*

Alternatively, the certified operation may correct the identified noncompliance and submit proof of such corrections. When the certified operation demonstrates that each noncompliance has been corrected or otherwise resolved, the certifying agent will send the certified operation a written **notification of noncompliance resolution**.  
*Alternatif olarak, sertifikalı operatör tanımlanan uygunuzluğu düzeltebilir ve bu düzeltmelerin bir kanıtını sunabilir. Sertifikalı operatör her bir uygunuzluđun kapatıldıđını ya da farklı biçimde çözümlendiđini gösterdiđinde, sertifikasyon kuruluşu sertifikalı operatöre yazılı bir uygunuzluk çözüm bildirimii gönderecektir.*



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### Registered letter

WBT Tarım Ürünleri San. Tic.  
A.Ş - Burdur  
O.S.B 2.cad. No: 10  
Antalya  
TÜRKİYE

bi N°: TR-088.001 BURDUR

14.07.2016 / ST

### Notification of Noncompliance

#### *NOP Uygunluk Bildirimi*

Dear Sir or Madame,  
*Sayın İlgili,*

Bio.inspecta wishes to advise you of the certification of your operation. Based on the findings of the inspection on **12.07.2016** we conclude that your operation complies with most of the requirements of the **National Organic Program (NOP)**. In order to maintain the certification please refer to the stated date, by which a rebuttal or correction of each noncompliance must be handed in to bio.inspecta. Furthermore please submit supporting documentation of each such correction when correction is possible.

*bio.inspecta işletmenizin sertifikasyonu ile ilgili sizi bilgilendirmek ister. **12.07.2016** tarihindeki denetim bulgularına dayanarak işletmenizin **Ulusal Organik Program (NOP)** gereklerinin çoğu ile uyumlu olduğu sonucuna varmış bulunuyoruz.*

*Sertifikasyonun sürdürülmesi için lütfen bio.inspecta ya teslim edilmek zorunda olan her uygunsuzluğun düzeltilme veya reddedilme tarihine bakınız. Ayrıca, düzeltmenin mümkün olduğu durumlarda lütfen her bir düzeltme için destekleyici dokümanları sununuz.*

Relevant sections of the NOP <i>NOP ilgili bölümü</i>	Facts upon which the notification of noncompliance is based <i>Uygunsuzluk bildiriminin dayandırıldığı olgular</i>	Deadline <i>Termin</i>	Type of sanction <i>Yaptırım tipi</i>
§ 205.103	<p>116-BTE:  <b>(b) (4)</b> nolu araziler 2015 yılında WBT-Burdur projesi kapsamında Etko tarafından denetlenmiştir. Üreticinin 2015 yılında denetlendiğine dair herhangi bir belge sunulamamıştır./ Plot no: <b>(b) (4)</b> were certified by Etko within WBT-Burdur project, in 2015. Any document that shows whether the farmer's certification in 2015 was not presented.</p> <p>111-BTE:  <b>(b) (4)</b> nolu arazi 2015 yılında WBT-Burdur projesi kapsamında Etko tarafından denetlenmiştir. Üreticinin 2015 yılında denetlendiğine dair herhangi bir belge sunulamamıştır./ Plot no: <b>(b) (4)</b> was certified by Etko within WBT-Burdur project, in 2015. Any document that shows whether the farmer's certification in 2015 was not presented.</p> <p>114-BTE:  Üretici 2015 yılında WBT-Burdur projesi kapsamında Etko tarafından denetlenmiştir. Üreticinin 2015 yılında denetlendiğine dair herhangi bir belge sunulamamıştır./ Farmer was certified by Etko within WBT-Burdur project, in 2015. Any document that shows whether the farmer's certification in 2015 was not presented.</p> <p>112-BTE:  Üretici 2015 yılında WBT-Burdur projesi kapsamında Etko tarafından denetlenmiştir. Üreticinin 2015 yılında <b>(b) (4)</b> nolu arazileri için denetlendiğine dair herhangi bir belge sunulamamıştır./ Farmer was certified by Etko within WBT-Burdur project, in 2015. Any document that shows plot nu: <b>(b) (4)</b> whether the farmer's certification in 2015 was not presented.</p>	4 hafta/ 4 weeks	MN2
§ 205.103	<p>Aşağıdaki üreticilerin arazi planlarının bir örneği sunulamadı./ It is not seen field plans of the following farmers.</p> <p>116-BTE  113-BTE  111-BTE  115-BTE  112-BTE  114-BTE</p>	4 hafta/ 4 weeks	MN2
§ 205.103	<p>113-BTE:  Üretici <b>(b) (4)</b> nolu parsellerin bakımını yapmaktadır. Kullanım hakkını gösterir belgeler sunulamadı./Farmer use all of the fields for <b>(b) (4)</b> parcel. The updated documents that shows the usage right were not submitted.</p>	4 hafta/ 4 weeks	MN2
§ 205.205	<p>116-BTE:  <b>(b) (4)</b> nolu arazide iki yıl üst üste rezene yetiştirilmiştir. Rotasyon yapılmamıştır./Fennel is grown two consecutive years in plot no: <b>(b) (4)</b>. Rotation was not applied.</p> <p>111-BTE:  <b>(b) (4)</b> nolu arazide iki yıl üst üste rezene</p>	2017 kontrolü/ 2017 inspection	0

	<p>yetiştirilmiştir. Rotasyon yapılmamıştır./Fennel is grown two consecutive years in plot no: (b) (4)</p> <p>Rotation was not applied.</p> <p>115-BTE:</p> <p>(b) (4) nolu arazide iki yıl üst üste buğday ve (b) (4) nolu arazide iki yıl üst üste arpa yetiştirilmiştir. Rotasyon yapılmamıştır./Wheat is grown two consecutive years in plot no: (b) (4) and barley is grown two consecutive years in plot no: (b) (4)</p> <p>Rotation was not applied.</p>		
§ 205.201	<p>Aşağıdaki üreticilerin arazileri konvansiyonel arazi ile komşudur ve bulaşma riski mevcuttur. / There are fields with contamination risky borders for the following farmer.</p> <p>116-BTE 113-BTE 111-BTE 115-BTE 114-BTE 112-BTE</p>	Hasat sonu/ After harvest	0
§ 205.103	<p>116-BTE: Musa GENCER'e ait bakım sözleşmesi görülemedi./ Keeper's contract has not seen belongs to Musa GENCER.</p>	4 hafta/ 4 weeks	MN2

Further verification of implementation of appropriate measures will be conducted during the next inspection.

*Uygun önlemlerin yerine getirildiğinin detaylı doğrulanması bir sonraki denetim esnasında gerçekleşecektir.*

In the annex you find the certification status per plot.

*Ekte her arazi için sertifikasyon statusüne bakınız.*

Yours sincerely,  
Saygılarımızla,

**bio.inspecta AG**

SEVGİ TÜRKÖZ

(b) (6)

Copy to:

Agriculture, Processing



### Explanation of types of sanction/ *Yaptırım tiplerinin açıklaması*

Type of sanction	
<b>0</b>	= Recommendation (no noncompliance) concerning present procedures where might be noncompliance resulting in future./ <i>Tavsiye (uygunsuzluk değil), gelecekte uygunsuzlukla sonuçlanabilecek mevcut durumlara ilgili.</i>
<b>MN</b>	= Minor deviation from the Regulation. A written notification of noncompliance is imposed. Evidence of corrective actions must be provided with the next Organic Handling System Plan. Implementation will be verified during next inspection. If no corrective actions are implemented by the deadline indicated, a major deviation will be imposed (see MN2)./ <i>Yönetmelikten minor uygunsuzluk. Uygunsuzluğun yazılı bildirimini uygulanır. Düzeltici faaliyetlerin kanıtları bir sonraki Organik İşleme</i>

	<i>Sistem Planı ile sağlanmalıdır. Uygulama bir sonraki denetim esnasında doğrulanacaktır. Eğer belirtilen terminden itibaren hiçbir düzeltici faaliyet uygulanmazsa, major uygunsuzluk uygulanacaktır (MN2 ye bakınız).</i>
<b>MN2</b>	<i>= Major Minor deviation from the Regulation. A written notification of noncompliance is imposed. Evidence of corrective actions must be provided prior to certification. If no corrective actions are implemented by the deadline indicated, a proposed suspension of certification will be imposed./ Yönetmelikten major uygunsuzluk. Uygunsuzluğun yazılı bildirim uygulanır. Düzeltici faaliyetlerin kanıtları sertifikasyon öncesi sağlanmalıdır. Eğer belirtilen terminden itibaren hiçbir düzeltici faaliyet uygulanmazsa, sertifikasyonun askıya alınma önerisi uygulanacaktır.</i>

Annex I: Certification status per plot

*Ek I: Her arazi için Sertifikasyon statüsü*

cc: Program Manager NOP/ USDA / Inspector

*Bilgi: NOP Program Yöneticisi NOP/USDA/Kontrolör*

**Possibility of rebuttal according to NOP (USDA) in case of a Notification of Noncompliance**  
***Uygunsuzluk bildirim durumunda NOP (USDA)'a göre reddedilme ihtimali***

If a certified operation believes the **notification of noncompliance** is incorrect or not well-founded, the certified operation may submit a rebuttal to bio.inspecta AG, as applicable, providing supporting data to refute the facts stated in the notification. The opportunity for rebuttal is provided to allow certifying agents and certified operations to informally resolve noncompliance issues. The rebuttal process should be helpful in resolving differences which may be the result of misinterpretation of requirements, misunderstandings, or incomplete information. *Sertifikalı bir operator uygunsuzluk bildirimini yanlış olduğu ya da bir temele dayandırılmadığını düşünür ise bio.inspecta AG'ye, uygulanabilir olduğunda, bildirimde belirtilen gerçekleri reddetmek için destekleyici verileri sağlayan, itirazını sunabilir. Ret fırsatı, sertifikasyon kuruluşu ve operatöre uygunsuzluk durumlarının gayri resmi olarak çözümlenmesine izin verme amacıyla verilmektedir. Ret süreci, gereksinimlerin yanlış yorumlanması, yanlış anlaşılmalara ya da eksik bilgilerden kaynaklanan farklılıkların çözümlenmesinde yardımcı olmalıdır.*

Alternatively, the certified operation may correct the identified noncompliance and submit proof of such corrections. When the certified operation demonstrates that each noncompliance has been corrected or otherwise resolved, the certifying agent will send the certified operation a written **notification of noncompliance resolution**. *Alternatif olarak, sertifikalı operator tanımlanan uygunsuzluğu düzeltebilir ve bu düzeltmelerin bir kanıtını sunabilir. Sertifikalı operator her bir uygunsuzluğun kapatıldığını ya da farklı biçimde çözümlendiğini gösterdiğinde, sertifikasyon kuruluşu sertifikalı operatöre yazılı bir uygunsuzluk çözüm bildirimi gönderecektir.*

**bio.inspecta AG**

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WBT Tarım Ürünleri San. Tic.  
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Antalya  
TÜRKİYE

bi N°: TR-088.001 BURDUR

30.11.2016 / ST

**NOP Notification of noncompliance resolution**  
***NOP uygunsuzluk çözüm bildirim***

Dear Sir or Madam,  
*Sayın ilgili,*

On the basis of the submitted documents we have verified that the submitted measures are adequate to resolve the NOP noncompliances. We are pleased to inform you that our committee has agreed to resolve complaint regarding the previously announced noncompliances. In the frame of the next inspection we will verify whether the measures are implemented and your farm/company complies with the NOP requirements.

*Sunulan dokümanlara dayanarak, NOP uygunsuzluklarının çözümü için sunulan önlemlerin yeterli olduğunu doğrularız. Komitemizin daha önce bildirilen uygunsuzluk ile ilgili şikayetin çözülmesi için karara vardığını memnuniyetle bildiririz. Bir sonraki kontrolde çiftliğinizin/firmanızın NOP gerekleri ile uygunluğu ve alınan önlemlerin yerine getirilip getirilmediği doğrulanacaktır.*

**Previously announced NOP noncompliance**  
**Daha önce bildirilen NOP uygunsuzluğu:**

<b>Relevant section of the NOP Regulation</b>  <i>NOP Yönetmeliğinin ilgili bölümü</i>	<b>Facts upon which the notification of non-compliance is based</b>  <i>Uygunsuzluk bildiriminin dayandırıldığı olgular</i>	<b>Deadline</b>  <i>Termin</i>	<b>Type of sanction</b>  <i>Yaptırım</i>	<b>Evaluation</b> <i>Değerlendirme</i>
§ 205.103	<p>116-BTE:            (b) (4) nolu araziler 2015 yılında WBT-Burdur projesi kapsamında Etko tarafından denetlenmiştir. Üreticinin 2015 yılında denetlendiğine dair herhangi bir belge sunulamamıştır./ Plot no: (b) (4) were certified by Etko within WBT-Burdur project, in 2015. Any document that shows whether the farmer's certification in 2015 was not presented.</p> <p>111-BTE:            nolu arazi 2015 yılında WBT-Burdur projesi kapsamında Etko tarafından denetlenmiştir. Üreticinin 2015 yılında denetlendiğine dair herhangi bir belge sunulamamıştır./ Plot no: was certified by Etko within WBT-Burdur project, in 2015. Any document that shows whether the farmer's certification in 2015 was not presented.</p> <p>114-BTE:            Üretici 2015 yılında WBT-Burdur projesi kapsamında Etko tarafından denetlenmiştir. Üreticinin 2015 yılında denetlendiğine dair herhangi bir belge sunulamamıştır./ Farmer was certified by Etko within WBT-Burdur project, in 2015. Any document that shows whether the farmer's certification in 2015 was not presented.</p> <p>112-BTE:            Üretici 2015 yılında WBT-Burdur projesi kapsamında Etko tarafından denetlenmiştir. Üreticinin 2015 yılında (b) (4) nolu arazileri için denetlendiğine dair herhangi bir belge sunulamamıştır./ Farmer was certified by Etko within WBT-Burdur project, in 2015. Any document that shows plot nu: (b) (4) whether the farmer's certification in 2015 was not presented.</p>	4 hafta/ 4 weeks	MN2	completed
§ 205.103	<p>Aşağıdaki üreticilerin arazi planlarının bir örneği sunulamadı./ It is not seen field plans of the following farmers.</p> <p>116-BTE</p>	4 hafta/ 4 weeks	MN2	completed

	113-BTE 111-BTE 115-BTE 112-BTE 114-BTE			
§ 205.103	116-BTE: Musa GENCER'e ait bakım sözleşmesi görülemedi./ Keeper's contract has not seen belongs to Musa GENCER.	4 hafta/ 4 weeks	MN2	completed

We are looking forward to further collaborating with you.  
*Gelecekte sizlerle işbirliği yapmak dileğiyle.*

Kind regards,  
*Saygılarımızla,*

**bio.inspecta AG**

SEVGİ TÜRKÖZ

(b) (6)



cc: Program Manager NOP, USDA, Inspector  
Bilgi: NOP Program Yöneticisi, USDA, Kontrolör

**From:** [ma@etko.org](mailto:ma@etko.org)  
**To:** [Zuck, Penelope - AMS](#); [Yang, RobertH - AMS](#); [AMS - AIAinbox](#)  
**Cc:** ["Fatih AKSOY"](#)  
**Subject:** FW: Registered: Notice of Non-compliance - Onsite Assessment  
**Date:** Tuesday, June 23, 2015 5:56:56 PM  
**Attachments:** [-WRD000.jpg](#)  
[image001.png](#)  
[Program Annual Training 2015 NOP-COR-IACB.doc](#)

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Dear Ms Zuck, Mr Young

Please find attached training plan which we will realise soon in order to correct the noncompliances.

I will send you after the training updated procedres and results of the training as proof of corrective actions.

Sincerely

Mustafa Akyuz

ETKO Turkey

---

**From:** [ma@etko.org](mailto:ma@etko.org) [mailto:[ma@etko.org](mailto:ma@etko.org)]

**Sent:** Saturday, June 13, 2015 12:50 AM

**To:** 'Zuck Penelope - AMS'; 'Yang, RobertH - AMS'

**Cc:** 'AIAinbox@usda.gov'; 'Fatih AKSOY'

**Subject:** RE: Registered: Notice of Non-compliance - Onsite Assessment

Mrs Zuck

You can find attached ETKO Letter and Corrective Action Plan. For any remaining questions I am at your disposal.

Sincerely

Mustafa Akyuz

ETKO Turkey

160 Sokak No: 13/3 35100 Bornova

Izmir – Turkey.

[www.etko.org](http://www.etko.org)

---

**From:** [Penelope.Zuck@ams.usda.gov](mailto:Penelope.Zuck@ams.usda.gov) [mailto:[Penelope.Zuck@ams.usda.gov](mailto:Penelope.Zuck@ams.usda.gov)]

**Sent:** Wednesday, May 13, 2015 9:22 PM

**To:** [ma@etko.org](mailto:ma@etko.org)

**Cc:** [AIAinbox@ams.usda.gov](mailto:AIAinbox@ams.usda.gov); [Renee.Mann@ams.usda.gov](mailto:Renee.Mann@ams.usda.gov); [RobertH.Yang@ams.usda.gov](mailto:RobertH.Yang@ams.usda.gov)

**Subject:** Registered: Notice of Non-compliance - Onsite Assessment



This is a Registered Email<sup>®</sup> message from **Zuck Penelope - AMS**.

---

Dear Dr. Mustafa Akyuz,

Attached to this email is the NOP Notice of Noncompliance including the findings of the Ecological Farming Control Organization audit conducted on May 12-16, 2014. Corrective actions are due within 30 days of receipt of this notice.

A copy of the assessment report, NP4132LCA, is attached for your reference.

If you have questions on this notice, please do not hesitate to contact your Accreditation Manager, Robert Yang, at 202-690-4540 or [RobertH.Yang@ams.usda.gov](mailto:RobertH.Yang@ams.usda.gov).

Best regards,

Penny



**Penny Zuck | USDA-National Organic Program | Accreditation Manager |**

USDA • AMS • NOP | 1400 Independence Ave SW | 2649-S | Washington DC 20250

☎ 202.260.9444 | Fax 202.205.7808 | ✉ [Penelope.Zuck@ams.usda.gov](mailto:Penelope.Zuck@ams.usda.gov)

[Join the NOP mailing list](#)

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[Click here](#) to send a Registered Email<sup>®</sup> message to anyone.





(06-09 July/Temmuz 2015)

**PARTICIPANTS - KATILIMCILAR**

Related ETKO Staff and Advisory Committee Members – İlgili ETKO Personeli ve Danışma Komitesi Üyeleri

**Address: ETKO office - IZMIR**

**Program**

**Day 1 - 06 July/Temmuz 2015 Monday/Pazartesi**

Time	Trainor	Subject	Procedures	Purpose
09.30 – 10.00	MA	NOP, COR and IACB Standard NOP, COR ve IACB Standardı hakkında bilgilendirme	OP 01 GP 18	Introduction, purpose, expectations
10.00 – 12.30	FA	IACB Standards, NOP, COR Regulation - Eşdeğer IACB Standardı ve NOP, COR Yönetmeliği		Explaining general system changes, important aspects Agriculture, Process and Wild collection. Ziraat, Doğal toplama ve Proses. Review: Application package, OCP and certification review Onsite inspection for production, document control, record keeping, input-output balance assessment, propagation material approval, retroactive recognition
12.30 – 13.30		Break		
13.30 – 14.00	MA	ETKO Inspection & Certification Procedures OP 01		Updated inspection and certification documents
14.00 – 14.30	YY	OP 03 Testing, TI 05 Sampling Method, TI 40 NOP Guide Testing & Enforcement Action		How to take samples, transport, laboratories, what to analyze, assessment of the results
14.30 – 15.00	MA	Risk analyses, Investigation of irregularities, unannounced inspections		
15.00 – 15.15		Break –Mola		
15.15 – 15.45	BG	Label assessment		
15.45 – 17.00		Workshops		Group 1: Review: Aim of the review, benefits, difficulties, type of reviews Group 2: Propagation material approval, seeds Group 3: Retroactive recognition
17.00 – 18.00		Presentation of workshop results		
		<b><u>Day2 - 07 July/Temmuz 2015 Tuesday/Salı</u></b>		

09.00 – 10.30	MA FA, ES SY YY BG ID HK ..	ETKO NOP Certification Procedure GP 18. ETKO Nop Sertifikasyon Prosedürü GP18.		Following topics will be explained: 1-How to use Regulations. (MA) 2- Labelling and label approval (BG) 3-National List 205&600-606 (YY) 4-Organic production and handling system plan 205&201 (FA) 5-Land requirements 205&202, buffer zone practice (ES) 6-Soil fertility and crop nutrient management 205&203 (HK) 7-Seeds and planting stock 205&204 (ID) 8-Crop rotation standard 205&205 (ID) 9-Pest, weed and disease management 205&206 (YY) 10-Wild crop harvesting 205&207, (SY) 11-Buffer zone practice will be studied and buffer zone evaluations will be made onsite. Inspectors will be monitored for this practice.
10.30 – 10.45		Break		
10.45 – 12.30	MA	NOP Adverse Action Procedure: 1-Instruction Enforcement of the USDA Organic Regulations: Penalty Matrix. January 20, 2015, 2-NOP Penalty Matrix 2612 and 3-NOP 4011 Adverse Action Appeal Process for the		National Organic Program. These documents will be translated in Turkish in order to provide better understanding of the procedures by involved ETKO staff members.
12.30 – 13.30	BREAK			
13.30 - 15.00	SY	Grower Groups Inspection		What is the structure of a grower group, what aspects are the most important for inspection, how to do a grower group inspection
15.00 – 15.15	BREAK			
15.15 – 16.30		Workshops		Group 1: Example Review of OCP-Process identifying NCs Group 2: Example Review of OCP- Agriculture identifying NCs Group 3: Example Review of OCP-Wild collection identifying NCs How to identify noncompliance and report it, acc to IACB and NOP.
16.30 – 17.00		Presentation of workshop results		
17.00 – 18.00		Test		

09.00 – 19.00

Agriculture inspection. Treko/Arısu

**Day4-09 July/ Temmuz 2015 Thursday/Perşembe Onsite Inspection Training Process  
NOP/COR/IACB**

09.00 – 19.00

Processing inspection Arısu

**From:** [Zuck, Penelope - AMS](#)  
**To:** [ma@etko.org](mailto:ma@etko.org)  
**Cc:** [Yang, RobertH - AMS; AMS - NOPAppeals](#)  
**Subject:** Notice of Proposed Suspension of Accreditation (Sent Registered)  
**Date:** Friday, December 18, 2015 3:15:25 PM  
**Attachments:** [image001.png](#)  
[ETKO NoPS 12 18 15.pdf](#)  
[NP4132LCA ETKO NoNC Report.pdf](#)  
[NP4132LCA CA Report 12 18 15.pdf](#)

---

Dear Mustafa,

Please see the attached Notice of Proposed Suspension of Accreditation. If you have any questions, please feel free to contact me or you Accreditation Manager, Robert Yang.

Regards,

Penny



**PENNY ZUCK | USDA-NATIONAL ORGANIC PROGRAM | ACCREDITATION MANAGER |**  
USDA ▪ AMS ▪ NOP | 1400 Independence Ave SW | 2649-S | Washington DC 20250  
☎ 202.260.9444 | Fax 202.205.7808 | ✉ [Penelope.Zuck@ams.usda.gov](mailto:Penelope.Zuck@ams.usda.gov)  
[Join the NOP mailing list](#)

**NOTICE OF PROPOSED SUSPENSION OF ACCREDITATION**

**DEC 18 2015**

Mustafa Akyuz, PhD  
Ecological Farming Control Organization  
160 Sk. No. 13/7  
35040 Bornova – Izmir  
Turkey

Dear Dr. Akyuz:

As an accredited certifying agent for the USDA National Organic Program (NOP), Ecological Farming Control Organization (ETKO) is required to demonstrate its ability to fully comply with, and implement, its organic certification program. On May 13, 2015, the NOP issued ETKO a Notice of Noncompliance regarding the May 12-16, 2014, Renewal of Accreditation Audit Report. The Noncompliance Report included one outstanding noncompliance from a previous assessment and six new noncompliances.

In May, 2015, International Organic Accreditation Service (IOAS) suspended ETKO's ISO Guide 65 accreditation with the scope of a European Union equivalent standard for all scopes and all countries. In June, 2015, The European Commission removed ETKO's recognition as a 3<sup>rd</sup> country certification body for all European Union scopes and in all countries. In June, 2015, The Canadian Food Inspection Agency suspended ETKO's accreditation under the Canadian Organic Regime subject to subsection 2 of the Organic Products Regulations 2009.

Due to the number, and severity of the noncompliances issued during the NOP Renewal Assessment, the multiple inadequate submissions of corrective actions from ETKO, and the suspensions of organic program accreditations by IOAS, EU, and CFIA, I am proposing to suspend your accreditation as a certifying agent under 7 CFR §205.665(c) of the USDA Organic Regulations, *Proposed suspension or revocation*, and under §6515(i)(1) of the Organic Foods Production Act of 1990, which states "*If the Secretary or the governing State official (if applicable) determines that a certifying agent is not properly adhering to the provisions of this chapter, the Secretary or such governing State official may suspend such certifying agent's accreditation.*"

Copies of the NOP Noncompliance Report, and NOP Corrective Action Report are enclosed for your reference.

The NOP proposes to suspend ETKO's accreditation as a NOP certifying agent effective 30 days from receipt of this letter. If the NOP suspends ETKO's accreditation, you will be directed to cease all certification activities and make all client files available to the NOP pursuant to § 205.665(f) of the USDA organic regulations.

Pursuant to § 205.681 of the USDA organic regulations, ETKO has the right to file an appeal of this proposed action within 30 days of receipt of this letter. Appeals must be filed in writing to:



1400 Independence Avenue, SW.  
Room 2648-S, STOP 0268  
Washington, DC 20250-0268

Administrator, USDA, AMS  
c/o NOP Appeals Staff  
1400 Independence Avenue, SW  
Room 2095-S, STOP 0203  
Washington, DC 20250

If the NOP suspends ETKO's accreditation you may, at any time, submit a request to the Secretary for reinstatement of your accreditation. The request must be accompanied by evidence demonstrating correction of each noncompliance and corrective actions taken to comply with and remain in compliance with the Organic Foods Production Act and the USDA organic regulations.

If you have questions regarding this proposed action, please contact your Accreditation Manager, Robert Yang, at [Robert.Yang@ams.usda.gov](mailto:Robert.Yang@ams.usda.gov) or (202) 690-4540.

Sincerely,

A handwritten signature in blue ink, appearing to read "Miles V. McEvoy", written over a circular blue stamp or seal.

Miles V. McEvoy  
Deputy Administrator  
National Organic Program

Enclosures: NOP Noncompliance Report  
NOP Corrective Action Report

cc: NOP Appeals

## NATIONAL ORGANIC PROGRAM: CORRECTIVE ACTION REPORT

### AUDIT AND REVIEW PROCESS

The National Organic Program (NOP) received Ecological Farming Control Organization’s (ETKO) renewal application to maintain its U.S. Department of Agriculture (USDA) National Organic Program accreditation in June 2012. The NOP has reviewed ETKO’s application, conducted an onsite audit, and reviewed the audit report to determine ETKO’s capability to operate as a USDA accredited certifier.

### GENERAL INFORMATION

<b>Applicant Name</b>	ETKO – Ecological Farming Control Organization
<b>Physical Address</b>	160 Sk. No. 13/7, 35040, Bornova - Izmir, Turkey
<b>Mailing Address</b>	160 Sk. No. 13/7, 35040, Bornova - Izmir, Turkey
<b>Contact &amp; Title</b>	Dr. Mustafa Akyuz General and QMS Manager
<b>E-mail Address</b>	ma@etko.org
<b>Phone Number</b>	+90-232-3397606
<b>Reviewer(s) &amp; Auditor(s)</b>	Penny Zuck, NOP Reviewer Lars Crail, Onsite Auditor
<b>Program</b>	USDA National Organic Program (NOP)
<b>Review &amp; Audit Date(s)</b>	Corrective Action review: September 10 – November 3, 2015 NOP assessment review: April 29, 2015 Onsite Audit: May 12-16, 2014
<b>Audit Identifier</b>	NP4132LCA
<b>Action Required</b>	See Notice of Proposed Suspension
<b>Audit &amp; Review Type</b>	Renewal Assessment
<b>Audit Objective</b>	To evaluate the conformance to the audit criteria; and to verify the implementation and effectiveness of ETKO’s certification system.
<b>Audit &amp; Determination Criteria</b>	<i>7 CFR Part 205, National Organic Program as amended</i>
<b>Audit &amp; Review Scope</b>	ETKO’s certification services in carrying out the audit criteria for Crops, Wild Crops, and Handling

#### Organizational Structure:

The Ecological Farming Control Organization is abbreviated as ETKO from their Turkish name (Ekolojik Tarım Kontrol Organizasyonu). ETKO is a for-profit, limited liability company with two shareholders. The main office for USDA organic certification for ETKO is located in Bornova – Izmir, Turkey. All certification activities for the NOP are conducted at the Izmir office; there are no satellite offices that conduct USDA organic key activities.



ETKO was initially accredited as a certifying agent on January 22, 2003 to the USDA National Organic Program (NOP) for crops, wild crops, and handling. ETKO currently certifies operations to the USDA organic regulations in the following countries: Turkey, Russia, Serbia, Korea, Kazakhstan, and the Ukraine. As of May 2014, ETKO's NOP client list had 40 certified operations with 22 crops, 3 wild crops, and 39 handling operations. ETKO certifies to the Turkish Organic Standard under the legal authority of the Organic Farming Committee of the Republic of Turkey the Ministry of Agriculture and Rural Affairs Research Planning and Co-ordination Council (TURKAK). ETKO is also accredited by TURKAK to perform conformity assessments for Turkey's Good Agricultural Practices (GAP). At the time of the renewal audit, ETKO was accredited to ISO 17065 by the International Organic Accreditation Service (IOAS) in the areas of agricultural production, processing and imports of organic agricultural products according to the EEC, GlobalGap, and the Global Organic Textile Standard (GOTS).

ETKO employees 22 staff members that are involved in USDA organic certification. The staff consists of five administrative personnel and 17 technical personnel which also conduct inspections. No contract inspectors are used.

#### **NOP DETERMINATION:**

NOP reviewed the onsite audit results to determine whether ETKO's corrective actions adequately addressed previous noncompliances. NOP also reviewed any corrective actions submitted as a result of noncompliances issued from Findings identified during the onsite audit.

#### **Non-compliances from Prior Assessments**

Any noncompliance labeled as "**Cleared**," indicates that the corrective actions for the noncompliance are determined to be implemented and working effectively. Any noncompliance labeled as "**Outstanding**" indicates that either the auditor could not verify implementation of the corrective actions or that records reviewed and audit observations did not demonstrate compliance.

**NP719900A.NC3 – Cleared**  
**NP719900A.NC5 – Cleared**  
**NP719900A.NC6 – Cleared**  
**NP805000A.NC1 – Cleared**  
**NP805000A.NC2 – Cleared**  
**NP9222ZZA.NC1 – Cleared**  
**NP9222ZZA.NC2 – Cleared**  
**NP9222ZZA.NC3 – Cleared**  
**NP9222ZZA.NC4 – Cleared**  
**NP9222ZZA.NC5 – Cleared**  
**NP9222ZZA.NC6 – Withdrawn**  
**NP9222ZZA.NC7 – Cleared**  
**NP9222ZZA.NC8 – Cleared**  
**NP9222ZZA.NC9 – Cleared**  
**NP9222ZZA.NC10 – Cleared**

**NP9222ZZA.NC11 – Cleared**  
**NP9222ZZA.NC12 – Cleared**  
**NP9222ZZA.NC13 – Cleared**  
**NP9222ZZA.NC14 – Cleared**  
**NP9222ZZA.NC15 – Cleared**  
**NP9222ZZA.NC16 – Cleared**  
**NP9222ZZA.NC17 – Cleared**  
**NP9222ZZA.NC18 – Cleared**  
**NP9222ZZA.NC19 – Cleared**  
**NP9222ZZA.NC20 – Cleared**

**NP9222ZZA.NC21** - 7 CFR §205.501(a)(4) states, “A private or governmental entity accredited as a certifying agent under this subpart must: Use a sufficient number of adequately trained personnel, including inspectors and certification review personnel, to comply with and implement the organic certification program established under the Act and the regulations in subpart E of this part.” *Interviews conducted, records reviewed, and witness inspections observed, verified a general lack of understanding of the NOP standards. While personnel had sufficient experience and education in organic agricultural production and handling practices, there was insufficient understanding on the application of the NOP standards as evidenced by inadequate information in the approved organic compliance (system) plans with no issues of concern or non-compliances being identified over multiple years of certification. The primary Certification Committee (CC) member with expertise in crops was not familiar with basic requirements such as the 90/120 day rule for raw manure application, did not know where to reference in the NOP Rule to determine if an input is permitted, and did not know when commercially available seeds and planting stock could be used. Additionally, while it was stated that the Certification Committee (CC) had received training there were no training records for any of the CC members prior to 2009.*

**Corrective Action:** ETKO conducted training of inspectors, reviewers, and Certification Committee members on November 21, 2009 and March 12-14, 2010 which covered NOP standards, review, inspection, and certification procedures. ETKO has designed a 2010 training plan to ensure periodic training on the NOP is completed. ETKO submitted records of training for all inspectors, reviewers, and Certification Committee members.

**2014 Verification of Corrective Action:** The NOP auditor found the following issues of concern that demonstrated an insufficient understanding of the USDA organic regulations and NOP policies:

1. Label review – the label review checklist did not include USDA organic regulation label requirements to be verified.
2. Inspectors during the witness audits used incorrect regulation citations during exit interviews to identify findings.
3. OCP templates state the incorrect USDA organic regulations.
4. Inspectors are using outdated USDA organic regulations (2010).
5. Inspectors and reviewers not readily able to look up regulations.
6. ETKO personnel have an incomplete understanding of the noncompliance and adverse action notification procedures.
7. Several crop operation OCPs reviewed by the NOP auditor indicated “Not Applicable” for Crop Rotation practice standard (205.205).

8. ETKO personnel did not understand and document buffer zone requirements (205.202(c)).

**2015 Corrective Action:** ETKO submitted PowerPoint presentations, updated forms, training agenda, and training log of the training that was conducted for inspectors, staff, and advisory committee members. The documentation submitted also included copies of completed OCPs with documented buffer zones, and crop rotation practices.

ETKO has designated a responsible person to follow up on NOP updates to the Program Handbook and regulations. This person will translate all updates and provide them to staff members and inspectors by email and/or hardcopy. When necessary, related staff members will be trained for specific updates. The training will be recorded in the training register (new document) and the register will be provided to USDA with ETKO's annual reporting. A copy of the training register form was submitted to NOP.

### **Non-compliances Identified during the Current Assessment**

**NP4132LCA.NC1** –7 CFR §205.501(a)(3) states, “A private or governmental entity accredited as a certifying agent under this subpart must: Carry out the provisions of the Act and the regulations in this part, including the provisions of §§205.402 through 205.406 and §205.670.” Furthermore, NOP 4009, Instruction – Who Needs to be Certified?, states “The OFPA requires that agricultural products sold or labeled as organically produced must be produced only on certified farms and handled only through certified handling operations (see 7 USC § 6506(a)(1)). The USDA organic regulations reiterate these requirements (see 7 CFR 205.100).”

**Comments:** *ETKO certifies projects that contain uncertified operations (i.e. contractors) that produce or handle organic products that are not certified entities.*

**Corrective Action:** ETKO stated it will certify each subcontracted processing facility during the 2015 production period. ETKO sent a letter to all clients in August 2015 informing them of this requirement. ETKO issued a new instruction for staff, NOP Certification of Subcontracted Operators (TI 48), which describes the basic rules of subcontracted facilities under NOP certification requiring separate certification. ETKO updated the NOP procedure section 7.2.2.3 Processing and Handling Facilities, which requires subcontractors to be certified separately and refers to the instruction (TI 48) for details. ETKO staff was trained during the annual training in July 2015.

**NP4132LCA.NC2** –7 CFR §205.404(b)(3) states, “The certifying agent must issue a certificate of organic operation which specifies the: Categories of organic operation, including crops, wild crops, livestock, or processed products produced by the certified operation.”

**Comments:** *Certificates do not adequately indicate the certification scopes of Crop, Wild Crop, and Handling/Processing.*

**Corrective Action:** ETKO submitted copies of corrected certificates identifying the scopes of certification. To prevent this from recurring, ETKO has updated the certificate template and the corrected form will now be used. ETKO submitted a copy of the revised template document with the correct NOP scopes of certification.

**NP4132LCA.NC3** –7 CFR §205.662(c) states, “When rebuttal is unsuccessful or correction of the noncompliance is not completed within the prescribed time period, the certifying agent... shall send the certified operation a written notification of proposed suspension or revocation of certification of the entire operation or a portion of the operation, as applicable to the noncompliance....The notification of proposed suspension or revocation of certification shall state: (1) The reasons for the proposed suspension or revocation; (2) The proposed effective date of such suspension or revocation; (3) The impact of a suspension or revocation on future eligibility for certification; and (4) The right to request mediation pursuant to §205.663 or to file an appeal pursuant to §205.681.”

**Comments:** *ETKO suspended an operation without issuing a Notice of Proposed Suspension. The same operation after receiving the Notice of Suspension effective for 30 days was issued a Notice of Proposed Revocation and subsequently a Notice of Revocation. The sequence of issued notices and contents of the notifications demonstrate that ETKO does not fully comprehend the process of issuing notifications for noncompliances and adverse actions.*

**Corrective Action:** ETKO has updated their procedures and trained staff and inspectors on the following: NOP 4002 Instruction Enforcement of the USDA Organic Regulations: Penalty Matrix, NOP Penalty Matrix 2612 and NOP 4011 Adverse Action Appeal Process for the NOP. These documents were translated into Turkish in order to provide better understanding of the procedures by NOP involved ETKO staff members. The translated documents, training documents and agenda were submitted to NOP. Further, ETKO will check the NOP Handbook regularly and pertinent documents will be translated immediately. Translated documents will be studied with related staff and inspectors. ETKO submitted NOP Handbook documents to NOP as they were being translated.

**NP4132LCA.NC4** –7 CFR §205.403(c) states, “The on-site inspection of an operation must verify: (1) The operation’s compliance or capability to comply with the Act and the regulations of this part; (2) That the information, including the organic production or handling system plan, provided in accordance with §§205.401, 205.406, and 205.200, accurately reflects the practices used or to be used by the applicant for certification or by the certified operation; (3) That prohibited substances have not been and are not being applied to the operation through means which, at the discretion of the certifying agent, may include the collection and testing of soil; water; waste; seeds; plant tissue; and plant, animal, and processed products samples.”

**Comments:** *The following issues were identified by the NOP auditor during a review of the operation files and witness audits:*

- 1. Inspectors did not completely verify the information stated in the Organic Compliance Plans. If observations and interviews at the onsite inspection did not align with the Organic Compliance Plan, the inspector failed to state this finding as an issue of concern.*
- 2. ETKO inspectors are responsible for collecting large amounts of information about the operations when the Organic Compliance Plan (OCP) is incomplete or in error. The inspector did not note the finding as an issue of concern, failing to indicate that the OCP is incomplete. The inspector did not record these findings in the inspection report. Minor updates or adjustments to the OCP during the onsite inspection is acceptable and can be noted in the inspector’s report.*

3. *The inspection reports did not include a description and the outcome of the reconciliation activities (e.g. mass balance and audit trail audit) conducted by inspectors.*

**Corrective Action:** ETKO submitted documentation from the training it conducted with inspectors on the following topics: “1) Using and evaluation of OCP during onsite inspection; 2) Review of organic compliance plans and identifying noncompliances before inspections, in order to avoid losing time to collect large amount of information and documents; and 3) How to make input-output balance and report it.” ETKO also submitted examples of completed inspection reports from inspectors showing input-output balance and updates to the inspection forms.

**NP4132LCA.NC5** –7 CFR § 205.501(a)(2) states, “A private or governmental entity accredited as a certifying agent under this subpart must: Demonstrate the ability to fully comply with the requirements for accreditation set forth in this subpart.”

**Comments:** *During a crop witness audit observation, the NOP auditor noted that the inspector was not equipped and possibly not adequately trained to conduct sampling for pesticide residues. Product samples were collected during the crop inspection; however, the inspector collected the samples with bare hands potential exposing the samples to contamination and jeopardizing sample integrity.*

**Corrective Action:** ETKO submitted training slides and updated forms used to conduct training for NOP inspectors, staff, and advisory committee members on the following topics: OP 03 Testing, TI 05 Sampling Method, TI 40 NOP Guide Testing & Enforcement Action. Training took place July 6-9, 2015.

**NP4132LCA.NC6** –7 CFR § 205.501(a)(21) states “A private or governmental entity accredited as a certifying agent under this subpart must: Comply with, implement, and carry out any other terms or conditions determined by the Administrator to be necessary.” NOP Policy Memo (PM) 11-10 (dated 01/21/11) states, “Grower group certification... accredited certifying agents should use the National Organic Standards Board (NOSB) recommendations of October 2002 and November 2008 as the current policies.”

**Comments:** *Grower Groups certified by ETKO do not have documented and functioning Internal Control Systems.*

**Corrective Action:** ETKO created a form to be used for inspection of Internal Control Systems for grower groups and revised the OCP to include the grower group Internal Control System requirement. ETKO updated its NOP Certification Procedure Manual with the requirements to document and verify Internal Control Systems. These forms and procedures will be implemented this year for all grower groups. The forms and revised NOP Certification Procedure Manual were submitted to NOP. ETKO conducted training on this topic July 7, 2015. The training materials and an agenda were submitted to NOP.

## NATIONAL ORGANIC PROGRAM: NONCOMPLIANCE REPORT

### AUDIT AND REVIEW PROCESS

The National Organic Program (NOP) received Ecological Farming Control Organization’s (ETKO) renewal application to maintain its U.S. Department of Agriculture (USDA) National Organic Program accreditation in June 2012. The NOP has reviewed ETKO’s application, conducted an onsite audit, and reviewed the audit report to determine ETKO’s capability to operate as a USDA accredited certifier.

### GENERAL INFORMATION

<b>Applicant Name</b>	ETKO – Ecological Farming Control Organization
<b>Physical Address</b>	160 Sk. No. 13/7, 35040, Bornova - Izmir, Turkey
<b>Mailing Address</b>	160 Sk. No. 13/7, 35040, Bornova - Izmir, Turkey
<b>Contact &amp; Title</b>	Dr. Mustafa Akyuz General and QMS Manager
<b>E-mail Address</b>	ma@etko.org
<b>Phone Number</b>	+90-232-3397606
<b>Reviewer &amp; Auditor</b>	Penny Zuck, NOP Reviewer; Lars Crail, On-site Auditor.
<b>Program</b>	USDA National Organic Program (NOP)
<b>Review &amp; Audit Dates</b>	NOP assessment review: April 29, 2015 Onsite audit: May 12-16, 2014
<b>Audit Identifier</b>	NP4132LCA
<b>Action Required</b>	Yes
<b>Audit &amp; Review Type</b>	Renewal Assessment
<b>Audit Objective</b>	To evaluate the conformance to the audit criteria; and to verify the implementation and effectiveness of ETKO’s certification program.
<b>Audit &amp; Determination Criteria</b>	<i>7 CFR Part 205, National Organic Program as amended</i>
<b>Audit &amp; Review Scope</b>	ETKO’s certification services in carrying out the audit criteria for Crops, Wild Crops, and Handling.

#### Organizational Structure:

The Ecological Farming Controlling Organization is abbreviated as ETKO from their Turkish name (Ekolojik Tarım Kontrol Organizasyonu). ETKO is a for-profit, limited liability company with two shareholders. The main office for USDA organic certification for ETKO is located in Bornova – Izmir, Turkey. All certification activities for the NOP are conducted at the Izmir office; there are no satellite offices that conduct USDA organic key activities.

ETKO was initially accredited as a certifying agent on January 22, 2003 to the USDA National Organic Program (NOP) for crops, wild crops, and handling. ETKO currently certifies operations

to the USDA organic regulations in the following countries: Turkey, Russia, Serbia, Korea, Kazakhstan, and the Ukraine. As of May 2014, ETKO's NOP client list had 40 certified operations with 22 crops, 3 wild crops, and 39 handling operations. ETKO certifies to the Turkish Organic Standard under the legal authority of the Organic Farming Committee of the Republic of Turkey the Ministry of Agriculture and Rural Affairs Research Planning and Coordination Council (TURKAK). ETKO is also accredited by TURKAK to perform conformity assessments for Turkey's Good Agricultural Practices (GAP). ETKO is accredited to ISO 17065 by the International Organic Accreditation Service (IOAS) in the areas of agricultural production, processing and imports of organic agricultural products according to the EEC, GlobalGap, and the Global Organic Textile Standard (GOTS). ETKO is accredited to conduct Canadian Organic Regime (COR) certification.

ETKO employees 22 staff members that are involved in USDA organic certification. The staff consists of five administrative personnel and 17 technical personnel which also conduct inspections. No contract inspectors are used.

#### Certification Process:

Requests for certification are reviewed by the Managing Director (MD) and an information packet is provided by e-mail or a hard copy with information on the certification process, fee structure, USDA organic regulations, and a standard application document. The initial compliance review for new applicants is always conducted by a reviewer. Once the applicant appears to comply, an inspector is assigned based on region, experience, and availability. When the inspection is completed, a reviewer then evaluates the inspection results and a certification decision is made by the Organic Certifier position.

The continuing certification procedure is similar to that of initial applicants. For continuing certified operations, an annual production or handling update is received by ETKO on or before the anniversary date of the operation. A review is conducted by a reviewer or the assigned inspector. Inspectors are then assigned according to region, experience, and availability. Certification decisions are made by the Organic Certifier position.

The Turkish National Organic Standard does not permit grower group certification; therefore, all production and handling units must receive external inspections. However, there are four operations identified as grower groups in Turkey (mainly fruits, eg. figs, raisins, etc...) and four in foreign countries. ETKO has established certification procedures for grower groups.

#### Administrative Records and Processes:

ETKO has an extensive and well-designed, functioning quality system. Procedures and forms are established that cover most certification activities. The quality system documents are in English. Training is conducted annually for all certification staff and appears to be comprehensive and well documented. Key certification staff receive annual external certification training.

#### Summary of Witness Inspections Conducted:

Three witness audits were conducted during the course of the onsite renewal assessment. All operation locations were within four hours of Izmir, Turkey, ETKO's main office. All inspections were annual inspections and announced. ETKO was planning to conduct additional

inspections when harvest or processing is occurring. One operation was certified organic wild crop and gathering capers. The other two witness operations were certified for crop and handling/processing scopes. The crop operation was identified as a community of fig producers and the processor operation handled a number of fruit products to include the figs from the grower group.

## **NOP DETERMINATION**

The NOP reviewed the onsite audit results to determine whether ETKO's corrective actions adequately addressed previous noncompliances. The NOP also reviewed the findings identified during the onsite audit to determine whether noncompliances should be issued to ETKO.

### **Noncompliances from Prior Assessments**

Any noncompliance labeled as "**Cleared**," indicates that the corrective actions for the noncompliance are determined to be implemented and working effectively. Any noncompliance labeled as "**Outstanding**" indicates that either the auditor could not verify implementation of the corrective actions or that records reviewed and audit observations did not demonstrate compliance.

**NP719900A.NC3 – Cleared.** 7 CFR §205.501 (a)(1) states, "A private or governmental entity accredited as a certifying agent under this subpart must: Have sufficient expertise in organic production or handling techniques to fully comply with and implement the terms and conditions of the organic certification program established under the Act and the regulations in this part." *Qualifications for the Certification Committee were not submitted for review.*

**Corrective Action:** Qualifications for the Certification Committee were submitted. The submitted material verified that personnel serving on the Certification Committee have adequate qualifications.

**2009 Verification of Corrective Action:** Personnel records reviewed during the on-site audit verified personnel had sufficient qualifications as they pertained to experience and education in organic agricultural production and handling methods. However, interviews conducted, records reviewed, and witness inspection findings verified that the training provided to personnel did not include sufficient information on the NOP standards for ETKO to fully comply with and implement the organic certification program in accordance with the NOP Final Rule.

**2010 Corrective Action:** ETKO conducted training of inspectors, reviewers, and Certification Committee members on November 21, 2009 and March 12-14, 2010 which covered NOP standards, review, inspection, and certification procedures. ETKO has designed a 2010 training plan to ensure periodic training on the NOP is completed. ETKO submitted records of training for all inspectors, reviewers, and Certification Committee members.

**2014 Verification of Corrective Action:** The new organizational structure of ETKO does not include a Certification Committee. Certification decisions are now determined by the "Organic Certifier." This position is held by one person. Annual certification training is required by all ETKO certification staff according to their Quality System procedures. ETKO provided evidence (Training summary, lesson plans, presentation materials, and training roster) of training conducted during 2013 through May 2014 for the NOP auditor's review.



The training plan for the remainder of 2014 was also provided and determined to be adequate.

**NP719900A.NC5 – Cleared.** 7 CFR §205.501 (a)(11)(v) states, “A private or governmental entity accredited as a certifying agent under this subpart must: Prevent conflicts of interest by: Requiring all persons who review applications for certification, perform on-site inspections, review certification documents, evaluate qualifications for certification, make recommendations concerning certification, or make certification decisions and all parties responsibly connected to the certifying agent to complete an annual conflict of interest disclosure report.” *Conflict of interest disclosure reports were not submitted for the Certification Committee.*

**Corrective Action:** Signed Conflict of Interest Disclosure Reports for 2006 and 2007 were submitted for the Certification Committee.

**2009 Verification of Corrective Action:** The Agreement for Confidentiality and Conflict of Interest Disclosure Reports were reviewed for all eight Certification Committee members. On two of the eight reports, the committee members had signed the document but did not provide any responses to the questions on the form. Additionally, there was no Agreement for Confidentiality and Conflict of Interest Disclosure Report for one of the two responsibly connected parties of ETKO.

**2010 Corrective Action:** ETKO submitted completed Agreement for Confidentiality and Conflict of Interest Disclosure Reports for all Certification Committee members and responsibly connected parties.

**2014 Verification of Corrective Action:** The Agreement for Confidentiality and Conflict of Interest Disclosure reports are signed annually. All reports were signed on January 2, 2014. The NOP auditor reviewed the personnel files of a reviewer, the decision maker, and an inspector. All reports were complete and no issues were noted.

**NP719900A.NC6 – Cleared.** 7 CFR §205.662 (b) states, “When a certified operation demonstrates that each noncompliance has been resolved, the certifying agent or the State organic program's governing State official, as applicable, shall send the certified operation a written notification of noncompliance resolution.” *Non-compliance resolutions were not addressed in the policies or procedures submitted.*

**Corrective Action:** ETKO has submitted a template of the non-compliance resolution.

**2009 Verification of Corrective Action:** ETKO has the template letter of non-compliance as part of their quality management documentation; however, they have not implemented its use and the inspector, not ETKO, is documenting corrective actions and resolution of non-compliances using ETKO’s Non-Conformity Report.

**2010 Corrective Action:** ETKO revised GP 18, section 5.24 to address the handling of non-compliances. ETKO has implemented the use of the non-compliance letter and submitted example of non-compliance letters.

**2014 Verification of Corrective Action:** Procedures for issuing a Notice of Noncompliance Resolution is listed in GP 18, section 5.25.1. The Notice of Noncompliance Resolution template was revised in 2012 and is compliant. The NOP auditor reviewed records of four noncompliance notifications that were issued. The corrective actions were accepted and ETKO issued a Notice of Resolution to the operations.

**NP805000A.NC1 – Cleared.** 7 CFR §205.201 (a) states, “The producer or handler of a production or handling operation, except as exempt or excluded under §205.101, intending to sell, label, or represent agricultural products as “100 percent organic,” “organic,” or “made with organic (specified ingredients or food group(s))” must develop an organic production or handling system plan that is agreed to by the producer or handler and an accredited certifying agent. An organic system plan must meet the requirements set forth in this section for organic production or handling. An organic production or handling system plan must include: (1) A description of practices and procedures to be performed and maintained, including the frequency with which they will be performed; (2) A list of each substance to be used as a production or handling input, indicating its composition, source, location(s) where it will be used, and documentation of commercial availability, as applicable; (3) A description of the monitoring practices and procedures to be performed and maintained, including the frequency with which they will be performed, to verify that the plan is effectively implemented; (4) A description of the recordkeeping system implemented to comply with the requirements established in §205.103; (5) A description of the management practices and physical barriers established to prevent commingling of organic and nonorganic products on a split operation and to prevent contact of organic production and handling operations and products with prohibited substances; and (6) Additional information deemed necessary by the certifying agent to evaluate compliance with the regulations.” *The organic system plans for the files submitted do not contain all of the information required in this section. The plans are designed with questions requiring a yes or no answer which does not give any detail as to how the applicant’s operation complies with the NOP Final Rule.*

**Corrective Action:** Operators were requested to update the Organic System Plans. Organic System Plans for all NOP certified operations were submitted. They now contain information necessary to determine compliance to the NOP Final Rule.

**2009 Verification of Corrective Action:** In three of four files reviewed there were deficiencies identified with the organic system plans (OSP). Two of the files were the same certified operations for which the original non-compliance was identified and were also the selected witness inspections. The on-site review of files, interviews, and observations during the witness inspections verified the OSPs were not in compliance.

1. *The wild crop Organic System Plan (OSP) did not adequately address requirements for recordkeeping, designated harvest areas and buffers zone.*
2. *The OSP for the producer witness inspection did not adequately address requirements for the description of recordkeeping, buffer zone requirements, soil fertility and crop nutrient management, and input use.*
3. *The OSP for the processor witness inspection had insufficient information to address the requirements for the monitoring and frequencies to be performed and maintained to verify the plan is implemented. The OSP did not contain documented procedures of the measures for preventing the commingling of organic and nonorganic products. The processor was not maintaining production, cleaning, or shipment records. The OSP did not identify the use of “organic” vegetable oil in the equipment used for processing the organic raisins.*
4. *The OSP for the processor/producer did not identify the use of lime sulfur for pest prevention at the raisin storage depot prior to shipment to the processor.*
5. *Overall, OSP’s did not meet the requirements for compliance to this clause.*

**2010 Corrective Action:** ETKO issued a notification of non-compliances to the operations and ultimately suspended the operations. ETKO revised their OSP for wild crop, producers, and processors to emphasize the requirement to fully address all requirements. ETKO conducted training of inspectors and reviewers on November 21, 2009 and March 12-14, 2010 which addressed the need for fully completed OSPs.

**2014 Verification of Corrective Action:** The revised Organic Compliance Plans (OCPs) for the wild crop and handler witness audits were in use. The NOP auditor reviewed the OCPs and determined that they were compliant.

**NP80500A.NC2 – Cleared.** 7 CFR §205.402 (a) states, “Upon acceptance of an application for certification, a certifying agent must: (2) Determine by a review of the application materials whether the applicant appears to comply or may be able to comply with the applicable requirements of subpart C of this part.” *The organic system plans for the files submitted do not contain all of the information required in NOP §205.201. Due to the lack of the required information it would not be possible to make an accurate determination that the organic system plan complies with the requirements of this section.*

**Corrective Action:** Operators were requested to update the Organic System Plans. Organic System Plans for all NOP certified operations were submitted. They now contain information necessary to determine compliance to the NOP Final Rule.

**2009 Verification of Corrective Action:** The on-site review of files, interviews, and observations during the witness inspections verified that the OSPs had inadequate information to determine compliance to the NOP Final Rule and certified operations were not in compliance with the NOP Final Rule (see NP80500A.NC1 above).

**2010 Corrective Action:** ETKO conducted training of inspectors and reviewers on November 21, 2009 and March 12-14, 2010 which addressed the need for fully completed OSPs. ETKO submitted a completed OSP review documenting that the ETKO reviewers were requiring adequate information.

**2014 Verification of Corrective Action:** OCPs reviewed by the auditor showed that there was sufficient detail and where there was not enough detail, the inspectors would ask the operations to provide the additional information by updating the OCP onsite or submitting it to the ETKO office.

**NP922ZZA.NC1 – Cleared.** 7 CFR §205.405(a) states, “When the certifying agent has reason to believe, based on a review of the information specified in §205.402 or §205.404, that an applicant for certification is not able to comply or is not in compliance with the requirements of this part, the certifying agent must provide a written notification of non-compliance to the applicant.” 7 CFR §205.406(c) states, “If the certifying agent has reason to believe, based on the on-site inspection and a review of the information specified in §205.404, that a certified operation is not complying with the requirements of the Act and the regulations in this part, the certifying agent shall provide a written notification of noncompliance to the operation in accordance with §205.662.” *ETKO as a certifying agent is not making a determination of compliance or issuing a written notification of non-compliance based on a review of the on-site inspection findings. ETKO’s inspectors are issuing non-compliances directly to the applicants or certified operations at the time of inspection using their Non-Conformity Report and also reviewing and approving the corrective actions for identified non-*

*compliances. ETKO's Certification Committee does not review or make a determination of non-compliances and all non-compliances identified by the inspector must be resolved prior to forwarding the file to the committee.*

**Corrective Action:** ETKO revised General Procedure 18 (GP 18) in sections 5.7, 5.22, and 5.24 to require that the Certification Committee be responsible for providing notification of non-compliance and for the resolution of non-compliance. The revised procedures specifically state that inspectors are not issuing non-compliances directly to the applicants or certified operations.

**2014 Verification of Corrective Action:** Notifications of minor issues and non-compliances are issued by ETKO. The NOP auditor noted no issues with ETKO's process of issuing notifications.

**NP9222ZZA.NC2 – Cleared.** 7 CFR §205.406(a)(1-4) states, "To continue certification, a certified operation must annually...submit the following information, as applicable, to the certifying agent:..." 7 CFR §205.662(a) states, "*Notification.* When an inspection, review, or investigation of a certified operation by a certifying agent...reveals any noncompliance with the Act or regulations in this part, a written notification of noncompliance shall be sent to the certified operation." *ETKO is not issuing a notification of noncompliance to certified operations that do not annually submit the information required in §205.406(a)(1-4).*

**Corrective Action:** ETKO revised GP 18 in sections 5.23 and 5.24 to require that a notification of non-compliance be sent to certified operations that do not submit the required annual update.

**2014 Verification of Corrective Action:** All files reviewed by the NOP auditor indicated that operations were submitting their annual updates in a timely manner.

**NP9222ZZA.NC3 – Cleared.** 7 CFR §205.501(11)(vi) states, "A private or governmental entity accredited as a certifying agent under this subpart must: Prevent conflicts of interest by: Ensuring that the decision to certify an operation is made by a person different from those who conducted the review of documents and on-site inspection." *ETKO's head inspector or the individual inspectors are conducting the inspections and essentially making the certification decision based on the fact that no files are forwarded to the certification committee until all non-compliances identified by the inspector have been addressed by the clients and corrective actions reviewed and approved by the inspector or head inspector. No files with outstanding non-compliances are sent forward for review by the Certification Committee.*

**Corrective Action:** ETKO revised General Procedure 18 (GP 18) in section 5.24 to require that the Certification Committee be responsible for making the certification decision, including review and resolution of non-compliances, and that the head inspector and inspectors not have any responsibility or authority for these activities.

**2014 Verification of Corrective Action:** All decisions are now made by the Organic Certifier and recorded on form: GP 13 F 01, Certification Proposal. No issues noted by the NOP auditor.

**NP9222ZZA.NC4 – Cleared.** 7 CFR §205.662(a-c) states, "When an inspection, review, or investigation of a certified operation by a certifying agent... reveals any noncompliance with the Act or regulations in this part, a written notification of noncompliance shall be sent to the certified operation..." NOP §205.404(c) states, "Once certified, production or handling

operation's organic certification continues in effect until surrendered by the organic operation or suspended or revoked by the certifying agent, the State organic program's governing State official, or the Administrator." *ETKO is not requiring clients to notify them when they want to surrender their certification and is issuing letters of surrender to the clients informing them their NOP certificate was surrendered because they did not re-apply for NOP Certification and they cannot use their NOP certificate and must return it. ETKO has "surrendered" the certification of four of their fifteen currently certified operations during years the clients chose not to re-apply for certification and then re-certified them in subsequent years when they re-applied. ETKO also "surrendered" the certification of sixteen additional clients that did not ever re-apply for certification and are no longer listed as certified operations.*

**Corrective Action:** ETKO revised GP 15 in section 5.4 to require clients to inform ETKO of their decision to surrender their certification and to return the original certificate. The revised procedure also requires ETKO to contact clients that have not submitted updates to determine if they want to surrender.

**2014 Verification of Corrective Action:** The NOP auditor reviewed two operation files where certification was surrendered and no issues were noted.

**NP9222ZZA.NC5 – Cleared.** 7 CFR §205.404(b)(2) states, "The certifying agent must issue a certificate of organic compliance to the certified operation which specifies the: effective date of certification. *The effective date of certification was not included on the certificates for 2 of 4 files reviewed.*

**Corrective Action:** ETKO revised their template certificates to include the effective date of certification. ETKO reviewed their files and issued revised certificates with the effective date of certification for five certified operations.

**2014 Verification of Corrective Action:** All certificates reviewed by the NOP auditor displayed an effective date.

**NP9222ZZA.NC6 – Withdrawn.** ETKO's general procedure GP 18, Section 5.2.2 Review of Application, specifies that the application review is conducted by a competent inspector assigned by ETKO. *The Managing Director is conducting all of the initial application reviews and prior to 2009 was also conducting the annual update reviews; however, this responsibility is not identified in ETKO's procedures.*

**Corrective Action:** ETKO revised GP 18, Section 5.2.2 Review of Application to specify that the application review is conducted by a competent person assigned by ETKO. The competent person may be the Managing Director or other review staff.

**2014 Verification of Corrective Action:** This noncompliance did not cite the USDA organic regulations and does not appear to be in violation of the regulations. Interviews of ETKO personnel and a review of the operation files indicate that certification reviews are conducted by someone other than the certification decision maker. Therefore, the NOP withdrew this noncompliance.

**NP9222ZZA.NC7 – Cleared.** 7 CFR §205.501(a)(16) states, "A private or governmental entity accredited as a certifying agent under this subpart must: Charge applicants for certification and certified production and handling operations only those fees and charges for

certification activities that it has filed with the administrator.” *Fees charged and described on the Cost Estimate and Invoice as “Follow-up, Certification: NOP ETKO Staff” are not included on the submitted fee schedule (TI 14). On all three files reviewed for fees charged to clients all three clients were not charged in accordance with the fee schedule. All three clients were undercharged based on the number of inspectors and days taken for the certification which is the method utilized by ETKO to determine the certification fees to be charged.*

**Corrective Action:** ETKO revised their fee schedule (TI 14) to match the fees charged and described in the Cost Estimate and Invoice.

**2014 Verification of Corrective Action:** Interviews with ETKO personnel and certified operators in addition to operation file review indicated that estimated fees are provided to applicants and continuing certified operations and calculated according to the fee schedule.

**NP9222ZZA.NC8 – Cleared.** 7 CFR §205.642 states, “Fees charged by a certifying agent must be reasonable... The certifying agent shall provide each applicant with an estimate of the total cost of certification and estimate of the annual cost of updating the certification... The certifying agent may set the nonrefundable portion of certification fees; however, the nonrefundable portion of certification fees must be explained in the fee schedule.” *Nonrefundable fees are explained in the procedures but not in the fee schedule.*

**Corrective Action:** ETKO revised their fee schedule (TI 14) to explain nonrefundable fees.

**2014 Verification of Corrective Action:** ETKO lists nonrefundable fees in the current fee schedule.

**NP9222ZZA.NC9 – Cleared.** 7 CFR §205.501(a)(7) states, “A private or governmental entity accredited as a certifying agent under this subpart must: Have an annual program review of its certification activities conducted by the certifying agent’s staff, an outside auditor, or a consultant who has expertise to conduct such reviews and implement measure to correct any non-compliances with the Act and the regulations in this part that are identified in the evaluation.” *ETKO’s annual program review is not addressing all certification activities for the NOP. The 2008 internal audit used for the annual program review only reviewed EU files. The 2009 internal audit included NOP files; however, the 2009 annual program review had not been completed so it was not possible to verify the information to be reviewed.*

**Corrective Action:** ETKO revised TI 30 NOP Accreditation Requirements and SP 03 Management Review procedure to ensure the annual program review addresses all certification activities for the NOP.

**2014 Verification of Corrective Action:** Management review report was completed on December 28, 2013 and included in ETKO’s annual report acknowledged by the NOP in March 2014.

**NP9222ZZA.NC10 – Cleared.** 7 CFR §205.207(a) states, “A wild crop that is intended to be sold, labeled, or represented as organic must be harvested from a designated area...” NOP §205.202 states, “Any field or farm parcel from which harvested crops are intended to be sold, labeled, or represented as organic must: (c) Have distinct, defined boundaries and buffer zones...” *The wild crop witness inspection operation did not have maps or description designating the harvest area or identifying the buffer zones.*

**Corrective Action:** ETKO issued a notification of non-compliance to the operation and ultimately suspend the operation. ETKO revised their wild collection procedure (TI 20) to more specifically require maps or a description of designated harvest areas and identification of buffer zones. ETKO conducted training of inspectors and reviewers on November 21, 2009 and March 12-14, 2010.

**2014 Verification of Corrective Action:** During a witness audit of a wild crop inspection, the OCP maps of the three gathering areas indicated defined boundaries.

**NP9222ZZA.NC11 – Cleared.** 7 CFR §205.307(b) states, “Nonretail containers used to ship or store raw or processed agricultural product labeled as containing organic ingredients must display the lot number of the product if applicable.” The clients organic system plan (Section A16.3 Collection Activities) stated the main wild crop collector stores the product in a barrel labeled as organic. *A barrel of capers at the wild crop collection depot did not have any labels or identification; although, the head collector stated it was organic.*

**Corrective Action:** ETKO issued a notification of non-compliance to the operation and ultimately suspend the operation. ETKO revised the GP 18 procedure and the GP 18 F01-02 forms to ensure adequate labels and identification of organic product during inspections. ETKO conducted training of inspectors and reviewers on November 21, 2009 and March 12-14, 2010 which covered the NOP standards, review, inspection, and certification procedures.

**2014 Verification of Corrective Action:** All wholesale containers inspected and observed during the witness audits had lot numbers on labels.

**NP9222ZZA.NC12 – Cleared.** 7 CFR §205.103(b)(2)(4) states, “(a) A certified operation must maintain records concerning the production, harvesting, and handling of agricultural products that are... (b) Such records must: (2) Fully disclose all activities and transactions of the certified operation in sufficient detail as to be readily understood and audited; (4) Be sufficient to demonstrate compliance with the Act and the regulations in this part.” *The operators for the wild crop, crop, and processing witness inspections did not maintain sufficient records to comply with the requirements.*

**Corrective Action:** ETKO issued a notification of non-compliance to the operations and ultimately suspended the operations. ETKO conducted training of inspectors and reviewers on November 21, 2009 and March 12-14, 2010 which covered the NOP standards, review, inspection, and certification procedures, including the necessity of maintaining sufficient records.

**2014 Verification of Corrective Action:** All the operations observed during witness audits had sufficient records for the inspections to be fully conducted.

**NP9222ZZA.NC13 – Cleared.** 7 CFR §205.403(c)(1) – (3) states, “The on-site inspection of an operation must verify: (1) the operation’s compliance or capability to comply with the Act and the regulations in this part; (2) That the information, including the organic production or handling system plan... accurately reflects the practices used or to be used by the applicant for certification or by the certified operation; (3) That prohibited substances have not been and are not being applied to the operation through means which...”

1. *During the inspection of the wild crop operation, the inspector did not reference the organic system plan during the inspection, did not physically verify all buffer*

- areas or inquire about potential areas of contamination, and did not identify a non-labeled barrel (containing organic product) as a non-compliance.*
2. *During the producer witness inspection, the inspector did not inspect the storage unit where raisins are stored prior to shipment to the processor because there was nothing currently in storage. The inspector did not inquire about the use of lime sulfur for pest prevention at the storage depot; although, the product had recently been used by the certified operation and a bag was available for review.*
  3. *During the producer witness inspection, the inspector did not fully inspect the chemical storage area of the producer and did not inquire about the Valagro NPK 20.20.20 fertilizer, Cropex, and Sweet K-30 (water soluble potassium oxide) product in the storage area which were being used for conventional crops.*

**Corrective Action:** ETKO conducted training of inspectors and reviewers on November 21, 2009 and March 12-14, 2010 which covered the NOP standards, review, inspection, and certification procedures. ETKO increased monitoring activities of inspectors in 2009 and identified that during the 2010 inspection cycle all inspectors will be observed conducting NOP inspections to ensure compliance. ETKO submitted Inspector Monitoring Reports from the end of 2009.

**2014 Verification of Corrective Action:** ETKO continues to conduct annual training and field monitoring of inspectors. During the witness audits, inspectors were conducting thorough inspections with only minor issues observed and noted by the NOP auditor.

**NP9222ZZA.NC14 – Cleared.** 7 CFR §205.202(c) states, “Any field or farm parcel from which harvested crops are intended to be sold, labeled, or represented as ‘organic’ must: (c) Have distinct, defined boundaries and buffer zones...” *The crop witness inspection locations did not have maps or written descriptions to identify the boundaries and the buffer zones.*

**Corrective Action:** ETKO issued a notification of non-compliance to the operation and ultimately suspended the operations. ETKO conducted training of inspectors and reviewers on November 21, 2009 and March 12-14, 2010 which covered the NOP standards, review, inspection, and certification procedures. ETKO revised GP 18 to specify that NOP applicants and clients must submit maps with defined boundaries and buffer zones, as applicable.

**2014 Verification of Corrective Action:** During the witness inspections all OCPs were complete with land or facility maps.

**NP9222ZZA.NC15 – Cleared.** 7 CFR §205.203(a) states, “The producer must select and implement tillage and cultivation practices that maintain or improve the physical, chemical, and biological conditions of soil...” *The OSP for the producer witness inspection stated they did practice cultivation methods to maintain or improve; however, five of the seven producers visited were leaving the fields unattended with little or no tillage or cultivation practices and only the application of inputs for pest or disease prevention and treatment.*

**Corrective Action:** ETKO issued a notification of non-compliance to the operation and ultimately suspended the operations. ETKO revised GP 18 and GP 18 F 02 Agriculture Plan to address the issue of unattended fields. ETKO conducted training of inspectors and reviewers on November 21, 2009 and March 12-14, 2010 which covered the NOP standards, review, inspection, and certification procedures.

**2014 Verification of Corrective Action (May 2014):** Witness audits of several crop operations



revealed that producers were actively farming the sites and improving soil health.

**NP9222ZZA.NC16 – Cleared.** 7 CFR §205.501(a)(8) states, “A private or governmental entity accredited as a certifying agent under this subpart must: Provide sufficient information to persons seeking certification to enable them to comply with the applicable requirements of the Act and the regulations in this part.” *The wild crop, crop, and processor witness inspection clients and their subcontracted units did not have adequate knowledge of the NOP requirements to enable them to comply with the Act. The wild crop witness inspection client purchasing representative and person responsible for training the head collectors stated he had not seen the NOP Rule and did not have any knowledge of the NOP Rule.*

**Corrective Action:** ETKO issued a notification of non-compliance to the operations and ultimately suspended the operations. ETKO revised GP 18 to emphasize the necessity of adequate knowledge of the NOP requirements. ETKO conducted training of inspectors and reviewers on November 21, 2009 and March 12-14, 2010 which covered the NOP standards, review, inspection, and certification procedures.

**2014 Verification of Corrective Action:** ETKO is requiring certified operations to train and monitor individuals involved in organic production and handling activities. All operations observed and operation files reviewed indicated that training was occurring and recorded.

**NP9222ZZA.NC17 – Cleared.** 7 CFR §205.403 (a)(1) states, “A certifying agent must conduct an initial on-site inspection of each production unit, facility, and site that produces or handles organic products and that is included in an operation for which certification is requested. An on-site inspection shall be conducted annually thereafter for each...” and ETKO *Technical Instruction TI 20 Certification of Wild Collection*, Rev Nr. 2, 20.10.2008, section 5.4 states “ETKO inspectors will visit a certain number of collecting sites, according to the risk factors of the collection system; minimum site visit must be 5 and according to inspector’s decision: This number can be increased up to 10 collection sites.” *The ETKO instructions and procedures allow for a sampling of certified operations to be inspected as opposed to all certified sites being inspected annually and thereafter as required. These operations are not certified as grower groups and would not qualify as grower groups (don’t have to sell all organic harvest through the group). The wild crop and producer witness inspections along with interviews conducted, and records reviewed verified that not all sites are inspected as required.*

**Corrective Action:** ETKO revised TI 20 Certification of Wild Collection, section 5.4 to distinguish between group certification with an internal control system and individual collection operations without an internal control system. The individual collection operations have multiple collectors; however, they are not considered grower groups and according to the revised procedure the on-site inspection will include all collectors and all locations.

**2014 Verification of Corrective Action:** All certified and applicant locations require annual on-site inspections according to Turkish organic standards. During the witness audits, all fields were inspected by the inspectors. No issues noted by the NOP auditor.

**NP9222ZZA.NC18 – Cleared.** 7 CFR §205.501(a)(21) states, “A private or governmental entity accredited as a certifying agent under this subpart must: Comply with, implement, and carry out any other terms and conditions determined by the Administrator to be necessary” and

the 2002 NOSB Recommendation states, “The certifying agent shall have policies and procedures for determining how many growers must receive an annual inspection by the certifying agent.” *ETKO Procedure OP 02 Certification of Grower Groups is just a copy of the requirements for grower groups from the NOSB Recommendation. The procedure does not provide any actual information on how many growers will receive an annual inspection from the ETKO inspector.*

**Corrective Action:** ETKO revised procedure OP 02 Certification of Grower Groups to define the risk categories of normal, medium, and high, and specify the number of members to be evaluated for each category. The total number for each category is based on increasing multiplication factors (1, 1.2, 1.4) of the square root of the total number of farmers with a mandatory minimum number of members that must be evaluated.

**2014 Verification of Corrective Action:** ETKO has a method (EU guidance) to calculate the number of external inspections of grower groups. All grower group files reviewed indicate that ETKO has properly implemented this procedure.

**NP9222ZZA.NC19 – Cleared.** 7 CFR §205.403(b)(2) states, “All on-site inspections must be conducted when an authorized representative of the operation who is knowledgeable about the operation is present...” *Five of seven farms inspected did not have the farmer that manages the operation present for the inspection. The company representative responsible for purchasing the product from the farmers was present and he is also a farmer of a certified operation; however, he was only aware of the general production practices and not the specific practices of each operation. An interview with one of the farmers was conducted off-site; however, he was not present during the review at his field.*

**Corrective Action:** ETKO revised GP 18, section 5.7 to specify that the NOP inspection cannot be carried out without the presence of an authorized and knowledgeable representative. ETKO informed NOP clients to provide NOP training to their responsible staff and producers. ETKO conducted training of inspectors and reviewers on November 21, 2009 and March 12-14, 2010 which covered the NOP standards, review, inspection, and certification procedures.

**2014 Verification of Corrective Action:** All producers and operators were present during the witness audits. No issues noted by the NOP auditor.

**NP9222ZZA.NC20 – Cleared.** 7 CFR §205.301(a) states, “A raw or processed agricultural product sold, labeled, or represented as “100 percent organic” must contain (by weight or fluid volume, excluding water and salt) 100 percent organically produced ingredients.” *The crop and processing witness inspection client’s organic certificate and organic system plan identifies the processed product (raisins) as 100 percent organic, but a potassium bicarbonate solution is being added to the grapes prior to on-farm drying to speed up the drying process and facilitate color development. One additional file reviewed identified the use of enzymes and non-certified pectin in a product identified as 100 percent organic.*

**Corrective Action:** ETKO reviewed the files and revised the categories on the certificates to organic. ETKO conducted training of inspectors and reviewers on November 21, 2009 and March 12-14, 2010 which covered the NOP standards and labeling requirements.

**2014 Verification of Corrective Action:** During the review of operation files and certificates, the NOP auditor did not note any issues of concern with ETKO’s classification

of organic products.

**NP9222ZZA.NC21 – Outstanding.** 7 CFR §205.501(a)(4) states, “A private or governmental entity accredited as a certifying agent under this subpart must: Use a sufficient number of adequately trained personnel, including inspectors and certification review personnel, to comply with and implement the organic certification program established under the Act and the regulations in subpart E of this part.” *Interviews conducted, records reviewed, and witness inspections observed, verified a general lack of understanding of the NOP standards. While personnel had sufficient experience and education in organic agricultural production and handling practices, there was insufficient understanding on the application of the NOP standards as evidenced by inadequate information in the approved organic compliance (system) plans with no issues of concern or non-compliances being identified over multiple years of certification. The primary Certification Committee (CC) member with expertise in crops was not familiar with basic requirements such as the 90/120 day rule for raw manure application, did not know where to reference in the NOP Rule to determine if an input is permitted, and did not know when commercially available seeds and planting stock could be used. Additionally, while it was stated that the Certification Committee (CC) had received training there were no training records for any of the CC members prior to 2009.*

**Corrective Action:** ETKO conducted training of inspectors, reviewers, and Certification Committee members on November 21, 2009 and March 12-14, 2010 which covered NOP standards, review, inspection, and certification procedures. ETKO has designed a 2010 training plan to ensure periodic training on the NOP is completed. ETKO submitted records of training for all inspectors, reviewers, and Certification Committee members.

**2014 Verification of Corrective Action:** The NOP auditor found the following issues of concern that demonstrated an insufficient understanding of the USDA organic regulations and NOP policies:

1. Label review – the label review checklist did not include USDA organic regulation label requirements to be verified.
2. Inspectors during the witness audits used incorrect regulation citations during exit interviews to identify findings.
3. OCP templates state the incorrect USDA organic regulations.
4. Inspectors are using outdated USDA organic regulations (2010).
5. Inspectors and reviewers not readily able to look up regulations.
6. ETKO personnel have an incomplete understanding of the noncompliance and adverse action notification procedures.
7. Several crop operation OCPs reviewed by the NOP auditor indicated “Not Applicable” for Crop Rotation practice standard (205.205).
8. ETKO personnel did not understand and document buffer zone requirements (205.202(c)).

### **Noncompliances Identified during the Current Assessment**

**NP4132LCA.NC1 – 7 CFR §205.501(a)(3)** states, “A private or governmental entity accredited as a certifying agent under this subpart must: Carry out the provisions of the Act and the regulations in this part, including the provisions of §§205.402 through 205.406 and §205.670.” Furthermore, NOP 4009, Instruction – Who Needs to be Certified?, states “The OFPA requires

that agricultural products sold or labeled as organically produced must be produced only on certified farms and handled only through certified handling operations (see 7 USC § 6506(a)(1)). The USDA organic regulations reiterate these requirements (see 7 CFR 205.100.)”

**Comments:** *ETKO certifies projects that contain uncertified operations (i.e. contractors) that produce or handle organic products that are not certified entities.*

**NP4132LCA.NC2** – 7 CFR §205.404(b)(3) states, “The certifying agent must issue a certificate of organic operation which specifies the: Categories of organic operation, including crops, wild crops, livestock, or processed products produced by the certified operation.”

**Comments:** *Certificates do not adequately indicate the certification scopes of Crop, Wild Crop, and Handling/Processing.*

**NP4132LCA.NC3** – 7 CFR §205.662(c) states, “When rebuttal is unsuccessful or correction of the noncompliance is not completed within the prescribed time period, the certifying agent... shall send the certified operation a written notification of proposed suspension or revocation of certification of the entire operation or a portion of the operation, as applicable to the noncompliance... The notification of proposed suspension or revocation of certification shall state: (1) The reasons for the proposed suspension or revocation; (2) The proposed effective date of such suspension or revocation; (3) The impact of a suspension or revocation on future eligibility for certification; and (4) The right to request mediation pursuant to §205.663 or to file an appeal pursuant to §205.681.”

**Comments:** *ETKO suspended an operation without issuing a Notice of Proposed Suspension. The same operation after receiving the Notice of Suspension effective for 30 days was issued a Notice of Proposed Revocation and subsequently a Notice of Revocation. The sequence of issued notices and contents of the notifications demonstrate that ETKO does not fully comprehend the process of issuing notifications for noncompliances and adverse actions.*

**NP4132LCA.NC4** – 7 CFR §205.403(c) states, “The on-site inspection of an operation must verify: (1) The operation’s compliance or capability to comply with the Act and the regulations of this part; (2) That the information, including the organic production or handling system plan, provided in accordance with §§205.401, 205.406, and 205.200, accurately reflects the practices used or to be used by the applicant for certification or by the certified operation; (3) That prohibited substances have not been and are not being applied to the operation through means which, at the discretion of the certifying agent, may include the collection and testing of soil; water; waste; seeds; plant tissue; and plant, animal, and processed products samples.”

**Comments:** *The following issues were identified by the NOP auditor during a review of the operation files and witness audits:*

- 1. Inspectors did not completely verify the information stated in the Organic Compliance Plans. If observations and interviews at the onsite inspection did not align with the Organic Compliance Plan, the inspector failed to state this finding as an issue of concern.*
- 2. ETKO inspectors are responsible for collecting large amounts of information about the operations when the Organic Compliance Plan (OCP) is incomplete or in error. The inspector did not note the finding as an issue of concern, failing to indicate that the OCP is incomplete. The inspector did not record these findings in the inspection report.*

*Minor updates or adjustments to the OCP during the onsite inspection is acceptable and can be noted in the inspector's report.*

3. *The inspection reports did not include a description and the outcome of the reconciliation activities (e.g. mass balance and audit trail audit) conducted by inspectors.*

**NP4132LCA.NC5** - 7 CFR § 205.501(a)(2) states, "A private or governmental entity accredited as a certifying agent under this subpart must: Demonstrate the ability to fully comply with the requirements for accreditation set forth in this subpart."

**Comments:** *During a crop witness audit observation, the NOP auditor noted that the inspector was not equipped and possibly not adequately trained to conduct sampling for pesticide residues. Product samples were collected during the crop inspection; however, the inspector collected the samples with bare hands potential exposing the samples to contamination and jeopardizing sample integrity.*

**NP4132LCA.NC6** - 7 CFR § 205.501(a)(21) states "A private or governmental entity accredited as a certifying agent under this subpart must: Comply with, implement, and carry out any other terms or conditions determined by the Administrator to be necessary." NOP Policy Memo (PM) 11-10 (dated 01/21/11) states, "Grower group certification...accredited certifying agents should use the National Organic Standards Board (NOSB) recommendations of October 2002 and November 2008 as the current policies."

**Comments:** *Grower Groups certified by ETKO do not have documented and functioning Internal Control Systems.*

**From:** [ma@etko.org](mailto:ma@etko.org)  
**To:** [Zuck, Penelope - AMS](#)  
**Cc:** ["Fatih Aksoy"](#)  
**Subject:** RE: Additional questions on Corrective Actions  
**Date:** Tuesday, December 01, 2015 10:00:01 AM  
**Attachments:** [image001.png](#)  
[3092 GRAINAGRO Application Package Review 2015.pdf](#)  
[3110 BIOTRADE Application Package Review form.pdf](#)  
[3188 VIP Application Package Review.pdf](#)  
[2692 KALKAN Application Package Review.pdf](#)  
[3080 Sadeko Minor Issues.pdf](#)  
[3093 Dnepr2 Minor Issues.pdf](#)  
[3110 Biotrade Minor Issues.pdf](#)  
[3177 Yudera Minor Issues.pdf](#)  
[3020 Region Agro Minor Issues.pdf](#)  
[NONC 3020F-01 Dnipro.pdf](#)  
[NONC 3093F-22 MTD.pdf](#)  
[NONC 3092D-13 Dnipryanske Terminal.pdf](#)  
[NONC 3080F-01 Rinagro.pdf](#)

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Dear Penny

Sorry being late please see below answers and attachments.

Best regards,

Mustafa

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**From:** Zuck, Penelope - AMS [mailto:Penelope.Zuck@ams.usda.gov]

**Sent:** Thursday, November 19, 2015 9:59 PM

**To:** ma@etko.org

**Subject:** Additional questions on Corrective Actions

Hello Mustafa,

After further review of the Corrective Action submitted by ETKO in response to the Audit Assessment NP4132LCA, I have some additional questions:

1. **NP4132LCA.NC1** – ETKO mailed a letter to clients informing and instructing them about all contracted operations required to be certified separately by December 31, 2015. How many contracted operations did this affect? Have they all obtained their own certification yet? If not, what is the status report on this and detailed plans to carry out your corrective action?

**We contracted so far 26 handling/processing facilities and 24 already inspected, certification process going on. There will be few other will be inspected within December.**

**No subcontractor certification was accepted this year we comply this rule 100% this year.**

2. **NP4132LCA.NC4** – ETKO conducted training for inspectors on these issues, however, how did ETKO follow up with the operations to be sure they are in compliance?

- a. 1) *Inspectors did not completely verify the information stated in the Organic Compliance Plans. If observations and interviews at the onsite inspection did not align with the Organic Compliance Plan, the inspector failed to state this finding as an issue of concern. Did ETKO follow up with the operation and inform them of the issues observed? Issue a Non-compliance?*

**Yes, inspectors verified OCPs during the inspection and identified NCs and minor issues. See examples of NONC + Minor issues from different inspectors.**

- b. 2) *ETKO inspectors are responsible for collecting large amounts of information about the operations when the Organic Compliance Plan (OCP) is incomplete or in error. The inspector did not note the finding as an issue of concern, failing to indicate that the OCP is incomplete. The inspector did not record these findings in the inspection*

*report.* Was the operation informed of these issues/noncompliances? And how did they correct them?

***Yes, inspectors checked carefully OCPs and identified several issues and informed operators, corrections were assessed during onsite inspections. See examples of Application Package review forms of operators. Note: First date is the review date and second date is inspection date.***

3. **NP4132LCA.NC6** – ETKO created forms and updated certification procedures for grower groups to require and verify Internal Control Systems. Have all grower groups come into compliance with this? If not, provide a status report and detailed plans on how and when you will carry out this corrective action. How many grower groups does this affect?

**There are 5 grower groups inspected this year. Projects finalized their internal control for producers and ETKO to finish follow up inspections until end of December. The main issue is setting up the Quality Management System, one operator completed so far and the other 4 still under progress. We expect all to be ready until the end of December.**

I would appreciate a response by **November 27, 2015.**

Best Regards,

Penny



**Penny Zuck | USDA-National Organic Program | Accreditation Manager |**

USDA • AMS • NOP | 1400 Independence Ave SW | 2649-S | Washington DC 20250

☎ 202.260.9444 | Fax 202.205.7808 | ✉ [Penelope.Zuck@ams.usda.gov](mailto:Penelope.Zuck@ams.usda.gov)

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	<b>APPLICATION PACKAGE REVIEW FORM</b>		BELGE NO	GP 02 F 01
	<b>BAŞVURU PAKETİ DEĞERLENDİRME FORMU</b>		TARİH	20.05.2015
	Organik - Organic		REV. NO	05
			SAYFA	1 / 4

<b>Name of applicant</b> Başvuru Sahibi firma	Kalkan Sebze Meyve Hayvancılık Nak. Turz. İnş. San. Ve Tic. Ltd. Şti		
<b>License No</b> Lisans No	2692	Date / Tarih	11.05.2015 10.08.2015
<b>Address</b> Adres	Akşehir-Afyon highway 10.km Yeniköy-Akşehir/Konya TURKEY		
<b>Tel/Fax / Telefon- Fax</b> <b>Email / Website</b>	info@kalkanmeyve.com Phone: +90 332-817 70 20		
<b>Contact person</b> Yetkili kişi	Ramazan ÖZEK		
<b>Review made by</b> Değerlendirmeyi yapan	Burak GÜRBÜZ		

<b>Initial Inspection</b> İlk Kontrol	<input checked="" type="checkbox"/>	<b>Surveillance Inspection</b> Takip Kontrol	<input checked="" type="checkbox"/>	No: 2692-2015.mye
<b>Recertification</b> yes <input type="checkbox"/> no <input checked="" type="checkbox"/>				

<i>Following documents and informations are present:</i> <i>Aşağıda adı geçen dokümanlar ve bilgiler başvuran tarafından iletilmiştir</i>	(Yes) (Evet)	(No) (Hayır)	N/A G/D
<b>Information on the applicant (General background, involvement, product range etc. certification bodies worked with):</b> Başvuran hakkında genel bilgiler (geçmişi, kapsam, ürünler vb.)	Yes		
<b>The scope of certification program concerned:</b> Sertifikasyon programının kapsamı ve ilgili olan konuları	Yes		
<b>Explanation of the agricultural (plant or animal) production:</b> Tarımsal üretiminizi (bitkisel veya hayvansal) açıklayınız.	Yes		
<b>Explanation of the processing crop by crop (processing flow chart):</b> Ürünlerin işlenmesini açıklayınız (Ürünler nerede, nasıl, hangi şartlar altında işlenecek vs. bilgiler)	Yes		
<b>Agricultural units:</b> Zirai Üniteler <b>Farming system:</b> Ziraat Şekli	Yes		
<b>Animal production (Ranges, Poultry, Fish Ponds, Bird cages etc):</b> Hayvan yetiştirme (çeşit, kümes hayvanları, balık havuzları, kuş kafesleri vs)			NA
<b>Natural Collection Areas (Forestry or wild crops)</b> Doğal toplama alanları (orman ya da doğal ürünler)			NA
<b>Processing units /İşletmeler</b>	Yes		
<b>Products: Ürünler</b>	Yes		
<b>Following documents should be prepared and submitted to ETKO before inspection</b> <i>Aşağıdaki dokümanların kontrol öncesinde hazırlanması ve ETKO'ya ulaştırılması gerekmektedir.</i>			
<b>The last inspection report of the previous inspection body (if any).</b> Müteşebbis şayet başka bir kontrol firmasıyla çalışmış ise en son kontrol raporu			NA
<b>Actions required from previous certification and respective corrective measures.</b> <u>Şayet daha önceden verilmiş herhangi bir uygunsuzluk var ise ve buna ilişkin düzeltici faaliyetler mevcut ise</u>	Yes		
<b>Registration chamber of commerce or something comparable.</b> Müteşebbisin Ticaret Odası kayıt belgesi	Yes		
<b>Farmer list and agreements.</b> Üretici listeleri ve anlaşmaları	Yes		
<b>Internal Assessment Documents/OCP Reports completed and approved.</b> İç Denetim Raporları / OUP onaylanmıştır	Yes		
<b>Maps (Overview, Detailed).</b>	Yes		


Hazırlayan: KYS Sorumlusu Onaylayan: Genel Müdür



	<b>APPLICATION PACKAGE REVIEW FORM</b> <b>BAŞVURU PAKETİ DEĞERLENDİRME FORMU</b> Organik - Organic	BELGE NO	GP 02 F 01
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Detaylı ve genel haritalar			
<b>Processor Agreements.</b> İşletmecilerle yapılan anlaşma			NA
<b>Processing facility plan and Process Flowcharts.</b> İşletme yerleşim planı ve ürün işleme akış şemaları	Yes		
<b>Processing aids list (if any)</b> Yardımcı ürün işleme maddeleri (geçerli ise)			NA
<b>List of ingredients (for cases with processing)</b> Kullanılan ingredientler (var ise)			NA
<b>GMO Declarations (if any)</b> Genetik modifikasyondan temizdir belgesi (geçerli ise)			NA
<b>Propagation material approvals</b> Üretim materyali onaylanmalı		No	
<b>Retroactive recognition of former farming system procedure is completed correctly?</b> Geçiş süreci kısaltmasıyla ilgili prosedürler tamamlanmış mı? TI 33 F 01	Yes		
<b>Certified inputs (if any) such as fertilizers, pest management materials etc.</b> Sertifikalı girdi maddeleri. (Gübre, ilaç vs gibi)		No	
<b>Total Yes/No</b> Toplam Evet /Hayır			
<p><b>Comments:</b> Yorumlar</p> <p>Farms are new and KalkanMeyve is an old client of ETKO. Kalkan Meyve trade activities related to 2014 crop will be checked, and the new farms will be assessed according to EC and NOP regulations.</p> <p><b>Documents provided checked and following questions remain unclear:</b></p> <p><b>OP 01 F 28 Farm production report</b> This form is not understood, all information was given for all project, should be indicated for each farm unit.</p> <p><b>OCP-Grower group</b> Part 2.2.1 and 2.2.1.i – ICS responsible persons ( Food and agricultural engineer) CV are missing that shows their experience and abilities – closed</p> <p>Part 2.3.1, 2.15.1- (b) (6) had done training for producers about NOP, TC and EU regulations approach to organic production methods, but there is no evidence about training – still open</p> <p>Part 2.3.2, 2.8.1, 2.8.3.i, 2.14.1.1.i- Yes, Mr. (b) (6) experienced about organic farming, he worked with another company that Works mainly organic foods. But CV of (b) (6) CV's are missing – closed</p> <p>Part of Quality manual (2.4) is not understood by Kalkan Meyve. This part not answered. There is no Quality manual, there is no procedures for Internal control for farm units internal audits.</p> <p>Part 2.5.2.iii and iv – Kalkan Meyve's has ICS system and ICS forms but there is no form number and revision number on the forms. These forms is not under controlled with QMS. – still open</p> <p>Part of 2.10 "Sanctions and non-conformances" is not clearly understood. This is quite big project and there is no non conformities given by Internal auditor. (same case in part 2.17.9)</p> <p>2.10.1, 2.10.3, 2.10.4 - No, sanction system for producers group members not explained in their ICS docs – sanction procedures sent to ETKO, settled</p> <p>2.17.10 – The Project responsables did not do risk assessment, and there is no procedures for risk assessment in agricultural unit. – closed</p> <p>Some part of the OCP report not explained and some part of the report not clearly explained or wrong information was given</p> <p>These parts;</p>			

Hazırlayan: KYS Sorumlusu Onaylayan: Genel Müdür

	<b>APPLICATION PACKAGE REVIEW FORM</b> <b>BAŞVURU PAKETİ DEĞERLENDİRME FORMU</b> Organik - Organik	BELGE NO	GP 02 F 01
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2.1.3.i – there is no enough explanations  
2.1.4.i – this part not explained  
2.1.4.vii – producers and the company also under certification program process of NOP, EU not acceptable for new project at the moment  
2.2.2 – this part not explained  
2.5.1.v – this part not explained  
2.6.1 – there is some missing information's given, all records should be explained  
2.6.2 – this part not explained  
2.6.5 – this part not explained, we have official database for maps and other necessary information about fields  
2.6.10,11,12,13,14,15,16 – these parts not explained  
2.7.1. – this part not explained  
2.8.2.i,ii – these parts not explained  
2.8.3.ii – this part not explained  
2.14.1.1.ii – this part not explained  
2.14.2.1.i,ii,,ii,iii,iv,v, – these parts not explained  
2.14.2.2.i – this part not explained  
2.15.2 – this part not explained  
2.15.6 – this part not explained  
2.17.2 - wrong information was given, should be change as related records kept for ICS  
2.17.3,5 – these part not explained  
2.17.12,17 – these parts not explained  
2.18.1 – this part not explained

**OCP Agriculture and OCP processing:**

OP 01 F 28 Farm production report was not fully completed.

OCP Agriculture and OCP processing form filled in old version (new version were provided). – new version filled by Kalkan and provided to ETKO

There is no enough information were given in OCP agriculture and OCP processing form. The questions in the form were understood as Yes/No questions and nearly %60-70 answers filled ass Yes or No without any comments.

OCP agriculture:

7.1 explained as "Baklagiller yetiştirilir.biçilir ve toprağa karıştırılır." But in farm production report these products not explained – during the inspection no cover crops and green manure products observed. Wrong information filled related box in OCP

7.2. please explain using of subsoiler and frequency - during the inspection no nonconformity observed, subsoiler used for before planting of strawberry

7.6 Propagation material approval is not done yet. - It was provided before inspection

7.14-7.15 using of manure – used manure not explained in Farm Production report. Also the compost or fermentation method of manure not explained in OCP. – manure application explained in updated OCP reports

9.2 using of cupper explained in COP but, in farm production report there is no information and using amount of cupper not explained – explained in updated OCP ziraat

OCP processing

A7.2 should be explained traceability system with kept records.

Assigned inspector  
Atanan Denetmen\*


(b) (6), (b) (7)(C)

All related documents are present in the application package therefore inspection can be planned. Denetim için gerekli bütün araçlar başvuru paketinde mevcuttur o nedenle denetim planlanabilir.

Majority is provided OK

ETKO is able to do certification for the applied scope and has resources to realize it. Applicant's documents are kept in clients file. Başvuru yapılan konuda ETKO'nun

Yes,

	<b>APPLICATION PACKAGE REVIEW FORM</b> <b>BAŞVURU PAKETİ DEĞERLENDİRME FORMU</b> Organik - Organic	BELGE NO	GP 02 F 01
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yetkisi veya yeterliliği mevcut olup başvuru Kabul Edilmiştir. Başvuru belgeleri müşteri dosyasında saklanır.	
ETKO is not able to accept this application because of the accreditation scope does not cover it or has not enough resources to realize this audit. Başvuru yapılan konuda ETKO'nun yetkisi veya yeterliliği mevcut olmadığından başvuru Kabul edilemez ve başvuru sahibine yazı ile bildirilir.	NA

\*ETKO Assign an approved auditor to realize this inspection work. ETKO Söz konusu başvuru ile ilgili olarak yetkilendirilmiş ve nitelendirilmesi tamamlanmış denetmen atar.

\*Information letter related to refusal of the application must be attached to this form and kept in the file of Application Refusal File. Başvurunun reddine ait yazıyı bu forma ekleyip Reddedilen Başvurular dosyasına ekleyiniz.

\*Reviewer of this application pack and/or Auditor declares that the application package related to this operator is complete and inspection could be realized. Atanan denetmen başvuru paketinin tam olduğunu ve denetimin yapılabileceğini beyan eder.

Dear Nikolay,

14.10.2015

You need to work on the following issues raised during the inspection with producers and make their system complete for follow/surveillance inspection. These issues will be checked during the next inspections. In case the issue is not solved it may become Minor or Major Nonconformity.

You need to provide resolutions no later than prior to the next inspection or annual update.

Minor issues auditors identified mentioned below but they are not limited to for compliance to the NOP regulation. You must make sure for every farm and handling Operations to e in line with the requirements. Therefore I would like to take your attention to the following points:

- Farm responsible and agronomist, veterinary knowledge for organic production practices and regulations must be in place.
- Regulations should be provided to the director/agronomist at least.
- Maps must be updated annually,
- Buffer zone practice must be internally evaluated before the production season start, so there is enough time to take precautionary measures.
- Products coming from Buffer zone must be handled separately and recorded. ETKO must be informed before harvest and after the harvest where about to store and how they are marketed.
- Seeds including elite seeds must be approved by ETKO before use in the farm.
- Farm inputs such as fertilizers and plant protection products must be approved before buying them from the suppliers.
- Agronomic activities must be recorded real-time basis and kept ready for audits in the farm.
- Farm records related to harvest-handling-storage-marketing must be managed in a manner that auditing is possible.
- Handling operations should have good record keeping, documents to be kept ready for audits.
- Documents and records related to organic production should have indication to org-bio-eco or similar in order to have a clear understanding of the organic product flow.
- Contamination possibilities to be evaluated and precautionary measures to be implemented on time by the farm management and eventually the handling and trading operations.

Best regards

Dr. Mustafa AKYUZ

Bornova Tax Office: 3810236931 İzmir Chamber of Commerce: 92592.1 IBAN	Bank: Türkiye İş Bankası Bornova Branch/Şubesi Bank Adress :Mustafa Kemal Cad. No 95/A 35040 Bornova-İZMİR-TURKEY (b) (4)
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## 3020D-01 Region Agro

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
Complies			No Compliance	Annex No	
No 1	13. 10.1 REGION AGRO truck cleaning records missing. They are making mechanical cleaning for truck (air power)				
No 2	7.5.1 REGION AGRO in conversion period now. They have 4 farms (DNIPRO, SLAVUTA, SIMGE, TAVRIYA, please see inspection reports of farms at the attachment). One of this farms is Slatuva, they have conventional soybean also and they will go on soybean as a conventional.				
No 3	7.5.4 Farm of Region Agro Slatuva have conventional soybean, they need separate storage storage and mention on storage as conventional and organic. We saw conventional soybean and inconversion products same storage. RA not plan to buy anything this season from the farms.				
No 4	10.1-11. DNEPR2 have GMP Quality management procedure, REGION AGRO will use same procedure as well.				

## 3020F-01 DNIPRO

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
Complies			No Compliance	Annex No	
No 1	6.5.3 BF zone practice to be evaluated for each field connected to conventional neighbors by the farm agronomist.				
No 2	6.5 Attention point that some birds inside the storage, they should be careful about that				
No 3	5.9 According to Ukraine regulation producers can not use GMO, Declaration will show in Dnepr-2 office, We can not see farm				
No 4	6.4.4 They take manure from village and villagers but they don't have records about that				
No 5	11. They didn't make any pestisite analisis till now				
No 6	11. Recall, complaint procedure is not present in the farm.				
No 7	6.2.1-6.2.2 First year of Farm, RA not buy from them anything in this season , it is conventional farm now but				

**3020 REGION AGRO PROJECT 2015 Minor Issues**

	they don't use any chemical last 3 years and they will be organic farm next year DHEPR-2 has got related documents about that topic. But we can not see it for now. We didnt see TI 33 F 01 Application Retroactive Recognition				
No 8	7.5.2 There is neither name of ETKO nor indication to organic status mentioned in documents related to the products bought from the farm. CMR, Invoice and Commercial Contract.				
No 9	10.2 Although Farm Production Reports have basic information daily agricultural activities are not registered in order inspector to follow up easily what has happened during the production period.				
No 10	11. Quality management procedure not in place in the farm, it is kept in main office				
No 11	13. Water analysis missing				

**3020F-02 Slavuta**

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)  Possible Deficiencies "Point of Attention" to be reported:	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
		Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
			Complies	No Compliance	Annex No
No 1	6.5.3 BF zone practice to be evaluated for each field connected to conventional neighbors by the farm agronomist.				
No 2	6.5 Attention point that some birds inside the storage, they should be careful about that				
No 3	6.4.4 They take manure from village and villagers but they don't have records about that				
No 4	11. They didn't make any pestisite analisis till now				
No 5	11. Recall, complaint procedure is not present in the farm.				
No 6	6.2.1-6.2.2 First year of Farm, RA not buy from them anything in this season , it is conventional farm now but they don't use any chemical last 3 years and they will be organic farm next year DHEPR-2 has got related documents about that topic. But we can not see it for now. We didnt see TI 33 F 01 Application Retroactive Recognition				
No 7	7.5.2 There is neither name of ETKO nor indication to organic status mentioned in documents related to the products bought from the farm. CMR, Invoice and Commercial Contract.				
No 8	10.2 Although Farm Production Reports have basic information daily agricultural activities are not registered in order inspector to follow up easily what has happened during the production period.				

3020 REGION AGRO PROJECT 2015 Minor Issues

No 9	11. Quality management procedure not in place in the farm, it is kept in main office				
No 10	They use river water for irrigation, we can not see water analysis, it can be contamination from water also.				

Dear **Dimitriy Sidorovich**,

Date: 12.11.2015

You need to work on the following issues raised during the inspection with producers and make their system complete for follow/surveillance inspection. These issues will be checked during the next inspections. In case the issue is not solved it may become Minor or Major Nonconformity.

You need to provide resolutions no later than prior to the next inspection or annual update.

Best regards

Dr. Mustafa AKYUZ

Bornova Tax Office: 3810236931 İzmir Chamber of Commerce: 92592.1 IBAN	Bank: Türkiye İş Bankası Bornova Branch/Şubesi Bank Adress :Mustafa Kemal Cad. No 95/A 35040 Bornova-İZMİR-TURKEY <b>(b) (4)</b>
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## Point of Attentions of SADEKO PROJECT 2015

### 3080F-01 Rinagro Farm

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
			Complies	No Compliance	Annex No
No 1	Rinagro has not done kind of Training for organic regulations, 205.403c1 - Regulation of NOP/IACB/EC was not present in the farm.				
No 2	5.3 - 205.201.5 - There is too much dust and some animal traces in the stores which may cause contamination from the previous products stored or dust may be brought from conventional areas outside the farm.				
No 3	5.9 Annex XIII Vendor Declaration GMO Free for soybean not provided				
No 4	6.5.3 - 205.202.c - Buffer zone rule was not verified by internally before inspection				
No 5	205.271, 205.601, 889-Art.35. Pest/rodent management systems is not in place. There is no Subcontracting or internal procedures implemented for pest management.				
No 6	6.1 Annex Farm Production Report Propagation Material not provided before and during the inspection They have same product with organic and in conversion products.				
No 7	9.1 There is also organic and conventional soybean produces and stored in same unit. But there is only store labels present on the warehouse door. In bookkeeping records no any reference of organic term or no any regulation differences seen.				
No 8	9.4 - 889-Article 58 – 205.307a1 and a2 - Code number (UA-BIO-109). to be used for the transaction documents and incase transporting by (b) (4) etc a label to be presented to ETKO indicating this code number				
No 9	10.1, 205.103 The company has record system but it is complicated to have good audit. Document keeping system to be more practical for an easy audit.				
No 10	13. 10.1 there is no truck cleaning records. They are making mechanical cleaning for truck.				

## 3080F-02 FG Diana Farm

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
			Complies	No Compliance	Annex No
No 1	FG DIANA has not done kind of Training for organic regulations, 205.403c1 - Regulation of NOP/IACB/EC was not present in the farm.				
No 2	5.3 - 205.201.5 - There is also conventional product near the organic products, also there is too much dust and some product residues from last stored products which may cause contamination from the previous products stored				
No 3	5.9 Annex XIII Vendor Declaration GMO Free for soybean not provided				
No 4	6.4.4 – 205.203 - Manure application to be calculated for nitrogen content, there was no objective evidence showing nitrogen content of the manure				
No 5	6.5.3 - 205.202.c - Buffer zone rule was not verified by internally before inspection				
No 6	205.271, 205.601, 889-Art.35. Pest/rodent management systems is not in place. Some ultra sonic system used against problems.				
No 7	6.1 Annex Farm Production Report Propagation Material not provided before and during the inspection				
No 8	9.1 There is also organic and conventional soybean produces and stored in same unit. But there is only store labels present on the warehouse door. In bookkeeping records no any reference of organic term or no any regulation differences seen.				
No 9	9.4 - 889-Article 58 – 205.307a1 and a2 - Code number (UA-BIO-109). to be used for the transaction documents and incase transporting by (b) (4) etc a label to be presented to ETKO indicating this code number				
No 10	13. 10.1 there is no truck cleaning records. They are making mechanical cleaning for truck.				


	<b>APPLICATION PACKAGE REVIEW FORM</b>		BELGE NO	GP 02 F 01
	<b>BAŞVURU PAKETİ DEĞERLENDİRME FORMU</b>		TARİH	20.05.2015
	Organik - Organic		REV. NO	05
			SAYFA	1 / 5

<b>Name of applicant</b> Başvuru Sahibi firma	<b>Grainagro Ltd</b>		
<b>License No</b> Lisans No	<b>3092</b>	Date / Tarih	<b>27.07.2015</b> <b>10.11.2015</b>
<b>Address</b> Adres	<b>12/2 Shevchenko ave, office 13 ODESSA</b>		
<b>Tel/Fax / Telefon- Fax</b> <b>Email / Website</b>	<b>0482 32-87-19, 0482 32-87-24, 063 1401003 (b) (6)</b>		
<b>Contact person</b> Yetkili kişi	<b>Maxim Pochtennykh</b>		
<b>Review made by</b> Değerlendirmeyi yapan	<b>Mustafa Akyüz</b>		

Initial Inspection İlk Kontrol	<input type="checkbox"/>	<b>Surveillance Inspection</b> Takip Kontrol	<input checked="" type="checkbox"/>	No: <b>3092-2015.ma</b>
<b>Recertification</b> yes <input type="checkbox"/> no <input checked="" type="checkbox"/>				

<b>Following documents and informations are present:</b> <i>Aşağıda adı geçen dokümanlar ve bilgiler başvuran tarafından iletilmiştir</i>	(Yes) (Evet)	(No) (Hayır)	N/A G/D
<b>Information on the applicant (General background, involvement, product range etc. certification bodies worked with):</b> Başvuran hakkında genel bilgiler (geçmişi, kapsam, ürünler vb.)	Yes		
<b>The scope of certification program concerned:</b> Sertifikasyon programının kapsamı ve ilgili olan konuları	Yes		
<b>Explanation of the agricultural (plant or animal) production:</b> Tarımsal üretiminizi (bitkisel veya hayvansal) açıklayınız.	Yes		
<b>Explanation of the processing crop by crop (processing flow chart):</b> Ürünlerin işlenmesini açıklayınız (Ürünler nerede, nasıl, hangi şartlar altında işlenecek vs. bilgiler)			NA
<b>Agricultural units:</b> Zirai Üniteler <b>Farming system:</b> Ziraat Şekli	Yes		
<b>Animal production (Ranges, Poultry, Fish Ponds, Bird cages etc):</b> Hayvan yetiştirme (çeşit, kümes hayvanları, balık havuzları, kuş kafesleri vs)			NA
<b>Natural Collection Areas (Forestry or wild crops)</b> Doğal toplama alanları (orman ya da doğal ürünler)			NA
<b>Processing units /İşletmeler</b>			NA
<b>Products: Ürünler</b>	Yes		
<b>Following documents should be prepared and submitted to ETKO before inspection</b> <i>Aşağıdaki dokümanların kontrol öncesinde hazırlanması ve ETKO'ya ulaştırılması gerekmektedir.</i>			
<b>The last inspection report of the previous inspection body (if any).</b> Müteşebbis şayet başka bir kontrol firmasıyla çalışmış ise en son kontrol raporu			NA
<b>Actions required from previous certification and respective corrective measures.</b> <u>Şayet daha önceden verilmiş herhangi bir uygunsuzluk var ise ve buna ilişkin düzeltici faaliyetler mevcut ise</u>	Yes		
<b>Registration chamber of commerce or something comparable.</b> Müteşebbisin Ticaret Odası kayıt belgesi	Yes		
<b>Farmer list and agreements.</b> Üretici listeleri ve anlaşmaları		No	
<b>Internal Assessment Documents/OCP Reports completed and approved.</b> İç Denetim Raporları / OUP onaylanmıştır	Yes		
<b>Maps (Overview, Detailed).</b>		No	

Hazırlayan: KYS Sorumlusu Onaylayan: Genel Müdür

	<b>APPLICATION PACKAGE REVIEW FORM</b> <b>BAŞVURU PAKETİ DEĞERLENDİRME FORMU</b> Organik - Organic	BELGE NO	GP 02 F 01
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Detaylı ve genel haritalar			
<b>Processor Agreements.</b> İşletmecilerle yapılan anlaşma			NA
<b>Processing facility plan and Process Flowcharts.</b> İşletme yerleşim planı ve ürün işleme akış şemaları			NA
<b>Processing aids list (if any)</b> Yardımcı ürün işleme maddeleri (geçerli ise)			NA
<b>List of ingredients (for cases with processing)</b> Kullanılan ingredientler (var ise)			NA
<b>GMO Declarations (if any)</b> Genetik modifikasyondan temizdir belgesi (geçerli ise)		No	
<b>Propagation material approvals</b> Üretim materyali onaylanmalı	Yes		
<b>Retroactive recognition of former farming system procedure is completed correctly?</b> Geçiş süreci kısaltmasıyla ilgili prosedürler tamamlanmış mı? TI 33 F 01			NA
<b>Certified inputs (if any) such as fertilizers, pest management materials etc.</b> Sertifikalı girdi maddeleri. (Gübre, ilaç vs gibi)			NA
<b>Total Yes/No</b> Toplam Evet /Hayır			

**Comments:** Yorumlar

Grainagro does not process products, only postharvest handling such as cleaning, storing, transport within the farms. From the farms products are transported to the terminal and loaded to the vessels.

Farms are certified from the past. Grainagro trade activities related to 2014 crop will be checked, and the farms will be assessed according to NOP regulations.

Following documents were not provided with the application package

- Farmer agreements, OK All farms signed ETKO Contract
- Maps: OK All maps are prepared and available
- GMO Declaration: GMO Declaration will be provided for the 2016 seeds
- Propagation approval forms annexes such as letters, telecons, any other evidences: They are all available now provided
- Fertilizers were not communicated with etko before use. Use of fertilizers comply organic production methods as manure is from the farm own extensive sources.
- OCP Agriculture and OCP Process reports were not updated: OCP Reports provided as updated.
- Farm Production reports: Farm production reports were provided.
- Dniproysnske HPP Site plan, product flow chart, agreement: Site plan and flow chart are provided. Terminal signed ETKO contract and receive own certificate.
- Azotrans agreement: Azotrans not contracted this year.

**Documents available checked and following questions remain unclear:**

**OCP-PROCESS**

**OCP-Process form must be prepared separately for Dniproysnske HPP Terminal and also one for Grainagro.**

**OCP-Process forms were prepared for Grainagro and terminals Dnyprianske, Ecoamica.**

**OCP-AGRICULTURE**

**Point 7.1 and 7.4 explained that every farm has but farm Svitanok has no leguminous in cropping plan.**

7.1	205.203 (c), 205.205	Describe your crop rotation program: Does your crop rotation and organic matter management plan: -Improve or maintain soil organic matter content, -Minimize contamination of crops, soil and water resources, -Manage deficient or excess plant nutrients and prevent soil erosion? <b>PLEASE EXPLAIN YOUR CROP ROTATION PLAN WHEN APPLICABLE</b>	YES	Every farm use it's own crop rotation plan indeed based on . following, summer-fallow, soil tests, leguminous crops, etc.
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	<b>APPLICATION PACKAGE REVIEW FORM</b> <b>BAŞVURU PAKETİ DEĞERLENDİRME FORMU</b> Organik - Organic	BELGE NO	GP 02 F 01
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Only Svitanok farm has no leguminous but there is fallow land 2019 ha. All the other farms have leguminous crops and fallow land. Farm production reports include details of the fallow land and crops produced.

Point 7.8 indicates no leguminous crops are in crop rotation but point 7.1 and 7.4 contradictory explains leguminous are integrated, as we see also peas and fallow land. Fallow land usually includes natural nitrogen fixin plants.

7.8	In your crop rotation plan, are the legumes used? <b>PLEASE INDICATE WHICH LEGUMINOUS CROPS ARE PRODUCED IN ROTATION AND %</b>	NO	
-----	---	----	--

Only Svitanok farm has no leguminous but there is fallow land 2019 ha. All the other farms have leguminous crops and fallow land. Farm production reports include details of the fallow land and crops produced.

Point 12.1 and 12.4 indicates only fields but not storage, which precautions taken during transport and storage against contamination is not explained.

12.1	Do you take adequate measures to prevent, during all stages of production and storage to avoid contamination: <b>PLEASE EXPLAIN HOW YOU AVOID CONTAMINATION FROM ANY SOURCE</b>	YES	By buffer-zones, windbreaks, roads, paths
12.4	Necessary measures are taken against contamination <b>PLEASE EXPLAIN THE MEASURES YOU TAKE AGAINST CONTAMINATION</b>	YES	By set up of buffer-zones, windbreaks, roads, path. Non usage of any materials which can contaminate organic crops

Precautionary measures in storages not explained, will be checked this during onsite inspections.


Point 14.1 and 14.4 explains buffer zone rule but when we see the maps there are fields without buffer zone separation with bushes and trees. What is the rule for the fields where there are no buffer zones?

14.1	Cultivation of neighboring fields do not endanger the organic quality of the crops grown? <input type="checkbox"/> Conventional intensive but utmost attention is paid against drift <input checked="" type="checkbox"/> Conventional low input system and utmost attention is paid against drift <input checked="" type="checkbox"/> Pastureland no spraying is present <input type="checkbox"/> Organic <b>PLEASE DESCRIBE HOW YOU UNDERSTAND AND IMPLEMENT BUFFER ZONE IN YOUR FARM</b>	YES	10- 20 meters between fields including road, trees, and separate harvest on the borders where there is a possibility of contamination from conventional neighbors
14.4	Because buffer zone is not present do you separate certain distance of organic fields' crops and do not sell as organic. <b>PLEASE EXPLAIN HOW YOU MANAGE THE SEPARATION,</b>	N/A	Buffer zones are available

Buffer zones were evaluated for all fields and critical points were indicated on the map. Maps are available for all farms.

Point 14.3 indicates maps have indications to buffer zones but there is no clear indication on the maps provided.

14.3	On the borders to conventional neighbors there is always a kind of buffer zone which separate two fields such as	YES	MAPS are available with proper indication
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	<b>APPLICATION PACKAGE REVIEW FORM</b> <b>BAŞVURU PAKETİ DEĞERLENDİRME FORMU</b> Organik - Organik	BELGE NO	GP 02 F 01
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	hedges, paths, size , effectiveness in case of drift. <b>PLEASE INDICATE BUFFER ZONES ON THE BORDERS TO CONVENTIONAL FARMS IN YOUR FIELD MAPS</b>		
--	--	--	--

**Buffer zones were evaluated for all fields and critical points were indicated on the map. Maps are available for all farms.**

**The seeds bought from other sources must be approved by ETKO for using in organic farming.**

16.2	205.204a(1)	Organic propagation material must be used for organic production. In case of unavailability of organic sources, you have to prepare an evidence to prove that is true. Seedlings must be produced organically. <b>PLEASE INDICATE IF YOU USE CONVENTIONAL PROPAGATION MATERIAL and ATTACH DOCUMENT AS A PROVE OF UNAVAILABILITY WHEN ORGANIC IS NOT AVAILABLE</b>	<b>YES</b>	<i>Seeds used for organic production are untreated elite seeds bought from seed institutes to keep the seeds quality</i>
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**Following farms were applied for approval, they have seeds certificates available for non-treated seeds.**

**Rodina Sunflower,  
Svitanok Sunflower and corn  
Marianivska Sunflower and Corn  
Agrodis Sunflower**

**GMO Seeds not allowed but still GMO contamination is present especially soybean from Ukraine. So the precautions taken against GMO seeds must be explained.**

16.4		GMO seeds cannot be used for organic farming. Did you secure the seeds are not GMO? <b>PLEASE PROVIDE GMO FREE DECLERATIONS OR PROVES THAT THE VARIETIES USED ARE NOT GMO</b>	<b>N/A</b>	<i>GMO seeds usage isn't allowed in Ukraine</i>
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**Grainagro makes regular analyses for corn, analyses results are available for GMO.**

**Point 23.3: Farms also buy seeds as pointed out above, so seeds bought from outside sources to be approved by etko.**


23.3	205.201 (a)(2) Fill in propagation material approval form	*Propagation materials, (origin, treated / untreated, organic / conventional, GMO free) are suitable for organic farming. (Materials to be used must be approved by ETKO before use) <b>PLEASE EXPLAIN IF YOU USE CONVENTIONAL PROPAGATION MATERIAL, SOURCE and REASON</b>		<i>The farms produces it's own seed for usage and domestic sale</i>
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**Following farms were applied for approval, they have seeds certificates available for non-treated seeds.**

**Rodina Sunflower,  
Svitanok Sunflower and corn  
Marianivska Sunflower and Corn  
Agrodis Sunflower**

Assigned inspector Atanan Denetmen*	<b>Mustafa Akyüz</b>
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All related documents are present in the application package therefore inspection

	<b>APPLICATION PACKAGE REVIEW FORM</b> <b>BAŞVURU PAKETİ DEĞERLENDİRME FORMU</b> Organik - Organic	BELGE NO	GP 02 F 01
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can be planned. Denetim için gerekli bütün araçlar başvuru paketinde mevcuttur o nedenle denetim planlanabilir.	
ETKO is able to do certification for the applied scope and has resources to realize it. Applicant's documents are kept in clients file. Başvuru yapılan konuda ETKO'nun yetkisi veya yeterliliği mevcut olup başvuru Kabul Edilmiştir. Başvuru belgeleri müşteri dosyasında saklanır.	Yes,
ETKO is not able to accept this application because of the accreditation scope does not cover it or has not enough resources to realize this audit. Başvuru yapılan konuda ETKO'nun yetkisi veya yeterliliği mevcut olmadığından başvuru Kabul edilemez ve başvuru sahibine yazı ile bildirilir.	NA

\*ETKO Assign an approved auditor to realize this inspection work. ETKO Söz konusu başvuru ile ilgili olarak yetkilendirilmiş ve nitelendirilmesi tamamlanmış denetmen atar.

\*Information letter related to refusal of the application must be attached to this form and kept in the file of Application Refusal File. Başvurunun reddine ait yazıyı bu forma ekleyip Reddedilen Başvurular dosyasına ekleyiniz.

\*Reviewer of this application pack and/or Auditor declares that the application package related to this operator is complete and inspection could be realized. Atanan denetmen başvuru paketinin tam olduğunu ve denetimin yapılabileceğini beyan eder.

Dear Nikolay,

12.10.2015

You need to work on the following issues raised during the inspection with producers and make their system complete for follow/surveillance inspection. These issues will be checked during the next inspections. In case the issue is not solved it may become Minor or Major Nonconformity.

You need to provide resolutions no later than prior to the next inspection or annual update.

Minor issues auditors identified mentioned below but they are not limited to for compliance to the NOP regulation. You must make sure for every farm and handling Operations to e in line with the requirements. Therefore I would like to take your attention to the following points:

- Farm responsible and agronomist, veterinary knowledge for organic production practices and regulations must be in place.
- Regulations should be provided to the director/agronomist at least.
- Maps must be updated annually,
- Buffer zone practice must be internally evaluated before the production season start, so there is enough time to take precautionary measures.
- Products coming from Buffer zone must be handled separately and recorded. ETKO must be informed before harvest and after the harvest where about to store and how they are marketed.
- Seeds including elite seeds must be approved by ETKO before use in the farm.
- Farm inputs such as fertilizers and plant protection products must be approved before buying them from the suppliers.
- Agronomic activities must be recorded real-time basis and kept ready for audits in the farm.
- Farm records related to harvest-handling-storage-marketing must be managed in a manner that auditing is possible.
- Handling operations should have good record keeping, documents to be kept ready for audits.
- Documents and records related to organic production should have indication to org-bio-eco or similar in order to have a clear understanding of the organic product flow.
- Contamination possibilities to be evaluated and precautionary measures to be implemented on time by the farm management and eventually the handling and trading operations.

Best regards

Dr. Mustafa AKYUZ

Bornova Tax Office: 3810236931 İzmir Chamber of Commerce: 92592.1 IBAN	Bank: Türkiye İş Bankası Bornova Branch/Şubesi Bank Adress :Mustafa Kemal Cad. No 95/A 35040 Bornova-İZMİR-TURKEY (b) (4)
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**3093D-01 DNEPR2**

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
			Complies	No Compliance	Annex No
No 1	13. DNEPR-2 transport by REGION AGRO truck cleaning records missing				
No 2	9-9.1-9.2-9.3-9.4- 11 Dnepr-2 will use label. But we can not see label right now. They will send label to ETKO for confirmation. (for bags transportation)				
No 3	8.2.2a: Trucks (transportation) cleaned but cleaning reports are not completed. See Region Agro reports. 205.272a,b Commingling and contact with prohibited substance prevention practice standard not in place for transport vehicles, packing material and facilities				

**3093D-14 ATI**

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
			Complies	No Compliance	Annex No
No 1	10.8 Point of attention we can not see product outgoing as an organic, so we can not separate records for arganik but we can see as a company. So DNEPR2 work just as an organic. So tracibility is possible for DNEPR2. We can not see organic statue.				
No 2	5.3-10.1, 205.271, 205.601, 889-Art.35 They use traps and predator for pest. But I saw birds in storage. There is no pest management record.				
No 3	7.5.4 (c), 10.1 Storage is not properly clean, pest-rodents, birds, pets can easily accessible in the storage. No record of cleaning is kept				

## 3093F-03 Borozenke

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
			Complies	No Compliance	Annex No
No 1	6.5.3 - 205.202.c - Buffer zone rule was not verified by internally before inspection: On the field [01/04]: beginning of the field 10 meter there are road around 6 meter. For there they need to be careful about buffer zone.				
No 2	10.1, 205.103 They have record system but it is complicated to have good audit. Document keeping system to be more practical for an easy audit.				
No 3	6.4.4, 205.203, 889-Article 3: Fertilization record was not available for the fields used manure	Farm production report was send			

## 3093F-09 Krnytsya

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
			Complies	No Compliance	Annex No
No 1	6.5.3, 205.202.c: BF zone practice to be evaluated for each field connected to conventional neighbors by the farm agronomist.				
No 2	6.4.2 Producer used untreated seeds for reproduction but did not apply to ETKO for approval.				
No 3	10.1, 205.103: Marketing documents were not prepared for the inspection. Due to old accounting system it is difficult to reach the records and documents to make a final justification for the marketing of organic products in this farm.				
No 4	10.2, 205.103: 889-Article 72: Although Farm Production Reports have basic information daily agricultural activities are not registered in order inspector to follow up easily what has happened during the production period.				
No 5	12. 10.1, 205.103: We can not make cleaning unit (elevator) input, output balance check. Record keeping is complex				

3093 DNEPR2 PROJECT 2015 Minor Issues

3093F-11 Slavotich

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
			Complies	No Compliance	Annex No
No 1	6.5.3 They didn't harvested Buckwhet, SFS and soybean. When they want to harvested they should inform to ETKO and make documents seperatly. Although OCP report indicates there is BZ between organic and conventional fields we identified the field (b) (4) without buffer zone,				
No 2	They should to send us fertilization records and risk assessment for manure.	Farm Production Record is available for records			

3093F-20 Oasis

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
			Complies	No Compliance	Annex No
No 1	Fertilization records to be provided.	Farm production report is available			
No 2					

3093F-21 Osnova

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
			Complies	No Compliance	Annex No
No 1	7.5.4 (Osnova, MTD, Rosiya, Vidrodzhennya) 4 farms used sometimes each other storages				
No 2	11. Recall, complaint procedure is not present in the farm.				
No 3	6.4.4 OP 01 F28 FARM production report is missing	Report provided			
No 4	10.2 Although Farm Production Reports have basic information daily agricultural activities are not registered in order inspector to follow up easily what has happened during the production period.				

3093 DNEPR2 PROJECT 2015 Minor Issues

3093F-22 MTD

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
			Complies	No Compliance	Annex No
No 1	6.5.3 BF zone practice to be evaluated for each field connected to conventional neighbors by the farm agronomist.				
No 2	11. Recall, complaint procedure is not present in the farm.				
No 3	7.5.4 (Osнова, MTD, Rosiya, Vidrozhennya) 4 farms used sometimes each other storages				
No 4	10.2 Although Farm Production Reports have basic information daily agricultural activities are not registered in order inspector to follow up easily what has happened during the production period.				

3093F-29 Vidrozhennya

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
			Complies	No Compliance	Annex No
No 1	6.5.3 BF zone practice to be evaluated for each field connected to conventional neighbors by the farm agronomist.				
No 2	11 Recall, complaint procedure is not present in the farm.				
No 3	10.2 Although Farm Production Reports have basic information daily agricultural activities are not registered in order inspector to follow up easily what has happened during the production period.				

3093F-30 Rosiya

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
			Complies	No Compliance	Annex No
No 1	6.5.3 BF zone practice to be evaluated for each field connected to conventional neighbors by the farm				

**3093 DNEPR2 PROJECT 2015 Minor Issues**

	agronomist.				
No 2	7.5.4 (Osnova, MTD, Rosiya, Vidrozhennya) 4 farms used sometimes each other storages				
No 3	6.5.3 - 11 Field number [redacted] fields are [redacted] ha fields, corn product there and between field conventional corn field also. We can see nearly 8 meter buffer zone between them. But it is possible contamination (attention point) Rosia farm storage, Near Roisa farm storage cleaning unit some conventional cleaning unit also (attention point)				
No 4	11 Recall, complaint procedure is not present in the farm.				
No 5	10.2 Although Farm Production Reports have basic information daily agricultural activities are not registered in order inspector to follow up easily what has happened during the production period.				

	<b>APPLICATION PACKAGE REVIEW FORM</b>		BELGE NO	GP 02 F 01
	<b>BAŞVURU PAKETİ DEĞERLENDİRME FORMU</b>		TARİH	20.05.2015
	Organik - Organic		REV. NO	05
			SAYFA	1 / 4

<b>Name of applicant</b> Başvuru Sahibi firma	<b>BIOTRADE-UKRAINE LLC</b>		
<b>License No</b> Lisans No	<b>3010</b>	Date / Tarih	<b>27.07.2015</b> <b>03.11.2015</b>
<b>Address</b> Adres	<b>Chervonotkatska str. 94</b> <b>02094, Kiev, Ukraine</b>		
<b>Tel/Fax / Telefon- Fax</b> <b>Email / Website</b>	<b>+380-67-2095996,</b> <b>Biotrade.ukr@gmail.com</b>		
<b>Contact person</b> Yetkili kişi	<b>Brice Olende</b>		
<b>Review made by</b> Değerlendirmeyi yapan	<b>Mustafa Akyüz</b>		

<b>Initial Inspection</b> İlk Kontrol	<input checked="" type="checkbox"/>	<b>Surveillance Inspection</b> Takip Kontrol	<input checked="" type="checkbox"/>	No: <b>3110-2015.ma</b>
<b>Recertification</b> yes <input type="checkbox"/> no <input checked="" type="checkbox"/>				

<i>Following documents and informations are present:</i> <i>Aşağıda adı geçen dokümanlar ve bilgiler başvuran tarafından iletilmiştir</i>	(Yes) (Evet)	(No) (Hayır)	N/A G/D
<b>Information on the applicant (General background, involvement, product range etc. certification bodies worked with):</b> Başvuran hakkında genel bilgiler (geçmişi, kapsam, ürünler vb.)	Yes		
<b>The scope of certification program concerned:</b> Sertifikasyon programının kapsamı ve ilgili olan konuları	Yes		
<b>Explanation of the agricultural (plant or animal) production:</b> Tarımsal üretiminizi (bitkisel veya hayvansal) açıklayınız.	Yes		
<b>Explanation of the processing crop by crop (processing flow chart):</b> Ürünlerin işlenmesini açıklayınız (Ürünler nerede, nasıl, hangi şartlar altında işlenecek vs. bilgiler)			NA
<b>Agricultural units:</b> Zirai Üniteler <b>Farming system:</b> Ziraat Şekli	Yes		
<b>Animal production (Ranges, Poultry, Fish Ponds, Bird cages etc):</b> Hayvan yetiştirme (çeşit, kümes hayvanları, balık havuzları, kuş kafesleri vs)			NA
<b>Natural Collection Areas (Forestry or wild crops)</b> Doğal toplama alanları (orman ya da doğal ürünler)			NA
<b>Processing units /İşletmeler</b>			NA
<b>Products: Ürünler</b>	Yes		
<b>Following documents should be prepared and submitted to ETKO before inspection</b> <i>Aşağıdaki dokümanların kontrol öncesinde hazırlanması ve ETKO'ya ulaştırılması gerekmektedir.</i>			
<b>The last inspection report of the previous inspection body (if any).</b> Müteşebbis şayet başka bir kontrol firmasıyla çalışmış ise en son kontrol raporu			NA
<b>Actions required from previous certification and respective corrective measures.</b> <u>Şayet daha önceden verilmiş herhangi bir uygunsuzluk var ise ve buna ilişkin düzeltici faaliyetler mevcut ise</u>	Yes		
<b>Registration chamber of commerce or something comparable.</b> Müteşebbisin Ticaret Odası kayıt belgesi	Yes		
<b>Farmer list and agreements.</b> Üretici listeleri ve anlaşmaları		No	
<b>Internal Assessment Documents/OCP Reports completed and approved.</b> İç Denetim Raporları / OUP onaylanmıştır	Yes		
<b>Maps (Overview, Detailed).</b>		No	

Hazırlayan: KYS Sorumlusu Onaylayan: Genel Müdür

	<b>APPLICATION PACKAGE REVIEW FORM</b> <b>BAŞVURU PAKETİ DEĞERLENDİRME FORMU</b> Organik - Organic	BELGE NO	GP 02 F 01
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Detaylı ve genel haritalar			
<b>Processor Agreements.</b> İşletmecilerle yapılan anlaşma			NA
<b>Processing facility plan and Process Flowcharts.</b> İşletme yerleşim planı ve ürün işleme akış şemaları			NA
<b>Processing aids list (if any)</b> Yardımcı ürün işleme maddeleri (geçerli ise)			NA
<b>List of ingredients (for cases with processing)</b> Kullanılan ingredientler (var ise)			NA
<b>GMO Declarations (if any)</b> Genetik modifikasyondan temizdir belgesi (geçerli ise)		No	
<b>Propagation material approvals</b> Üretim materyali onaylanmalı		No	
<b>Retroactive recognition of former farming system procedure is completed correctly?</b> Geçiş süreci kısaltmasıyla ilgili prosedürler tamamlanmış mı? TI 33 F 01			NA
<b>Certified inputs (if any) such as fertilizers, pest management materials etc.</b> Sertifikalı girdi maddeleri. (Gübre, ilaç vs gibi)		No	
<b>Total Yes/No</b> Toplam Evet /Hayır			
<b>Comments: Yorumlar</b> Farms are new and Biotrade is an old client of ETKO. Biotrade trade activities related to 2014 crop will be checked, and the new farms will be assessed according to EC and NOP regulations. Following documents were not provided with the application package <ul style="list-style-type: none"> <li>Farmer agreements</li> <li>Maps</li> <li>GMO Declaration</li> <li>Propagation approval forms annexes such as letters, telecons, any other evidences</li> <li>Fertilizers were not communicated with etko before use.</li> </ul> <b>Documents provided checked and following questions remain unclear:</b> <b>OCP-Agriculture:</b> Section Parallel cropping is not understood, although there is no parallel cropping in these farms still this section was filled in. Normally it is NA. ETKO was not informed for harvests, though it is not required as there is no parallel cropping. <b>OK Solved</b> Farms keep protected areas and do not practice farming, those areas to be checked if it is in practice. Also how many hectare covers these lands not indicated. <b>0,114 ha fallow land.</b> Fertilization was not detailed whether they use compost or fermented manure. If compost is used there is no composting procedure provided. <b>Biohumus Rost is used</b> Crop rotation plan is explained that "There are different crop-rotation plans in each farm, but all of them include fallowing, summer-fallow, soil tests, leguminous crops, etc." But when we look at the Farm Production Report there is neither fallow land not leguminous crops only wheat, corn, sunflower and barley in the farm ? And in the farm Krasny only <b>0,114 ha peas and 0,114 ha alfalfa present but no fallow land is available in 2015. So Crop rotation and fallowing rule must be explained correctly. There is 0,114 ha fallow land no leguminous in 2015</b> Point 5.4. Indicates "all of them include fallowing, summer-fallow, soil tests, leguminous crops, etc. <b>There is 0,114 ha fallow land no leguminous in 2015</b> Point 5.8 indicates Fabia 5-10% but it is not indicated in the field lists. <b>There is 0,114 ha fallow land no leguminous in 2015</b> Point 8.1 and 8.2 Plant protection was not answered, last use of chemical in the farm! <b>Now corrected.</b> Point 8.5 Any pest-disease problems encountered, and Biotrade said yes but it is not explained which problems were seen. Also Farm Production report section pest control does not explain these problems! <b>No answered yet</b> Point 8.6 to be answered, or commented: <b>Commented</b>			

Point 10.2 Inputs used were not answered. It is indicated in the farm production report there is Biohumus / Humisol / Agrosol use indicated. **Corrected**

Point 11.3: "They are pastures on the neighboring fields, conventional low input system., and there is no use of any material which may contaminate organic crops" How this is guaranteed to be checked. Any agreement with neighbors present, any communication or something comparable. **Commented**

Point 14.5 Separate harvesting from the buffer zones and marketing to be followed carefully, if it is real practice. **Answered**

15.1: "The workers of the farms are aware of the rules and methods of org farming, the cars and stores are cleaned manually and mechanically using pure water. No unallowed substances are used" Interviews with the workers to be done if it is in practice. **Answered**

16.2 and 16.3: Farms buy seeds annually, some of the seeds are produced within the farm as a normal practice and it is our experience. This explanation does not reflect 100% reality. What is the real situation must be explained. Already farm applied for Seed Approval as an indication! **Corrected as corn and sunflower seeds are bought from seed suppliers as untreated.**

17.2: There is label use and no label use in our operation, depending if the products are handled in bags or as bulk. It is confusing, there is use of label or not present? **Explained**

17.3: If there is label use than the label must be approved by etko. **No label needed so far.**

19.11: Risk points not explained for contamination such as dust remained from previous cargoes.

19.14: Which documents kept as traceability not explained. **Explained**

21.2: Official declaration present. Declaration will be evaluated according to etko retroactive acceptance procedure. **Declarations prepared**

**OCP-Process: There is no processing units or terminal contracted this year. Biotrade remained alone as traders. So following points are not valid.**

A1: Same form was filled in for Biotrade, (b) (4) :  
Processing and handling operations must be prepared separate OCP-Process as every processing and handling operation have different structure and different record keeping. Therefore provide OCP-Process forms for oil factories and (b) (4) **No processors contracted this year.**

A1.1: Facility maps not provided **No processors contracted this year.**

A1.2: Process flow charts not provided **No processors contracted this year.**

A1.7: The documents kept for traceability must be listed, such as CMR, Invoices, commercial agreements, rental agreement, payment records etc.. **Corrected**

A1.9: will be checked during inspections if the rule explained implemented correctly. **Biotrade explained how BT will follow the rule.**

A3.1: Pest control especially in farm stores, and other intermediary warehouses will be checked carefully. Usually contamination risk is high in these areas. **BT has no processor or handler but farm warehouse practices checked by BT, explained accordingly.**

A4.5: It is mentioned that white-washing is in practice and records are available for this, this will be checked. **Farm stores are checked by BT.**

A5.2: It is not answered. **No quality management system is implemented.**

A5.3: Complaint procedure is very brief and to be checked if any complaint received and what is the practice. **How it is dealt explained.**

A6.2: Explains that subcontractors are certified under Biotrade, but each unit subcontracted by Biotrade is subject to have its own OCP reports. The answer does not reflect the requirement. **BT has no subcontractor this year.**

A6.3: Mentions only contracts with farms and invoices, but does not indicate other documents such as CMR, payment orders etc. It is mentioned here farms but not processing & handling facilities. **BT has no subcontracted handler, processors.**


Which documents are kept from processing and handling facilities? **OK listed**

A10.1 and 10.2 are in contradiction, it is mentioned that no packing material is used but in 10.2 mentioned that packing material is stored appropriately? **Corrected**

A12 Water use: In which processes water is used must be explained. Is there water analyses? If yes results to be provided. Which products are washed? Any product is boiled? Do you use chlor for water? **Corrected**

A13.3: Indicates agricultural practices but not processing and handling practices? **Corrected**



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B1.1: Transport and integrity of organic product is questioned and answer is “highly respected” but the practice is not explained!! **Corrected but still how the product integrity will be kept not explained.**

B1.3: What happens with refused products is not explained. **Corrected**

B1.4: In this section there was a reference to the farm but not for the processing and handling units. **Corrected**

B2.2: You mention all stores are organic, but as a normal practice none of the mentioned processing & handling units are exclusively dealing with organic. So this answer does not reflect reality. It is maybe for farms but not for the processing and handling units. **Corrected, but still there is no handling/processing unit contracted. In case there is handling/processing activities this to be checked.**

B2.4: In processing and handling units there is always computer systems used, so it is expected to have electronic record systems in places especially for Oil factories and terminals. **Corrected, but still there is no handling/processing unit contracted. In case there is handling/processing activities this to be checked**

B3.1 and 5.4: Mechanical cleaning is a very general explanation, it must be detailed. In which way the cleaning is implemented? As an example in (b) (4) when organic process will start what is the practice to clean the processing lines, stores etc. Or drying will take place with the (b) (4) what is the cleaning practice? **Corrected, but still there is no handling/processing unit contracted. In case there is handling/processing activities this to be checked**

Assigned inspector Atanan Denetmen*	<b>Mustafa Akyüz</b>
All related documents are present in the application package therefore inspection can be planned. Denetim için gerekli bütün araçlar başvuru paketinde mevcuttur o nedenle denetim planlanabilir.	<b>Majority is provided OK</b>
ETKO is able to do certification for the applied scope and has resources to realize it. Applicant’s documents are kept in clients file. Başvuru yapılan konuda ETKO’nun yetkisi veya yeterliliği mevcut olup başvuru Kabul Edilmiştir. Başvuru belgeleri müşteri dosyasında saklanır.	<b>Yes,</b>
ETKO is not able to accept this application because of the accreditation scope does not cover it or has not enough resources to realize this audit. Başvuru yapılan konuda ETKO’nun yetkisi veya yeterliliği mevcut olmadığından başvuru Kabul edilemez ve başvuru sahibine yazı ile bildirilir.	<b>NA</b>

\*ETKO Assign an approved auditor to realize this inspection work. ETKO Söz konusu başvuru ile ilgili olarak yetkilendirilmiş ve nitelendirilmesi tamamlanmış denetmen atar.

\*Information letter related to refusal of the application must be attached to this form and kept in the file of Application Refusal File. Başvurunun reddine ait yazıyı bu forma ekleyip Reddedilen Başvurular dosyasına ekleyiniz.

\*Reviewer of this application pack and/or Auditor declares that the application package related to this operator is complete and inspection could be realized. Atanan denetmen başvuru paketinin tam olduğunu ve denetimin yapılabileceğini beyan eder.

Dear Brice

You need to work on the following issues raised during the inspection with producers and make their system complete for follow/surveillance inspection. These issues will be checked during the next inspections. In case the issue is not solved it may become Minor or Major Nonconformity.

Best regards

Fatih Aksoy

### Point of Attention BIOTRADE PROJECT 2015

#### 3110F-10 KRASNY FARM

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
			Complies	No Compliance	Annex No
No 1	5.9-834-Article 9, 205.2 - Annex XIII Vendor Declaration GMO Free. There is use of corn seeds from the seed companies, but vendor declaration was not prepared				
No 2	6.2.2 - 889-Article 36- Producer prepared and application form but local authority approval was not there				
No 3	6.5.3 - 834-Article 12.1, 205.203.c,d,e and 205.601 - On the map fields are clearly indicated. But for Google electronic maps there was no indications to field numbers and actual crop				
No 4	9.4 - 889-Article 58 - UA-BIO-109. Code number will be used for the transaction documents and incase transporting by <b>00169</b> etc a label will be presented to ETKO indicating this code number				
No 5	10.2 889-Article 72, 205.201: Farming practices such as soil tillage, sowing, harvesting dates, quantities etc were not recorded.				
No 6	6.4.2 – 205-204: 6.4.2 – 205.204a1 - Application for seed approvals were not completed on time. Authorization for winter wheat and barley was not granted by ETKO. Because they did not applied in time for those varieties.				
No 7	5.1 - Facility map, company registration document and sample of label are not present				
No 8	205.403c1 - Regulation of NOP was not present in the farm. EC Regulation was not present				

### 3110F-11 AGROMACK FARM

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
			Complies	No Compliance	Annex No
No 1	5.9-834-Article 9, 205.105e - Annex XIII Vendor Declaration GMO Free. There is use of corn seeds from the seed companies, but vendor declaration was not prepared				
No 2	6.2.2 - 889-Article 36 - Producer prepared and application form for retroactive acceptance but local authority approval was not there				
No 3	6.5.3 - 834-Article 12.1, 205.202.c – Bufferzones on the fields map are clearly indicated. But for Google electronic maps there was no indications to field numbers and actual crop				
No 4	9.4 - 889-Article 58 – 205.307a1 and a2 - Code number (UA-BIO-109). will be used for the transaction documents and incase transporting by (b) (4) etc a label will be presented to ETKO indicating this code number				
No 5	10.2 - 889-Article 72, 205.103: Farming practices such as soil tillage, sowing, harvesting dates, quantities etc were not recorded.				
No 6	6.4.2 – 205-204a1 - Application for seed approvals were not completed on time. Authorization for winter wheat and barley was not granted by ETKO. Because they did not applied in time for those varieties.				
No 7	7.5.4 - 205.201.5 there is fertilizer bags in organic store belongs to the neighbor farm				
No 8	Facility map, company registration document and sample of label are not present				
No 9	205.403c1 - Regulation of NOP was not present in the farm. EC Regulation was not present				

Subject: Inspection results Minor Issues

Date: 01.10.2015

Dear VasyI

You need to work on the following issues raised during the inspection with producers and make their system complete for follow/surveillance inspection. These issues will be checked during the next inspections. In case the issue is not solved it may become Minor or Major Nonconformity.

You need to provide resolutions no later than prior to the next inspection or annual update.

Best regards

Dr. Mustafa AKYUZ

## Minor Issues YUDERA PROJECT 2015

### 3177F-01 Freedom Farm International

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
			Complies	No Compliance	Annex No
No 1	<p>6.4.4 - 205.203 - POA - In OCP files they wrote as "Humisol" named preparations used in fields but during the inspection Agronomist said they did not used this kind of materials.</p> <p>5.3-5.4 205.201</p> <p>During the inspection OCP reports did not filled by Farm agronomists. Yudera collected information from farm and filled for Farm. That's why some of the information's different with farm records</p> <p>During the inspection most of the information different with OCP reports given by farm (they did not applied humisol, production fields for 2014 season, seed information's, production areas etc. different from OCP reports).</p> <p>10.1 - 205.201</p> <p>-There is no records for incoming products from each field</p> <p>-There is no any records for cleaning of stores, transport vehicles</p> <p>-Mass Balance table not provided before inspection.</p>	<p>Farm production report</p> <p>OCP report and application package review form</p>			
No 2	Yudera and Freedom Farm International signed agreement but, there is no date and responsible persons indicated on the agreement	Contract			
No 3	FFI has not done kind of Training for organic regulations,				
No 4	4.1 205.205,206 FFI does not do any risk assessment to avoid of risk				
No 5	5.2 Last year Freedom farm International had (b) (4) ha organic and (b) (4) ha In conversion fields, according to their Farm Production report of FFI has totally (b) (4) ha organic fields. The agronomist of Yudera and FFI had not explained these differences. (b) (4) ha is the difference this year. Field description for organic and IC fields not clearly listed.				
No 6	5.9 205.201 Vendor Declaration GMO Free not provided to ETKO yet for Soybean and corn .				
No 7	<p>6.4.1 205.204</p> <p>Sunflower, sorghum, rapeseed, millet, soybean (part of them) and corn seeds bought from conventional sources as untreated. However, there is no declaration, invoices provided about untreated seeds.</p> <p>Wheat, barley, soybean, rapeseed own seeds, but there was no seed records in inventory table</p> <p>GP 02 F 04 Propagation Material Approval Form and annexes has not provided before inspection also before sowing of seeds. Sunflower seeds bought from conventional sources as untreated. There is no certificates or declaration documents for used seeds</p>	Attached document - Inventory table for 2014 seasons			

No 8	6.4.4 – 205.203 - Manure application to be calculated for nitrogen content, there was no objective evidence showing nitrogen content of the manure				
No 9	6.5.3 – 205.202.c FFI has field maps but there are no any remarks of buffer zones. All buffer zones should be indicated on these maps	Field maps			
No 10	7.5.2 – 205.272 There are no any records for transport cleaning. This information also given by ETKO inspector as POA. But, there is no any development against this problem.	Inspection report of 3177-2014.vg			
No 11	7.5.4 - 205.271, 272, 606 In warehouses only mechanical cleaning is done. They have no any records for cleaning, some mechanical oils and some animal excrement, some animal steps traces on stored products (see photos)	Photos			

## 3177F-02 IM GAGARINA

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
			Complies	No Compliance	Annex No
No 1	<p>5.3-5.4 205.201 During the inspection most of the information different with OCP reports given by farm (application of manure, application of humisol, production fields for 2014 season, seed information's etc)</p> <p>During the inspection OCP reports did not filled by Farm agronomists. Yudera collected information from farm and filled for Farm. That's why some of the information's different with farm records</p> <p>6.4.4 - 205.203 - POA - In OCP files they wrote as "Humisol" named preparatsd used in fields but during the inspection Agronomist said they did not used this kind of materials. Also they did not use any manure for fields.</p> <p>10.1 - 205.201 following documents not provided with application set (OCP)</p> <ul style="list-style-type: none"> <li>There is a map for warehouses and open storage areas but capacity of storage not indicated</li> <li>There is no product flow chart</li> <li>They have system for traceability, but there is no records for incoming goods from field (field nr, date),</li> <li>They filled Mass Balance table for product but last</li> </ul>	OCP report and application package review form			
No 2	6.5.2 – 205.601 – POA -They have no any records for cleaning, all warehoses has dust and some products residues from last stored products on the floor, some mechanical oils and some animal steps traces on stored products				
No 3	Yudera and Im Gagarina signed agreement but, there is no date responsible persons indicated on the agreement	Contract			

No 4	IM Gagarina has not done kind of Training for organic regulations				
No 5	4.1 205.205,206 Im Gagarina does not do any risk assessment to avoid of risk				
No 6	5.9 205.201 Vendor Declaration GMO Free for soybean seeds not provided yet to ETKO				
No 7	6.4.1 205.204 Soybean seeds bought from FFI as organic. 13.03.2014 document number 109. But there is no any information about statues of seeds (organic, In conversion or conventional GP 02 F 04 Propagation Material Approval Form not provided before and during the inspection				
No 8	6.5.3 – 205.202.c Im Gagarina has some field maps but there are no any remarks of buffer zones. However especially small fields' buffer zones are smaller. In these areas risk assessments was not done.	Field maps			
No 9	7.5.2 – 205.272 There is no any records for transport cleaning. This information also given by ETKO inspector as POA. But there is no any development against this problem.	Inspection report of 3177-2014.vg			
No 10	7.5.4 - 205.271, 272, 606 - In warehouses only mechanical cleaning is done. They have no any records for cleaning, some mechanical oils and some animal excrement, some animal steps traces on stored products	Photos			

### 3177F-03 Freedom Farm Terra

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)  Possible Deficiencies "Point of Attention" to be reported:	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
		Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
	Complies		No Compliance	Annex No	
No 1	6.4.4 - 205.203 - POA - In OCP files they wrote as "Humisol" named preparations used in fields but during the inspection Agronomist said they did not used this kind of materials. Also they did not use any manure for fields. 5.3-5.4 205.201 During the inspection OCP reports did not filled by Farm agronomists. Yudera collected information from farm and filled for Farm. That's why some of the information's different with farm records During the inspection most of the information different with OCP reports given by farm (they did not applied manure, also they did not apply humisol, production fields for 2014 season, seed information's, production areas etc. different from OCP reports). 10.1 - 205.201 -Mass Balance table not provided before inspection. -There is a map for warehouses and open storage areas but capacity of storage not indicated -There is no product flow chart	Farm production report  OCP report and application package review form			
No 2	Yudera and Freedom Farm Terra signed agreement but, there is no date responsible persons indicated on	Contract			

	the agreement				
No 3	FFT has not done kind of Training for organic regulations,				
No 4	4.1 205.205,206 FFT does not do any risk assessment to avoid of risk				
No 5	5.9 205.201 Vendor Declaration GMO Free for soybean seeds not provided yet to ETKO				
No 6	6.4.1 205.204 GP 02 F 04 Propagation Material Approval Form and annexes has not provided before inspection also before sowing of seeds. Sunflower seeds bought from conventional sources as untreated. There is no certificates or declaration documents for used seeds	Attached document - Inventory table for 2014 seasons			
No 7	6.5.3 – 205.202.c FFT has some field maps but there are no any remarks of buffer zones.	Field maps			
No 8	7.5.2 – 205.272 There are no any records for transport cleaning. This information also given by ETKO inspector as POA. But, there is no any development against this problem.	Inspection report of 3177-2014.vg			

## 3177F-04 Magistral Service

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)  Possible Deficiencies “Point of Attention” to be reported:	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
		Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
	Complies		No Compliance	Annex No	
No 1	5.3-5.4 205.201 Organic compliance plan not provided before inspection, During the inspection OCP reports did not filled by Farm agronomists. Yudera collected information from farm and filled for Farm. That’s why some of the information’s different with farm records During the inspection most of the information different with OCP reports given by farm (they did not applied manure, also they did not apply humisol, production fields for 2014 season, seed information’s etc. different from OCP reports). 6.4.4 - 205.203 - POA - In OCP files they wrote as “Humisol” named preparations used in fields but during the inspection Agronomist said they did not used this kind of materials. Also they did not use any manure for fields. 10.1 - 205.201 OCP missing docs <ul style="list-style-type: none"> <li>-Mass Balance table not provided before inspection.</li> <li>There is a map for warehouses and open storage areas but capacity of storage not indicated</li> <li>There is no product flow chart</li> </ul>	Farm production report  OCP report and application package review form			
No 2	Magistral Service signed agreement but, there is no date responsible persons indicated on the agreement	Contract			
No 3	Magistral Service has not done kind of Training for organic regulations, last year this topic was given as Points of attention				
No 4	4.1 205.205,206 Magistral Service does not do any risk assessment to avoid of risk				



No 5	5.9 205.201 Vendor Declaration GMO Free for soybean seeds not provided to ETKO yet				
No 6	6.4.1 205.204 Soybean – (Ivanka) sources of seed Freedom Farm International, they have docs nr. 513 – 26.12.2014, but no organic or unthreaded information in this document, Sunflower seeds bought from Private company there is no any documents about this seeds (not provided during the inspection) GP 02 F 04 Propagation Material Approval Form and annexes has not provided before inspection also before sowing of seeds.	Attached document - nr of doc 513 – dated 26.12.2014			
No 7	6.5.3 – 205.202.c Magistral Service has field maps but there are no any remarks of buffer zones	Field maps			
No 8	7.5.2 – 205.272 There are no any records for transport cleaning. This information also given by ETKO inspector as POA. But, there is no any development against this problem.	Inspection report of 3177-2014.vg			
No 9	7.5.4 - 205.271, 272, 606 In warehouses only mechanical cleaning is done. They have no any records for cleaning, some mechanical oils and some animal excrement, some animal steps traces on stored products (see photos)	Photos			

## 3177F-05 Poltava Ecoproduct

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)  Possible Deficiencies “Point of Attention” to be reported:	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
		Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
	Complies		No Compliance	Annex No	
No 1	5.3-5.4 205.201 During the inspection most of the information different with OCP reports given by farm (application of manure, application of humisol, production fields for 2014 season, seed information's etc) During the inspection OCP reports did not filled by Farm agronomists. Yudera collected information from farm and filled for Farm. That's why some of the information's different with farm records 6.4.4 - 205.203 - POA - In OCP files they wrote as “Humisol” named preparats used in fields but during the inspection Agronomist said they did not used this kind of materials. Also they did not use any manure for fields. 10.1 - 205.201 following documents not provided with application set (OCP) <ul style="list-style-type: none"> <li>• There is a map for warehouses and open storage areas but capacity of storage not indicated</li> <li>• There is no product flow chart</li> <li>• They have system for traceability, but there is no records for incoming goods from field (field nr, date),</li> <li>• Mass Balance table not provided before inspection.</li> </ul>	OCP report and application package review form			

No 2	6.5.2 – 205.601 – POA -They have no any records for cleaning, all warehouses has dust and some products residues from last stored products on the floor, some mechanical oils and some animal steps traces on stored products				
No 3	Yudera and Poltava Ekoproduct signed agreement but, there is no date responsible persons indicated on the agreement	Contract			
No 4	Poltava Ekoproduct has not done kind of Training for organic regulations, last year this topic was given as Points of attention				
No 5	4.1 205.205,206 Poltava Ekoproduct does not do any risk assessment to avoid of risk				
No 6	5.9 205.201 Vendor Declaration GMO Free for soybean seeds not provided to ETKO				
No 7	6.4.1 205.204 Soybean seeds bought from FFI as organic. But there is no any information about statues of seeds (organic, In conversion or conventional). Seed certificate, invoices and declaration for sunflower not present GP 02 F 04 Propagation Material Approval Form not provided before and during the inspection				
No 8	6.5.3 – 205.202.c Poltava Ekoproducthas some field maps but there are no any remarks of buffer zones. All buffer zones should be indicated on these maps However especially small fields' buffer zones are smaller. In these areas risk assessments was not done.	Field maps			
No 9	7.5.2 – 205.272 There is no any records for transport cleaning. This information also given by ETKO inspector as POA. But there is no any development against this problem.	Inspection report of 3177-2014.vg			
No 10	7.5.4 - 205.271, 272, 606 - In warehouses only mechanical cleaning is done. They have no any records for cleaning, some mechanical oils and some animal excrement, some animal steps traces on stored products	Photos			

## 3177F-06 Orion Moloko Farm

A	Inspector Section: List in this section the points you described as possible deficiency/Point of Attention. (Extend this table to add all points deemed necessary)	Reviewer section: Deficiencies must be reviewed by a different person than the inspector. Name reviewer:			
	Possible Deficiencies "Point of Attention" to be reported:	Evidence Provided Explain shortly evidence provided	Review results of Deficiencies:		
			Complies	No Compliance	Annex No
No 1	5.3-5.4 205.201 – 6.4.4 During the inspection most of the information different with OCP reports given by farm (application of humisol, production fields for 2014 season, seed information's etc) During the inspection OCP reports did not filled by Farm agronomists. Yudera collected information from farm and filled for Farm. That's why some of the information's different with farm records 10.1 - 205.201 following documents not provided with application set (OCP) • There is a map for warehouses and open storage	OCP report and application package review form			

	<p>areas but capacity of storage not indicated</p> <ul style="list-style-type: none"> <li>• There is no product flow chart</li> <li>• They have system for traceability, but there is no records for incoming goods from field (field nr, date),</li> <li>• Mass Balance table not provided before inspection.</li> </ul>				
No 2	6.5.2 – 205.601 – POA -They have no any records for cleaning, all warehouses has dust and some products residues from last stored products on the floor, some mechanical oils and some animal steps traces on stored products				
No 3	Yudera and Orion Moloko signed agreement but, there is no date responsible persons indicated on the agreement	Contract			
No 4	Orion Moloko has not done kind of Training for organic regulations,				
No 5	4.1 205.205,206 Orion Moloko does not do any risk assessment to avoid of risk				
No 6	5.9 205.201 Vendor Declaration GMO Free for soybean and corn seeds not provided yet to ETKO				
No 7	6.4.1 205.204 Soybean seeds bought from FFI as organic. But there is no any information about statuses of seeds (organic, In conversion or conventional). Seed certificate, invoices and declaration for corn and sunflower not present. GP 02 F 04 Propagation Material Approval Form not provided before and during the inspection				
No 8	6.4.4 – 205.203 - Manure application to be calculated for nitrogen content, there was no objective evidence showing nitrogen content of the manure				
No 9	6.5.3 – 205.202.c Orion Moloko has some field maps but there are no any remarks of buffer zones. However especially small fields' buffer zones are smaller. In these areas risk assessments was not done.	Field maps			
No 10	7.5.2 – 205.272 There is no any records for transport cleaning. This information also given by ETKO inspector as POA. But there is no any development against this problem.	Inspection report of 3177-2014.vg			
No 11	7.5.4 - 205.271, 272, 606 - In warehouses only mechanical cleaning is done. They have no any records for cleaning, some mechanical oils and some animal excrement, some animal steps traces on stored products	Photos			


	<b>APPLICATION PACKAGE REVIEW FORM</b>		BELGE NO	GP 02 F 01
	<b>BAŞVURU PAKETİ DEĞERLENDİRME FORMU</b>		TARİH	20.05.2015
	Organik - Organic		REV. NO	05
			SAYFA	1 / 2

<b>Name of applicant</b> Başvuru Sahibi firma	<b>VIP GROUP, LLC</b>		
<b>License No</b> Lisans No	<b>3188</b>	Date / Tarih	<b>20.09.2015</b>
<b>Address</b> Adres	<b>9, Boryspilska Str, Building 21 Kiev, 02099, Ukraine</b>		
<b>Tel/Fax / Telefon- Fax</b> <b>Email / Website</b>	<b>Mob.: +380-50-3444265</b> <b>(b) (6)</b>		
<b>Contact person</b> Yetkili kişi	<b>Alexey Kachkovskiy</b>		
<b>Review made by</b> Değerlendirmeyi yapan	<b>Mustafa Akyüz</b>		

Initial Inspection İlk Kontrol	<input type="checkbox"/>	<b>Surveillance Inspection</b> Takip Kontrol	<input checked="" type="checkbox"/>	No: <b>3188-2015.ma</b>
<b>Recertification</b> yes <input type="checkbox"/> no <input checked="" type="checkbox"/>				

<b>Following documents and informations are present:</b> <i>Aşağıda adı geçen dokümanlar ve bilgiler başvuran tarafından iletilmiştir</i>	(Yes) (Evet)	(No) (Hayır)	N/A G/D
<b>Information on the applicant (General background, involvement, product range etc. certification bodies worked with):</b> Başvuran hakkında genel bilgiler (geçmişi, kapsam, ürünler vb.)	Yes		
<b>The scope of certification program concerned:</b> Sertifikasyon programının kapsamı ve ilgili olan konuları			NA
<b>Explanation of the agricultural (plant or animal) production:</b> Tarımsal üretiminizi (bitkisel veya hayvansal) açıklayınız.			NA
<b>Explanation of the processing crop by crop (processing flow chart):</b> Ürünlerin işlenmesini açıklayınız (Ürünler nerede, nasıl, hangi şartlar altında işlenecek vs. bilgiler)			NA
<b>Agricultural units:</b> Zirai Üniteler <b>Farming system:</b> Ziraat Şekli			NA
<b>Animal production (Ranges, Poultry, Fish Ponds, Bird cages etc):</b> Hayvan yetiştirme (çeşit, kümes hayvanları, balık havuzları, kuş kafesleri vs)			NA
<b>Natural Collection Areas (Forestry or wild crops)</b> Doğal toplama alanları (orman ya da doğal ürünler)			NA
<b>Processing units /İşletmeler</b>			NA
<b>Products: Ürünler</b>	Yes		
<b>Following documents should be prepared and submitted to ETKO before inspection</b> <i>Aşağıdaki dokümanların kontrol öncesinde hazırlanması ve ETKO'ya ulaştırılması gerekmektedir.</i>			
<b>The last inspection report of the previous inspection body (if any).</b> Müteşebbis şayet başka bir kontrol firmasıyla çalışmış ise en son kontrol raporu			NA
<b>Actions required from previous certification and respective corrective measures.</b> <u>Şayet daha önceden verilmiş herhangi bir uygunsuzluk var ise ve buna ilişkin düzeltici faaliyetler mevcut ise</u>			NA
<b>Registration chamber of commerce or something comparable.</b> Müteşebbisin Ticaret Odası kayıt belgesi	Yes		
<b>Farmer list and agreements.</b> Üretici listeleri ve anlaşmaları			NA
<b>Internal Assessment Documents/OCP Reports completed and approved.</b> İç Denetim Raporları / OUP onaylanmıştır	Yes		
<b>Maps (Overview, Detailed).</b>			

Hazırlayan: KYS Sorumlusu Onaylayan: Genel Müdür

	<b>APPLICATION PACKAGE REVIEW FORM</b> <b>BAŞVURU PAKETİ DEĞERLENDİRME FORMU</b> Organik - Organic	BELGE NO	GP 02 F 01
		TARİH	20.05.2015
		REV. NO	05
		SAYFA	2 / 2

Detaylı ve genel haritalar			
<b>Processor Agreements.</b> İşletmecilerle yapılan anlaşma			NA
<b>Processing facility plan and Process Flowcharts.</b> İşletme yerleşim planı ve ürün işleme akış şemaları			NA
<b>Processing aids list (if any)</b> Yardımcı ürün işleme maddeleri (geçerli ise)			NA
<b>List of ingredients (for cases with processing)</b> Kullanılan ingredientler (var ise)			NA
<b>GMO Declarations (if any)</b> Genetik modifikasyondan temizdir belgesi (geçerli ise)			NA
<b>Propagation material approvals</b> Üretim materyali onaylanmalı			NA
<b>Retroactive recognition of former farming system procedure is completed correctly?</b> Geçiş süreci kısaltmasıyla ilgili prosedürler tamamlanmış mı? TI 33 F 01			NA
<b>Certified inputs (if any) such as fertilizers, pest management materials etc.</b> Sertifikalı girdi maddeleri. (Gübre, ilaç vs gibi)			NA
<b>Total Yes/No</b> Toplam Evet /Hayır	4	-	
<b>Comments:</b> Yorumlar VIP Group deals with marketing of organic products only. They buy organic material from certified producers, processors and export it.  No questions for OCP-Processing as VIP deals with only trading activities. The questions in OCP –Process report were answered appropriately.			
Assigned inspector Atanan Denetmen*	Mustafa Akyüz		
All related documents are present in the application package therefore inspection can be planned. Denetim için gerekli bütün araçlar başvuru paketinde mevcuttur o nedenle denetim planlanabilir.	Majority is provided OK		
ETKO is able to do certification for the applied scope and has resources to realize it. Applicant's documents are kept in clients file. Başvuru yapılan konuda ETKO'nun yetkisi veya yeterliliği mevcut olup başvuru Kabul Edilmiştir. Başvuru belgeleri müşteri dosyasında saklanır.	Yes,		
ETKO is not able to accept this application because of the accreditation scope does not cover it or has not enough resources to realize this audit. Başvuru yapılan konuda ETKO'nun yetkisi veya yeterliliği mevcut olmadığından başvuru Kabul edilemez ve başvuru sahibine yazı ile bildirilir.	NA		

\*ETKO Assign an approved auditor to realize this inspection work. ETKO Söz konusu başvuru ile ilgili olarak yetkilendirilmiş ve nitelendirilmesi tamamlanmış denetmen atar.

\*Information letter related to refusal of the application must be attached to this form and kept in the file of Application Refusal File. Başvurunun reddine ait yazıyı bu forma ekleyip Reddedilen Başvurular dosyasına ekleyiniz.

\*Reviewer of this application pack and/or Auditor declares that the application package related to this operator is complete and inspection could be realized. Atanan denetmen başvuru paketinin tam olduğunu ve denetimin yapılabileceğini beyan eder.

	<b>Notification of Noncompliance</b>	Nr	GP 18 F 10
		Date	<a href="#">15.07.2015</a>
		Rev	00
		Page	1/5

[3020F-01 Dnipro](#)

Dear Madam / Sir: [Nikolay Drogozhylov](#)

Date: [14.10.2015](#)

On the dates [08.08.2015](#) ETKO Inspector [\(b\) \(6\), \(b\) \(7\)\(C\)](#) realized **a surveillance inspection** to your operation. The objective of inspection was to determine your organic operation's compliance against the regulation:

**USDA National Organic Program**

Based on the inspection report dated [08.08.2015](#), ETKO determined the outstanding noncompliances in your file / operation(s)

Please note that, for each noncompliance you MUST act on in due time as indicated:

- Please record your corrective action on the boxes "Action Taken" for each noncompliance and also submit any supporting documents/records as required by the outstanding noncompliance.
- Or
- Send a rebuttal with the supporting documents/evidences

Failure to resolve the outstanding non-compliances will result in

1. suspension or revocation your certification, or
2. denial of your certification

Your response must be submitted to the following address, not later than [14.11.2015](#) (in 30 days, starting from the date of this notification)

If you have any questions regarding the inspection findings or of the suitability of any related corrective actions please contact to [Mr. Mustafa AKYUZ](#) from ETKO

ETKO  
160 Sok. 13/3 35100 Bornova – İzmir/TURKEY  
T+90-232-3397606 or by email at:  
[ma@etko.org](mailto:ma@etko.org), [info@etko.org](mailto:info@etko.org) .

Sincerely

Enclosure: Inspection report number:

Cc: NOP appeals team [NOPACAAdverseActions@ams.usda.gov](mailto:NOPACAAdverseActions@ams.usda.gov)

	<b>Notification of Noncompliance</b>	Nr	GP 18 F 10
		Date	15.07.2015
		Rev	00
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**Noncompliances:**

Noncompliance No	15.1	Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>	Inspection Date	08.08.2015
Date of Notification	14.10.2015		Due Date	14.11.2015
<p>Noncompliance :</p> <p>§205.202 Land requirements.  Any field or farm parcel from which harvested crops are intended to be sold, labeled, or represented as "organic," must:</p> <p>(a) Have been managed in accordance with the provisions of §§205.203 through 205.206;  (b) Have had no prohibited substances, as listed in §205.105, applied to it for a period of 3 years immediately preceding harvest of the crop; and  (c) Have distinct, defined boundaries and buffer zones such as runoff diversions to prevent the unintended application of a prohibited substance to the crop or contact with a prohibited substance applied to adjoining land that is not under organic management</p> <p>Field number (b) (4), field is (b) (4), (b) ha field, plan to rapeseeds next season product there and between conventional wheat field also. We cannot see buffer zone between them. Field number (b) (4) ha. Corn product in this field, and between this fields some conventional fields. Not product in conventional field now but We cannot see buffer zone between them.</p>				
Inspection criteria	NOP reg. ref	205.202.c	ETKO rules ref.	6.5.3
<p>Action taken:</p> <p>Please identify the supporting documents, if any:</p>				
Name, Surname and Signature of Appl. Resp.	Nikolay Drogozhylov		Date	14.10.2015
Review Date				Resolved <input type="checkbox"/> Unresolved <input type="checkbox"/>
<p>Review Comment:</p> <p>Reviewer name &amp; signature:</p>				

	<b>Notification of Noncompliance</b>	Nr	GP 18 F 10
		Date	15.07.2015
		Rev	00
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Noncompliance No	15.2	Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>	Inspection Date	08.08.2015
Date of Notification	14.10.2015		Due Date	14.11.2015
<p>Noncompliance :</p> <p>§205.103 Recordkeeping by certified operations.</p> <p>(a) A certified operation must maintain records concerning the production, harvesting, and handling of agricultural products that are or that are intended to be sold, labeled, or represented as "100 percent organic," "organic," or "made with organic (specified ingredients or food group(s))."</p> <p>(b) Such records must:</p> <p>(1) Be adapted to the particular business that the certified operation is conducting;</p> <p>(2) Fully disclose all activities and transactions of the certified operation in sufficient detail as to be readily understood and audited;</p> <p>(3) Be maintained for not less than 5 years beyond their creation; and</p> <p>(4) Be sufficient to demonstrate compliance with the Act and the regulations in this part.</p> <p>(c) The certified operation must make such records available for inspection and copying during normal business hours by authorized representatives of the Secretary, the applicable State program's governing State official, and the certifying agent</p> <p><b>We cannot see stock table in storage (we should see storage by storage) Records are difficult to understand, it should be more practical to justify product flow. We cannot see records of quantities before cleaning and after cleaning. We cannot make balance check. We cannot see invoices.</b></p>				
Inspection criteria	NOP reg. ref	205.103.2	ETKO rules ref.	7.5.4, 10.1
Action taken:				
Please identify the supporting documents, if any:				
Name, Surname and Signature of Appl. Resp.	Nikolay Drogozhylov		Date	14.10.2015
Review Date				Resolved <input type="checkbox"/>
				Unresolved <input type="checkbox"/>
Review Comment:				
Reviewer name & signature:				



	<b>Notification of Noncompliance</b>	Nr	GP 18 F 10
		Date	15.07.2015
		Rev	00
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Noncompliance No	15.3	Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>	Inspection Date	08.08.2015
Date of Notification	14.10.2015		Due Date	14.11.2015
<p>Noncompliance :</p> <p>§205.103 Recordkeeping by certified operations.</p> <p>(a) A certified operation must maintain records concerning the production, harvesting, and handling of agricultural products that are or that are intended to be sold, labeled, or represented as "100 percent organic," "organic," or "made with organic (specified ingredients or food group(s))."</p> <p>(b) Such records must:</p> <p>(1) Be adapted to the particular business that the certified operation is conducting;</p> <p>(2) Fully disclose all activities and transactions of the certified operation in sufficient detail as to be readily understood and audited;</p> <p>(3) Be maintained for not less than 5 years beyond their creation; and</p> <p>(4) Be sufficient to demonstrate compliance with the Act and the regulations in this part.</p> <p>(c) The certified operation must make such records available for inspection and copying during normal business hours by authorized representatives of the Secretary, the applicable State program's governing State official, and the certifying agent</p> <p><b>Marketing documents were not prepared for the inspection. Due to old accounting system it is difficult to reach the records and documents to make a final justification for the marketing of organic products in this farm.</b></p>				
Inspection criteria	NOP reg. ref	205.103.2	ETKO rules ref.	10.1
Action taken:				
Please identify the supporting documents, if any:				
Name, Surname and Signature of Appl. Resp.	Nikolay Drogozhylov		Date	14.10.2015
Review Date				Resolved <input type="checkbox"/>
				Unresolved <input type="checkbox"/>
Review Comment:				
Reviewer name & signature:				

<h2 style="margin: 0;">Notification of Noncompliance</h2> <p style="margin: 0;">3020F-01 Dnipro</p>	Nr	GP 18 F 10
	Date	15.07.2015
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Noncompliance No	15.4	Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>	Inspection Date	08.08.2015
Date of Notification	14.10.2015		Due Date	14.11.2015

Noncompliance :

**§205.204 Seeds and planting stock practice standard.**

(a) The producer must use organically grown seeds, annual seedlings, and planting stock: Except, That,

(1) Nonorganically produced, untreated seeds and planting stock may be used to produce an organic crop when an equivalent organically produced variety is not commercially available: Except, that, organically produced seed must be used for the production of edible sprouts;

(2) Nonorganically produced seeds and planting stock that have been treated with a substance included on the National List of synthetic substances allowed for use in organic crop production may be used to produce an organic crop when an equivalent organically produced or untreated variety is not commercially available;

(3) Nonorganically produced annual seedlings may be used to produce an organic crop when a temporary variance has been granted in accordance with §205.290(a)(2);

(4) Nonorganically produced planting stock to be used to produce a perennial crop may be sold, labeled, or represented as organically produced only after the planting stock has been maintained under a system of organic management for a period of no less than 1 year; and

(5) Seeds, annual seedlings, and planting stock treated with prohibited substances may be used to produce an organic crop when the application of the materials is a requirement of Federal or State phytosanitary regulations.

**Producer used untreated elite seeds for reproduction but did not apply to ETKO for approval.**

Inspection criteria	NOP reg. ref	205.204	ETKO rules ref.	6.4.2
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Action taken:

Please identify the supporting documents, if any:

Name, Surname and Signature of Appl. Resp.	Nikolay Drogozhylov	Date	14.10.2015
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Review Date	Resolved <input type="checkbox"/>
	Unresolved <input type="checkbox"/>

Review Comment:

Reviewer name & signature:

	<b>Notification of Noncompliance</b> <b>3080F-01 Rinagro Farm</b>	Nr	GP 18 F 10
		Date	15.07.2015
		Rev	00
		Page	1/6

Dear Madam / Sir: **Okunenko Igor Nicolaevich**

Date: **12.11.2015**

On the dates **13.08.2015** ETKO Inspector **Mr. Fatih AKSOY** realized **a surveillance inspection** to your operation. The objective of inspection was to determine your organic operation's compliance against the regulation:

**USDA National Organic Program**

Based on the inspection report dated **13.08.2015**, ETKO determined the outstanding noncompliances in your file / operation(s)

Please note that, for each noncompliance you MUST act on in due time as indicated:

- Please record your corrective action on the boxes "Action Taken" for each noncompliance and also submit any supporting documents/records as required by the outstanding noncompliance.
- Or
- Send a rebuttal with the supporting documents/evidences

Failure to resolve the outstanding non-compliances will result in

1. suspension or revocation your certification, or
2. denial of your certification

Your response must be submitted to the following address, not later than **11.12.2015** (in 30 days, starting from the date of this notification)

If you have any questions regarding the inspection findings or of the suitability of any related corrective actions please contact to **Mr. Mustafa AKYUZ** from ETKO

ETKO  
160 Sok. 13/3 35100 Bornova – İzmir/TURKEY  
T+90-232-3397606 or by email at:  
[ma@etko.org](mailto:ma@etko.org), [info@etko.org](mailto:info@etko.org) .

Sincerely

Enclosure: Inspection report number:

Cc: NOP appeals team [NOPACAAverseActions@ams.usda.gov](mailto:NOPACAAverseActions@ams.usda.gov)

	<b>Notification of Noncompliance</b> <b>3080F-01 Rinagro Farm</b>	Nr	GP 18 F 10
		Date	15.07.2015
		Rev	00
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**Noncompliances:**

Noncompliance No	15.1	Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>	Inspection Date	13.08.2015
Date of Notification	12.11.2015		Due Date	11.12.2015
<p>§205.201 Organic production and handling system plan.</p> <p>(a) The producer or handler of a production or handling operation, except as exempt or excluded under §205.101, intending to sell, label, or represent agricultural products as “100 percent organic,” “organic,” or “made with organic (specified ingredients or food group(s))” must develop an organic production or handling system plan that is agreed to by the producer or handler and an accredited certifying agent. An organic system plan must meet the requirements set forth in this section for organic production or handling. An organic production or handling system plan must include:</p> <p>(1) A description of practices and procedures to be performed and maintained, including the frequency with which they will be performed;</p> <p>(2) A list of each substance to be used as a production or handling input, indicating its composition, source, location(s) where it will be used, and documentation of commercial availability, as applicable;</p> <p>(3) A description of the monitoring practices and procedures to be performed and maintained, including the frequency with which they will be performed, to verify that the plan is effectively implemented;</p> <p>(4) A description of the recordkeeping system implemented to comply with the requirements established in §205.103;</p> <p>(5) A description of the management practices and physical barriers established to prevent commingling of organic and nonorganic products on a split operation and to prevent contact of organic production and handling operations and products with prohibited substances; and</p> <p>(6) Additional information deemed necessary by the certifying agent to evaluate compliance with the regulations.</p> <p>(b) A producer may substitute a plan prepared to meet the requirements of another Federal, State, or local government regulatory program for the organic system plan: Provided, That, the submitted plan meets all the requirements of this subpart</p> <p><b>Noncompliance :</b></p> <p><b>5.3 – 205.201 - Latest OCP reports were combined for all farm and processing &amp; handling operations; There is no OCP reports prepared separately for Rinagro farm and the marketing, handling and processing operations</b></p>				
Inspection criteria	NOP reg. ref	205.201	ETKO rules ref.	5.3
Action taken				
Please identify the supporting documents, if any:				
Name, Surname and Signature of Appl. Resp.	Okunenko Igor Nicolaevich		Date	
Review Date			Resolved <input type="checkbox"/>	
			Unresolved <input type="checkbox"/>	
Review Comment:				
Reviewer name & signature:				

	<b>Notification of Noncompliance</b> <b>3080F-01 Rinagro Farm</b>	Nr	GP 18 F 10
		Date	15.07.2015
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**Noncompliances:**

Noncompliance No	15.2	Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/>	Inspection Date	20.08.2015
Date of Notification	12.11.2015		Due Date	11.12.2015

**Noncompliance :**

**NOP§205.201 Organic production and handling system plan.**

(a) The producer or handler of a production or handling operation, except as exempt or excluded under §205.101, intending to sell, label, or represent agricultural products as "100 percent organic," "organic," or "made with organic (specified ingredients or food group(s))" must develop an organic production or handling system plan that is agreed to by the producer or handler and an accredited certifying agent. An organic system plan must meet the requirements set forth in this section for organic production or handling. An organic production or handling system plan must include:

- (1) A description of practices and procedures to be performed and maintained, including the frequency with which they will be performed;
- (2) A list of each substance to be used as a production or handling input, indicating its composition, source, location(s) where it will be used, and documentation of commercial availability, as applicable;
- (3) A description of the monitoring practices and procedures to be performed and maintained, including the frequency with which they will be performed, to verify that the plan is effectively implemented;
- (4) A description of the recordkeeping system implemented to comply with the requirements established in §205.103;

(5) A description of the management practices and physical barriers established to prevent commingling of organic and nonorganic products on a split operation and to prevent contact of organic production and handling operations and products with prohibited substances; and

(6) Additional information deemed necessary by the certifying agent to evaluate compliance with the regulations.

(b) A producer may substitute a plan prepared to meet the requirements of another Federal, State, or local government regulatory program for the organic system plan: *Provided*, That, the submitted plan meets all the requirements of this subpart.

**§205.202 Land requirements.**

**Any field or farm parcel from which harvested crops are intended to be sold, labeled, or represented as "organic," must:**

(a) Have been managed in accordance with the provisions of §§205.203 through 205.206;

(b) Have had no prohibited substances, as listed in §205.105, applied to it for a period of 3 years immediately preceding harvest of the crop; and

(c) Have distinct, defined boundaries and buffer zones such as runoff diversions to prevent the unintended application of a prohibited substance to the crop or contact with a prohibited substance applied to adjoining land that is not under organic management.

**6.3.1 - 205.201.a5, 205.202.b - There are in conversion fields registered this year but there is no good indication which fields are them, and how the products coming from the new fields were handled.**

Inspection criteria	NOP reg. ref	205.201.a5, 205.202.b	ETKO rules ref.	6.3.1
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**Action taken:**

Please identify the supporting documents, if any:

Name, Surname and Signature of Appl. Resp.	Okunenko Igor Nicolaevich	Date	21.09.2015
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Review Date	Resolved <input type="checkbox"/>
	Unresolved <input type="checkbox"/>

**Review Comment:**

Reviewer name & signature:

	<b>Notification of Noncompliance</b> <b>3080F-01 Rinagro Farm</b>	Nr	GP 18 F 10
		Date	15.07.2015
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**Noncompliances:**

Noncompliance No	15.3	Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/>	Inspection Date	12-13.08.2015
Date of Notification	12.11.2015		Due Date	11.12.2015
<p><b>Noncompliance :</b></p> <p><b>NOP §205.204.A.2 Nonorganically produced seeds and planting stock that have been treated with a substance included on the National List of synthetic substances allowed for use in organic crop production may be used to produce an organic crop when an equivalent organically produced or untreated variety is not commercially available;</b></p> <p><b>6.4.1 – 205.204a2 - Sunflower and corn seed bought from none organic sources. There is no any kind of certificate, declaration etc. Barley, rapeseed, wheat seed come from their own production. But there were no records amount of seed for left for seed from products. GP 02 F 04 Propagation Material Approval Form has not provided before inspection also before sowing of seeds,</b></p>				
Inspection criteria	NOP reg. ref	205.204a2	ETKO rules ref.	6.4.1
Action taken				
Please identify the supporting documents, if any:				
Name, Surname and Signature of Appl. Resp.	Okunenko Igor Nicolaevich		Date	
Review Date				Resolved <input type="checkbox"/> Unresolved <input type="checkbox"/>
Review Comment:				
Reviewer name & signature:				

	<b>Notification of Noncompliance</b> <b>3080F-01 Rinagro Farm</b>	Nr	GP 18 F 10
		Date	15.07.2015
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**Noncompliances:**

Noncompliance No	15.4	Major <input type="checkbox"/> Minor <input type="checkbox"/>	Inspection Date	11-13.08.2015
Date of Notification	12.11.2015		Due Date	11.12.2015
<p><b>Noncompliance :</b></p> <p>205.300 (b) Products for export, produced and certified to foreign national organic standards or foreign contract buyer requirements, may be labeled in accordance with the organic labeling requirements of the receiving country or contract buyer: Provided, That, the shipping containers and shipping documents meet the labeling requirements specified in §205.307(c).</p> <p><b>9.1, 10.8 – 205.300b - No reference to organic production methods present with the labeling and/or related commercial documents of products traded</b></p>				
Inspection criteria	NOP reg. ref	205.300 b	ETKO rules ref.	9.1 10.8
Action taken				
Please identify the supporting documents, if any:				
Name, Surname and Signature of Appl. Resp.	Okunenko Igor Nicolaevich		Date	
Review Date				Resolved <input type="checkbox"/> Unresolved <input type="checkbox"/>
Review Comment:				
Reviewer name & signature:				

<b>Notification of Noncompliance</b> <b>3080F-01 Rinagro Farm</b>	Nr	GP 18 F 10
	Date	15.07.2015
	Rev	00
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**Noncompliances:**

Noncompliance No	15.5	Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/>	Inspection Date	13.08.2015
Date of Notification	12.11.2015		Due Date	11.12.2015
<p><b>Noncompliance :</b></p> <p>§205.206 Crop pest, weed, and disease management practice standard.</p> <p>(a) The producer must use management practices to prevent crop pests, weeds, and diseases including but not limited to:</p> <p>(1) Crop rotation and soil and crop nutrient management practices, as provided for in §§205.203 and 205.205;</p> <p>(2) Sanitation measures to remove disease vectors, weed seeds, and habitat for pest organisms; and</p> <p>(3) Cultural practices that enhance crop health, including selection of plant species and varieties with regard to suitability to site-specific conditions and resistance to prevalent pests, weeds, and diseases.</p> <p>(b) Pest problems may be controlled through mechanical or physical methods including but not limited to:</p> <p>(1) Augmentation or introduction of predators or parasites of the pest species;</p> <p>(2) Development of habitat for natural enemies of pests;</p> <p>(3) Nonsynthetic controls such as lures, traps, and repellents.</p> <p>(c) Weed problems may be controlled through:</p> <p>(1) Mulching with fully biodegradable materials;</p> <p>(2) Mowing;</p> <p>(3) Livestock grazing;</p> <p>(4) Hand weeding and mechanical cultivation;</p> <p>(5) Flame, heat, or electrical means; or</p> <p>(6) Plastic or other synthetic mulches: <i>Provided</i>, That, they are removed from the field at the end of the growing or harvest season.</p> <p>(d) Disease problems may be controlled through:</p> <p>(1) Management practices which suppress the spread of disease organisms; or</p> <p>(2) Application of nonsynthetic biological, botanical, or mineral inputs.</p> <p>(e) When the practices provided for in paragraphs (a) through (d) of this section are insufficient to prevent or control crop pests, weeds, and diseases, a biological or botanical substance or a substance included on the National List of synthetic substances allowed for use in organic crop production may be applied to prevent, suppress, or control pests, weeds, or diseases: <i>Provided</i>, That, the conditions for using the substance are documented in the organic system plan.</p> <p>(f) The producer must not use lumber treated with arsenate or other prohibited materials for new installations or replacement purposes in contact with soil or livestock.</p> <p><b>6.5 - 205.600 - During the soybean field visit to (b) (4) doubtful traces were observed, it is obvious that the field was treated with weedkiller. See evidence Picture. (corn and sunflower products present in fields, see photos).</b></p>				
Inspection criteria	NOP reg. ref	205.600	ETKO rules ref.	6.5
Action taken				
Please identify the supporting documents, if any:				
Name, Surname and Signature of Appl. Resp.	Okunenko Igor Nicolaevich		Date	
Review Date			Resolved <input type="checkbox"/>	Unresolved <input type="checkbox"/>
Review Comment:				
Reviewer name & signature:				



	<b>Notification of Noncompliance</b>	Nr	GP 18 F 10
		Date	<a href="#">15.07.2015</a>
		Rev	00
		Page	1/5

### **3092D-13 Dnipryanske HPP**

Dear Madam / Sir: **Pochtenikh Alexandr Alexandrovich**

Date: **16.09.2015**

On the date (**17.08.2015**) ETKO Inspector **(b) (6), (b) (7)(C)** realized **a surveillance inspection** to your operation. The objective of inspection was to determine your organic operation's compliance against the regulation:

#### **USDA National Organic Program**

Based on the inspection report dated **17.08.2015**, ETKO determined the outstanding noncompliances in your file / operation(s)

Please note that, for each noncompliance you MUST act on in due time as indicated:

- Please record your corrective action on the boxes "Action Taken" for each noncompliance and also submit any supporting documents/records as required by the outstanding noncompliance.  
Or
- Send a rebuttal with the supporting documents/evidences

Failure to resolve the outstanding non-compliances will result in

1. suspension or revocation your certification, or
2. denial of your certification

Your response must be submitted to the following address, not later than **16.10.2015** (in 30 days, starting from the date of this notification)

If you have any questions regarding the inspection findings or of the suitability of any related corrective actions please contact to Mr. Fatih AKSOY from ETKO

ETKO  
160 Sok. 13/3 35040 Bornova – İzmir/TURKEY  
T+90-232-3397606 or by email at:  
[fa@etko.org](mailto:fa@etko.org), [info@etko.org](mailto:info@etko.org) .

Sincerely

Enclosure: Inspection report number:

Cc: NOP appeals team [NOPACAAdverseActions@ams.usda.gov](mailto:NOPACAAdverseActions@ams.usda.gov)

	<b>Notification of Noncompliance</b>	Nr	GP 18 F 10
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**Noncompliances:**

Noncompliance No	<b>15.1</b>	Major <input type="checkbox"/>	Minor <input checked="" type="checkbox"/>	Inspection Date	<b>17.08.2015</b>
Date of Notification	<b>16.09.2015</b>			Due Date	<b>16.10.2015</b>
<p>Noncompliance :</p> <p><b>NOP §205.307 Labeling of nonretail containers used for only shipping or storage of raw or processed agricultural products labeled as "100 percent organic," "organic," or "made with organic (specified ingredients or food group(s))."</b></p> <p><b>(a) Nonretail containers used only to ship or store raw or processed agricultural product labeled as containing organic ingredients may display the following terms or marks:</b></p> <p><b>(1) The name and contact information of the certifying agent which certified the handler which assembled the final product;</b></p> <p><b>(2) Identification of the product as organic;</b></p> <p><b>(3) Special handling instructions needed to maintain the organic integrity of the product;</b></p> <p><b>(4) The USDA seal;</b></p> <p><b>(5) The seal, logo, or other identifying mark of the certifying agent that certified the organic production or handling operation that produced or handled the finished product.</b></p> <p><b>(b) Nonretail containers used to ship or store raw or processed agricultural product labeled as containing organic ingredients must display the production lot number of the product if applicable.</b></p> <p><b>Checking CMRs and invoices and commercial contracts also terminal record system resulted in that ETKO reference and/or status of product as bio/org is not indicated.</b></p>					
Inspection criteria	NOP reg. ref	<b>205.307 a1, a2</b>	ETKO rules ref.	<b>9.4</b>	
Action taken:					
Please identify the supporting documents, if any:					
Name, Surname and Signature of Appl. Resp.	<b>Pochtenih Alexandr Alexandrovich</b>			Date	<b>16.09.2015</b>
Review Date				Resolved <input type="checkbox"/>	Unresolved <input type="checkbox"/>
Review Comment:					
Reviewer name & signature:					

<b>Notification of Noncompliance</b>	Nr	GP 18 F 10
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	Rev	00
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Noncompliance No	<b>15.2</b>	Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>	Inspection Date	<b>17.08.2015</b>
Date of Notification	<b>16.09.2015</b>		Due Date	<b>16.10.2015</b>
<p>Noncompliance :</p> <p>NOP §205.201 Organic production and handling system plan.</p> <p>(a) The producer or handler of a production or handling operation, except as exempt or excluded under §205.101, intending to sell, label, or represent agricultural products as "100 percent organic," "organic," or "made with organic (specified ingredients or food group(s))" must develop an organic production or handling system plan that is agreed to by the producer or handler and an accredited certifying agent. An organic system plan must meet the requirements set forth in this section for organic production or handling. An organic production or handling system plan must include:</p> <p>(1) A description of practices and procedures to be performed and maintained, including the frequency with which they will be performed;</p> <p>(2) A list of each substance to be used as a production or handling input, indicating its composition, source, location(s) where it will be used, and documentation of commercial availability, as applicable;</p> <p>(3) A description of the monitoring practices and procedures to be performed and maintained, including the frequency with which they will be performed, to verify that the plan is effectively implemented;</p> <p>(4) A description of the recordkeeping system implemented to comply with the requirements established in §205.103;</p> <p>(5) A description of the management practices and physical barriers established to prevent commingling of organic and nonorganic products on a split operation and to prevent contact of organic production and handling operations and products with prohibited substances; and</p> <p>(6) Additional information deemed necessary by the certifying agent to evaluate compliance with the regulations.</p> <p>(b) A producer may substitute a plan prepared to meet the requirements of another Federal, State, or local government regulatory program for the organic system plan: Provided, That, the submitted plan meets all the requirements of this subpart.</p> <p><b>a5: Storage floors in storage n: 2 and 5 were painted which cause contamination by direct contact to organic products. Paint was not evaluated against NOP requirement before using.</b></p> <p><b>1b: Latest OCP reports were combined with processing &amp; handling operations; OCP reports must be prepared separately for each marketing, handling and processing operation.</b></p>				
Inspection criteria	NOP reg. ref	<b>205.201</b>	ETKO rules ref.	<b>5.3</b>
Action taken:				
Please identify the supporting documents, if any:				
Name, Surname and Signature of Appl. Resp.	<b>Pochtenih Alexandr Alexandrovich</b>		Date	<b>16.09.2015</b>
Review Date				Resolved <input type="checkbox"/> Unresolved <input type="checkbox"/>
Review Comment:				
Reviewer name & signature:				

	<b>Notification of Noncompliance</b>	Nr	GP 18 F 10
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Noncompliance No	<b>15.3</b>	Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>	Inspection Date	<b>17.08.2015</b>
Date of Notification	<b>16.09.2015</b>		Due Date	<b>16.10.2015</b>
<p>Noncompliance :</p> <p><b>§205.103 Recordkeeping by certified operations.</b></p> <p><b>(a) A certified operation must maintain records concerning the production, harvesting, and handling of agricultural products that are or that are intended to be sold, labeled, or represented as "100 percent organic," "organic," or "made with organic (specified ingredients or food group(s))."</b></p> <p><b>(b) Such records must:</b></p> <p><b>(1) Be adapted to the particular business that the certified operation is conducting;</b></p> <p><b>(2) Fully disclose all activities and transactions of the certified operation in sufficient detail as to be readily understood and audited;</b></p> <p><b>(3) Be maintained for not less than 5 years beyond their creation; and</b></p> <p><b>(4) Be sufficient to demonstrate compliance with the Act and the regulations in this part.</b></p> <p><b>(c) The certified operation must make such records available for inspection and copying during normal business hours by authorized representatives of the Secretary, the applicable State program's governing State official, and the certifying agent.</b></p> <p><b>Incoming – outgoing records of the terminal was not clearly prepared for this specific audit. It is difficult to find the results for certain product from certain farm during the onsite audit, which we need to calculate manually, it takes many hours. Delivering these results later on by email is not a good solution. Traceability control must be easily done in the unit.</b></p>				
Inspection criteria	NOP reg. ref	<b>205.201</b>	ETKO rules ref.	<b>10.1</b>
Action taken:				
Please identify the supporting documents, if any:				
Name, Surname and Signature of Appl. Resp.	<b>Pochtenih Alexandr Alexandrovich</b>		Date	<b>16.09.2015</b>
Review Date			Resolved <input type="checkbox"/>	Unresolved <input type="checkbox"/>
Review Comment:				
Reviewer name & signature:				

<b>Notification of Noncompliance</b>	Nr	GP 18 F 10
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Noncompliance No	<b>15.4</b>	Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>	Inspection Date	<b>17.08.2015</b>
Date of Notification	<b>16.09.2015</b>		Due Date	<b>16.10.2015</b>
<p>Noncompliance :</p> <p><b>NOP §205.201 Organic production and handling system plan.</b></p> <p><b>(a) The producer or handler of a production or handling operation, except as exempt or excluded under §205.101, intending to sell, label, or represent agricultural products as "100 percent organic," "organic," or "made with organic (specified ingredients or food group(s))" must develop an organic production or handling system plan that is agreed to by the producer or handler and an accredited certifying agent. An organic system plan must meet the requirements set forth in this section for organic production or handling. An organic production or handling system plan must include:</b></p> <p><b>(1) A description of practices and procedures to be performed and maintained, including the frequency with which they will be performed;</b></p> <p><b>(2) A list of each substance to be used as a production or handling input, indicating its composition, source, location(s) where it will be used, and documentation of commercial availability, as applicable;</b></p> <p><b>(3) A description of the monitoring practices and procedures to be performed and maintained, including the frequency with which they will be performed, to verify that the plan is effectively implemented;</b></p> <p><b>(4) A description of the recordkeeping system implemented to comply with the requirements established in §205.103;</b></p> <p><b>(5) A description of the management practices and physical barriers established to prevent commingling of organic and nonorganic products on a split operation and to prevent contact of organic production and handling operations and products with prohibited substances; and</b></p> <p><b>(6) Additional information deemed necessary by the certifying agent to evaluate compliance with the regulations.</b></p> <p><b>(b) A producer may substitute a plan prepared to meet the requirements of another Federal, State, or local government regulatory program for the organic system plan: Provided, That, the submitted plan meets all the requirements of this subpart.</b></p> <p><b>Latest OCP reports were combined for all farm and processing &amp; handling operations; There is no OCP reports prepared separately for each farm and the marketing, handling and processing operations.</b></p>				
Inspection criteria	NOP reg. ref	<b>205.201</b>	ETKO rules ref.	<b>5.3</b>
Action taken:				
Please identify the supporting documents, if any:				
Name, Surname and Signature of Appl. Resp.	<b>Pochtenih Alexandr Alexandrovich</b>		Date	<b>16.09.2015</b>
Review Date				Resolved <input type="checkbox"/> Unresolved <input type="checkbox"/>
Review Comment:				
Reviewer name & signature:				

<b>Notification of Noncompliance</b>  3093F-22 MTD	Nr	GP 18 F 10
	Date	15.07.2015
	Rev	00
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Dear Madam / Sir: **Nikolay Drogozhylov**

Date: **08.10.2015**

On the dates **04.08.2015** ETKO Inspector **(b) (6), (b) (7)(C)** realized **a surveillance inspection** to your operation. The objective of inspection was to determine your organic operation's compliance against the regulation:

**USDA National Organic Program**

Based on the inspection report dated **04.08.2015**, ETKO determined the outstanding noncompliances in your file / operation(s)

Please note that, for each noncompliance you MUST act on in due time as indicated:

- Please record your corrective action on the boxes "Action Taken" for each noncompliance and also submit any supporting documents/records as required by the outstanding noncompliance.
- Or
- Send a rebuttal with the supporting documents/evidences

Failure to resolve the outstanding non-compliances will result in

1. suspension or revocation your certification, or
2. denial of your certification

Your response must be submitted to the following address, not later than **08.11.2015** (in 30 days, starting from the date of this notification)

If you have any questions regarding the inspection findings or of the suitability of any related corrective actions please contact to **Mr. Mustafa AKYUZ** from ETKO

ETKO  
160 Sok. 13/3 35100 Bornova – İzmir/TURKEY  
T+90-232-3397606 or by email at:  
[ma@etko.org](mailto:ma@etko.org), [info@etko.org](mailto:info@etko.org) .

Sincerely

Enclosure: Inspection report number:

Cc: NOP appeals team [NOPACAAdverseActions@ams.usda.gov](mailto:NOPACAAdverseActions@ams.usda.gov)

	<b>Notification of Noncompliance</b>  3093F-22 MTD	Nr	GP 18 F 10
		Date	15.07.2015
		Rev	00
		Page	2/6

**Noncompliances:**

Noncompliance No	15.1	Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/>	Inspection Date	04.08.2015
Date of Notification	08.10.2015		Due Date	08.11.2015
Noncompliance : 205.300 (b) Products for export, produced and certified to foreign national organic standards or foreign contract buyer requirements, may be labeled in accordance with the organic labeling requirements of the receiving country or contract buyer: Provided, That, the shipping containers and shipping documents meet the labeling requirements specified in §205.307(c).  <b>There is neither name of ETKO nor indication to organic status mentioned in documents related to the products bought from the farm. CMR, Invoice and Commercial Contract.</b> <b>205.307 a1, a2</b>				
Inspection criteria	NOP reg. ref	205.300b	ETKO rules ref.	7.5.2
Action taken:  Please identify the supporting documents, if any:				
Name, Surname and Signature of Appl. Resp.	Nikolay Drogozhylov		Date	08.10.2015
Review Date				Resolved <input type="checkbox"/> Unresolved <input type="checkbox"/>
Review Comment:  Reviewer name & signature:				

	<b>Notification of Noncompliance</b>	Nr	GP 18 F 10
		Date	15.07.2015
		Rev	00
		Page	3/6
3093F-22 MTD			

Noncompliance No	15.2	Major <input type="checkbox"/>	Minor <input checked="" type="checkbox"/>	Inspection Date	04.08.2015
Date of Notification	08.10.2015			Due Date	08.11.2015
<p>Noncompliance :</p> <p><b>§205.202 Land requirements.</b>  Any field or farm parcel from which harvested crops are intended to be sold, labeled, or represented as "organic," must:</p> <p>(a) Have been managed in accordance with the provisions of §§205.203 through 205.206;  (b) Have had no prohibited substances, as listed in §205.105, applied to it for a period of 3 years immediately preceding harvest of the crop; and  (c) Have distinct, defined boundaries and buffer zones such as runoff diversions to prevent the unintended application of a prohibited substance to the crop or contact with a prohibited substance applied to adjoining land that is not under organic management</p> <p><b>BF zone practice to be evaluated for each field connected to conventional neighbors by the farm agronomist. Field number [REDACTED] fields are [REDACTED] ha fields, suflowerseed product there and between conventional suflowerseed field also. We cannot see buffer zone between them.</b></p>					
Inspection criteria	NOP reg. ref	205.202.c		ETKO rules ref.	6.5.3
Action taken:					
Please identify the supporting documents, if any:					
Name, Surname and Signature of Appl. Resp.	Nikolay Drogozhylov			Date	08.10.2015
Review Date				Resolved <input type="checkbox"/>	Unresolved <input type="checkbox"/>
Review Comment:					
Reviewer name & signature:					



<h2 style="margin: 0;">Notification of Noncompliance</h2> <p style="margin: 0;">3093F-22 MTD</p>		Nr	GP 18 F 10
		Date	15.07.2015
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Noncompliance No	15.3	Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>	Inspection Date	04.08.2015
Date of Notification	08.10.2015		Due Date	08.11.2015
<p>Noncompliance :</p> <p><b>§205.103 Recordkeeping by certified operations.</b></p> <p>(a) A certified operation must maintain records concerning the production, harvesting, and handling of agricultural products that are or that are intended to be sold, labeled, or represented as "100 percent organic," "organic," or "made with organic (specified ingredients or food group(s))."</p> <p>(b) Such records must:</p> <p>(1) Be adapted to the particular business that the certified operation is conducting;</p> <p>(2) Fully disclose all activities and transactions of the certified operation in sufficient detail as to be readily understood and audited;</p> <p>(3) Be maintained for not less than 5 years beyond their creation; and</p> <p>(4) Be sufficient to demonstrate compliance with the Act and the regulations in this part.</p> <p>(c) The certified operation must make such records available for inspection and copying during normal business hours by authorized representatives of the Secretary, the applicable State program's governing State official, and the certifying agent</p> <p><b>We cannot see stock table in storage (we should see storage by storage) Record keeping system is old fashion, documents were not compiled before the inspection for easy control, much time is required to check organic products traceability. Not easy to check.</b></p>				
Inspection criteria	NOP reg. ref	205.103.2	ETKO rules ref.	7.5.4, 10.1
<p>Action taken:</p> <p>Please identify the supporting documents, if any:</p>				
Name, Surname and Signature of Appl. Resp.	Nikolay Drogozhylov		Date	08.10.2015
Review Date				Resolved <input type="checkbox"/>
				Unresolved <input type="checkbox"/>
<p>Review Comment:</p> <p>Reviewer name &amp; signature:</p>				

	<b>Notification of Noncompliance</b>	Nr	GP 18 F 10
		Date	15.07.2015
		Rev	00
		Page	5/6
3093F-22 MTD			

Noncompliance No	15.4	Major <input type="checkbox"/>	Minor <input checked="" type="checkbox"/>	Inspection Date	04.08.2015
Date of Notification	08.10.2015			Due Date	08.11.2015
<p>Noncompliance :</p> <p>§205.103 Recordkeeping by certified operations.</p> <p>(a) A certified operation must maintain records concerning the production, harvesting, and handling of agricultural products that are or that are intended to be sold, labeled, or represented as "100 percent organic," "organic," or "made with organic (specified ingredients or food group(s))."</p> <p>(b) Such records must:</p> <p>(1) Be adapted to the particular business that the certified operation is conducting;</p> <p>(2) Fully disclose all activities and transactions of the certified operation in sufficient detail as to be readily understood and audited;</p> <p>(3) Be maintained for not less than 5 years beyond their creation; and</p> <p>(4) Be sufficient to demonstrate compliance with the Act and the regulations in this part.</p> <p>(c) The certified operation must make such records available for inspection and copying during normal business hours by authorized representatives of the Secretary, the applicable State program's governing State official, and the certifying agent</p> <p><b>Marketing documents were not prepared for the inspection. Due to old accounting system it is difficult to reach the records and documents to make a final justification for the marketing of organic products in this farm.</b></p>					
Inspection criteria	NOP reg. ref	205.103.2		ETKO rules ref.	10.1
Action taken:					
Please identify the supporting documents, if any:					
Name, Surname and Signature of Appl. Resp.	Nikolay Drogozhylov			Date	08.10.2015
Review Date				Resolved	<input type="checkbox"/>
				Unresolved	<input type="checkbox"/>
Review Comment:					
Reviewer name & signature:					

<h2 style="margin: 0;">Notification of Noncompliance</h2> <p style="margin: 0;">3093F-22 MTD</p>	Nr	GP 18 F 10
	Date	15.07.2015
	Rev	00
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Noncompliance No	15.5	Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/>	Inspection Date	04.08.2015
Date of Notification	08.10.2015		Due Date	08.11.2015

Noncompliance :

**§205.204 Seeds and planting stock practice standard.**

(a) The producer must use organically grown seeds, annual seedlings, and planting stock: Except, That,

(1) Nonorganically produced, untreated seeds and planting stock may be used to produce an organic crop when an equivalent organically produced variety is not commercially available: Except, that, organically produced seed must be used for the production of edible sprouts;

(2) Nonorganically produced seeds and planting stock that have been treated with a substance included on the National List of synthetic substances allowed for use in organic crop production may be used to produce an organic crop when an equivalent organically produced or untreated variety is not commercially available;

(3) Nonorganically produced annual seedlings may be used to produce an organic crop when a temporary variance has been granted in accordance with §205.290(a)(2);

(4) Nonorganically produced planting stock to be used to produce a perennial crop may be sold, labeled, or represented as organically produced only after the planting stock has been maintained under a system of organic management for a period of no less than 1 year; and

(5) Seeds, annual seedlings, and planting stock treated with prohibited substances may be used to produce an organic crop when the application of the materials is a requirement of Federal or State phytosanitary regulations.

**Producer used untreated elite seeds for reproduction but did not apply to ETKO for approval.**

Inspection criteria	NOP reg. ref	205.204	ETKO rules ref.	6.4.2
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Action taken:

Please identify the supporting documents, if any:

Name, Surname and Signature of Appl. Resp.	Nikolay Drogozhlyov	Date	08.10.2015
--	---------------------	------	------------

Review Date	Resolved <input type="checkbox"/>
	Unresolved <input type="checkbox"/>

Review Comment:

Reviewer name & signature:

**From:** [ma@etko.org](mailto:ma@etko.org)  
**To:** [Zuck, Penelope - AMS](#)  
**Subject:** RE: Annual Report Clarification  
**Date:** Tuesday, March 17, 2015 12:28:39 PM  
**Attachments:** [image001.png](#)  
[OP 03 Testing.r1.201503017.doc](#)

---

Dear Penny

Thank you for clarification, of course we do follow testing according to NOP and the statement to be corrected as it is in practice.

You can see corrected procedure.

Best regards,

Mustafa

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**From:** Zuck, Penelope - AMS [mailto:Penelope.Zuck@ams.usda.gov]

**Sent:** Tuesday, March 17, 2015 6:04 PM

**To:** ma@etko.org

**Subject:** Annual Report Clarification

Dear Dr. Mustafa Akyuz,

I am currently reviewing the information you submitted with your 2015 Annual Report to USDA for the National Organic Program Accreditation. The following statement written in your testing procedure (OP 03 – copy attached), “For NOP ETKO does not have to conduct residue tests if ETKO has no reason to believe that there is a need for testing” is not in compliance with the NOP regulations. This may just be an error in translation within the language of the procedure that was written. In order for me to accept the revisions to your testing procedure, this statement will need to be revised. Obviously, you are conducting residue testing as required by the NOP regulations because you submitted the results of your residue testing. The statement in the procedure is conflicting with the actual procedure you are following, which is in compliance.

Revise the testing procedure and submit directly to me by Tuesday, March 31<sup>st</sup> in order for the annual report review to be completed and to avoid a Notification of Noncompliance. Feel free to contact me with any questions or concerns involving this request.

Thank you,

Penny



**Penny Zuck | USDA-National Organic Program | Accreditation Manager|**

USDA • AMS • NOP | 1400 Independence Ave SW | 2649-S | Washington DC 20250

☎ 202.260.9444 | Fax 202.205.7808 | ✉ [Penelope.Zuck@ams.usda.gov](mailto:Penelope.Zuck@ams.usda.gov)

<b>TESTING PROCEDURE</b>	DOC NR	OP 03
	DATE	<a href="#">17.03.2015</a>
	REV. NR	01
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## 1. PURPOSE

This procedure explains testing methods applied to certified operators providing ongoing monitoring for compliance of the standards / regulations in any stage of the inspection and certification process.

## 2. RESPONSIBILITIES

To apply this procedure is under the responsibility of head inspector and inspectors.

## 3. RECORDS

OP 03 F 01    Sampling form  
OP 03 F 02    Analyses results letter

## 4. REFERENCES

GP 06            Subcontracting procedure (service)  
OP 01            Inspection procedure  
TI 05            Sampling Method  
[TI 32            Risk Analyses Inspection Visits](#)  
[TI 40            NOP Guide Testing & Enforcement Action](#)

## 5. APPLICATION

### 5.1. Laboratory Testing

Extensive laboratory testing of crops, soils and processed products is an important part of the certification programs. Sampling procedures followed by the operator will be considered by **ETKO**, where as **ETKO** is free to do sampling and analyses for any product. When tests are realized by an approved laboratory **ETKO** may consider the results as valid. Sampling and tests will be done according to the organic production standards / regulations which are applicable. ETKO follows the sampling strategy to conduct laboratory tests considering the risk analyses realized for each certified operator.

[Number, quantity, timing and method of sampling have direct effect on the results of the analyses, therefore to be considered critical parameters for the risk assessment. Packing material used, transporting and time required delivering the samples to the laboratory are integral part of the good sampling practice. Risk analyses realized according to \[TI 32. 889.92e.c.ii\]\(#\)](#)

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<b>TESTING PROCEDURE</b>	DOC NR	OP 03
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**ETKO** may require pre-harvest or postharvest testing of any agricultural input used in organic agricultural production or any agricultural product to be sold or labeled as "100 percent organic," "organic," or "made with organic (specified ingredients or food group(s))." It is based on **ETKO** belief that an agricultural product or agricultural input has come into contact with one or more prohibited substances or has been produced using excluded methods.

For **NOP** **ETKO** conducts residue tests when there is a reason to believe that testing is required. **ETKO** will ensure, however, that certified organic operations are operating in accordance with the Act and the regulations set forth.

**The "reason to believe" could be triggered by various situations, for example:**

- (1) ETKO and/or the applicable authority receiving a formal, written complaint regarding the practices of a certified organic operation;
- (2) an open container of a prohibited substance found on the premises of a certified organic operation;
- (3) the proximity of a certified organic operation to a potential source of drift;
- (4) suspected soil contamination by historically persistent substances; or
- (5) the product from a certified organic operation being unaffected when neighboring fields or crops are infested with pests. These situations do not represent all of the possible occurrences that would trigger an investigation. Pre-harvest or postharvest residue testing will occur on a case-by-case basis.

## 5.2 Inspection and testing of agricultural product to be sold or labeled "organic"

Agricultural inputs or products and the conducting of pre-harvest and post harvest residue tests on the samples are subject to following procedures:

- All organic agricultural products **shall** be made accessible by certified operations for examination by **ETKO**.
- **ETKO** may **require** pre-harvest or post harvest testing of any agricultural **input** used or **organic product** when there is reason to believe that a **particular** agricultural input or product has come into contact with a prohibited substance or has been produced using excluded methods. The tests **shall** be conducted by **ETKO** at its own expense.
- An inspector representing **ETKO** **shall** collect the pre-harvest or post harvest test samples.
  - Sample integrity **shall** be maintained throughout the chain of custody.
  - Residue testing **shall** be performed by accredited laboratory.
  - The results should be available to the public except for cases of compliance investigations.
  - For **NOP** EPA or FDA tolerances must be considered. FDA action levels for UREC (unavoidable residual environmental contamination) is used because they

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encompass many of the toxic, persistent chemicals and heavy metals that are present in the environment and may be found on food and animal feed.

- **Sampling and Sampling Record**

Sampling will be done according to Sampling Instruction TI 05 Sampling Method. Sample integrity will be maintained throughout the chain of custody, and residue testing will be performed in an accredited laboratory according to ISO 17025.

- **Sampling Record**

The sample taken is recorded on the OP 03 F 01 Sampling Form. The sampling form indicates:

- the licensee report number, licensee name and the licensee project number
- the unit number of the licensee, the name of the unit and the address
- the sample product's specification,
- sample weight,
- seal number
- the inspector's name
- the analyses required
- the name of the by stander (operator or its representative)

A copy of the sampling form is provided to the by stander (operator or its representative as a receipt.

### 5.3 Residue analyses:

The products evaluated against the requirements covered by the scope of certification and other requirements specified in the certification scheme. Laboratories used for testing must be accredited to ISO 17025 **7.4.5**

During the inspection, when necessary, samples are taken as per OP 03 and sent to laboratory testing.

Pesticide residue testing, combined with soil, water and plant tissue analysis, where appropriate, forms an integral part of the ETKO certification procedures. In the case of processed food products, the finished product and appropriate facility control points are also tested.

Within the recognized boundaries of analytical limitations, ETKO routinely performs on the raw and finished products and/or inputs the pesticide, GMO, Antibiotics, Heavy Metals,

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Dioxins, textile, sanitary and cosmetic specific chemicals or similar residue parameters depending on the production scope. Soil and water testing may be obligatory for certain production sites. For textile, sanitary, cosmetic and similar production facilities where environmental criteria are required, waste water analyses may be demanded according to the standard.

In addition to these routine basic tests, ETKO performs additional selective testing when circumstances and/or conditions deem such action to be appropriate. Most often these tests are selected from the broad range of either TC mandated testing procedures for hazardous waste chemicals and heavy metals, or from Health Department procedures for the identification of pathogens or other health hazards.

**ETKO** will take and analyze samples for detecting of products not authorized for organic production, for checking production techniques not in conformity with the organic production rules or for detecting possible contamination by products not authorized for organic production.

For IACB EU Equivalent program the number of samples to be taken and analyzed by **ETKO** every year shall correspond to at least 5 % of the number of operators under its control. The selection of the operators where samples have to be taken shall be based on the general evaluation of the risk of non-compliance with the organic production rules. This general evaluation shall take into account all stages of production, preparation and distribution.

**ETKO** will take and analyze samples in each case where the use of products or techniques not authorized for organic production is suspected. In such cases no minimum number of samples to be taken and analyzed will apply. Samples may also be taken and analyzed by **ETKO** in any other case for detecting of products not authorized for organic production, for checking production techniques not in conformity with the organic production rules or for detecting possible contamination by products not authorized for organic production. EC, 889/2008.65.2, IACB Standard.

Unannounced sampling, also an important part of analytical enforcement, is performed on both a random surveillance basis as well as on a compliance basis at the discretion of **ETKO**.

Commodities and processed products seeking **ETKO** certification are analyzed for the various substances which are described by **ETKO**. Substances to be analyzed will be decided according to the inspection results.

#### 5.4 Soil testing for farming applicants includes

Baseline soil nutrient levels are required as an important means of monitoring the applicant's soil management plan; and as a means of providing valuable nutrient information

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to the applicant, and to the applicant's on going program of improving sustainability. For this reason **ETKO** may require soil tests from the operator, **ETKO** inspector may decide for soil test during the site audit.

### 5.5. Emergency pest or disease treatment.

When a prohibited substance is applied to a certified operation due to a Federal or State emergency pest or disease treatment program and the certified operation otherwise meets the requirements of this part, the certification status of the operation shall not be affected as a result of the application of the prohibited substance.

Any harvested crop or plant part to be harvested that has contact with a prohibited substance directly applied to the crop as the result of a Federal or State emergency pest or disease treatment program cannot be sold, labeled, or represented as organically produced. Any potential drift from a mandatory pest and disease treatment program will be treated in the same manner as drift from any other source.

Products with detectable residues of prohibited substances that exceed 5 percent of the EPA tolerance for the specific residue or UREC (unavoidable residual environmental contamination) cannot be sold or labeled as organically produced. When such an agricultural crop is in violation of these requirements, the certification of that crop will be suspended for the period that the crop is in production

### 5.6 Test Results and exclusion from organic sale

When residue testing detects prohibited substances at levels that are greater than 5 percent of the EPA tolerance (for NOP certified products) and 0.01 mg/kg (for other standards and regulations) for the specific residue detected or unavoidable residual environmental contamination, the agricultural product shall not be sold, labeled, or represented as organically produced. **ETKO** may conduct an investigation audit for the certified operation to determine the cause of the prohibited substance.

- **ETKO** will provide all testing results to the State Official if residue levels of prohibited substances are found to be greater than described limits (for NOP 5% of EPA tolerances and 0.01 mg/kg for other standards and regulations) for the material. In addition, when required **ETKO** will notify appropriate State Officials for which the materials regulated level has been exceeded. Following steps will take place in order to comply with this directive.
- **ETKO** inspectors collect the pre-harvest or post harvest representative samples.
- Residue testing will be performed by accredited laboratory works in accordance with the methods described in the most current edition of the Official Methods of Analysis of the ISO 17025, OAC International or other current applicable validated methodology determining the presence of contaminants in agricultural products

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- **ETKO** will provide Residue test results and analyses to the owner of the certified organic operation whose product was tested. (205.403(e)(2),
- If residue exceeds described levels products will be disqualified
- Above mentioned limits (5 percent of EPA tolerance and 0.01 mg/kg) standard cannot be used to automatically qualify the products as organically produced, even if the level of chemical residues detected on a product is below mentioned standard levels for the respective prohibited substance.
- When residue testing detects the presence of any prohibited substance, whether above or below the mentioned level of the specific pesticide, **ETKO** may conduct an investigation of the certified organic operation to determine the cause of the prohibited substance.
- The same will occur if testing detects a product produced using excluded methods. If the investigation reveals that the presence of the prohibited substance or using excluded methods in a product intended to be sold as organically produced the certified organic operation shall be subject to suspension or revocation of its organic certification

TI 40 NOP Testing & Enforcement Actions procedure describes how ETKO deals with the residual incidents.

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QUALITY MANAGEMENT RESPONSIBLE	MANAGING DIRECTOR

**From:** [ma@etko.org](mailto:ma@etko.org)  
**To:** [Zuck\\_Penelope - AMS](mailto:Zuck_Penelope_-_AMS)  
**Cc:** "Fatih AKSOY"  
**Subject:** RE: Corrective Actions  
**Date:** Friday, August 14, 2015 5:16:36 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[GP 18 NOP Certification Procedure\\_Rev01.pdf](#)  
[GP 18 F 14 Notification of Suspension\\_NOP\\_Rev01.pdf](#)  
[GP 18 F 16 Notification of Revocation\\_NOP\\_Rev1.pdf](#)

---

Dear Penny  
Thank you for information, please find attached updated documents.  
Best regards,  
Mustafa

---

**From:** Zuck, Penelope - AMS [mailto:Penelope.Zuck@ams.usda.gov]

**Sent:** Thursday, August 13, 2015 8:55 PM

**To:** ma@etko.org

**Subject:** RE: Corrective Actions

Hi Mustafa,

You are not required to have a Settlement Agreement template. The Settlement Agreement could be the outcome/goal of mediation and would be an agreement between ETKO and the certified operation that is agreed upon by both. Therefore, the Settlement Agreement may include different language for each situation.

Thank you for submitting the revised adverse action templates and procedures. I've reviewed the documents and the Notice of Suspension and Notice of Revocation are still incorrect. Also the procedure for these two adverse actions are not in compliance.

- The Notice of Suspension (NoS) indicates the operation has 30 days to avoid suspension by filing an appeal or requesting mediation. Appeal or mediation can only be requested during the **Proposed** Suspension period and **before** the NoS is issued. Once the Notice of Suspension is issued, the operation is no longer certified and must go through the reinstatement process. The NoS must also include a date the Suspension is effective.
- The Notice of Revocation (NoR) also indicates the operation has 30 days to avoid revocation by filing an appeal or requesting mediation. Appeal or mediation can only be requested during the **Proposed** Revocation stage and **before** the NoR. Once the Notice of Revocation is issued, the operation is no longer certified and is ineligible for certification for 5 years. The NoR must also include a date the Revocation is effective.
- The Certification Procedure section 7.5.9.1 Suspension or Revocation indicates the NoS and NoR become effective within 30 days if a response is not received to the NoS or NoR. It also indicates the certified operation may, after receipt of NoS or NoR file an appeal or request mediation.

As for your question, whether the NoS and NoR need to include the Noncompliances: The NoS and NoR do not need to include the noncompliances.

I know these procedure can be very confusing, so please let me know if you have any further questions or need to discuss in more detail. I'll look forward to receiving the revised NoS and NoR templates and Certification Procedure section 7.5.9.1 (Suspension or Revocation.) Please submit to me **by August 21, 2015**.

Best Regards,

Penny



**Penny Zuck | USDA-National Organic Program | Accreditation Manager**

USDA • AMS • NOP | 1400 Independence Ave SW | 2649-S | Washington DC 20250

☎ 202.260.9444 | Fax 202.205.7808 | ✉ [Penelope.Zuck@ams.usda.gov](mailto:Penelope.Zuck@ams.usda.gov)

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**From:** [ma@etko.org](mailto:ma@etko.org) [mailto:ma@etko.org]

**Sent:** Wednesday, August 12, 2015 11:57 AM

**To:** Zuck, Penelope - AMS <[Penelope.Zuck@ams.usda.gov](mailto:Penelope.Zuck@ams.usda.gov)>

**Subject:** RE: Corrective Actions

Dear Penny

I still did not add the requirements of the Settlement Agreement, which I will work tonight and update the Procedure, probably I need to develop the template of the Settlement agreement.

Thank you.

Mustafa

---

**From:** Zuck, Penelope - AMS [mailto:Penelope.Zuck@ams.usda.gov]

**Sent:** Wednesday, August 12, 2015 3:24 PM

**To:** [ma@etko.org](mailto:ma@etko.org)

**Subject:** RE: Corrective Actions

Hi Mustafa,

The NOP website has changed and some of the links no longer work. Sorry about that.

The training modules you attached to your email are the correct ones to reference.

Hope that helps,

Penny



**Penny Zuck | USDA-National Organic Program | Accreditation Manager**

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☎ 202.260.9444 | Fax 202.205.7808 | ✉ [Penelope.Zuck@ams.usda.gov](mailto:Penelope.Zuck@ams.usda.gov)

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---

**From:** [ma@etko.org](mailto:ma@etko.org) [mailto:ma@etko.org]

**Sent:** Monday, August 10, 2015 3:07 AM

**To:** Zuck, Penelope - AMS <[Penelope.Zuck@ams.usda.gov](mailto:Penelope.Zuck@ams.usda.gov)>

**Subject:** RE: Corrective Actions

Dear Penny

The link below does not respond and giving error. But I found two training documents from USDA website which might be the ones you mention.

Please inform if these are the ones or if it is different could you provide me those modules?

Thank you

Mustafa

---

**From:** Zuck, Penelope - AMS [mailto:Penelope.Zuck@ams.usda.gov]

**Sent:** Wednesday, July 29, 2015 3:53 PM

**To:** [ma@etko.org](mailto:ma@etko.org)

**Cc:** "Fatih AKSOY"

**Subject:** RE: Corrective Actions

Dear Mustafa,

Thank you for sending the certificates and copy of the notification you plan to send to your clients.

Additional information is needed for the following noncompliances:

**NP4132LCA.NC1**

Facilities that are used for storage and transportation will still need to be included in an approved Organic System Plan and ETKO can determine if individual certification will be required based on the activities at the facilities. The draft letter you provided does not instruct your clients how to go about obtaining individual organic certification or a deadline/timeframe by which they must complete the certification. I will also need to know when you expect to send the notification. Your corrective action plan indicated you will certify each subcontracted processing facility during the 2015 production period. I need a timeline explaining how this will be accomplished along with the revised notification.

**NP4132LCA.NC3**

The updated procedures and adverse action templates you submitted are not in compliance with the regulations. Some of the issues are as follows:

1. ETKO's Notice of Proposed Suspension template and 7.5.9.1. Resolving the Non-compliances section of NOP Certification Procedure indicates corrective actions can be submitted to address the noncompliance(s). **Only appeal or mediation can take place at this stage of compliance.**
2. ETKO's Notice of Proposed Revocation indicates the operation has received a Notice of Proposed Suspension and Notice of Suspension. 7.5.9.1. Resolving the Non-compliances section of NOP Certification Procedure states: "Once the certification is suspended, if during the suspension period the certified operation fails to make a request to ETKO for the reinstatement of its certification, the Notification of Proposed Revocation (NOPR) (GP 18 F 15) is issued to the certified operator." **A Notice of Suspension does not turn into a Notice of Revocation. An operation is either suspended OR revoked.** The Notice of Proposed Revocation also indicates the operator can still submit corrective actions. **Only appeal or mediation can take place at this stage of compliance.**
3. Notice of Revocation indicates the operator can still submit corrective actions. **A certified operation or a person responsibly connected with an operation whose certification has been revoked will be ineligible to receive certification for a period of 5 years following the date of such revocation, Except, That, the Secretary may, when in the best interest of the certification program, reduce or eliminate the period of ineligibility.**

These are just some of the noncompliant items contained in your adverse action templates and procedures. You will need to revise the procedures and templates to be sure they are following the NOP regulations. Please refer to the following resources:

- **7CFR §205.662 Noncompliance procedure for certified operations.**
- **Training module (2015) titled "Appeals and Settlement Agreement Updates" and training module (2014) titled "Appeals Update", which can be obtained from the following link to the NOP website: <http://www.ams.usda.gov/AMSv1.0/ams.fetchTemplateData.do?template=TemplateN&topNav=NationalOrganicProgram&leftNav=NationalOrganicProgram&page=NOPTraining&description=NOP%20Training&acct=nopgeninfo>**

Please submit the above information/documentation to me **by August 12, 2015**. Let me know if you have any questions or need any further clarification on these pending noncompliances.

Thank you,

Penny



**Penny Zuck | USDA-National Organic Program | Accreditation Manager |**

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☎ 202.260.9444 | Fax 202.205.7808 | ✉ [Penelope.Zuck@ams.usda.gov](mailto:Penelope.Zuck@ams.usda.gov)

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---

**From:** [ma@etko.org](mailto:ma@etko.org) [<mailto:ma@etko.org>]

**Sent:** Thursday, July 23, 2015 4:10 AM

**To:** Zuck, Penelope - AMS

**Cc:** 'Fatih AKSOY'

**Subject:** RE: Corrective Actions Email 16 FINISHED

Dear Penny

I prepared the notification as attached. As far as I know subcontracted handling / processing Operations covers only the ones as explained in definition processing. There are other subcontracted handling facilities such as storage, transport, forwarding etc which do not have any processing activities. These kind of subcontractors are not subject for separate certification. If I am mistaken here please inform me so I can renew the letter to clients.

Thank you in advance

Have a nice day

Mustafa

---

**From:** Zuck, Penelope - AMS [<mailto:Penelope.Zuck@ams.usda.gov>]

**Sent:** Tuesday, July 21, 2015 4:53 PM

**To:** [ma@etko.org](mailto:ma@etko.org)

**Cc:** 'Fatih AKSOY'; 'Mustafa Akyuz'

**Subject:** RE: Corrective Actions Email 16 FINISHED

Hello Mustafa,

Thank you so much for the documentation you submitted. I received all 16 emails. There are 2 items I still need:

1. NP4132LCA.NC2 - The Corrective Action plan indicates corrected certificates including scopes of certification were attached, but I did not receive the certificate examples as an attachment to any of the emails.
2. NP4132LCA.NC1 - The Corrective Action plan indicates you will certify each subcontracted facility during the 2015 production period. Can you please submit documented evidence of how this is being handled, such as notification letters to clients, etc.

Hopefully, that is all!

Best Regards,

Penny



**Penny Zuck | USDA-National Organic Program | Accreditation Manager |**

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**From:** [ma@etko.org](mailto:ma@etko.org) [<mailto:ma@etko.org>]

**Sent:** Tuesday, July 21, 2015 4:11 AM

**To:** Zuck, Penelope - AMS

**Cc:** 'Fatih AKSOY'; 'Mustafa Akyuz'

**Subject:** Corrective Actions Email 16 FINISHED

**Importance:** High

Dear Penny

Here I send you total 16 emails, you can follow up the documents through this document I attached

Many documents may be in Turkish which I send you as an evidence for the training related activities

In case needed we could translate the most important ones, but may take some time

I hope you received all 16 emails, if not please let me know so we can repeat it Some attachments have bigger sizes

Best regards

Mustafa Akyuz

	<b>Notification of Suspension</b>	Nr	GP 18 F 14
		Date	<a href="#">12.08.2015</a>
		Rev	01
		Page	1/1

**Ref Nr:**

**Date:**

**Subject: Notification of Suspension**

**Dear .....**

ETKO sent you a Notification of Proposed Suspension on the date .....  
Because you failed to correct the outstanding noncompliance, resolving the issue through rebuttal or mediation, or filing an appeal of the proposed suspension of certification within the allowed time period,

- 1. This Notification of Suspension** pursuant to NOP art. 205.662 has been issued in accordance with ETKO certification procedures.
- 2. Effective Date of Suspension:** The suspension becomes effective on the date of issuance of this notification
- 3. Notice:** Starting the date of Notification of Suspension, you are no longer certified and must go through the reinstatement process. Therefore you are not able to sell, label, and represent your product as organic.
- 4.** Reinstatement for certification must be requested from USDA Secretary of Agriculture and will only be considered for certification if the NCs are corrected and your operations has been inspected by ETKO to verify that your operation complies.

If you have any questions regarding the inspection findings or of the suitability of any related corrective actions please contact to **Mr. Fatih AKSOY** from ETKO.

ETKO  
160 Sok. 13/3 35040 Bornova – İzmir/TURKEY  
T+90-232-3397606 or by email at:  
[fa@etko.org](mailto:fa@etko.org), [info@etko.org](mailto:info@etko.org) .

Sincerely

Cc : [NOPACAAdverseActions@ams.usda.gov](mailto:NOPACAAdverseActions@ams.usda.gov)

	<b>Notification of Revocation</b>	Nr	GP 18 F 16
		Date	12.08.2015
		Rev	01
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**Ref Nr:**

**Date:**

**Subject: Notification of Revocation**

**Dear .....**

ETKO sent you a Notification of Proposed Revocation on the date .....

Because you failed to correct the outstanding noncompliance, resolving the issue through rebuttal or mediation, or filing an appeal of the proposed revocation of certification within the allowed time period,

- 1. This Notification of Revocation** pursuant to NOP art. 205.662 has been issued in accordance with ETKO certification procedures.
- 2. Effective Date of Revocation:** The revocation becomes effective on the date of issuance of this notification.
- 3. Notice:** In case of revocation, you **are** no longer be able to sell, label, and represent your product as organic.
- 4. A certified operation or a person responsible connected with an operation whose certification has been revoked is no longer certified and is** ineligible to receive certification for a period of 5 years following the date of revocation, (*Except*, That, the Secretary may, when in the best interest of the certification program, reduce or eliminate the period of ineligibility.) At the end of the 5 years period you may re apply to receive certification. Certification will be granted after your operations has been inspected by ETKO to verify that your operation complies with regulations.

If you have any questions regarding the inspection findings or of the suitability of any related corrective actions please contact to **Mr. Fatih AKSOY** from ETKO

ETKO  
160 Sok. 13/3 35040 Bornova – İzmir/TURKEY  
T+90-232-3397606 or by email at:  
[fa@etko.org](mailto:fa@etko.org), [info@etko.org](mailto:info@etko.org) .

Sincerely

Cc : [NOPACAAdverseActions@ams.usda.gov](mailto:NOPACAAdverseActions@ams.usda.gov)



**ETKO Ekolojik Tarım Kontrol Organizasyonu Ltd Şti.**

**ISO 17065**  
**INSPECTION & CERTIFICATION PROCEDURE FOR ORGANIC**  
**PRODUCTS**

Prepared by  
ETKO Ekolojik Tarım Kontrol Organizasyonu Ltd Şti  
160 Sokak No 13/3 Bornova  
35100 İzmir  
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## 1. Introduction

ETKO Ekolojik Tarım Kontrol Organizasyonu Ltd Sti prepared the certification procedure as a part of the Quality Management System in order to overcome the expectations and needs of the clients. The purpose of this procedure is to determine the methods for the certification scopes requested by the applicants for their products, starting from the first contact up to the certification decision taken.

After clients application is received an offer is made, after acceptance of the offer a contract is signed, following contracting phase evaluation is realized before certification decision is taken. In order to keep compliance with the certification rules subsequent surveillance Inspection are realized.

This procedure is updated in case of changes in the regulations of certification to keep compliance. The procedure could be updated incase program changes realized within the ETKO management system.

ETKO quality management system complying International Standard "EN ISO 17065" was prepared in order verifying compliance for the products applicants willing to apply for a specific standard or regulation. This procedure applies within the framework of the certification standard(s) applied for. EN ISO 17065 describes the requirements for the certification bodies for conformity assessment of the products.

ETKO prepares guides to inform applicants willing to apply for their products evaluation complying a certain standard within the accreditation scope.

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## 2. Approval and Quality Management:

ETKO top management undertakes full responsibility of the quality management system, therefor appoints a QMR Quality System Responsible who irrespective of other responsibilities, have responsibility and authority to ensure that processes and procedures needed for the management system are established, implemented and maintained.

ETKO Managing Director and Quality Management Responsible declares that the content of the Quality Manual is reviewed and it complies with the requirements of legal regulations.

## 3. Distribution List

Controlled copies of this QM are distributed to

1. Managing Director MD
2. Certifier
3. Quality Manager QM
4. Quality Manager Assistant QMA
5. Accreditation body AB

The original of Quality Manuel is kept by QM.

The QM and QMA keep their QM copies in a safe place, enabling the access of inspectors or any other personnel, in need.


## 4. Purpose

This procedure defines the administrative aspects of application, evaluation and certification process for NOP National Organic Program.

## 5. Responsibilities

Managing Director, Quality manager, Certifier and Inspectors are responsible for the proper implementation of this procedure

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## 6. Records and Reference Procedure:

Records related to Certification Procedure is listed in Document Master List “SP 01 F 03” section “FORMS”

Procedures implemented for application, evaluation, review, certification, surveillance and sanctions are listed in Document Master List “SP 01 F 03” section “PROCEDURES”

- GP 18 F 01 Organic Compliance Plan – process
- GP 18 F 02 Organic Compliance Plan – agricultural
- GP 18 F 05 Organic Compliance Plan - wild collection
- GP 18 F 06 Organic Compliance Plan – Feed Stuff Process
- GP 18 F 10 Notification of Noncompliance form (NONC)
- GP 18 F 11 Notification of Noncompliance Resolution (NONCR)
- GP 18 F 12A Notification of Denial of Certification Application Review (NODC)
- GP 18 F 12B Notification of Denial of Certification before Certification (NODC)
- GP 18 F 13 Notification of Proposed Suspension (NOPS)
- GP 18 F 14 Notification of Suspension (NOS)
- GP 18 F 15 Notification of Proposed Revocation (NOPR)
- GP 18 F 16 Notification of Revocation (NOR)
- GP 18 F 17 Reinstatement Request Letter From Suspended Operation to USDA
- GP 18 F 18 ETKO Reinstatement Request Letter for Suspended Operation to USDA
- [GP 18 F 20 Surrender NOP Certification Letter](#)

- GP 07 Fees procedure
- GP 11 Use of Logo and License,
- OP 03 Testing
- OP 10 OCP processing guidance
- OP 11 OCP agriculture guidance
- [TI 05 Sampling Method](#)
- [TI 40 NOP Guide Testing & Enforcement Actions](#)


## 7. Certification Requirements

### 7.1. General

ETKO operates under USDA Accreditation for NOP Regulation. The requirements against which the products of a client are evaluated according to NOP regulation.

The explanations required as to the application of these documents for NOP certification, are formulated by ETKO technical persons, possessing the necessary technical competence, and they are available to ETKO website [www.etko.org](http://www.etko.org).

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Applicants can download ETKO documents from the ETKO website [www.etko.org](http://www.etko.org) and the NOP regulations from USDA website section National Organic Program: [www.ams.usda.gov](http://www.ams.usda.gov).

The designed objective of this certification process is to assure compliance to NOP requirements by developing a thorough understanding of the applicant and its operation. ETKO requires its clients to:

- Comply with all applicable NOP standards and requirements
- Establish, implement, and update annually an organic production or handling system plan;
- Permit on-site inspections with complete access to the production or handling operation, including no certified production and handling areas, structures, and offices;
- Maintain all records applicable to the organic operation for not less than 5 years beyond their creation and allow authorized representatives of the Secretary, the applicable State official, and the certifying agent access to such records during normal business hours for review and copying to determine compliance with the regulations;
- Submit the applicable fees charged by the certifying agent; and
- Immediately notify the certifying agent concerning any:
  - application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation; and
  - change in a certified operation or any portion of a certified operation that may affect its compliance with the regulations.
- All applicants, upon request for certification, will receive an application packet, which includes fee structures, a copy of the NOP Final Rules, required documentation and other information deemed pertinent to certification.

Applicant is required to provide all the documents, plan, records and information to ETKO to complete the application processes.

NOP regulation shall be used as standard in the inspection, in the application of accept/reject criteria, record keeping requirement. The inspector shall carry his/her own controlled copy of NOP regulation.

ETKO is responsible to provide NOP Regulation to its clients. In case, demanded NOP Regulation may be downloaded from the website. [www.etko.org](http://www.etko.org)

Once the operator is certified the certificate stays valid unless it is cancelled, withdrawal or suspended by ETKO or AMS or surrendered by the operator.

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## 7.2. Application

**Application** process begins with the applicant providing all the information requested by the inspection information form (GP 01 F01) which must be initially completed by all those seeking certification. While this process is designed to be sufficiently thorough to secure the documentation necessary to verify the applicant's organic status, it is also designed to be relatively straightforward.

The primary purposes of the initial application are (1) to establish the applicant's eligibility, (2) define specific certification procedures, (3) estimate certification fees and (4) provide a reference for the independent ETKO inspector.

All applicants are required to complete the initial application process. Applicants are required to provide sufficient additional information to substantiate the baseline history of their organic status; including previous certification information where available.

The legal and statutory documents, related standards together with the certification procedures are sent to applicant by ETKO following the initial application of the client.

Applicants are encouraged to ask pertinent questions, which will enhance the ease, speed and accuracy of their application process


Upon receipt of the inspection information form (GP 01 F01), ETKO's staff performs a thorough review. The submitted information is initially screened to determine whether it meets the basic requirements for certification. Involved in this process is a comparison of the application information with applicable organic standards.

Under normal circumstances, the applicant will receive notification of its application status within 10 working days.

However, additional information, or correction of minor deficiencies may be required at this time. In such a circumstance, the application process is detained until sufficient information and documents are provided to develop an adequate level of confidence that proceeding with the certification is in the best mutual interest.

If the initial application is not accepted, the applicant is so notified with an explanation of those major deficiencies, which resulted in the rejection. In this case, the applicant is encouraged to correct the noted deficiencies and re-apply by submitting a new application

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### 7.2.1. Contract

If the initial application is accepted, [ETKO offer](#) containing a complete itemization of estimated fees is prepared [for certification. Offer is to be approved](#) by the applicant before the applicant is issued an application number, and a [Contract](#) (GP 01 F02). After the mutual approval of this [contract](#) the applicant is scheduled for the initial third party inspection.

Contract signed is valid until voluntary withdrawal, suspension or cancellation of the contract by ETKO or ministry of agriculture responsible bodies.

When the contract is signed, client is requested to submit the application package.

In case the initial application is under contract, then the applicant is requested to proceed to further phases, as instructed by ETKO.

### 7.2.2. Application Package

Clients must meet all applicable requirements of the National Organic Program when applying for certification. Each production or handling operation or portion of an operation that produces or handles crops, livestock, livestock products, or other agricultural products that are intended to be sold as “organic” **must** be certified and **must** meet all other applicable requirements of the National Organic Program.

#### 7.2.2.1 Content of Application Package

Client together with the below mentioned documents submits to ETKO appropriate GP 18 F01 to GP 18 F 07 forms, duly filling.

- (a) An organic production or handling system plan, as required in §205.200;
- (b) The name of the person completing the application; the applicant's business name, address, and telephone number; and, when the applicant is a corporation, the name, address, and telephone number of the person authorized to act on the applicant's behalf;
- (c) The name(s) of any organic certifying agent(s) to which application has previously been made; the year(s) of application; the outcome of the application(s) submission, including, when available, a copy of any notification of noncompliance or denial of certification issued to the applicant for certification; and a description of the actions taken by the applicant to correct the noncompliance noted in the notification of noncompliance, including evidence of such correction; and
- (d) Other information necessary to determine compliance with the Act and the regulations

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- Applicant must have documented policies and procedures for excluding agricultural products from organic sale, if tests results are more than 5% of the EPA tolerance.

(Not: Applicant and ETKO will allow the applicable State official, or the AMS Administrator to conduct investigations to determine the cause of prohibited substances.)

#### 7.2.2.2 Farming operations:

- production records from the three prior years for both the producer and for the hectare producing the crop seeking certification;
- detailed soil improvement plan as providing minimum soil tillage without leaving the fields unattended,
- pest management strategies for the crops being produced;
- A production plan including all details used to calculate estimated yields and production.

#### 7.2.2.3 Processing and Handling Facilities:

Regardless of whether they are continuations from a specific farming operation or they are independent production processing, storage or handling facilities are also required to undergo inspection and certification this package includes

- chain of custody documentation to verify inputs as being organically grown;
- details on the mechanics of the processing operation;
- Details on process management controls, including contamination prevention, pest management and sanitation's controls.

The application process is completed with the above mentioned information and documents supplied to the certification body.

### 7.3 Application Package Review

Application review is conducted by a competent person assigned by ETKO, who has the adequate technical knowledge and experience on general agriculture and organic agriculture.

Application review consists following:

- A review to ensure that the application is complete as per ETKO procedures and other legal or statutory requirement.

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- A determination of whether the applicant appears to comply or may be able to comply with the relevant applicable requirements of the production and handling standards;
- Verification that an applicant who previously applied to another certifying agent and received a notification of noncompliance or denial of certification has submitted documentation to support the correction of any noncompliance's identified in the notification of noncompliance or denial of certification; and
- The scheduling of an on-site inspection of the operation to determine whether the applicant qualifies for certification if the review of application materials reveals that the production or handling operation may be in compliance with the applicable requirements.

Result of application package review is recorded on the application package review form (GP 02 F 01) and is sent to the client to take the remedial actions, if any. Any noncompliance observed is informed to the applicant, recorded on NONC (GP 18 F10)

Within a reasonable time, ETKO


- (1) Reviews the application materials received and communicate its findings to the applicant;
- (2) Provides the applicant with a copy of the on-site inspection report, as approved by the certifying agent, for any on-site inspection performed; and
- (3) Provides the applicant with a copy of the test results for any samples taken by an inspector.

Notes:

1. The applicant may withdraw its application at any time.
2. An applicant who withdraws its application is liable for the costs of services provided up to the time of withdrawal of its application.
3. An applicant that voluntarily withdrew its application prior to the issuance of a Notice of Noncompliance (NONC) (GP 18 F10) will not be issued a notice of noncompliance. Similarly, an applicant that voluntarily withdrew its application prior to the issuance of a Notification of Denial of Certification will not be issued a Notification of Denial of Certification

The client who completed the application phase is included on the inspection plan, and at all proceeding activities ETKO certification requirements and procedures are implemented.

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### 7.3.1 Organization of APPLICANT for Inspection

Prior to the scheduled inspection, the applicant is expected to have organized all of the records, which documents that, the commodities and / or processes under review are certifiable as organic. The applicant's co-operation in completing all of the forms, providing thorough and proper documentation, and being prepared, will greatly contribute to the timely and cost effective completion of the entire certification process. Delays to this process could lead, as a matter of course, to an increased cost (which would be borne by the applicant) of the overall certification.

While laws at the national level require the maintenance of these records, good business practice demands them. The applicant is reminded that documentation must be clear, complete and concise. Otherwise, an inspector may be unable to complete the inspection, as instructed, if sufficient information to verify the requisite status is not clearly provided. Unannounced inspections may be organized during the production and processing period to the applicant's agricultural production and processing units.

### 7.3.2 Ongoing Audit Monitoring of Records:

The program's comprehensive record keeping requirements, which direct a certified entity to maintain production input, and commodity tracking records on a current and continuing basis, provide Audit monitoring compliance.

Production inputs consist of anything that is instructed to, added to, or done in the process of creating a product. Commodity tracking consists of the mechanism by which anything that moves from the certified entity's operation into the distribution chain is quantitatively followed.

All of this information shall be maintained in an "auditable" form so that, should a full audit be required, information will be sufficiently presentable so as not to jeopardize the existing certification status which could result from un-audit ability of the record.

Applicants shall maintain records concerning the production, harvesting, and handling of agricultural products that are or that are intended to be sold as "organic", or "made with organic (specified ingredients)."

The client shall keep records according to the following procedure:

- Clients' records are adapted to the particular business that the certified operation is conducting;
- Clients' records fully disclose all activities and transactions of the certified operation in sufficient detail as to be readily understood and audited;

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- Clients' records are maintained for not less than 5 years beyond their creation; and
- Clients' records are sufficient to demonstrate compliance with the regulations
- The client shall make its records available for inspection and copying during normal business hours by authorized representatives of the Secretary, State official, and ETKO.
- As well as applicants, ETKO maintains all records required by §205.510(b) and makes all such records available for inspection and copying during normal business hours by authorized representatives of the Secretary and the applicable State official;

During the independent third party inspection, a thorough review of this record keeping system is performed to verify that they are being maintained in accordance with the terms and conditions of the program.

To facilitate the compliance with this requirement, the program's monitoring structure has the designed flexibility to accommodate a variety of independent reporting formats. Upon approval by ETKO, the applicant's existing record keeping system may be utilized. In this manner, the applicant is able to produce the required information in a familiar format while eliminating additional, redundant and unfamiliar form-filling efforts.

These record keeping requirements are fundamental to the overall certification process. For this reason, failure to maintain this necessary documentation can result in temporary suspension, or outright cancellation of certification until compliance is re-established.

If, in the judgment of ETKO, a full audit is deemed necessary, such would be performed by an ETKO designated accounting firm under terms and conditions specified in the Certification Agreement. Every effort would be made to schedule the audit as quickly as possible, and at a time of mutual convenience, to minimize delays in proceeding with full certification.


### 7.3.3 Time of the Essence

Both the applicant and ETKO have obligations to each other to assure that the certification process advances quickly and efficiently. The applicant is obliged to have its records in sufficient order to allow the preparation of a clear and concise application package, which, in turn, will enable the inspector to complete the inspection in a timely manner. Conversely, upon receipt of a properly prepared application, ETKO has an obligation to schedule, and subsequently complete, the certification process as quickly as practical.

### 7.3.4. Functions

Functions of the on site inspection are performed by ETKO qualified inspectors. Because these functions constitute a major source of information used in the development of a certification profile, only those individuals with extensive experience and requisite background are entrusted to perform these functions.

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Typical profile of an ETKO Inspector is [explained in GP 16 Requirements for inspector qualification and necessary trainings in SP 05 Recruitment and Training procedures:](#)

Inspectors use the formats as outlined in ETKO quality system, for recording and reporting. Inspectors are further instructed to follow specific instructions, answer all appropriate questions and provide a final report.

## 7.4. Evaluation

### 7.4.1 Aim of the Evaluation

Upon acceptance of the application, an onsite inspection is scheduled. ETKO inspectors perform a thorough evaluation of the application, and of the applicant's capacity to produce and/or process those commodities seeking certification.

The primary purpose of this inspection is to verify the accuracy and authenticity of the submitted application material. In addition, the inspection provides a two-way exchange of information, which is valuable to both the inspector and the applicant.

The inspector and the client need to be prepared to discuss the applicant's operating practices as they have been described in the application questionnaires.

The applicant shall provide to the inspector all of the farming and/or processing facilities which are contributory to the product(s) being certified. The inspector reviews all pertinent documentation, collects specified samples, records notes and takes photographs where appropriate. Unannounced inspections should be accepted.

ETKO conducts an initial on-site inspection of each production unit, facility, and site that is included in an operation for which certification is requested.

ETKO conducts an on-site inspection annually for each certified operation to determine whether to approve the request for certification or whether the certification of the operation should continue.

### 7.4.2. On Site Inspection

Inspections are conducted [for NOP program with this procedure](#). Before performing an actual on site inspection, the inspector reviews

1. Technical instructions;
2. Related OPs and GPs

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3. Additional specific instructions and requirements of ETKO;
4. Legal and statutory documents and standards.
5. The application file
6. NOP Regulation.

Initial on-site inspection is conducted within a reasonable time following a determination that the applicant appears to comply or may be able to comply with the production and handling requirements. Initial inspection may be delayed for up to 6 months in order to comply with the requirement that the inspection be conducted when the land, facilities, and activities that demonstrate compliance or capacity to comply can be observed.

All on-site inspections are conducted when an authorized representative of the operation who is knowledgeable about the operation is present and at a time when land, facilities, and activities that demonstrate the operation's compliance with or capability to comply with the production and handling requirements can be observed.

This requirement does not apply to unannounced on-site inspections.

Inspection starts with the opening meeting in which the management team of the client attends. The scope of the certification (products, processes, standards, legal requirements...) are reviewed, information about the inspection method, inspection plan and reporting is provided.

The inspection involves recording observations of the entire operation in writing and on film when applicable. During the inspection, the inspector verifies the effectiveness and compliance of the operations, effecting the certification, to the certification requirements utilizing the relevant forms and questions as per relevant documents of ETKO:

- The operation's compliance or capability to comply with the appropriate relevant regulations;
- That the information, including the organic production or handling system plan, accurately reflects the practices used or to be used by the applicant or by the certified operation; and
- That prohibited substances have not been and are not being applied to the operation through means on which ETKO has the right to collect samples of soil, water, waste, seeds, plant tissue, and plant, animal, and processed products and test them at ETKO's expense.
- The projects containing several small farm holders may have an internal control system operating internal check of the producers to prepare them for certification. ICS operation needs to be checked by the inspector according to OP 01 Inspection Procedure art. 22 and OP 02 Grower Groups Procedure.

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For on-site inspections of farming operations, the inspector is required to walk through the applicant's operation to evaluate the farming practices. The farm applicant is required to make available to the inspector all of the farming records and facilities, which are contributory to the commodity being certified. This would include the farm itself, adjacent areas, ancillary facilities and equipment such as storage areas, tractors and other farming implements.

For on-site inspections of processing facilities, the inspector is required to evaluate the process flow as described on the applicant's flow chart. This is accomplished by observing the equipment being used, major process control points, all ingredients added to the processed product, pest control management systems, and all ingredients used in the maintenance and/or cleaning of the process equipment; and disposal of waste and other production process by-products.

The inspector will conduct an exit interview with an authorized representative of the operation who is knowledgeable about the inspected operation to confirm the accuracy and completeness of inspection observations and information gathered during the on-site inspection. The inspector addresses the need for any additional information as well as any issues of concern.

Outdated documents are withdrawn from the service after 10 years. ETKO guarantees that all valid documents are at hand to all respective users during this period.

ETKO may conduct additional on-site inspections of applicants for certification and certified operations to determine compliance with the regulations...

The additional inspections may be announced or unannounced at the discretion of ETKO or as required by the AMS Administrator or State official.


### 7.4.3. Laboratory Testing

ETKO requires operators realize testing at a minimum is required annually. At the discretion of ETKO, additional testing may be performed by ETKO on a regular basis throughout the certification period. [For the compliance of NOP regulation 205.670-672 ETKO procedures TI 05 Sampling Method and TI 40 NOP Guide Testing & Enforcement Actions are implemented.](#)

Samples taken at the time of the initial inspection, or annual renewal, provide the initial basis for analytical enforcement. Unannounced sampling and testing may be also performed on both random surveillance bases as well as on a compliance basis.

Both routine and unannounced additional sampling and testing are at ETKO's expense when ETKO decide to make analyses.

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#### 7.4.4. Production Inputs and Commodity Tracking System

Every certified entity, be it a grower, shipper, processor, handler or distributor, is required to collect and maintain records on all activities, materials and changes that take place within its operation. Information regarding all inputs and all physical production is required. In addition, information regarding the movement of finished product is required.

ETKO retains the option review all input and production records at any time.

The inspector must be sure that:

- the record keeping system is continuously maintained in an “auditable” format, and
- it is sufficiently comprehensive to provide all of the required information, and yet
- it is concise enough to provide unambiguous audit trail.

ETKO endeavors to utilize the applicant’s established record keeping systems. All such systems must receive ETKO approval, and must be reviewed by inspector before certification may be granted.

#### 7.4.5. Audit Report

All the observations and findings during **audit** are recorded on **inspection reports** and other related records as appropriate as required by certification process. The observations and findings in relation to the deviation from the rules, regulations are to be recorded under **“Evaluation Results”**

The inspectors have no authority to define a noncompliance either in inspection report or in any other record, or inform the client with such an information stating indicating a noncompliance.

At the time of the inspection, the inspector shall provide the operation's authorized representative with a receipt for any samples taken by the inspector.


A copy of the Inspection Report and any test results are sent to the client .

Note: providing advice for corrective actions is strictly prohibited by accreditation rules.

#### 7.4.6. Surveillance

ETKO performs periodical inspections (surveillance visits) on the client’s premises/processes in order to see and verify if the products and or processes in the certification scope,

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maintains conformance to the relevant standards, statutory and legal requirements. The period for surveillance is determined during the initial inspection, if possible and included in the contract.

The scope of surveillance visits is determined during the inspection by the inspectors.

During the overall process of certification and during maintenance of the certificate, the inspector ensures that the applicant is always reminded to keep and maintain relevant records of its activities properly, in an auditable manner.

The applicant may continue to use its existing record and record keeping system, if it is found to be satisfactory by ETKO. Otherwise it is requested to improve recording and filing system.

The applicant is required to keep and maintain production input, and commodity tracking records on a continuing basis to provide as an evidence of compliance of certification requirements.

Production inputs consist of anything that is instructed to, added to, or done in the process of creating a product. Commodity tracking consists of the mechanism by which anything that moves from the certified entity's operation into the distribution chain is quantitatively followed.

All of this information must be maintained in an "auditable" form so that, should a full audit be required, information will be sufficiently presentable so as not to jeopardize the existing certification status which could result from un-audit ability of the record.


Applicants maintain records concerning the production, harvesting, and handling of agricultural products that are or that are intended to be sold as "organic", or "made with organic (specified ingredients).

#### 7.4.7. Records:

- fully disclose all activities and transactions of the certified operation in sufficient detail as to be readily understood and audited;
- are maintained for not less than 5 years beyond their creation;
- must be sufficient to demonstrate compliance with the regulations
- Regular reporting of specific information, as dictated by the nature of the certified operation, is required from certified clients on an individualized basis.
- When required; at the discretion of ETKO additional testing may be performed on a regular basis throughout the certification period.

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Samples collected in the initial inspection or during surveillance provide fundamental information for the decision on certification. During the certification period sampling and testes may be done without informing the client. During the inspection, a thorough review of this record keeping system is performed to verify that they are being maintained in accordance with the terms and conditions of the program.

The record keeping requirements are fundamental to the overall certification process. For this reason, failure to maintain this necessary documentation can result in temporary suspension, or outright cancellation of certification until compliance is re-established.

If, in the judgment of ETKO, a financial audit is deemed necessary, such would be performed by an ETKO designated accounting firm under terms and conditions specified in the Certification Agreement. Every effort would be made to schedule the audit as quickly as possible, and at a time of mutual convenience, to minimize delays in proceeding with full certification.

Customer complaints records and actions taken for complaints by the client are also subject to inspection to verify that the client takes proper and effective action.

#### **7.4.8. Continuing Support**

ETKO, in providing certification, is making a commitment to support the organic integrity of its clients on an on going basis. ETKO is responsible to provide NOP Regulation and the amendments in the original language of the rule.

The changes of the certification system especially in case of changes of the certification requirements will be forwarded to the licensees.

ETKO has the right to insight the necessary documents regarding the application of new requirements.

ETKO provides relevant regulations and standards and the amendments to its clients in their language.

The clients are informed on a timely manner, about the amendments in the certification system and the changes in the certification requirements formally in written form or by publishing in website. The amendments are valid on the date as informed to the client. The client is responsible to implement the changes in the requirements as soon as received. ETKO controls the effective implementation of the changes in requirements by the client.

The clients are responsible to inform ETKO about the planned changes in their processes, on time. ETKO shall not be responsible of the results due to the late notification of the client

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about the changes. The changes in the client's system have to be inspected and approved prior to the implementation. The inspection is done on site and on the related documents

The changes to be made by the client have to be not affecting the organic status of the current production. The planned changes are strictly required to be in accordance with relevant legal requirements and standards. Otherwise, ETKO may deny the change and its consequences, and may postpone or cancel the certification of the product (ion) effected by the change.

#### 7.4.9. Ongoing Compliance

For NOP, the ongoing compliance is enforced by a series of different check systems applied in surveillances.

- **Production input records**

Required by the program, they shall be maintained on a current and continuous basis. These records must be available for inspection; and they also may be required as part of regular reporting requirements.

- **Commodity-tracking systems**

They are routinely monitored in the market place by random checking. This mechanism enables ETKO to audit the flow of certified product through the channels of distribution on a real time basis.

- **Audits of record keeping systems**

It is routinely performed during an inspection, also can be required at any time during the certification period. In addition, routine auditing of regularly reported information is performed.

- **Regular reporting of specific information**

As dictated by the nature of the certified operation, it is required from certified clients on an individualized basis.

#### 7.4.10. Temporary variances

Clients are allowed to receive temporary variances from the requirements in production and handling standards as established by the regulations for the following reasons:

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- Natural disaster declared by the Secretary.
- Damage caused by drought, wind, flood, excessive moisture, hail, tornado, earthquake, fire, or other business interruption.
- Practices used for the purpose of conducting research or trials of techniques, varieties, or ingredients used in organic production or handling.

ETKO will notify USDA to recommend a temporary variance from a production or handling standard, provided that the variance is based on one or more of the reasons listed above.

ETKO will notify each applicant of the establishment of a temporary variance for each production and handling operation it certifies to which that temporary variance applies.

#### **7.4.11. Acceptable and Prohibited Materials**

The general criteria used by ETKO for determining the acceptability of a material is specified by the USDA National Organic Program's National List of Approved and Prohibited Substances.

Basic policy maintains that non-synthetically compounded materials, a group generally referred to as biological agricultural products, tend to be acceptable. Conversely, the use of synthetically compounded materials, genetically modified propagation materials, processing aids and plant protection materials, such as genetically modified parasites, predator and other organisms almost without exception, are prohibited.


In addition, those materials, which, while may not be synthetically compounded, but continue to be either highly toxic or environmentally hazardous, are similarly prohibited.

The agricultural products sold by certified clients as organic are produced and handled:

- In compliance with the National List;
- Without the use of excluded methods, except for vaccines, provided that the vaccines are approved;
- Without the use of ionizing radiation; and
- Without the use of sewage sludge.

Clients are required to verify the acceptability of inputs with ETKO prior to their use in order to avoid inadvertently jeopardizing an organic status through the use of a prohibited material.

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#### 7.4.12. Transition Period

The setting of a fixed transitional time period may be considered arbitrary; however, benchmarks are necessary. To enter into the ETKO certification program, the minimum amount of time that an applicant's crop and cropping areas must be operated under conditions which have had no unacceptable materials applied is dictated by those regulations, which prevail over its certification.

The organic foods industry has been developing a consensus of three years as the recognized minimum acceptable period by the USDA National Legislation; NOP Regulation .

Measurement of the minimum period is determined as follows:

- Annual crops: period prior to seed planting or transplanting.
- Perennial crops: period prior to the appearance of flower buds.

#### 7.4.13. Packaging and Post-Harvest Handling

No commodity can be considered legitimately organic unless it is organic from its field origin to the marketplace. For this reason, the importance of proper packaging and post harvest handling is equal to that of the actual field production.

#### 7.4.14. Processing

No unacceptable materials may be used in the cleaning, packaging or storing of a certifiable product once it has been harvested. This condition applies equally regardless of whether the applicant handles all of the post harvest, or subcontracts it to another entity.


The responsible authority for these activities will be required to complete an application and affidavit regarding post-harvesting operations. Failure to properly complete this portion of the certification process could be cause for denial of certification. Special forms to complete this portion of the process are available from ETKO upon request.

#### 7.4.15. Setting the Fee

The fee structure is generically designed to be applicable to a large number of different agricultural and processing operations. However, because these operations are so diverse, it is virtually impossible to structure a schedule, which anticipates every variation.

Therefore, prior to the acceptance of an application, ETKO will determine what, if any, additional changes will be required to the basic fee structure. These changes will be

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presented, in detail, to the applicant who will have the opportunity to approve the changes, modify the application, or withdraw it entirely.

The applicant's decision is then formalized in writing and incorporated as part of the Certification Agreement, which is included with the transmittal accepting the application.

#### 7.4.16 Propagation Material Non-commercially Available

Operators or producers certified by ETKO must apply with the "[Propagation Material Approval Form](#)" to ETKO for approval of a non-commercially available organic propagation material before use in organic production.

Applicant should prove that there is no source available by documents. ETKO checks possible sources which can provide the propagation material through National List from the statistics of the origin country Ministry of Agriculture.

ETKO Certified operations and producers are obliged to follow the NOP Regulation 205.204 Seeds and Planting Stocks Practice Standard and ETKO procedures mentioned on 5.17 of this procedure.

#### 7.4.17 Ingredients Non-commercially Available

ETKO Certified operations and producers are obliged to follow the NOP Regulation 205.105 "Allowed and prohibited substances, methods, and ingredients in organic production and handling",  
 205.270 Organic Handling Requirements,  
 205.301 Product Composition,  
 205.606 Non-organically produced agricultural products allowed as ingredients in or on processed products labeled as organic or made with organic ingredients.


### 7.5. Granting Certification

#### 7.5.1. Certification Decision

The Organic Certifier is responsible for all the decisions in relation to certification (granting, suspension, revoking...) The OC is independent of the application review and or certification process.

Granting the certificate depends on the appropriate planning or, planning and implementation of the corrective actions in a timely manner for the Notification of

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Noncompliance “GP 18 F 10” reported by the OC to client, based on the inspection reports and all other supporting documents and evidences.

Once certified, a production or handling operation's organic certification continues in effect until surrendered by the organic operation or suspended or revoked by ETKO or the State organic program's governing State official, or the Administrator.

ETKO Organic Certifier grants certification based on the determination that:

- The applicant is in compliance with its organic system plan and all procedures;
- The activities of the applicant’s operation are in compliance with the appropriate regulations; and
- The applicant is able to conduct operations in accordance with the plan

#### 7.5.2. Certification Certificate

Within a reasonable time after completion of the initial on-site inspection, the Organic Certifier (OC) reviews the on-site inspection report, the results of any analyses for substances conducted, and any additional information requested from or supplied by the applicant. If the organic system plan and all procedures and activities of the applicant's operation are in compliance with the certification requirements and that the applicant is able to conduct operations in accordance with the plan, the OC grants certification. (GP 13 F 03 NOP certificate)

The certification may include requirements for the correction of minor non compliances within a specified time period as a condition of continued certification. (See art.5.24)

The certificate of organic operation specifies the:

- (1) Name and address of the certified operation
- (2) Effective date of certification;
- (3) Categories of organic operation, including crops, wild crops, livestock, or processed products produced by the certified operation; and
- (4) Name, address, and telephone number of ETKO

Once certified, a production or handling operation's organic certification continues in effect until surrendered by the client or suspended or revoked by ETKO or the Administrator.

A list of all issued certificates shall be maintained, containing the following information:

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- Certificate number
- Client/company name
- Address-country
- Applicable standards, regulations
- Scope of certification
- Accreditation status
- Certification date
- Validity date
- Status of certification (suspended, withdrawn...)

### 7.5.3. Denial of Certification

ETKO provides a Notification of Noncompliance (NONC) (GP 18 F10) to the applicant when ETKO has reason to believe that the applicant for certification is not able to comply or is not in compliance with the requirements

- during the application review, based on a review of the information submitted by the applicant (as specified in NOP rule §205.402) or
- during the initial inspection (as specified in NOP rule §205.404)


When correction of a noncompliance is not possible, a Notification of Noncompliance and a Notification of Denial of Certification may be combined in one notification. The Notification of Noncompliance (NONC) (GP 18 F 10) provides:

1. A description of each noncompliance;
2. The facts upon which the Notification of Noncompliance (NONC) GP 18 F 10 is based; and
3. The date by which the applicant must rebut or correct each noncompliance and submit supporting documentation of each such correction when correction is possible.

Upon receipt of such notification of noncompliance, the applicant may:

1. Correct noncompliance and submit a description of the corrective actions taken with supporting documentation to ETKO; or
2. Correct noncompliance and submit a new application to another certifying agent. (NOTE: If such an applicant applies to ETKO for certification, the applicant must include a complete application, the notification of noncompliance received from the first certifying agent, and a description of the corrective actions taken with supporting documentation) or

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3. Submit written information to ETKO to rebut the noncompliance described in the notification of noncompliance.

After issuance of a Notification of Noncompliance (GP 18 F 10), ETKO:

1. Evaluates the applicant's corrective actions taken and supporting documentation submitted or the written rebuttal, conduct an on-site inspection if necessary, and
  - When the corrective action or rebuttal is sufficient for the applicant to qualify for certification, issues the NOP Certificate (GP 13 F 03) to the applicant pursuant to §205.404; or
  - When the corrective action or rebuttal is not sufficient for the applicant to qualify for certification, issues the applicant a **Notification** of Denial of Certification (NODC) **“GP 18 F 12A or GP 18 F 12B”**
2. If applicant fails to respond to the Notification of Noncompliance (GP 18 F10), issues a Notification of Denial of Certification.(NODC) (GP 18 F 12 A in application review phase, GP 18 F 12 B in initial inspection phase)

Copies of NONC, NODC, NONCR are submitted to the Administrator, pursuant to §205.501(a)(15).

The Notification of Denial of Certification (NODC) (GP 18 F 12 A&B) states the reason(s) for denial and the applicant's right to:


- Reapply for certification
- Request mediation to Administrator or, if applicable, pursuant to a State organic program; or
- File an appeal of the denial of certification pursuant to §205.681 or, if applicable, pursuant to a State organic program.

The applicant for certification who has received the NONC (GP 18 F 10) or the Notification of Denial of Certification NODC (GP 18 F 12 A or B) may apply for certification again at any time to any certifying agent, in accordance with §§205.401 and 205.405(e).

When such applicant submits an application to ETKO instead of the certifying agent who issued the notification of noncompliance or notice of denial of certification, the applicant for certification must include a copy of the Notification of Noncompliance **“NONC”** or Notice of Denial of Certification **“NODC”** and a description of the actions taken, with supporting documentation, to correct the noncompliance noted in the notification of noncompliance.

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When ETKO receives a new application for certification, which includes a notification of noncompliance or a notice of denial of certification issued by another CB, the application is treated as a new application and a new application process is started pursuant to §205.402.

- **False statements or mis-presentations**

If ETKO has reason to believe that an applicant for certification has willfully made a false statement or otherwise purposefully misrepresented its operation or its compliance with the certification requirements, the certification may be denied certification without first issuing a Notification of Noncompliance (GP 18 F10)

#### 7.5.4. Continuation of Certification.


Each year, before the date indicated by ETKO, the producer must notify ETKO of its schedule of production of crop products, giving a breakdown by parcel. This schedule can be shown on the organic compliance plan. Plan needs to be revised each year by the operator and review will be made by a competent staff of ETKO. The operators that do not annually submit the information required as follows will be issued Notification of Non compliance.

To continue certification, a certified operation must annually pay the certification fees and submit the following information, as applicable, to ETKO:

1. An updated organic production or handling system plan which includes:
  - a. A summary statement, supported by documentation, detailing any deviations from, changes to, modifications to, or other amendments made to the previous year's organic system plan during the previous year; and
  - b. Any additions or deletions to the previous year's organic system plan, intended to be undertaken in the coming year, related to production practices
2. Any additions to or deletions from the information related to address, responsible person, name of the company, telephone number given to ETKO for certification.
3. An update on the correction of minor noncompliance previously identified by ETKO as requiring correction for continued certification; and
4. Other information as deemed necessary by ETKO to determine compliance with the Act and the regulations in this part.

Following the receipt of the a/m information, ETKO, within a reasonable time arranges and conducts an on-site inspection of the certified operation as per OP 01 (pursuant to §205.403) Note: When it is impossible to conduct the annual on-site inspection following receipt of the client's annual update of information, ETKO may allow continuation of

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certification and issue an updated certificate of organic operation on the basis of the information submitted and the most recent on-site inspection conducted during the previous 12 months: *Provided*, That, the annual on-site inspection is conducted within the first 6 months following the client’s scheduled date of annual update.

If ETKO has reason to believe, based on the on-site inspection and a review of the information specified by client, that the client is not complying with the requirements of the Act and the regulations in this part, then ETKO Organic Certifier provides the Notification of Noncompliance (GP 18 F 10) to the operation in accordance.

In case ETKO determines that the client is complying with the Act and the regulations and that any of the information specified on the certificate of organic operation has changed, then, an updated certificate of organic operation is provided.

In case annual update is not provided before the annual inspection a written notification of noncompliance (GP 18 F 10) is provided to client by the OC.

#### 7.5.6. Conditional Certification


When a product is qualified as being organic, but deficiencies in its producing operation remains, conditional certification may yet be granted. The applicant is notified of the non compliances determined by ETKO, which are necessary to be remedied within a specified timeframe. Upon the applicant’s corrective action plans for the non compliances, certification can be conditionally granted – with a concurrent verification of actions taken for compliance.

- **Exempt handlers**

Operations that are exempt from certification and submission of an organic system plan are subject to the following requirements:

- Any production or handling operation with gross agricultural income from organic sales that total less than \$5,000.00 annually.
- A handling operation that is a retail food establishment or portion of retail food establishment that handles but does not process organically produced agricultural products.
- A handling operation or portion of handling operation that handles agricultural products that contain less than 70 percent organic ingredients (by total weight of the finished product, excluding water and salt).
- A handling operation or portion of handling operation that only identifies organic ingredients on the information panel.

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Exempt handlers who only handle products containing less than 70 percent organic ingredients or only list organic ingredients on the information panel must comply with the following:

- Provisions for the prevention of organic products commingled with non-organic and prevention of contact with prohibited substances;
- Labeling provisions; and
- Recordkeeping provisions in §205.101 (c)

Products from an exempt production operation cannot be used as ingredients identified as organic in processed products produced by a certified handling operation

The following operations are excluded from the NOP regulatory requirements

- A handling operation or portion of a handling operation and the operation or portion of the operation only sells organic agricultural products labeled as “organic” provided such products are packaged or otherwise enclosed in a container prior to being received or acquired by the operation; and remain in the same package or container and are not otherwise processed while in the control of the handling operation.
- A retail food establishment or portion of a retail food establishment that processes, on the premises of the retail food establishment, raw and ready-to-eat food from agricultural products that were previously labeled as “organic.”

Excluded handling operations shall comply with the requirements to prevent commingling and contact with prohibited substances and the requirements for labeling in §205.310

Exempt handling operations, as identified by §205.101(a) (3-4), shall maintain for 3 years records sufficient to:

- Prove that ingredients identified as organic were organically grown, and
- Verify quantities produced from organic ingredients

Records shall be available to representatives of the Secretary and State officials.

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### 7.5.7. Compliance and Handling of Noncompliance

ETKO will handle noncompliance's according to:

- NOP 4002 Instruction Enforcement of the USDA Organic Regulations Penalty Matrix and
- NOP Instruction 2612 Recommended Penalties for Violations of Specific Regulatory Requirements and NOP 2612-1 Penalty Matrix for violations of the USDA Organic Regulations

NOP 4002 provides instructions for taking enforcement action against certified operations that violate the U.S. Department of Agriculture (USDA) organic regulations.

NOP 2612-1 Penalty Matrix for violations of the USDA Organic Regulations, provides guidance about recommended penalties for violation classes and categories.

### 7.5.8. Review and Investigations

NOP Program Manager, on behalf of the Secretary, may inspect and review certified production and handling operations and accredited certifying agents for compliance with the Act or regulations.

The Program Manager may initiate suspension or revocation proceedings against a certified operation when the Program Manager has reason to believe that a certified operation has violated or is not in compliance with the Act or regulations or when a certifying agent or a State organic program's governing State official fails to take appropriate action to enforce the Act or regulations.

ETKO may investigate complaints of noncompliance with the Act or regulations concerning production and handling operations certified as organic. Program Manager is informed of all compliance proceedings and actions taken.

A State organic program's governing State official may investigate complaints of noncompliance with the Act or regulations, concerning organic production or handling operations operating in the State.

### 7.5.9. Noncompliance

ETKO provides the Notification of Noncompliance (NONC) (GP 18 F 10) to the applicant/certified operation in cases where and when:

- ETKO has reason to believe that, based on the information specified in application package DURING APPLICATION PACKAGE REVIEW, the applicant for certification is not able to comply or is not in compliance with the requirements of NOP rule. and

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- ETKO has reason to believe that, BASED ON THE ON-SITE INSPECTION and the results of any analyses for substances conducted, and any additional information requested from or supplied by the applicant, the organic system plan and all procedures and activities of the applicant's operation, a certified operation is not complying with the requirements of NOP.

All the observations made during initial inspection, surveillance and special inspections are recorded on the Inspection Report Section Evaluation Results

The inspectors have no authority to define a noncompliance either in inspection report or in any other record, or inform the client with such an information stating indicating a noncompliance.

The Organic Certifier provides the Notification of Noncompliance (GP 18 F 10) to the client, upon the evaluation of the application file or inspection reports and all other related documents and information obtained during inspection.

While grading non-conformances the following conditions shall be considered:

- One of the requirements of standard or regulation related to the process or product are not complied
- Production process plan not applied
- Product is under risk

Non-conformances are graded as major and minor.

- **Major non-conformances**
  - o Factors affecting the organic integrity of the product or land.
  - o Factors causing risk on the product.
  - o Use of inputs which are not allowed by the regulations.
  - o Non-Organic product sales as organic.
  - o Requirements of regulation or standard not applied
  - o Frequent minor non-conformances on the same requirement of regulation.
  - o Customer complaints not handled, failure on taking remedial actions, or complaints and action records not available.
  - o Misuse of the licenses and certificates
  - o Production process plan not implemented.
  - o Annual updates not provided
  - o Several minor interrelated noncompliance can lead to a major noncompliance.

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- **Minor non-conformances**

- Failure to fully satisfy a requirement of a standard or regulation.
- Factors causing no risk on the condition of the product.

Notification of noncompliance (GP 18 F 10) clearly indicates

- A description of the noncompliance,
- The facts upon which the notification of noncompliance is based; and
- The date by which the applicant/certified operation must rebut or correct each noncompliance and submit supporting documentation of each such correction when correction is possible.

By a Notification of Noncompliance (GP 18 F 10), ETKO requires the certified operation to determine corrective action plan(s) related to the major and minor non-compliances defined in the Notification of Noncompliance.

- To be recommended for certification all major non-conformances must be closed and corrective action plans for minor non-conformances must be determined by the client
- Non-conformances graded as **Major** in Notification of Noncompliance: corrective actions must be taken in maximum 30 days. To close out the major non-conformances a follow up inspection may be decided by ETKO.
- Non-conformances graded as **Minor** in Notification of Noncompliance: action plans within 30 must be provided to ETKO by the client.

Corrective action plans and or any other evidence indicating the actions taken are submitted to ETKO to be reviewed by Organic Certifier.


#### 7.5.9.1. Resolving the Non-Compliances

Upon receipt of Notification of Noncompliance, the client may:

1. Correct the non-compliances and submit a description of the corrective actions taken with supporting documentation to ETKO;
2. Submit written information to ETKO to rebut the noncompliance, described in the Notification of Noncompliance (GP 18 F 10)

After sending a Notification of Noncompliance (GP 18 F 10), ETKO evaluates the client's corrective actions and supporting documentation submitted or the written rebuttal, conduct an on-site inspection if necessary.

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**7.5.9.1.1. Resolution of Noncompliance:** When a client demonstrates that each noncompliance has been resolved, the OC sends to client a Notification of Noncompliance Resolution (GP 18 F 11)

**7.5.9.1.2. Proposed suspension or revocation:** When rebuttal is unsuccessful or correction of the noncompliance is not completed within 30 days, ETKO will send the certified operation a written notification of proposed suspension (GP 18 F 13) or revocation (GP 18 F 15) of certification of the entire operation or a portion of the operation, as applicable to the noncompliance.

After receipt of the Notification of Proposed Suspension or Revocation the certified operator may:

1. File an appeal to this Proposed Suspension or Revocation in 30 calendar days of the receipt of the notice. The appeal must be in writing and submitted to ETKO Managing Director and to the Administrator.
2. Request mediation within 30 days of this notice, in writing to ETKO. If the request for mediation is accepted and the mediation is unsuccessful, upon written notification, the certified operator then will have 30 calendar days, from receipt of notice, to appeal the Proposed Suspension or Revocation. If the request for mediation is rejected, a written notification is sent to the operator and in 30 days from the date of the notice, the operator may appeal the Proposed Suspension or Revocation.

When correction of a noncompliance is not possible, the Notification of Noncompliance and the Proposed Suspension or Revocation of certification may be combined in one notification. The Notification of Proposed Suspension or Revocation of certification states:


1. The reasons for the proposed suspension or revocation;
2. The proposed effective date of such suspension or revocation;
3. The impact of a suspension or revocation on future eligibility for certification; and
4. The right to request mediation pursuant to §205.663 or to file an appeal pursuant to §205.681.

**7.5.9.1.3. Suspension or revocation:**

(1) If the certified operation fails to correct the noncompliance, to resolve the issue through rebuttal or mediation, or to file an appeal of the proposed suspension or revocation of certification, ETKO will send the certified operation a written notification of suspension (GP 18 F 14) or revocation (GP 18 F 16)

(2) ETKO will not send a notification of suspension or revocation to a certified operation that has requested mediation pursuant to §205.663 or filed an appeal pursuant to §205.681, while final resolution of either is pending.

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In case of suspension, the certified operation is no longer **certified and must go through the reinstatement process**. Therefore certified operation is not able to sell, label, and represent the product as organic for the suspension period. Once suspended, reinstatement for certification may only be requested from the Administrator and will only be considered for certification if the **Notification of Noncompliance** (GP 18 F 10) is corrected and the operation has been inspected by ETKO to verify that the operation complies with the requirements.

#### 7.5.10. Willful violations

- If there is reason to believe that a certified operation has willfully violated the Act or regulations, ETKO sends the certified operation a **Notification of Proposed Suspension or Revocation** GP 18 F 13 or GP 18 F 15 of certification of the entire operation or a portion of the operation, as applicable to the noncompliance.

#### 7.5.11. Violations of Act.

In addition to suspension or revocation, any certified operation that:

1. knowingly sells or labels a product as organic, except in accordance with the Act, shall be subject to a civil penalty of not more than the amount specified in §3.91(b)(1) of this title” per violation.
2. makes a false statement under the Act to the Secretary, a State organic program's governing State official, or a certifying agent shall be subject to the provisions of section 1001 of title 18, United States Code.

#### 7.5.12. Eligibility.

1-A certified operation whose certification has been suspended, may at any time, unless otherwise stated in the Notification of Suspension, submit a request to the Secretary for reinstatement of its certification. The request must be accompanied by evidence demonstrating correction of each noncompliance and corrective actions taken to comply with and remain in compliance with the Act and the regulations.


2-A certified operation or a person responsibly connected with an operation whose certification has been revoked will be ineligible to receive certification for a period of 5 years following the date of such revocation, *Except*, That, the Secretary may, when in the best interest of the certification program, reduce or eliminate the period of ineligibility.

#### 7.5.13. Reinstatement of the Suspended Certificate

##### 7.5.13.1 Requirements for Suspended organic producers or handlers

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In order to achieve reinstatement, organic producers and handlers who have had their organic certification suspended must:

1. Correct all noncompliances to the USDA organic regulations. This includes not only the reasons stated in the notice of suspension issued by ETKO, but any outstanding noncompliances that have been subsequently identified ETKO.
2. Ensure that their organic systems plan (OSP) is complete, that the OSP is in compliance with the USDA organic regulations, and that the OSP is being implemented.
3. Contact ETKO and submit all documents required by ETKO for reinstatement. If the suspension has been issued by a CB other than ETKO, the producer or handler must inform ETKO of their suspended status and the reasons for the suspension.
4. Pay all fees required by ETKO
5. Successfully complete a full onsite inspection. The inspection should be conducted pursuant to § 403 (a)(1) and this procedure.
6. Prepare a letter (GP 18 F 17 Reinstatement Request Letter from Suspended Operation to USDA) addressed to the Secretary of Agriculture, care of the NOP, requesting reinstatement of certification. The operator sends the letter to:

USDA, AMS, National Organic Program  
 1400 Independence Avenue, SW  
 Room 2648, STOP 0268  
 Washington, DC 20250  
 Or, [AIInBox@ams.usda.gov](mailto:AIInBox@ams.usda.gov)

Shipping services that require a telephone number may use (202) 720-3252. As an alternative, producers or handlers who have had their organic certification suspended may submit the letter addressed to the Secretary, care of the NOP, through ETKO. ETKO forwards the request to the NOP, along with the required reinstatement documents described in section 5.26.2

7. Retain all documents related to the request for reinstatement for future audit by the certifying agent and the NOP.

#### 7.5.13.2 Requirements for ETKO

It is ETKO's responsibility to officially inform the suspended producer or handler about the requirements stated in 5.26.1. ETKO communicates with the suspended producer or handler

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and send an official letter providing the operator with all the information required by the operator to apply to USDA for reinstatement.

Upon receipt of the operation’s request for reinstatement or notification that such a request has been sent to NOP, ETKO:

1. Conducts a compliance review of the OSP to ensure that all provisions of the USDA organic regulations are met.
2. Notify the producer or handler who has had their organic certification suspended of any noncompliances according to procedures described in the USDA organic regulations, §205.662(a) and in this procedure by sending NONC letter.
3. Schedules a full onsite inspection to verify the operation’s compliance with the USDA organic regulations, provided that the OSP is considered to be complete and in compliance with the USDA organic regulations. On site inspections is done within a three month period prior to the NOP receiving the reinstatement request. Deviations from this procedure must be justified and approved by the NOP.
4. Prepare a signed letter (GP 18 F 18 ETKO Reinstatement Request Letter for Suspended Operation to USDA) to the Secretary, care of the NOP, stating that the operation requesting reinstatement has met all requirements of the USDA organic regulations. The letter affirmatively states that:
  - a. ETKO has conducted an NOP compliance review of the client’s OSP.
  - b. The review found that the client’s OSP adequately addressed the noncompliance(s) which led to the suspension and is in compliance with the USDA organic regulations.
  - c. ETKO has conducted an onsite inspection of operation and found the operation to be in full compliance and capable of remaining in compliance with the USDA organic regulations, or, noncompliance were issued to the operation as a result of the onsite inspection findings and the operation has submitted corrective measures that are approved and determined by the certifying agent to demonstrate compliance with the USDA organic regulations.
5. Submits the letter (along with the operation’s request for reinstatement, if appropriate), as well as the initial Notice of Noncompliance, Notice of Proposed Suspension, Notice of Suspension, and a copy of the inspection report that found the operation in full compliance. If the inspection report includes findings that may be noncompliant, then

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ETKO's request for reinstatement includes documented objective evidence to demonstrate the operation's full compliance with the USDA organic regulations.


- Retains all documents related to the request for reinstatement for future audit by the NOP.

### 7.5.13.3. National Organic Program

Upon receipt of the required documentation, the NOP Accreditation and International Activities Division completes the following steps within 30 days of receipt of the request for reinstatement:

- Review the request for reinstatement along with the supporting documentation. Contact the certifying agent if questions remain regarding the request.
- Approve the request if:
  - All required documents have been submitted,
  - The documentation clearly demonstrates that the operation is in compliance with the USDA organic regulations and is capable of remaining in compliance, and;
  - The review of documents related to the operation does not indicate that the client has an ongoing history of noncompliance which would indicate an inability or unwillingness to remain in compliance.
- If the request is approved, the NOP removes the operation from the public list of suspended operations. The NOP issues a letter to the operation, with a copy to ETKO, stating that:
  - The operation is eligible for reinstatement by the certifying agent referenced in the request, and
  - ETKO retains all documents related to the reinstatement for future audit by the NOP.
  -
- If the request is denied, issues a letter to the operation, with a copy to ETKO, stating the reasons for denying reinstatement.
- Review all documentation related to the reinstatement at ETKO's next onsite audit.

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#### 7.5.14. Adverse Action Appeal Process

Appeals to be implemented according to the procedure “NOP 4011 Agricultural Marketing Service Office of the Administrator Adverse Action Appeal Process for the National Organic Program” which

- 1) explains the adverse action appeal process;
- 2) clarifies the roles and responsibilities of those involved in the adverse action appeal process; and
- 3) describes possible appeal outcomes

To proceed for an appeal:

##### 7.5.14.1. Objections, Complaints and Legal Cases

Licensee is requested to prepare a file to handle the objections, complaints, and legal cases from its own clients.

This file includes:

- The nature of the received objections, complaints, and legal cases
- The identity of the involved persons/groups
- The causes of the problem
- The action taken
- verification and documentation of the effectiveness of the initiated measures

A specific file is maintained for handling of objections, complaints, and legal cases which at least includes followings:


- Records of the received objections, complaints, and legal cases
- Names of the involved persons/groups
- Records of the subsequently action chosen
- Verification and documentation of the effectiveness of the measures taken

An applicant may appeal ETKO’s Notification of Denial of Certification (NODC), and a certified operation may appeal ETKO’s Notification of Proposed Suspension (NOPS) or revocation of certification (NOPR), to the AMS Administrator.

Exception: When the applicant or ETKO is subject to an approved State organic program, the appeal must be made to the State organic program which will carry out the appeal pursuant to the State organic program’s appeal procedures approved by the Secretary.

If the Administrator or State organic program sustains a certification applicant’s or certified operation’s appeal of ETKO’s decision, the applicant will be issued organic certification, or a

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certified operation will continue its certification, as applicable to the operation. The act of sustaining the appeal shall not be an adverse action subject to appeal by ETKO.

If the AMS Administrator or State organic program denies an appeal, a formal administrative proceeding will be initiated to deny, suspend, or revoke the certification. Such proceeding shall be conducted pursuant to the U.S. Department of Agriculture's Uniform Rules of Practice or the State organic program's rules of procedure.

#### 7.5.14.2. Filing

An appeal of a noncompliance decision is filed within the time period provided in the letter of notification or within 30 days from receipt of the notification, whichever occurs later. The appeal will be considered "filed" on the date received by the AMS Administrator or by the State organic program. A decision to deny, suspends, or revoke certification or accreditation will become final and no appealable unless the decision is appealed in a timely manner.

Appeals to the AMS Administrator is filed in writing and addressed to Administrator, USDA-AMS, Room 2095-S, and 1400 Independence Ave, SW, Washington, DC 20250.

Appeals to the State organic program are filed in writing to the address and person identified in the letter of notification.

All appeals shall include a copy of the adverse decision and a statement of the appellant's reasons for believing that the decision was not proper or made in accordance with applicable program regulations, policies, or procedures.

#### 7.5.15. Mediation.

Any dispute with respect to denial of certification or proposed suspension or revocation of certification may be mediated at the request of the applicant for certification or client.

Mediation shall be requested in writing to ETKO.

If ETKO rejects the request for mediation, a written notification is provided to the applicant for certification or client. The written notification shall advise the applicant for certification or client of the right to request an appeal within 30 days of the date of the written notification of rejection of the request for mediation.

If mediation is accepted by ETKO, a qualified mediator mutually agreed upon by the parties to the mediation shall conduct such mediation. The parties to the mediation shall have no more than 30 days to reach an agreement following a mediation session. If mediation is unsuccessful, the applicant for certification or client shall have 30 days from termination of mediation to appeal the ETKO's decision.

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Any agreement reached during or as a result of the mediation process shall be in compliance with the Act and NOP regulations. The Secretary may review any mediated agreement for conformity to the Act and NOP regulations and may reject any agreement or provision not in conformance with the Act or NOP regulations.

#### 7.5.16. Use Of Logo, Licenses, Mark Of Conformity

See procedure GP 11 Use Of Logo, Licenses, Mark Of Conformity

#### 7.5.17. Criteria for Certification File Review

DEFECTS	DEFECT CODE	DECISION
<b>GROUP A- CERTIFICATION RECOMMENDATION</b>		
Company/Client name is clearly recorded	A2	NO GO
The licensee number is recorded	A3	NO GO
The address of client/site is recorded	A4	NO GO
Type of certification is specified	A5	NO GO
The related standards and regulations are clearly specified	A6	NO GO
The scope is clearly recorded	A7	NO GO
<b>GROUP B</b>		
The info provided about identity and regulations are correct	B2	NO GO
Inspection dates	B3	PREPARE
Inspection type is specified	B4	NG
Scope is specified clearly	B5	NG
Inspected sites are specified	B6	NG
Findings and observations	B8	NG
<b>GROUP BB</b>		
The info related to the client matches	BB1	NG
Approval of HI	BB2	NG
Signature of the inspector.	BB3	NG
Stamp applied	BB4	NG
<b>GROUP C – INSP. REPORT</b>		
Ensure information duly recorded	C1	NG
Ensure info for change of scope is provided for agricultural units, processes, product as appropriate	C2	NG
Info about field and yield	C3	NG
Info about marketing results	C4	P
Sampling info	C5	P
Ensure inspection findings are summarized with inspection report	C6	NG
Ensure applicable forms are checked and used	C8	NG

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**From:** [ma@etko.org](mailto:ma@etko.org)  
**To:** [Zuck, Penelope - AMS](#)  
**Cc:** "Fatih AKSOY"  
**Subject:** RE: Corrective Actions Email 16 FINISHED  
**Date:** Thursday, July 23, 2015 4:08:54 AM  
**Attachments:** [image001.png](#)  
[2015072201\\_CERTIFYING SUBCONTRACTED FACILITIES NOP.pdf](#)

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Dear Penny

I prepared the notification as attached. As far as I know subcontracted handling / processing Operations covers only the ones as explained in definition processing. There are other subcontracted handling facilities such as storage, transport, forwarding etc which do not have any processing activities. These kind of subcontractors are not subject for separate certification. If I am mistaken here please inform me so I can renew the letter to clients.

Thank you in advance

Have a nice day

Mustafa

---

**From:** Zuck, Penelope - AMS [mailto:Penelope.Zuck@ams.usda.gov]  
**Sent:** Tuesday, July 21, 2015 4:53 PM  
**To:** ma@etko.org  
**Cc:** 'Fatih AKSOY'; 'Mustafa Akyuz'  
**Subject:** RE: Corrective Actions Email 16 FINISHED

Hello Mustafa,

Thank you so much for the documentation you submitted. I received all 16 emails. There are 2 items I still need:

1. NP4132LCA.NC2 - The Corrective Action plan indicates corrected certificates including scopes of certification were attached, but I did not receive the certificate examples as an attachment to any of the emails.
2. NP4132LCA.NC1 - The Corrective Action plan indicates you will certify each subcontracted facility during the 2015 production period. Can you please submit documented evidence of how this is being handled, such as notification letters to clients, etc.

Hopefully, that is all!

Best Regards,

Penny



**Penny Zuck | USDA-National Organic Program | Accreditation Manager |**

USDA • AMS • NOP | 1400 Independence Ave SW | 2649-S | Washington DC 20250

☎ 202.260.9444 | Fax 202.205.7808 | ✉ [Penelope.Zuck@ams.usda.gov](mailto:Penelope.Zuck@ams.usda.gov)

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**From:** [ma@etko.org](mailto:ma@etko.org) [mailto:ma@etko.org]  
**Sent:** Tuesday, July 21, 2015 4:11 AM  
**To:** Zuck, Penelope - AMS  
**Cc:** 'Fatih AKSOY'; 'Mustafa Akyuz'  
**Subject:** Corrective Actions Email 16 FINISHED  
**Importance:** High

Dear Penny

Here I send you total 16 emails, you can follow up the documents through this document I attached.

Many documents may be in Turkish which I send you as an evidence for the training related activities.

In case needed we could translate the most important ones, but may take some time.

I hope you received all 16 emails, if not please let me know so we can repeat it. Some attachments have bigger sizes.

Best regards

Mustafa Akyuz



Ref. Nr: 2015072201

Date: 22.07.2015

Subject: Certification of Subcontracted Processing Facilities

**To whom it may concern**

**Dear all**

According to USDA National Organic Program "NOP certification" procedures ETKO will make separate certification for the subcontracted handling / processing facilities.

Definition of processing is following:

*Processing.* Cooking, baking, curing, heating, drying, mixing, grinding, churning, separating, extracting, slaughtering, cutting, fermenting, distilling, eviscerating, preserving, dehydrating, freezing, chilling, or otherwise manufacturing and includes the packaging, canning, jarring, or otherwise enclosing food in a container.

For any remaining questions, do not hesitate to contact to

[fa@etko.org](mailto:fa@etko.org), [info@etko.org](mailto:info@etko.org) .

Fatih AKSOY

Sincerely

**From:** [ma@etko.org](mailto:ma@etko.org)  
**To:** [Zuck\\_Penelope - AMS](mailto:Zuck_Penelope_-_AMS)  
**Cc:** "Faith AKSOY"  
**Subject:** RE: Corrective Actions  
**Date:** Wednesday, August 12, 2015 11:54:05 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[GP 18 NOP Certification Procedure\\_Rev01.pdf](#)  
[GP 18 F 13 Notification of Proposed Suspension\\_NOP\\_Rev01.pdf](#)  
[GP 18 F 14 Notification of Suspension\\_NOP.pdf](#)  
[GP 18 F 15 Notification of Proposed Revocation\\_NOP.pdf](#)  
[GP 18 F 16 Notification of Revocation\\_NOP\\_Rev1.pdf](#)  
[2015081401 CERTIFYING SUBCONTRACTED FACILITIES\\_NOP.pdf](#)

---

Dear Penny

Please find attached draft of the info letter for the certified operators, which I am planning to send.

You can also have a look at the forms and the procedure as updated. I hope they are in line now.

I was not sure only about the Notification of Suspension and Notification of Revocation forms if we need to add the Noncompliances as we do with the Notification of Noncompliances and Notification of Proposed Suspension and Revocation templates.

Please inform if any deviations remained in these parts.

Best regards,

Mustafa

---

**From:** Zuck, Penelope - AMS [<mailto:Penelope.Zuck@ams.usda.gov>]

**Sent:** Wednesday, August 12, 2015 3:24 PM

**To:** [ma@etko.org](mailto:ma@etko.org)

**Subject:** RE: Corrective Actions

Hi Mustafa,

The NOP website has changed and some of the links no longer work. Sorry about that.

The training modules you attached to your email are the correct ones to reference.

Hope that helps,

Penny



**Penny Zuck | USDA-National Organic Program | Accreditation Manager |**

USDA • AMS • NOP | 1400 Independence Ave SW | Washington DC 20250

☎ 202.260.9444 | Fax 202.205.7808 | ✉ [Penelope.Zuck@ams.usda.gov](mailto:Penelope.Zuck@ams.usda.gov)

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---

**From:** [ma@etko.org](mailto:ma@etko.org) [<mailto:ma@etko.org>]

**Sent:** Monday, August 10, 2015 3:07 AM

**To:** Zuck, Penelope - AMS <[Penelope.Zuck@ams.usda.gov](mailto:Penelope.Zuck@ams.usda.gov)>

**Subject:** RE: Corrective Actions

Dear Penny

The link below does not respond and giving error. But I found two training documents from USDA website which might be the ones you mention.

Please inform if these are the ones or if it is different could you provide me those modules?

Thank you

Mustafa

---

**From:** Zuck, Penelope - AMS [<mailto:Penelope.Zuck@ams.usda.gov>]

**Sent:** Wednesday, July 29, 2015 3:53 PM

**To:** [ma@etko.org](mailto:ma@etko.org)

**Cc:** "Faith AKSOY"

**Subject:** RE: Corrective Actions

Dear Mustafa,

Thank you for sending the certificates and copy of the notification you plan to send to your clients.

Additional information is needed for the following noncompliances:

**NP4132LCA.NC1**

Facilities that are used for storage and transportation will still need to be included in an approved Organic System Plan and ETKO can determine if individual certification will be required based on the activities at the facilities. The draft letter you provided does not instruct your clients how to go about obtaining individual organic certification or a deadline/timeframe by which they must complete the certification. I will also need to know when you expect to send the notification. Your corrective action plan indicated you will certify each subcontracted processing facility during the 2015 production period. I need a timeline explaining how this will be accomplished along with the revised notification.

**NP4132LCA.NC3**

The updated procedures and adverse action templates you submitted are not in compliance with the regulations. Some of the issues are as follows:

1. ETKO's Notice of Proposed Suspension template and 7.5.9.1. Resolving the Non-compliances section of NOP Certification Procedure indicates corrective actions can be submitted to address the noncompliance(s). **Only appeal or mediation can take place at this stage of compliance.**
2. ETKO's Notice of Proposed Revocation indicates the operation has received a Notice of Proposed Suspension and Notice of Suspension. 7.5.9.1. Resolving the Non-compliances section of NOP Certification Procedure states: "Once the certification is suspended, if during the suspension period the certified operation fails to make a request to ETKO for the reinstatement of its certification, the Notification of Proposed Revocation (NOPR) (GP 18 F 15) is issued to the certified operator." **A Notice of Suspension does not turn into a Notice of Revocation. An operation is either suspended OR revoked.** The Notice of Proposed Revocation also indicates the operator can still submit corrective actions. **Only appeal or mediation can take place at this stage of compliance.**
3. Notice of Revocation indicates the operator can still submit corrective actions. A revocation cannot be corrected. **A certified operation or a person responsibly connected with an operation whose certification has been revoked will be ineligible to receive certification for a period of 5 years following the date of such revocation. Except, That, the Secretary may, when in the best interest of the certification program, reduce or eliminate the period of ineligibility.**

These are just some of the noncompliant items contained in your adverse action templates and procedures. You will need to revise the procedures and templates to be sure they are following the NOP regulations. Please refer to the following resources:

- **7CFR §205.662 Noncompliance procedure for certified operations.**
- **Training module (2015) titled "Appeals and Settlement Agreement Updates" and training module (2014) titled "Appeals Update", which can be obtained from the following link to the NOP website: <http://www.ams.usda.gov/AMSV1.0/ams.fetchTemplateData.do?template=TemplateN&topNav=NationalOrganicProgram&leftNav=NationalOrganicProgram&page=NOPTraining&description=NOP%20Training&acct=nopgeninfo>**

Please submit the above information/documentation to me **by August 12, 2015**. Let me know if you have any questions or need any further clarification on these pending noncompliances.

Thank you,

Penny



**Penny Zuck | USDA-National Organic Program | Accreditation Manager**

USDA • AMS • NOP | 1400 Independence Ave SW | 2649-S | Washington DC 20250

☎ 202.260.9444 | Fax 202.205.7808 | ✉ [Penelope.Zuck@ams.usda.gov](mailto:Penelope.Zuck@ams.usda.gov)

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**From:** [ma@etko.org](mailto:ma@etko.org) [<mailto:ma@etko.org>]

**Sent:** Thursday, July 23, 2015 4:10 AM

**To:** Zuck, Penelope - AMS

**Cc:** 'Fatih AKSOY'

**Subject:** RE: Corrective Actions Email 16 FINISHED

Dear Penny

I prepared the notification as attached. As far as I know subcontracted handling / processing Operations covers only the ones as explained in definition processing. There are other subcontracted handling facilities such as storage, transport, forwarding etc which do not have any processing activities. These kind of subcontractors are not subject for separate certification. If I am mistaken here please inform me so I can renew the letter to clients.

Thank you in advance

Have a nice day

Mustafa

---

**From:** Zuck, Penelope - AMS [<mailto:Penelope.Zuck@ams.usda.gov>]

**Sent:** Tuesday, July 21, 2015 4:53 PM

**To:** [ma@etko.org](mailto:ma@etko.org)

**Cc:** 'Fatih AKSOY'; 'Mustafa Akyuz'

**Subject:** RE: Corrective Actions Email 16 FINISHED

Hello Mustafa,

Thank you so much for the documentation you submitted. I received all 16 emails. There are 2 items I still need:

1. NP4132LCA.NC2 - The Corrective Action plan indicates corrected certificates including scopes of certification were attached, but I did not receive the certificate examples as an attachment to any of the emails.
2. NP4132LCA.NC1 - The Corrective Action plan indicates you will certify each subcontracted facility during the 2015 production period. Can you please submit documented evidence of how this is being handled, such as notification letters to clients, etc.

Hopefully, that is all!

Best Regards,

Penny



**Penny Zuck | USDA-National Organic Program | Accreditation Manager**

USDA • AMS • NOP | 1400 Independence Ave SW | 2649-S | Washington DC 20250

☎ 202.260.9444 | Fax 202.205.7808 | ✉ [Penelope.Zuck@ams.usda.gov](mailto:Penelope.Zuck@ams.usda.gov)

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---

**From:** [ma@etko.org](mailto:ma@etko.org) [<mailto:ma@etko.org>]

**Sent:** Tuesday, July 21, 2015 4:11 AM

**To:** Zuck, Penelope - AMS

**Cc:** 'Fatih AKSOY'; 'Mustafa Akyuz'

**Subject:** Corrective Actions Email 16 FINISHED

**Importance:** High

Dear Penny

Here I send you total 16 emails, you can follow up the documents through this document I attached

Many documents may be in Turkish which I send you as an evidence for the training related activities

In case needed we could translate the most important ones, but may take some time

I hope you received all 16 emails, if not please let me know so we can repeat it. Some attachments have bigger sizes

Best regards

Mustafa Akyuz

Ref. Nr: 2015081401

Date: 14.08.2015

Subject: Certification of Subcontracted Processing Facilities, Storage and Transport

**To whom it may concern**

**Dear all**

According to USDA National Organic Program "NOP certification" procedures ETKO will make separate certification for the subcontracted handling / processing facilities. **You must accomplish to certify these operations until the date December 31<sup>st</sup>, 2015.**

**Definition of processing is following:**

*Processing.* Cooking, baking, curing, heating, drying, mixing, grinding, churning, separating, extracting, slaughtering, cutting, fermenting, distilling, eviscerating, preserving, dehydrating, freezing, chilling, or otherwise manufacturing and includes the packaging, canning, jarring, or otherwise enclosing food in a container.

**Related to transport and storage activities.**

Storage and transportation is still integrated in to the handling operations and covered by the Organic System Plan. The difference between processing units and these operations (storage/transport) we will not make separate certification like we do for processing facilities. Storage and transport will be evaluated under the responsibility of the licensee which we make contract and certification.

**Following scenarios are possible:**

A-Storage belongs to the farm and transport is done by the farmer. Farm receives certification either individually or belongs to a certified operator such as group certification. So transport and storage activities are covered by Organic System Plans and inspected by ETKO.

B-Storage belongs to the processor and transport is done by the processor. Processor receives certification independently. So transport and storage activities are covered by Organic System Plans and inspected by ETKO.

C-An independent subcontracted transport company deals with the transport. Transport Company is not inspected and certified but transport activities of organic products are checked from the farms and processing facilities especially documentary evidences. **Independent transporting companies are**

Bornova Tax Office: 3810236931 İzmir Chamber of Commerce: 92592.1 IBAN	Bank: Türkiye İş Bankası Bornova Branch/Şubesi Bank Adress :Mustafa Kemal Cad. No 95/A 35040 Bornova-İZMİR-TURKEY
---	--

(b) (4)

not eligible for OSP and certification. There are some cases operator subcontracts transport companies or individuals having trucks for only one time transport or a few times.

D-An independent storage is rented for organic products by the certified operator. Storage facility is inspected for storage conditions and documents related to organic products. This storage is eligible for OSP. Storage is not certified individually, listed as subcontractor under the certified operators.

**To have a better overview:**

You can find below different scenarios which may apply to your operation. Timeframe you apply this procedure starting the date of this notification letter. You must complete all your operation certifications before December 31<sup>st</sup>, 2015. Please update your Organic Compliance Plans and provide ETKO urgently.

Scenario	Storage	Transport	Eligible for OSP	Independent certification	Subcontracted	Result
A	belongs to the farm	belongs to the farm	Yes	Yes	No	Farm receives certification either individually or belongs to a certified operator such as group certification covers the storage and transport.
B	belongs to processor	belongs to processor	Yes	Yes	No	Processor receives certification independently for activities including transport and storage activities
C		Independent	No	No	Yes	Transport Company is not inspected and certified but transport activities of organic products are inspected from the farms, stores and processing facilities. Especially documentary evidences for transporting activities.
D	Independent		Yes	No	Yes	Storage facility is inspected for storage conditions and documents related to organic products. Storage is not certified individually, listed as subcontractor under the certified operators.

For any remaining questions, do not hesitate to contact to

[fa@etko.org](mailto:fa@etko.org), [info@etko.org](mailto:info@etko.org) .

Fatih AKSOY

Sincerely

	<b>Notification of Proposed Suspension</b>	Nr	GP 18 F 13
		Date	<a href="#">12.08.2015</a>
		Rev	01
		Page	1/2

**Ref Nr:**  
**Subject: Notification**

**Date:**

**Dear .....**

**Date:**

On the dates ..... ETKO Inspector ..... realized a continuing  / recertification  / surveillance inspection to your operation. The objective of the inspection was to determine your organic operation's compliance against USDA National Organic Program.

Based on the inspection report dated....., ETKO determined the outstanding noncompliance's in your operation(s). Noncompliance's were reported to you on the date ..... for which you are expected to action plans, and or evidence of the action taken or send a rebuttal in 30 days from the notification of noncompliance's

Incase we have not yet received any answer or an adequate answer or any other feedback from you about the Notification of Noncompliance's **and you fail resolving** the outstanding non-compliances may result in **suspension** of your Certification.

**This Notification of Proposed Suspension** pursuant to NOP art. 205.662 has been issued in according with ETKO certification procedures.

**1. Noncompliances:**

**2. Proposed Effective Date of Suspension**

Your certification is proposed to be suspended and the suspension will become effective within *30 days*, if a response is not received to this Notification of Proposed Suspension.

**3. To avoid suspension, you MUST do one of the followings:**

1. You may file an appeal to this Proposed Suspension pursuant to NOP 205.681. The appeal must be in writing and submitted to:

*USDA Agricultural Marketing Service National Organic Program  
1400 Independent Avenue SW. Room 2095-S, Stop 0203,  
Washington, DC 20250*

The appeal must be filed in 30 calendar days of receipt of this notice. Please submit a copy to ETKO and a copy to [NOPACAAverseActions@ams.usda.gov](mailto:NOPACAAverseActions@ams.usda.gov)

2. You may request mediation pursuant to NOP 205.663 within 30 days of this notice, in writing to ETKO. If your request for mediation is accepted and the mediation is unsuccessful, upon written notification, you will have 30 calendar days, from receipt of notice, to appeal the Proposed Suspension. If your request for mediation is rejected, you will receive written notification and have 30 days, from the date of that notice, to appeal the Proposed Suspension.

**4. Notice:** In case of suspension, you will no longer be able to sell, label, represent your product as organic for a period of.....days. Reinstatement for certification must be requested from USDA Secretary of Agriculture

	<b>Notification of Proposed Suspension</b>	Nr	GP 18 F 13
		Date	<a href="#">12.08.2015</a>
		Rev	01
		Page	2/2

and will only be considered for certification if the NC is corrected and your operations has been inspected by ETKO to verify that your operation complies

If you have any questions regarding the inspection findings or of the suitability of any related corrective actions please contact to **Mr. Fatih AKSOY** from ETKO +90-232-3397606 or by email at: [fa@etko.org](mailto:fa@etko.org), [info@etko.org](mailto:info@etko.org) .

Sincerely

Enclosure: Non compliances

ETKO  
160 Sok. [13/3](#) 35040 Bornova – İzmir/TURKEY

Cc: [NOPACAAdverseActions@ams.usda.gov](mailto:NOPACAAdverseActions@ams.usda.gov)

	<b>Notification of Suspension</b>	Nr	GP 18 F 14
		Date	<a href="#">12.08.2015</a>
		Rev	01
		Page	1/1

**Ref Nr:**

**Date:**

**Subject: Notification of Suspension**

**Dear .....**

ETKO sent you a Notification of Proposed Suspension on the date .....

Because you failed to correct the outstanding noncompliance, resolving the issue through rebuttal or mediation, or filing an appeal of the proposed suspension of certification within the allowed time period,

1. **This Notification of Suspension** pursuant to NOP art. 205.662 has been issued in accordance with ETKO certification procedures.
2. **Effective Date of Suspension:** The suspension becomes effective within 30 days if a response is not received to the Notification of Suspension within 30 days after its receipt.
3. **To avoid suspension, you MUST do one of the followings:**
  - a- You may file an appeal to this Proposed Revocation pursuant to NOP 205.681. The appeal must be in writing and submitted to:

*USDA Agricultural Marketing Service National Organic Program  
1400 Independent Avenue SW. Room 2095-S, Stop 0203,  
Washington, DC 20250*

The appeal must be filed in 30 calendar days of receipt of this notice. Please submit a copy to ETKO and a copy to [NOPACAAdverseActions@ams.usda.gov](mailto:NOPACAAdverseActions@ams.usda.gov)

- b- You may request mediation pursuant to NOP 205.663 within 30 days of this notice, in writing to ETKO. If your request for mediation is accepted and the mediation is unsuccessful, upon written notification, you will have 30 calendar days, from receipt of notice, to appeal the Proposed Suspension. If your request for mediation is rejected, you will receive written notification and have 30 days, from the date of that notice, to appeal the Proposed Suspension.
4. **Notice:** In case of suspension, you will no longer be able to sell, label, and represent your product as organic. Reinstatement for certification must be requested from USDA Secretary of Agriculture and will only be considered for certification if the NCs are corrected and your operations has been inspected by ETKO to verify that your operation complies

If you have any questions regarding the inspection findings or of the suitability of any related corrective actions please contact to **Mr. Fatih AKSOY** from ETKO +90-232-3397606 or by email at:

[fa@etko.org](mailto:fa@etko.org), [info@etko.org](mailto:info@etko.org) .

ETKO  
160 Sok. 13/7 35040 Bornova – İzmir/TURKEY

Sincerely

Enclosure: Non compliances

Cc : [NOPACAAdverseActions@ams.usda.gov](mailto:NOPACAAdverseActions@ams.usda.gov)



	<b>Notification of Proposed Revocation</b>	Nr	GP 18 F 15
		Date	12.08.2015
		Rev	01
		Page	1/2

**Ref Nr:**

**Date:**

**Subject: Notification**

On the dates ..... ETKO Inspector ..... realized a continuing  / recertification  / surveillance inspection to your operation. The objective of the inspection was to determine your organic operation's compliance against USDA National Organic Program.

Based on the inspection report dated....., ETKO determined the outstanding noncompliance's in your operation(s). Noncompliance's were reported to you on the date ..... for which you are expected to provide an action plan, and or evidence of the action taken or send a rebuttal in 30 days from the notification of noncompliance's

In case we have not yet received any answer or an adequate answer or any other feedback from you about the Notification of Noncompliance's and you fail resolving the outstanding non-compliances may result in revocation of your Certification.

**This Notification of Proposed Revocation** pursuant to NOP art. 205.662 has been issued in accordance with ETKO certification procedures.

**1. Noncompliance's:**

**2. Proposed Effective Date of Revocation**

Your certification is proposed to be revoked and the revocation will become effective within *30 days*, if a response is not received to this Notification of Proposed Revocation.

**3. To avoid revocation, you MUST do one of the followings:**

1. You may file an appeal to this Proposed Revocation pursuant to NOP 205.681. The appeal must be in writing and submitted to:

*USDA Agricultural Marketing Service National Organic Program  
1400 Independent Avenue SW. Room 2095-S, Stop 0203,  
Washington, DC 20250*

The appeal must be filed in 30 calendar days of receipt of this notice. Please submit a copy to ETKO and a copy to [NOPACAAAdverseActions@ams.usda.gov](mailto:NOPACAAAdverseActions@ams.usda.gov)

2. You may request mediation pursuant to NOP 205.663 within 30 days of this notice, in writing to ETKO. If your request for mediation is accepted and the mediation is unsuccessful, upon written notification, you will have 30 calendar days, from receipt of notice, to appeal the Proposed Revocation. If your request for mediation is rejected, you will receive written notification and have 30 days, from the date of that notice, to appeal the Proposed Revocation.

**4. Notice:** In case of revocation, you will no longer be able to sell, label, and represent your product as organic. You will be ineligible to receive certification for a period of 5 years following the date of revocation, (*Except, That, the Secretary may, when in the best interest of the certification program, reduce or eliminate the period of ineligibility.*) At the end of the 5 years period you may re apply to receive certification. Certification will be granted after your operations has been inspected by ETKO to verify that your operation complies to regulations.

	<b>Notification of <span style="color: blue;">Proposed</span> Revocation</b>	Nr	GP 18 F 15
		Date	<a href="#">12.08.2015</a>
		Rev	<a href="#">01</a>
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If you have any questions regarding the inspection findings or of the suitability of any related corrective actions please contact to **Mr. Fatih AKSOY** from ETKO +90-232-3397606 or by email at: [fa@etko.org](mailto:fa@etko.org), [info@etko.org](mailto:info@etko.org) .

ETKO  
160 Sok. 13/7 35040 Bornova – İzmir/TURKEY

Sincerely  
Enclosure: Non compliances

Cc : [NOPACAAverseActions@ams.usda.gov](mailto:NOPACAAverseActions@ams.usda.gov)

	<b>Notification of Revocation</b>	Nr	GP 18 F 16
		Date	<a href="#">12.08.2015</a>
		Rev	01
		Page	1/1

**Ref Nr:**

**Date:**

**Subject: Notification of Revocation**

**Dear .....**

ETKO sent you a Notification of Proposed Revocation on the date .....

Because you failed to correct the outstanding noncompliance, resolving the issue through rebuttal or mediation, or filing an appeal of the proposed revocation of certification within the allowed time period,

1. **This Notification of Revocation** pursuant to NOP art. 205.662 has been issued in accordance with ETKO certification procedures.
2. **Effective Date of Revocation:** The revocation becomes effective within 30 days if a response is not received to the Notification of Proposed Revocation within 30 days after its receipt.
3. **To avoid revocation, you MUST do one of the followings:**
  - a- You may file an appeal to this Proposed Revocation pursuant to NOP 205.681. The appeal must be in writing and submitted to:

*USDA Agricultural Marketing Service National Organic Program  
1400 Independent Avenue SW. Room 2095-S, Stop 0203,  
Washington, DC 20250*

The appeal must be filed in 30 calendar days of receipt of this notice. Please submit a copy to ETKO and a copy to [NOPACAAdverseActions@ams.usda.gov](mailto:NOPACAAdverseActions@ams.usda.gov)


- b- You may request mediation pursuant to NOP 205.663 within 30 days of this notice, in writing to ETKO. If your request for mediation is accepted and the mediation is unsuccessful, upon written notification, you will have 30 calendar days, from receipt of notice, to appeal the Proposed Revocation. If your request for mediation is rejected, you will receive written notification and have 30 days, from the date of that notice, to appeal the Proposed Revocation.
4. **Notice:** In case of revocation, you will no longer be able to sell, label, and represent your product as organic. **A certified operation or a person responsibly connected with an operation whose certification has been revoked will be ineligible to receive certification for a period of 5 years following the date of revocation, (Except, That, the Secretary may, when in the best interest of the certification program, reduce or eliminate the period of ineligibility.) At the end of the 5 years period you may re apply to receive certification. Certification will be granted after your operations has been inspected by ETKO to verify that your operation complies with regulations.**

If you have any questions regarding the inspection findings or of the suitability of any related corrective actions please contact to **Mr. Fatih AKSOY** from ETKO +90-232-3397606 or by email at: [fa@etko.org](mailto:fa@etko.org), [info@etko.org](mailto:info@etko.org) .

ETKO  
160 Sok. 13/7 35040 Bornova – İzmir/TURKEY

Sincerely  
Enclosure: Non compliances

Cc : [NOPACAAdverseActions@ams.usda.gov](mailto:NOPACAAdverseActions@ams.usda.gov)

 ETKO KONTROL ORGANİZASYONU	<b>NOP CERTIFICATION PROCEDURE</b> -SUPPORT PROCEDURE FOR ORGANIC CERTIFICATION-	DOC.NR	GP 18
		DATE	<b>12.08.2015</b>
		REV. NR	<b>01</b>
		SAYFA	1/40



**ETKO Ekolojik Tarım Kontrol Organizasyonu Ltd Şti.**

**ISO 17065**  
**INSPECTION & CERTIFICATION PROCEDURE FOR ORGANIC**  
**PRODUCTS**


Prepared by  
ETKO Ekolojik Tarım Kontrol Organizasyonu Ltd Şti  
160 Sokak No 13/3 Bornova  
35100 İzmir  
0232-3397606  
[www.etko.org](http://www.etko.org)

PREPARED	APPROVED
QUALITY MANAGEMENT RESPONSIBLE	MANAGING DIRECTOR

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## 1. Introduction

ETKO Ekolojik Tarım Kontrol Organizasyonu Ltd Sti prepared the certification procedure as a part of the Quality Management System in order to overcome the expectations and needs of the clients. The purpose of this procedure is to determine the methods for the certification scopes requested by the applicants for their products, starting from the first contact up to the certification decision taken.

After clients application is received an offer is made, after acceptance of the offer a contract is signed, following contracting phase evaluation is realized before certification decision is taken. In order to keep compliance with the certification rules subsequent surveillance Inspection are realized.

This procedure is updated in case of changes in the regulations of certification to keep compliance. The procedure could be updated incase program changes realized within the ETKO management system.

ETKO quality management system complying International Standard "EN ISO 17065" was prepared in order verifying compliance for the products applicants willing to apply for a specific standard or regulation. This procedure applies within the framework of the certification standard(s) applied for. EN ISO 17065 describes the requirements for the certification bodies for conformity assessment of the products.

ETKO prepares guides to inform applicants willing to apply for their products evaluation complying a certain standard within the accreditation scope.

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## 2. Approval and Quality Management:

ETKO top management undertakes full responsibility of the quality management system, therefor appoints a QMR Quality System Responsible who irrespective of other responsibilities, have responsibility and authority to ensure that processes and procedures needed for the management system are established, implemented and maintained.

ETKO Managing Director and Quality Management Responsible declares that the content of the Quality Manual is reviewed and it complies with the requirements of legal regulations.

## 3. Distribution List

Controlled copies of this QM are distributed to

1. Managing Director MD
2. Certifier
3. Quality Manager QM
4. Quality Manager Assistant QMA
5. Accreditation body AB

The original of Quality Manual is kept by QM.

The QM and QMA keep their QM copies in a safe place, enabling the access of inspectors or any other personnel, in need.

## 4. Purpose

This procedure defines the administrative aspects of application, evaluation and certification process for NOP National Organic Program.

## 5. Responsibilities

Managing Director, Quality manager, Certifier and Inspectors are responsible for the proper implementation of this procedure

## 6. Records and Reference Procedure:

Records related to Certification Procedure is listed in Document Master List "SP 01 F 03" section "FORMS"

Procedures implemented for application, evaluation, review, certification, surveillance and sanctions are listed in Document Master List "SP 01 F 03" section "PROCEDURES"

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- GP 18 F 01 Organic Compliance Plan – process
- GP 18 F 02 Organic Compliance Plan – agricultural
- GP 18 F 05 Organic Compliance Plan - wild collection
- GP 18 F 06 Organic Compliance Plan – Feed Stuff Process
- GP 18 F 10 Notification of Noncompliance form (NONC)
- GP 18 F 11 Notification of Noncompliance Resolution (NONCR)
- GP 18 F 12A Notification of Denial of Certification Application Review (NODC)
- GP 18 F 12B Notification of Denial of Certification before Certification (NODC)
- GP 18 F 13 Notification of Proposed Suspension (NOPS)
- GP 18 F 14 Notification of Suspension (NOS)
- GP 18 F 15 Notification of Proposed Revocation (NOPR)
- GP 18 F 16 Notification of Revocation (NOR)
- GP 18 F 17 Reinstatement Request Letter From Suspended Operation to USDA
- GP 18 F 18 ETKO Reinstatement Request Letter for Suspended Operation to USDA
- [GP 18 F 20 Surrender NOP Certification Letter](#)

- GP 07 Fees procedure
- GP 11 Use of Logo and License,
- OP 03 Testing
- OP 10 OCP processing guidance
- OP 11 OCP agriculture guidance
- [TI 05 Sampling Method](#)
- [TI 40 NOP Guide Testing & Enforcement Actions](#)

## 7. Certification Requirements

### 7.1. General

ETKO operates under USDA Accreditation for NOP Regulation. The requirements against which the products of a client are evaluated according to NOP regulation. The explanations required as to the application of these documents for NOP certification, are formulated by ETKO technical persons, possessing the necessary technical competence, and they are available to ETKO website [www.etko.org](http://www.etko.org).

Applicants can download ETKO documents from the ETKO website [www.etko.org](http://www.etko.org) and the NOP regulations from USDA website section National Organic Program: [www.ams.usda.gov](http://www.ams.usda.gov).

The designed objective of this certification process is to assure compliance to NOP requirements by developing a thorough understanding of the applicant and its operation. ETKO requires its clients to:

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- Comply with all applicable NOP standards and requirements
- Establish, implement, and update annually an organic production or handling system plan;
- Permit on-site inspections with complete access to the production or handling operation, including no certified production and handling areas, structures, and offices;
- Maintain all records applicable to the organic operation for not less than 5 years beyond their creation and allow authorized representatives of the Secretary, the applicable State official, and the certifying agent access to such records during normal business hours for review and copying to determine compliance with the regulations;
- Submit the applicable fees charged by the certifying agent; and
- Immediately notify the certifying agent concerning any:
  - application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation; and
  - change in a certified operation or any portion of a certified operation that may affect its compliance with the regulations.
- All applicants, upon request for certification, will receive an application packet, which includes fee structures, a copy of the NOP Final Rules, required documentation and other information deemed pertinent to certification.


Applicant is required to provide all the documents, plan, records and information to ETKO to complete the application processes.

NOP regulation shall be used as standard in the inspection, in the application of accept/reject criteria, record keeping requirement. The inspector shall carry his/her own controlled copy of NOP regulation.

ETKO is responsible to provide NOP Regulation to its clients. In case, demanded NOP Regulation may be downloaded from the website. [www.etko.org](http://www.etko.org)

Once the operator is certified the certificate stays valid unless it is cancelled, withdrawal or suspended by ETKO or AMS or surrendered by the operator.

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## 7.2. Application

**Application** process begins with the applicant providing all the information requested by the inspection information form (GP 01 F01) which must be initially completed by all those seeking certification. While this process is designed to be sufficiently thorough to secure the documentation necessary to verify the applicant's organic status, it is also designed to be relatively straightforward.

The primary purposes of the initial application are (1) to establish the applicant's eligibility, (2) define specific certification procedures, (3) estimate certification fees and (4) provide a reference for the independent ETKO inspector.

All applicants are required to complete the initial application process. Applicants are required to provide sufficient additional information to substantiate the baseline history of their organic status; including previous certification information where available.

The legal and statutory documents, related standards together with the certification procedures are sent to applicant by ETKO following the initial application of the client.

Applicants are encouraged to ask pertinent questions, which will enhance the ease, speed and accuracy of their application process

Upon receipt of the inspection information form (GP 01 F01), ETKO's staff performs a thorough review. The submitted information is initially screened to determine whether it meets the basic requirements for certification. Involved in this process is a comparison of the application information with applicable organic standards.

Under normal circumstances, the applicant will receive notification of its application status within 10 working days.

However, additional information, or correction of minor deficiencies may be required at this time. In such a circumstance, the application process is detained until sufficient information and documents are provided to develop an adequate level of confidence that proceeding with the certification is in the best mutual interest.

If the initial application is not accepted, the applicant is so notified with an explanation of those major deficiencies, which resulted in the rejection. In this case, the applicant is encouraged to correct the noted deficiencies and re-apply by submitting a new application

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### 97.2.1. Contract

If the initial application is accepted, [ETKO offer](#) containing a complete itemization of estimated fees is prepared [for certification](#). [Offer is to be approved](#) by the applicant before the applicant is issued an application number, and a [Contract](#) (GP 01 F02). After the mutual approval of this [contract](#) the applicant is scheduled for the initial third party inspection.

Contract signed is valid until voluntary withdrawal, suspension or cancellation of the contract by ETKO or ministry of agriculture responsible bodies.

When the contract is signed, client is requested to submit the application package.

In case the initial application is under contract, then the applicant is requested to proceed to further phases, as instructed by ETKO.

### 7.2.2. Application Package

Clients must meet all applicable requirements of the National Organic Program when applying for certification. Each production or handling operation or portion of an operation that produces or handles crops, livestock, livestock products, or other agricultural products that are intended to be sold as “organic” **must** be certified and **must** meet all other applicable requirements of the National Organic Program.

#### 7.2.2.1 Content of Application Package

Client together with the below mentioned documents submits to ETKO appropriate GP 18 F01 to GP 18 F 07 forms, duly filling.

- (a) An organic production or handling system plan, as required in §205.200;
- (b) The name of the person completing the application; the applicant's business name, address, and telephone number; and, when the applicant is a corporation, the name, address, and telephone number of the person authorized to act on the applicant's behalf;
- (c) The name(s) of any organic certifying agent(s) to which application has previously been made; the year(s) of application; the outcome of the application(s) submission, including, when available, a copy of any notification of noncompliance or denial of certification issued to the applicant for certification; and a description of the actions taken by the applicant to correct the noncompliance noted in the notification of noncompliance, including evidence of such correction; and
- (d) Other information necessary to determine compliance with the Act and the regulations

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- Applicant must have documented policies and procedures for excluding agricultural products from organic sale, if tests results are more than 5% of the EPA tolerance.

(Not: Applicant and ETKO will allow the applicable State official, or the AMS Administrator to conduct investigations to determine the cause of prohibited substances.)

#### 7.2.2.2 Farming operations:

- production records from the three prior years for both the producer and for the hectare producing the crop seeking certification;
- detailed soil improvement plan as providing minimum soil tillage without leaving the fields unattended,
- pest management strategies for the crops being produced;
- A production plan including all details used to calculate estimated yields and production.

#### 7.2.2.3 Processing and Handling Facilities:

Regardless of whether they are continuations from a specific farming operation or they are independent production processing, storage or handling facilities are also required to undergo inspection and certification this package includes

- chain of custody documentation to verify inputs as being organically grown;
- details on the mechanics of the processing operation;
- Details on process management controls, including contamination prevention, pest management and sanitation's controls.

The application process is completed with the above mentioned information and documents supplied to the certification body.

### 7.3 Application Package Review

Application review is conducted by a competent person assigned by ETKO, who has the adequate technical knowledge and experience on general agriculture and organic agriculture.

Application review consists following:

- A review to ensure that the application is complete as per ETKO procedures and other legal or statutory requirement.

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- A determination of whether the applicant appears to comply or may be able to comply with the relevant applicable requirements of the production and handling standards;
- Verification that an applicant who previously applied to another certifying agent and received a notification of noncompliance or denial of certification has submitted documentation to support the correction of any noncompliance's identified in the notification of noncompliance or denial of certification; and
- The scheduling of an on-site inspection of the operation to determine whether the applicant qualifies for certification if the review of application materials reveals that the production or handling operation may be in compliance with the applicable requirements.

Result of application package review is recorded on the application package review form (GP 02 F 01) and is sent to the client to take the remedial actions, if any. Any noncompliance observed is informed to the applicant, recorded on NONC (GP 18 F10)

Within a reasonable time, ETKO

- (1) Reviews the application materials received and communicate its findings to the applicant;
- (2) Provides the applicant with a copy of the on-site inspection report, as approved by the certifying agent, for any on-site inspection performed; and
- (3) Provides the applicant with a copy of the test results for any samples taken by an inspector.

Notes:

1. The applicant may withdraw its application at any time.
2. An applicant who withdraws its application is liable for the costs of services provided up to the time of withdrawal of its application.
3. An applicant that voluntarily withdrew its application prior to the issuance of a Notice of Noncompliance (NONC) (GP 18 F10) will not be issued a notice of noncompliance. Similarly, an applicant that voluntarily withdrew its application prior to the issuance of a Notification of Denial of Certification will not be issued a Notification of Denial of Certification

The client who completed the application phase is included on the inspection plan, and at all proceeding activities ETKO certification requirements and procedures are implemented.

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### 7.3.1 Organization of APPLICANT for Inspection

Prior to the scheduled inspection, the applicant is expected to have organized all of the records, which documents that, the commodities and / or processes under review are certifiable as organic. The applicant's co-operation in completing all of the forms, providing thorough and proper documentation, and being prepared, will greatly contribute to the timely and cost effective completion of the entire certification process. Delays to this process could lead, as a matter of course, to an increased cost (which would be borne by the applicant) of the overall certification.

While laws at the national level require the maintenance of these records, good business practice demands them. The applicant is reminded that documentation must be clear, complete and concise. Otherwise, an inspector may be unable to complete the inspection, as instructed, if sufficient information to verify the requisite status is not clearly provided. Unannounced inspections may be organized during the production and processing period to the applicant's agricultural production and processing units.

### 7.3.2 Ongoing Audit Monitoring of Records:

The program's comprehensive record keeping requirements, which direct a certified entity to maintain production input, and commodity tracking records on a current and continuing basis, provide Audit monitoring compliance.

Production inputs consist of anything that is instructed to, added to, or done in the process of creating a product. Commodity tracking consists of the mechanism by which anything that moves from the certified entity's operation into the distribution chain is quantitatively followed.

All of this information shall be maintained in an "auditable" form so that, should a full audit be required, information will be sufficiently presentable so as not to jeopardize the existing certification status which could result from un-audit ability of the record.

Applicants shall maintain records concerning the production, harvesting, and handling of agricultural products that are or that are intended to be sold as "organic", or "made with organic (specified ingredients."

The client shall keep records according to the following procedure:

- Clients' records are adapted to the particular business that the certified operation is conducting;

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- Clients' records fully disclose all activities and transactions of the certified operation in sufficient detail as to be readily understood and audited;
- Clients' records are maintained for not less than 5 years beyond their creation; and
- Clients' records are sufficient to demonstrate compliance with the regulations
- The client shall make its records available for inspection and copying during normal business hours by authorized representatives of the Secretary, State official, and ETKO.
- As well as applicants, ETKO maintains all records required by §205.510(b) and makes all such records available for inspection and copying during normal business hours by authorized representatives of the Secretary and the applicable State official;

During the independent third party inspection, a thorough review of this record keeping system is performed to verify that they are being maintained in accordance with the terms and conditions of the program.

To facilitate the compliance with this requirement, the program's monitoring structure has the designed flexibility to accommodate a variety of independent reporting formats. Upon approval by ETKO, the applicant's existing record keeping system may be utilized. In this manner, the applicant is able to produce the required information in a familiar format while eliminating additional, redundant and unfamiliar form-filling efforts.

These record keeping requirements are fundamental to the overall certification process. For this reason, failure to maintain this necessary documentation can result in temporary suspension, or outright cancellation of certification until compliance is re-established.

If, in the judgment of ETKO, a full audit is deemed necessary, such would be performed by an ETKO designated accounting firm under terms and conditions specified in the Certification Agreement. Every effort would be made to schedule the audit as quickly as possible, and at a time of mutual convenience, to minimize delays in proceeding with full certification.

### 7.3.3 Time of the Essence

Both the applicant and ETKO have obligations to each other to assure that the certification process advances quickly and efficiently. The applicant is obliged to have its records in sufficient order to allow the preparation of a clear and concise application package, which, in turn, will enable the inspector to complete the inspection in a timely manner. Conversely, upon receipt of a properly prepared application, ETKO has an obligation to schedule, and subsequently complete, the certification process as quickly as practical.

### 7.3.4. Functions

Functions of the on site inspection are performed by ETKO qualified inspectors. Because these functions constitute a major source of information used in the development of a

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certification profile, only those individuals with extensive experience and requisite background are entrusted to perform these functions.

Typical profile of an ETKO Inspector is [explained in GP 16 Requirements for inspector qualification and necessary trainings in SP 05 Recruitment and Training procedures:](#)

Inspectors use the formats as outlined in ETKO quality system, for recording and reporting. Inspectors are further instructed to follow specific instructions, answer all appropriate questions and provide a final report.

## 7.4. Evaluation

### 7.4.1 Aim of the Evaluation

Upon acceptance of the application, an onsite inspection is scheduled. ETKO inspectors perform a thorough evaluation of the application, and of the applicant's capacity to produce and/or process those commodities seeking certification.

The primary purpose of this inspection is to verify the accuracy and authenticity of the submitted application material. In addition, the inspection provides a two-way exchange of information, which is valuable to both the inspector and the applicant.

The inspector and the client need to be prepared to discuss the applicant's operating practices as they have been described in the application questionnaires.

The applicant shall provide to the inspector all of the farming and/or processing facilities which are contributory to the product(s) being certified. The inspector reviews all pertinent documentation, collects specified samples, records notes and takes photographs where appropriate. Unannounced inspections should be accepted.

ETKO conducts an initial on-site inspection of each production unit, facility, and site that is included in an operation for which certification is requested.


ETKO conducts an on-site inspection annually for each certified operation to determine whether to approve the request for certification or whether the certification of the operation should continue.

### 7.4.2. On Site Inspection

Inspections are conducted [for NOP program with this procedure](#). Before performing an actual on site inspection, the inspector reviews

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1. Technical instructions;
2. Related OPs and GPs
3. Additional specific instructions and requirements of ETKO;
4. Legal and statutory documents and standards.
5. The application file
6. NOP Regulation.

Initial on-site inspection is conducted within a reasonable time following a determination that the applicant appears to comply or may be able to comply with the production and handling requirements. Initial inspection may be delayed for up to 6 months in order to comply with the requirement that the inspection be conducted when the land, facilities, and activities that demonstrate compliance or capacity to comply can be observed.

All on-site inspections are conducted when an authorized representative of the operation who is knowledgeable about the operation is present and at a time when land, facilities, and activities that demonstrate the operation's compliance with or capability to comply with the production and handling requirements can be observed.


This requirement does not apply to unannounced on-site inspections.

Inspection starts with the opening meeting in which the management team of the client attends. The scope of the certification (products, processes, standards, legal requirements...) are reviewed, information about the inspection method, inspection plan and reporting is provided.

The inspection involves recording observations of the entire operation in writing and on film when applicable. During the inspection, the inspector verifies the effectiveness and compliance of the operations, effecting the certification, to the certification requirements utilizing the relevant forms and questions as per relevant documents of ETKO:

- The operation's compliance or capability to comply with the appropriate relevant regulations;
- That the information, including the organic production or handling system plan, accurately reflects the practices used or to be used by the applicant or by the certified operation; and
- That prohibited substances have not been and are not being applied to the operation through means on which ETKO has the right to collect samples of soil, water, waste, seeds, plant tissue, and plant, animal, and processed products and test them at ETKO's expense.

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- The projects containing several small farm holders may have an internal control system operating internal check of the producers to prepare them for certification. ICS operation needs to be checked by the inspector according to OP 01 Inspection Procedure art. 22 and OP 02 Grower Groups Procedure.

For on-site inspections of farming operations, the inspector is required to walk through the applicant's operation to evaluate the farming practices. The farm applicant is required to make available to the inspector all of the farming records and facilities, which are contributory to the commodity being certified. This would include the farm itself, adjacent areas, ancillary facilities and equipment such as storage areas, tractors and other farming implements.

For on-site inspections of processing facilities, the inspector is required to evaluate the process flow as described on the applicant's flow chart. This is accomplished by observing the equipment being used, major process control points, all ingredients added to the processed product, pest control management systems, and all ingredients used in the maintenance and/or cleaning of the process equipment; and disposal of waste and other production process by-products.

The inspector will conduct an exit interview with an authorized representative of the operation who is knowledgeable about the inspected operation to confirm the accuracy and completeness of inspection observations and information gathered during the on-site inspection. The inspector addresses the need for any additional information as well as any issues of concern.

Outdated documents are withdrawn from the service after 10 years. ETKO guarantees that all valid documents are at hand to all respective users during this period.

ETKO may conduct additional on-site inspections of applicants for certification and certified operations to determine compliance with the regulations...

The additional inspections may be announced or unannounced at the discretion of ETKO or as required by the AMS Administrator or State official.

### 7.4.3. Laboratory Testing

ETKO requires operators realize testing at a minimum is required annually. At the discretion of ETKO, additional testing may be performed by ETKO on a regular basis throughout the certification period. [For the compliance of NOP regulation 205.670-672 ETKO procedures TI 05 Sampling Method and TI 40 NOP Guide Testing & Enforcement Actions are implemented.](#)

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Samples taken at the time of the initial inspection, or annual renewal, provide the initial basis for analytical enforcement. Unannounced sampling and testing may be also performed on both random surveillance bases as well as on a compliance basis.

Both routine and unannounced additional sampling and testing are at ETKO's expense when ETKO decide to make analyses.

#### 7.4.4. Production Inputs and Commodity Tracking System

Every certified entity, be it a grower, shipper, processor, handler or distributor, is required to collect and maintain records on all activities, materials and changes that take place within its operation. Information regarding all inputs and all physical production is required. In addition, information regarding the movement of finished product is required.

ETKO retains the option review all input and production records at any time.

The inspector must be sure that:

- the record keeping system is continuously maintained in an "auditable" format, and
- it is sufficiently comprehensive to provide all of the required information, and yet
- it is concise enough to provide unambiguous audit trail.

ETKO endeavors to utilize the applicant's established record keeping systems. All such systems must receive ETKO approval, and must be reviewed by inspector before certification may be granted.

#### 7.4.5. Audit Report

All the observations and findings during **audit** are recorded on **inspection reports** and other related records as appropriate as required by certification process. The observations and findings in relation to the deviation from the rules, regulations are to be recorded under "**Evaluation Results**"

The inspectors have no authority to define a noncompliance either in inspection report or in any other record, or inform the client with such an information stating indicating a noncompliance.

At the time of the inspection, the inspector shall provide the operation's authorized representative with a receipt for any samples taken by the inspector.

A copy of the Inspection Report and any test results are sent to the client .

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Note: providing advice for corrective actions is strictly prohibited by accreditation rules.

#### 7.4.6. Surveillance

ETKO performs periodical inspections (surveillance visits) on the client's premises/processes in order to see and verify if the products and or processes in the certification scope, maintains conformance to the relevant standards, statutory and legal requirements. The period for surveillance is determined during the initial inspection, if possible and included in the contract.

The scope of surveillance visits is determined during the inspection by the inspectors.

During the overall process of certification and during maintenance of the certificate, the inspector ensures that the applicant is always reminded to keep and maintain relevant records of its activities properly, in an auditable manner.

The applicant may continue to use its existing record and record keeping system, if it is found to be satisfactory by ETKO. Otherwise it is requested to improve recording and filing system.

The applicant is required to keep and maintain production input, and commodity tracking records on a continuing basis to provide as an evidence of compliance of certification requirements.

Production inputs consist of anything that is instructed to, added to, or done in the process of creating a product. Commodity tracking consists of the mechanism by which anything that moves from the certified entity's operation into the distribution chain is quantitatively followed.

All of this information must be maintained in an "auditable" form so that, should a full audit be required, information will be sufficiently presentable so as not to jeopardize the existing certification status which could result from un-audit ability of the record.

Applicants maintain records concerning the production, harvesting, and handling of agricultural products that are or that are intended to be sold as "organic", or "made with organic (specified ingredients).

#### 7.4.7. Records:

- fully disclose all activities and transactions of the certified operation in sufficient detail as to be readily understood and audited;
- are maintained for not less than 5 years beyond their creation;

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- must be sufficient to demonstrate compliance with the regulations
- Regular reporting of specific information, as dictated by the nature of the certified operation, is required from certified clients on an individualized basis.
- When required; at the discretion of ETKO additional testing may be performed on a regular basis throughout the certification period.

Samples collected in the initial inspection or during surveillance provide fundamental information for the decision on certification. During the certification period sampling and testes may be done without informing the client. During the inspection, a thorough review of this record keeping system is performed to verify that they are being maintained in accordance with the terms and conditions of the program.

The record keeping requirements are fundamental to the overall certification process. For this reason, failure to maintain this necessary documentation can result in temporary suspension, or outright cancellation of certification until compliance is re-established.

If, in the judgment of ETKO, a financial audit is deemed necessary, such would be performed by an ETKO designated accounting firm under terms and conditions specified in the Certification Agreement. Every effort would be made to schedule the audit as quickly as possible, and at a time of mutual convenience, to minimize delays in proceeding with full certification.

Customer complaints records and actions taken for complaints by the client are also subject to inspection to verify that the client takes proper and effective action.

#### **7.4.8. Continuing Support**

ETKO, in providing certification, is making a commitment to support the organic integrity of its clients on an on going basis. ETKO is responsible to provide NOP Regulation and the amendments in the original language of the rule.

The changes of the certification system especially in case of changes of the certification requirements will be forwarded to the licensees.

ETKO has the right to insight the necessary documents regarding the application of new requirements.

ETKO provides relevant regulations and standards and the amendments to its clients in their language.

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The clients are informed on a timely manner, about the amendments in the certification system and the changes in the certification requirements formally in written form or by publishing in website. The amendments are valid on the date as informed to the client. The client is responsible to implement the changes in the requirements as soon as received. ETKO controls the effective implementation of the changes in requirements by the client.

The clients are responsible to inform ETKO about the planned changes in their processes, on time. ETKO shall not be responsible of the results due to the late notification of the client about the changes. The changes in the client's system have to be inspected and approved prior to the implementation. The inspection is done on site and on the related documents

The changes to be made by the client have to be not affecting the organic status of the current production. The planned changes are strictly required to be in accordance with relevant legal requirements and standards. Otherwise, ETKO may deny the change and its consequences, and may postpone or cancel the certification of the product (ion) effected by the change.

#### **7.4.9. Ongoing Compliance**

For NOP, the ongoing compliance is enforced by a series of different check systems applied in surveillances.

- **Production input records**

Required by the program, they shall be maintained on a current and continuous basis. These records must be available for inspection; and they also may be required as part of regular reporting requirements.

- **Commodity-tracking systems**

They are routinely monitored in the market place by random checking. This mechanism enables ETKO to audit the flow of certified product through the channels of distribution on a real time basis.

- **Audits of record keeping systems**

It is routinely performed during an inspection, also can be required at any time during the certification period. In addition, routine auditing of regularly reported information is performed.

- **Regular reporting of specific information**

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As dictated by the nature of the certified operation, it is required from certified clients on an individualized basis.

#### 7.4.10. Temporary variances

Clients are allowed to receive temporary variances from the requirements in production and handling standards as established by the regulations for the following reasons:

- Natural disaster declared by the Secretary.
- Damage caused by drought, wind, flood, excessive moisture, hail, tornado, earthquake, fire, or other business interruption.
- Practices used for the purpose of conducting research or trials of techniques, varieties, or ingredients used in organic production or handling.

ETKO will notify USDA to recommend a temporary variance from a production or handling standard, provided that the variance is based on one or more of the reasons listed above.

ETKO will notify each applicant of the establishment of a temporary variance for each production and handling operation it certifies to which that temporary variance applies.

#### 7.4.11. Acceptable and Prohibited Materials

The general criteria used by ETKO for determining the acceptability of a material is specified by the USDA National Organic Program's National List of Approved and Prohibited Substances.


Basic policy maintains that non-synthetically compounded materials, a group generally referred to as biological agricultural products, tend to be acceptable. Conversely, the use of synthetically compounded materials, genetically modified propagation materials, processing aids and plant protection materials, such as genetically modified parasites, predator and other organisms almost without exception, are prohibited.

In addition, those materials, which, while may not be synthetically compounded, but continue to be either highly toxic or environmentally hazardous, are similarly prohibited.

The agricultural products sold by certified clients as organic are produced and handled:

- In compliance with the National List;

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- Without the use of excluded methods, except for vaccines, provided that the vaccines are approved;
- Without the use of ionizing radiation; and
- Without the use of sewage sludge.

Clients are required to verify the acceptability of inputs with ETKO prior to their use in order to avoid inadvertently jeopardizing an organic status through the use of a prohibited material.

#### 7.4.12. Transition Period

The setting of a fixed transitional time period may be considered arbitrary; however, benchmarks are necessary. To enter into the ETKO certification program, the minimum amount of time that an applicant's crop and cropping areas must be operated under conditions which have had no unacceptable materials applied is dictated by those regulations, which prevail over its certification.

The organic foods industry has been developing a consensus of three years as the recognized minimum acceptable period by the USDA National Legislation; NOP Regulation .

Measurement of the minimum period is determined as follows:

- Annual crops: period prior to seed planting or transplanting.
- Perennial crops: period prior to the appearance of flower buds.

#### 7.4.13. Packaging and Post-Harvest Handling

No commodity can be considered legitimately organic unless it is organic from its field origin to the marketplace. For this reason, the importance of proper packaging and post harvest handling is equal to that of the actual field production.

#### 7.4.14. Processing

No unacceptable materials may be used in the cleaning, packaging or storing of a certifiable product once it has been harvested. This condition applies equally regardless of whether the applicant handles all of the post harvest, or subcontracts it to another entity.

The responsible authority for these activities will be required to complete an application and affidavit regarding post-harvesting operations. Failure to properly complete this portion of the certification process could be cause for denial of certification. Special forms to complete this portion of the process are available from ETKO upon request.

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#### 7.4.15. Setting the Fee

The fee structure is generically designed to be applicable to a large number of different agricultural and processing operations. However, because these operations are so diverse, it is virtually impossible to structure a schedule, which anticipates every variation.

Therefore, prior to the acceptance of an application, ETKO will determine what, if any, additional changes will be required to the basic fee structure. These changes will be presented, in detail, to the applicant who will have the opportunity to approve the changes, modify the application, or withdraw it entirely.

The applicant's decision is then formalized in writing and incorporated as part of the Certification Agreement, which is included with the transmittal accepting the application.

#### 7.4.16 Propagation Material Non-commercially Available

Operators or producers certified by ETKO must apply with the "[Propagation Material Approval Form](#)" to ETKO for approval of a non-commercially available organic propagation material before use in organic production.


Applicant should prove that there is no source available by documents. ETKO checks possible sources which can provide the propagation material through National List from the statistics of the origin country Ministry of Agriculture.

ETKO Certified operations and producers are obliged to follow the NOP Regulation 205.204 Seeds and Planting Stocks Practice Standard and ETKO procedures mentioned on 5.17 of this procedure.

#### 7.4.17 Ingredients Non-commercially Available

ETKO Certified operations and producers are obliged to follow the NOP Regulation 205.105 "Allowed and prohibited substances, methods, and ingredients in organic production and handling",  
 205.270 Organic Handling Requirements,  
 205.301 Product Composition,  
 205.606 Non-organically produced agricultural products allowed as ingredients in or on processed products labeled as organic or made with organic ingredients.

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## 7.5. Granting Certification

### 7.5.1. Certification Decision

The Organic Certifier is responsible for all the decisions in relation to certification (granting, suspension, revoking...) The OC is independent of the application review and or certification process.

Granting the certificate depends on the appropriate planning or, planning and implementation of the corrective actions in a timely manner for the Notification of Noncompliance “GP 18 F 10” reported by the OC to client, based on the inspection reports and all other supporting documents and evidences.

Once certified, a production or handling operation's organic certification continues in effect until surrendered by the organic operation or suspended or revoked by ETKO or the State organic program's governing State official, or the Administrator.

ETKO Organic Certifier grants certification based on the determination that:

- The applicant is in compliance with its organic system plan and all procedures;
- The activities of the applicant’s operation are in compliance with the appropriate regulations; and
- The applicant is able to conduct operations in accordance with the plan

### 7.5.2. Certification Certificate

Within a reasonable time after completion of the initial on-site inspection, the Organic Certifier (OC) reviews the on-site inspection report, the results of any analyses for substances conducted, and any additional information requested from or supplied by the applicant. If the organic system plan and all procedures and activities of the applicant's operation are in compliance with the certification requirements and that the applicant is able to conduct operations in accordance with the plan, the OC grants certification. (GP 13 F 03 NOP certificate)

The certification may include requirements for the correction of minor non compliances within a specified time period as a condition of continued certification. (See art.5.24)

The certificate of organic operation specifies the:

- (1) Name and address of the certified operation

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- (2) Effective date of certification;
- (3) Categories of organic operation, including crops, wild crops, livestock, or processed products produced by the certified operation; and
- (4) Name, address, and telephone number of ETKO

Once certified, a production or handling operation's organic certification continues in effect until surrendered by the client or suspended or revoked by ETKO or the Administrator.

A list of all issued certificates shall be maintained, containing the following information:

- Certificate number
- Client/company name
- Address-country
- Applicable standards, regulations
- Scope of certification
- Accreditation status
- Certification date
- Validity date
- Status of certification (suspended, withdrawn...)

### 7.5.3. Denial of Certification


ETKO provides a Notification of Noncompliance (NONC) ([GP 18 F10](#)) to the applicant when ETKO has reason to believe that the applicant for certification is not able to comply or is not in compliance with the requirements

- during the application review, based on a review of the information submitted by the applicant (as specified in NOP rule §205.402) or
- during the initial inspection (as specified in NOP rule §205.404)

When correction of a noncompliance is not possible, a Notification of Noncompliance and a Notification of Denial of Certification may be combined in one notification. The Notification of Noncompliance (NONC) ([GP 18 F 10](#)) provides:

1. A description of each noncompliance;
2. The facts upon which the Notification of Noncompliance (NONC) [GP 18 F 10](#) is based; and
3. The date by which the applicant must rebut or correct each noncompliance and submit supporting documentation of each such correction when correction is possible.

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Upon receipt of such notification of noncompliance, the applicant may:

1. Correct noncompliance and submit a description of the corrective actions taken with supporting documentation to ETKO; or
2. Correct noncompliance and submit a new application to another certifying agent. (NOTE: If such an applicant applies to ETKO for certification, the applicant must include a complete application, the notification of noncompliance received from the first certifying agent, and a description of the corrective actions taken with supporting documentation) or
3. Submit written information to ETKO to rebut the noncompliance described in the notification of noncompliance.

After issuance of a Notification of Noncompliance (GP 18 F 10), ETKO:

1. Evaluates the applicant's corrective actions taken and supporting documentation submitted or the written rebuttal, conduct an on-site inspection if necessary, and
  - When the corrective action or rebuttal is sufficient for the applicant to qualify for certification, issues the NOP Certificate (GP 13 F 03) to the applicant pursuant to §205.404; or
  - When the corrective action or rebuttal is not sufficient for the applicant to qualify for certification, issues the applicant a **Notification** of Denial of Certification (NODC) **“GP 18 F 12A or GP 18 F 12B”**
2. If applicant fails to respond to the Notification of Noncompliance (GP 18 F10), issues a Notification of Denial of Certification.(NODC) (GP 18 F 12 A in application review phase, GP 18 F 12 B in initial inspection phase)

Copies of NONC, NODC, NONCR are submitted to the Administrator, pursuant to §205.501(a)(15).

The Notification of Denial of Certification (NODC) (GP 18 F 12 A&B) states the reason(s) for denial and the applicant's right to:

- Reapply for certification
- Request mediation to Administrator or, if applicable, pursuant to a State organic program; or
- File an appeal of the denial of certification pursuant to §205.681 or, if applicable, pursuant to a State organic program.

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The applicant for certification who has received the NONC (GP 18 F 10) or the Notification of Denial of Certification NODC (GP 18 F 12 A or B) may apply for certification again at any time to any certifying agent, in accordance with §§205.401 and 205.405(e).

When such applicant submits an application to ETKO instead of the certifying agent who issued the notification of noncompliance or notice of denial of certification, the applicant for certification must include a copy of the Notification of Noncompliance “NONC” or Notice of Denial of Certification “NODC” and a description of the actions taken, with supporting documentation, to correct the noncompliance noted in the notification of noncompliance.

When ETKO receives a new application for certification, which includes a notification of noncompliance or a notice of denial of certification issued by another CB, the application is treated as a new application and a new application process is started pursuant to §205.402.

- **False statements or mis-presentations**

If ETKO has reason to believe that an applicant for certification has willfully made a false statement or otherwise purposefully misrepresented its operation or its compliance with the certification requirements, the certification may be denied certification without first issuing a Notification of Noncompliance (GP 18 F10)


#### 7.5.4. Continuation of Certification.

Each year, before the date indicated by ETKO, the producer must notify ETKO of its schedule of production of crop products, giving a breakdown by parcel. This schedule can be shown on the organic compliance plan. Plan needs to be revised each year by the operator and review will be made by a competent staff of ETKO. The operators that do not annually submit the information required as follows will be issued Notification of Non compliance.

To continue certification, a certified operation must annually pay the certification fees and submit the following information, as applicable, to ETKO:

1. An updated organic production or handling system plan which includes:
  - a. A summary statement, supported by documentation, detailing any deviations from, changes to, modifications to, or other amendments made to the previous year's organic system plan during the previous year; and
  - b. Any additions or deletions to the previous year's organic system plan, intended to be undertaken in the coming year, related to production practices
2. Any additions to or deletions from the information related to address, responsible person, name of the company, telephone number given to ETKO for certification.

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3. An update on the correction of minor noncompliance previously identified by ETKO as requiring correction for continued certification; and
4. Other information as deemed necessary by ETKO to determine compliance with the Act and the regulations in this part.

Following the receipt of the a/m information, ETKO, within a reasonable time arranges and conducts an on-site inspection of the certified operation as per OP 01 (pursuant to §205.403) Note: When it is impossible to conduct the annual on-site inspection following receipt of the client's annual update of information, ETKO may allow continuation of certification and issue an updated certificate of organic operation on the basis of the information submitted and the most recent on-site inspection conducted during the previous 12 months: *Provided*, That, the annual on-site inspection is conducted within the first 6 months following the client's scheduled date of annual update.

If ETKO has reason to believe, based on the on-site inspection and a review of the information specified by client, that the client is not complying with the requirements of the Act and the regulations in this part, then ETKO Organic Certifier provides the Notification of Noncompliance (GP 18 F 10) to the operation in accordance.

In case ETKO determines that the client is complying with the Act and the regulations and that any of the information specified on the certificate of organic operation has changed, then, an updated certificate of organic operation is provided.

In case annual update is not provided before the annual inspection a written notification of noncompliance (GP 18 F 10) is provided to client by the OC.

#### 7.5.6. Conditional Certification

When a product is qualified as being organic, but deficiencies in its producing operation remains, conditional certification may yet be granted. The applicant is notified of the non compliances determined by ETKO, which are necessary to be remedied within a specified timeframe. Upon the applicant's corrective action plans for the non compliances, certification can be conditionally granted – with a concurrent verification of actions taken for compliance.

- **Exempt handlers**

Operations that are exempt from certification and submission of an organic system plan are subject to the following requirements:

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- Any production or handling operation with gross agricultural income from organic sales that total less than \$5,000.00 annually.
- A handling operation that is a retail food establishment or portion of retail food establishment that handles but does not process organically produced agricultural products.
- A handling operation or portion of handling operation that handles agricultural products that contain less than 70 percent organic ingredients (by total weight of the finished product, excluding water and salt).
- A handling operation or portion of handling operation that only identifies organic ingredients on the information panel.

Exempt handlers who only handle products containing less than 70 percent organic ingredients or only list organic ingredients on the information panel must comply with the following:

- Provisions for the prevention of organic products commingled with non-organic and prevention of contact with prohibited substances;
- Labeling provisions; and
- Recordkeeping provisions in §205.101 (c)

Products from an exempt production operation cannot be used as ingredients identified as organic in processed products produced by a certified handling operation

The following operations are excluded from the NOP regulatory requirements

- A handling operation or portion of a handling operation and the operation or portion of the operation only sells organic agricultural products labeled as “organic” provided such products are packaged or otherwise enclosed in a container prior to being received or acquired by the operation; and remain in the same package or container and are not otherwise processed while in the control of the handling operation.
- A retail food establishment or portion of a retail food establishment that processes, on the premises of the retail food establishment, raw and ready-to-eat food from agricultural products that were previously labeled as “organic.”

Excluded handling operations shall comply with the requirements to prevent commingling and contact with prohibited substances and the requirements for labeling in §205.310

Exempt handling operations, as identified by §205.101(a) (3-4), shall maintain for 3 years records sufficient to:

- Prove that ingredients identified as organic were organically grown, and

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- Verify quantities produced from organic ingredients

Records shall be available to representatives of the Secretary and State officials.

### 7.5.7. Compliance and Handling of Noncompliance

ETKO will handle noncompliance's according to:

- [NOP 4002 Instruction Enforcement of the USDA Organic Regulations Penalty Matrix and](#)
- [NOP Instruction 2612 Recommended Penalties for Violations of Specific Regulatory Requirements and NOP 2612-1 Penalty Matrix for violations of the USDA Organic Regulations](#)

[NOP 4002 provides instructions for taking enforcement action against certified operations that violate the U.S. Department of Agriculture \(USDA\) organic regulations.](#)

[NOP 2612-1 Penalty Matrix for violations of the USDA Organic Regulations, provides guidance about recommended penalties for violation classes and categories.](#)

### 7.5.8. Review and Investigations

NOP Program Manager, on behalf of the Secretary, may inspect and review certified production and handling operations and accredited certifying agents for compliance with the Act or regulations.

The Program Manager may initiate suspension or revocation proceedings against a certified operation when the Program Manager has reason to believe that a certified operation has violated or is not in compliance with the Act or regulations or when a certifying agent or a State organic program's governing State official fails to take appropriate action to enforce the Act or regulations.

ETKO may investigate complaints of noncompliance with the Act or regulations concerning production and handling operations certified as organic. Program Manager is informed of all compliance proceedings and actions taken.

A State organic program's governing State official may investigate complaints of noncompliance with the Act or regulations, concerning organic production or handling operations operating in the State.

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### 7.5.9. Noncompliance

ETKO provides the Notification of Noncompliance (NONC) (GP 18 F 10) to the applicant/certified operation in cases where and when:

- ETKO has reason to believe that, based on the information specified in application package DURING APPLICATION PACKAGE REVIEW, the applicant for certification is not able to comply or is not in compliance with the requirements of NOP rule. and
- ETKO has reason to believe that, BASED ON THE ON-SITE INSPECTION and the results of any analyses for substances conducted, and any additional information requested from or supplied by the applicant, the organic system plan and all procedures and activities of the applicant's operation, a certified operation is not complying with the requirements of NOP.

All the observations made during initial inspection, surveillance and special inspections are recorded on the Inspection Report Section Evaluation Results

The inspectors have no authority to define a noncompliance either in inspection report or in any other record, or inform the client with such an information stating indicating a noncompliance.

The Organic Certifier provides the Notification of Noncompliance (GP 18 F 10) to the client, upon the evaluation of the application file or inspection reports and all other related documents and information obtained during inspection.

While grading non-conformances the following conditions shall be considered:

- One of the requirements of standard or regulation related to the process or product are not complied
- Production process plan not applied
- Product is under risk

Non-conformances are graded as major and minor.

- **Major non-conformances**
  - Factors affecting the organic integrity of the product or land.
  - Factors causing risk on the product.
  - Use of inputs which are not allowed by the regulations.
  - Non-Organic product sales as organic.

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- o Requirements of regulation or standard not applied
- o Frequent minor non-conformances on the same requirement of regulation.
- o Customer complaints not handled, failure on taking remedial actions, or complaints and action records not available.
- o Misuse of the licenses and certificates
- o Production process plan not implemented.
- o Annual updates not provided
- o Several minor interrelated noncompliance can lead to a major noncompliance.

- **Minor non-conformances**

- o Failure to fully satisfy a requirement of a standard or regulation.
- o Factors causing no risk on the condition of the product.

Notification of noncompliance (GP 18 F 10) clearly indicates

- A description of the noncompliance,
- The facts upon which the notification of noncompliance is based; and
- The date by which the applicant/certified operation must rebut or correct each noncompliance and submit supporting documentation of each such correction when correction is possible.

By a Notification of Noncompliance (GP 18 F 10), ETKO requires the certified operation to determine corrective action plan(s) related to the major and minor non-compliances defined in the Notification of Noncompliance.

- To be recommended for certification all major non-conformances must be closed and corrective action plans for minor non-conformances must be determined by the client
- Non-conformances graded as **Major** in Notification of Noncompliance: corrective actions must be taken in maximum 30 days. To close out the major non-conformances a follow up inspection may be decided by ETKO.
- Non-conformances graded as **Minor** in Notification of Noncompliance: action plans within 30 must be provided to ETKO by the client.

Corrective action plans and or any other evidence indicating the actions taken are submitted to ETKO to be reviewed by Organic Certifier.

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### 7.5.9.1. Resolving the Non-Compliances

Upon receipt of Notification of Noncompliance, the client may:

1. Correct the non-compliances and submit a description of the corrective actions taken with supporting documentation to ETKO;
2. Submit written information to ETKO to rebut the noncompliance, described in the Notification of Noncompliance (GP 18 F 10)

After sending a Notification of Noncompliance (GP 18 F 10), ETKO evaluates the client's corrective actions and supporting documentation submitted or the written rebuttal, conduct an on-site inspection if necessary.

**Resolution of Noncompliance:** When a client demonstrates that each noncompliance has been resolved, the OC sends to client a Notification of Noncompliance Resolution (GP 18 F 11)

**Proposed suspension or revocation:** When rebuttal is unsuccessful or correction of the noncompliance is not completed within 30 days, ETKO will send the certified operation a written notification of proposed suspension (GP 18 F 13) or revocation (GP 18 F 15) of certification of the entire operation or a portion of the operation, as applicable to the noncompliance.

After receipt of the Notification of Proposed Suspension or Revocation the certified operator may:

1. File an appeal to this Proposed Suspension or Revocation in 30 calendar days of the receipt of the notice. The appeal must be in writing and submitted to ETKO Managing Director and to the Administrator.
2. Request mediation within 30 days of this notice, in writing to ETKO. If the request for mediation is accepted and the mediation is unsuccessful, upon written notification, the certified operator then will have 30 calendar days, from receipt of notice, to appeal the Proposed Suspension or Revocation. If the request for mediation is rejected, a written notification is sent to the operator and in 30 days from the date of the notice, the operator may appeal the Proposed Suspension or Revocation.

When correction of a noncompliance is not possible, the Notification of Noncompliance and the Proposed Suspension or Revocation of certification may be combined in one notification. The Notification of Proposed Suspension or Revocation of certification states:

1. The reasons for the proposed suspension or revocation;
2. The proposed effective date of such suspension or revocation;

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- The impact of a suspension or revocation on future eligibility for certification; and
- The right to request mediation pursuant to §205.663 or to file an appeal pursuant to §205.681.

**Suspension or revocation:**

(1) If the certified operation fails to correct the noncompliance, to resolve the issue through rebuttal or mediation, or to file an appeal of the proposed suspension or revocation of certification, ETKO will send the certified operation a written notification of suspension (GP 18 F 14) or revocation (GP 18 F 16)

(2) ETKO will not send a notification of suspension or revocation to a certified operation that has requested mediation pursuant to §205.663 or filed an appeal pursuant to §205.681, while final resolution of either is pending.

The suspension or revocation becomes effective within 30 days if a response is not received to the Notification of Suspension (GP 18 F 14) or Notification of Revocation (GP 18 F 16).

In case of suspension, the certified operation is no longer able to sell, label, and represent the product as organic for the suspension period. Once suspended, reinstatement for certification may only be requested from the Administrator and will only be considered for certification if the Notification of Noncompliance (GP 18 F 10) is corrected and the operation has been inspected by ETKO to verify that the operation complies with the requirements.

The certified operations may, after receipt of Notification of Suspension or Revocation:

- file an appeal to the Proposed Revocation in 30 calendar days of receipt of *the* notice.
- request mediation within 30 days of the, in writing to ETKO . If the request for mediation is accepted and the mediation is unsuccessful, upon written notification, the client will have 30 calendar days, from receipt of notice, to appeal the Proposed Revocation. If the request for mediation is rejected, the client will receive written notification and have 30 days, from the date of that notice, to appeal the Proposed Revocation.

**7.5.10. Willful violations**

- If there is reason to believe that a certified operation has willfully violated the Act or regulations, ETKO sends the certified operation a **Notification of Proposed Suspension or Revocation GP 18 F 13 or GP 18 F 15** of certification of the entire operation or a portion of the operation, as applicable to the noncompliance.

**7.5.11. Violations of Act.**

In addition to suspension or revocation, any certified operation that:

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1. knowingly sells or labels a product as organic, except in accordance with the Act, shall be subject to a civil penalty of not more than the amount specified in §3.91(b)(1) of this title” per violation.
2. makes a false statement under the Act to the Secretary, a State organic program's governing State official, or a certifying agent shall be subject to the provisions of section 1001 of title 18, United States Code.

**7.5.12. Eligibility.**

1-A certified operation whose certification has been suspended, may at any time, unless otherwise stated in the Notification of Suspension, submit a request to the Secretary for reinstatement of its certification. The request must be accompanied by evidence demonstrating correction of each noncompliance and corrective actions taken to comply with and remain in compliance with the Act and the regulations.

2-A certified operation or a person responsibly connected with an operation whose certification has been revoked will be ineligible to receive certification for a period of 5 years following the date of such revocation, *Except*, That, the Secretary may, when in the best interest of the certification program, reduce or eliminate the period of ineligibility.

**7.5.13. Reinstatement of the Suspended Certificate**

**7.5.13.1 Requirements for Suspended organic producers or handlers**

In order to achieve reinstatement, organic producers and handlers who have had their organic certification suspended must:

1. Correct all noncompliances to the USDA organic regulations. This includes not only the reasons stated in the notice of suspension issued by ETKO, but any outstanding noncompliance’s that have been subsequently identified ETKO.
2. Ensure that their organic systems plan (OSP) is complete, that the OSP is in compliance with the USDA organic regulations, and that the OSP is being implemented.
3. Contact ETKO and submit all documents required by ETKO for reinstatement. If the suspension has been issued by a CB other than ETKO, the producer or handler must inform ETKO of their suspended status and the reasons for the suspension.
4. Pay all fees required by ETKO

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5. Successfully complete a full onsite inspection. The inspection should be conducted pursuant to § 403 (a)(1) and this procedure.
6. Prepare a letter (GP 18 F 17 Reinstatement Request Letter from Suspended Operation to USDA) addressed to the Secretary of Agriculture, care of the NOP, requesting reinstatement of certification. The operator sends the letter to:

USDA, AMS, National Organic Program  
 1400 Independence Avenue, SW  
 Room 2648, STOP 0268  
 Washington, DC 20250  
 Or, [AIInBox@ams.usda.gov](mailto:AIInBox@ams.usda.gov)

Shipping services that require a telephone number may use (202) 720-3252. As an alternative, producers or handlers who have had their organic certification suspended may submit the letter addressed to the Secretary, care of the NOP, through ETKO. ETKO forwards the request to the NOP, along with the required reinstatement documents described in section 5.26.2

7. Retain all documents related to the request for reinstatement for future audit by the certifying agent and the NOP.


#### **7.5.13.2 Requirements for ETKO**

It is ETKO's responsibility to officially inform the suspended producer or handler about the requirements stated in 5.26.1. ETKO communicates with the suspended producer or handler and send an official letter providing the operator with all the information required by the operator to apply to USDA for reinstatement.

Upon receipt of the operation's request for reinstatement or notification that such a request has been sent to NOP, ETKO:

1. Conducts a compliance review of the OSP to ensure that all provisions of the USDA organic regulations are met.
2. Notify the producer or handler who has had their organic certification suspended of any noncompliances according to procedures described in the USDA organic regulations, §205.662(a) and in this procedure by sending NONC letter.
3. Schedules a full onsite inspection to verify the operation's compliance with the USDA organic regulations, provided that the OSP is considered to be complete and in

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compliance with the USDA organic regulations. On site inspections is done within a three month period prior to the NOP receiving the reinstatement request. Deviations from this procedure must be justified and approved by the NOP.


4. Prepare a signed letter (GP 18 F 18 ETKO Reinstatement Request Letter for Suspended Operation to USDA) to the Secretary, care of the NOP, stating that the operation requesting reinstatement has met all requirements of the USDA organic regulations. The letter affirmatively states that:
  - a. ETKO has conducted an NOP compliance review of the client’s OSP.
  - b. The review found that the client’s OSP adequately addressed the noncompliance(s) which led to the suspension and is in compliance with the USDA organic regulations.
  - c. ETKO has conducted an onsite inspection of operation and found the operation to be in full compliance and capable of remaining in compliance with the USDA organic regulations, or, noncompliance were issued to the operation as a result of the onsite inspection findings and the operation has submitted corrective measures that are approved and determined by the certifying agent to demonstrate compliance with the USDA organic regulations.
5. Submits the letter (along with the operation’s request for reinstatement, if appropriate), as well as the initial Notice of Noncompliance, Notice of Proposed Suspension, Notice of Suspension, and a copy of the inspection report that found the operation in full compliance. If the inspection report includes findings that may be noncompliant, then ETKO’s request for reinstatement includes documented objective evidence to demonstrate the operation’s full compliance with the USDA organic regulations.
6. Retains all documents related to the request for reinstatement for future audit by the NOP.

### 7.5.13.3. National Organic Program

Upon receipt of the required documentation, the NOP Accreditation and International Activities Division completes the following steps within 30 days of receipt of the request for reinstatement:

1. Review the request for reinstatement along with the supporting documentation. Contact the certifying agent if questions remain regarding the request.

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2. Approve the request if:

- All required documents have been submitted,
- The documentation clearly demonstrates that the operation is in compliance with the USDA organic regulations and is capable of remaining in compliance, and;
- The review of documents related to the operation does not indicate that the client has an ongoing history of noncompliance which would indicate an inability or unwillingness to remain in compliance.

3. If the request is approved, the NOP removes the operation from the public list of suspended operations. The NOP issues a letter to the operation, with a copy to ETKO , stating that:

- a. The operation is eligible for reinstatement by the certifying agent referenced in the request, and
- b. ETKO retains all documents related to the reinstatement for future audit by the NOP.
- c.

4. If the request is denied, issues a letter to the operation, with a copy to ETKO, stating the reasons for denying reinstatement.

5. Review all documentation related to the reinstatement at ETKO’s next onsite audit.

#### **7.5.14. Adverse Action Appeal Process**

Appeals to be implemented according to the procedure “NOP 4011 Agricultural Marketing Service Office of the Administrator Adverse Action Appeal Process for the National Organic Program” which

- 1) explains the adverse action appeal process;
- 2) clarifies the roles and responsibilities of those involved in the adverse action appeal process; and
- 3) describes possible appeal outcomes

To proceed for an appeal:


#### **7.5.14.1. Objections, Complaints and Legal Cases**

Licensee is requested to prepare a file to handle the objections, complaints, and legal cases from its own clients.

This file includes:

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- The nature of the received objections, complaints, and legal cases
- The identity of the involved persons/groups
- The causes of the problem
- The action taken
- verification and documentation of the effectiveness of the initiated measures

A specific file is maintained for handling of objections, complaints, and legal cases which at least includes followings:

- Records of the received objections, complaints, and legal cases
- Names of the involved persons/groups
- Records of the subsequently action chosen
- Verification and documentation of the effectiveness of the measures taken

An applicant may appeal ETKO’s Notification of Denial of Certification (NODC), and a certified operation may appeal ETKO’s Notification of Proposed Suspension (NOPS) or revocation of certification (NOPR), to the AMS Administrator.

Exception: When the applicant or ETKO is subject to an approved State organic program, the appeal must be made to the State organic program which will carry out the appeal pursuant to the State organic program’s appeal procedures approved by the Secretary.

If the Administrator or State organic program sustains a certification applicant’s or certified operation’s appeal of ETKO’s decision, the applicant will be issued organic certification, or a certified operation will continue its certification, as applicable to the operation. The act of sustaining the appeal shall not be an adverse action subject to appeal by ETKO.


If the AMS Administrator or State organic program denies an appeal, a formal administrative proceeding will be initiated to deny, suspend, or revoke the certification. Such proceeding shall be conducted pursuant to the U.S. Department of Agriculture’s Uniform Rules of Practice or the State organic program’s rules of procedure.

#### **7.5.14.2. Filing**

An appeal of a noncompliance decision is filed within the time period provided in the letter of notification or within 30 days from receipt of the notification, whichever occurs later. The appeal will be considered "filed" on the date received by the AMS Administrator or by the State organic program. A decision to deny, suspends, or revoke certification or accreditation will become final and no appealable unless the decision is appealed in a timely manner.

Appeals to the AMS Administrator is filed in writing and addressed to Administrator, USDA-AMS, Room 2095-S, and 1400 Independence Ave, SW, Washington, DC 20250.

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Appeals to the State organic program are filed in writing to the address and person identified in the letter of notification.

All appeals shall include a copy of the adverse decision and a statement of the appellant's reasons for believing that the decision was not proper or made in accordance with applicable program regulations, policies, or procedures.

#### **7.5.15. Mediation.**

Any dispute with respect to denial of certification or proposed suspension or revocation of certification may be mediated at the request of the applicant for certification or client.

Mediation shall be requested in writing to ETKO.

If ETKO rejects the request for mediation, a written notification is provided to the applicant for certification or client. The written notification shall advise the applicant for certification or client of the right to request an appeal within 30 days of the date of the written notification of rejection of the request for mediation.

If mediation is accepted by ETKO, a qualified mediator mutually agreed upon by the parties to the mediation shall conduct such mediation. The parties to the mediation shall have no more than 30 days to reach an agreement following a mediation session. If mediation is unsuccessful, the applicant for certification or client shall have 30 days from termination of mediation to appeal the ETKO's decision.

Any agreement reached during or as a result of the mediation process shall be in compliance with the Act and NOP regulations. The Secretary may review any mediated agreement for conformity to the Act and NOP regulations and may reject any agreement or provision not in conformance with the Act or NOP regulations.

#### **7.5.16. Use Of Logo, Licenses, Mark Of Conformity**

See procedure GP 11 Use Of Logo, Licenses, Mark Of Conformity

#### **7.5.17. Criteria for Certification File Review**

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DEFECTS	DEFECT CODE	DECISION
<b>GROUP A- CERTIFICATION RECOMMENDATION</b>		
Company/Client name is clearly recorded	A2	NO GO
The licensee number is recorded	A3	NO GO
The address of client/site is recorded	A4	NO GO
Type of certification is specified	A5	NO GO
The related standards and regulations are clearly specified	A6	NO GO
The scope is clearly recorded	A7	NO GO
<b>GROUP B</b>		
The info provided about identity and regulations are correct	B2	NO GO
Inspection dates	B3	PREPARE
Inspection type is specified	B4	NG
Scope is specified clearly	B5	NG
Inspected sites are specified	B6	NG
Findings and observations	B8	NG
<b>GROUP BB</b>		
The info related to the client matches	BB1	NG
Approval of HI	BB2	NG
Signature of the inspector.	BB3	NG
Stamp applied	BB4	NG
<b>GROUP C – INSP. REPORT</b>		
Ensure information duly recorded	C1	NG
Ensure info for change of scope is provided for agricultural units, processes, product as appropriate	C2	NG
Info about field and yield	C3	NG
Info about marketing results	C4	P
Sampling info	C5	P
Ensure inspection findings are summarized with inspection report	C6	NG
Ensure applicable forms are checked and used	C8	NG

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