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Contracting, registration and resignation of a client

1. Scope and aim

- This document is additional to the General Program manual and describes in detail how to act from the first contact with a relation to the registration of a client for the program EU organic (834/2007, 889/2008 and amendments), NOP (USDA), TR Organic (Reg 27676 dd.18.08.2010) and Inputs.

2. Definition

No addition

3. Materials

- Application form to join EKOTAR Organic programme(s) (EU, USDA, TR), (ORG.APPL.F01)
- Offers to join EKOTAR Organic programme(s) (ORG.OFFER.L01)
- Project Risk assessment (F17)
- *Farming System Specification* (ORG.SP.F07)
- Product specification
- Applications for derogation (ORG.EU.DEROG.F04, ORG.EU.DEROG.F05, USDA.DEROG.F01)
- Agreements (ORG.EU.F01, F02,F03)

4. Method

4.1 Offer


When estimating the number of days needed, one also has to take into account the results of previous verification, if applicable, complaints received and parallel production.

Agricultural units

- The regulations require that all units, including packaging and labelling operations be inspected completely at least once a year.
- However it is preferred, that annual crops are inspected two times per year (sowing and harvest).Furthermore the inspection of projects which require a big number of inspection days yearly, shall be divided to more visits.
- For the calculation of inspection days, the project risk assessment should be done (General Programme Manual - F17)

4.2 Duration:

<ul style="list-style-type: none"> • <u>Single (individual) farmers:</u> Depending of the size and intensity of production (100% inspection of each farmer at least once a year) 	Half day per farmer
<ul style="list-style-type: none"> • <u>Farmer group*:</u> Each year an audit on the ICS has to be done plus depending on the distances between the different farmers, the effectiveness of the internal control system and the risk category individual farms 	Half day 2-3 hours per farmer

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also need to be inspected (square root, 1.2 square root or 1.4 square root)	
<ul style="list-style-type: none"> • <u>Natural collection area units:</u> Depending on the size 	3-4 hours
<ul style="list-style-type: none"> • Processing unit (depending on number of different processes and products, and amount of export) 	Half day
<u>Plus</u> travelling time to each unit	

*According to Turkish Organic Regulation, all individual farmers are being audited besides ICS control.

4.3 Unannounced Visits:

- Unannounced visits shall be planned as well according to Commission Implementing regulation (EU) 392/2013 repealing (EC) 889/2008 as well as TR Organic amendment amendment No: 28914,dd 15 Feb 2014 repealing TR Organic Regulation dd.18/8/2010, No: 27676

4.4 Risk Analysis:

- a) the result of the risk analysis provides the basis for determining the intensity of the unannounced or announced annual inspections and visits;
- (b) at least 10 % of operators under contract in accordance with the risk category are performed;
- (c) the selection of operators to be submitted to unannounced inspections and visits is determined on the basis of the risk analysis

Note that individual farmers without an internal control system need to be inspected all at least once a year. For farmers of a farmer group with an operational internal control system at least square root of the farmers need to be inspected. The minimum number of individual farms that need to be inspected is 10. Within the European Union each individual farm unit has to be inspected at least once per year, small farmer group structures, where only a certain percentage of the farmers is inspected is not possible, as in Turkey.


4.5 Small Farmer Group

4.5.a Select some farmers, who:

- has been selected during last inspection as well;
- new farmers;
- farmers from different villages;
- farmers just been internally inspected (to compare their results with our results);
- farmers belonging to new internal inspectors;
- recently sanctioned farmers;
- farmers whose sanction (NC) has just been settled;
- farmer close to conventional neighbours;
- randomly selected farmers;

4.5.b) Objectives of a group certification system

1. To overcome the economic difficulties in relation to the inspection of small operators in developing countries (as defined by OECD1).

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Principle

2. A substantial part of the inspection work is carried out by internal inspectors in the framework of the internal control system set up by the group.

3. The external inspection body verifies and evaluates the effectiveness of the internal control system and certifies the group as a whole

C. Scope: who can be considered as a group?

4. In principle only small farmers can be members of the group covered by group certification. Larger farms (i.e. farms bearing an external certification cost that is lower than 2 % of their turnover) can also belong to the group but have to be inspected annually by the external inspection body. Processors and exporters can be part of the structure of the group, but have to be inspected annually by the external inspection body.

5. The farmers of the group must apply similar production systems and the farms should be in geographical proximity.

6. A group may be organised on itself, i.e. as a co-operative, or as a structured group of producers affiliated to a processor or an exporter.

7. The group must be established formally, based on written agreements with its members. It shall have central management, established decision procedures and legal capacity.

8. When intended for export, the marketing of the products must be carried out as a group.

D. The internal control system

9. The internal control system of the group is a documented internal quality system that includes a contractual arrangement with each individual member of the group.

10. Internal inspectors are designated by the group and carry out internal controls. They must receive suitable training. The internal quality system sets out rules to avoid or limit potential conflicts of interest of the internal inspectors.


11. The internal inspectors carry out at least one annual inspection visit to each individual operator including visits to fields and facilities.

12. The internal control system keeps appropriate documentation including at least a description of the farms and the facilities, the production plans, the products harvested, the contractual arrangement with each individual member and internal inspection reports.

13. The internal control system shall include the application of sanctions to individual members who do not comply with the production standards. It shall inform the external inspection body of the irregularities and non-compliances found, as well as of the corrective actions imposed with agreed time for completion.

14. EKOTAR evaluates the effectiveness of the internal control system, with the final aim to assess compliance with the production standards by all individual operators.

15. It has a contractual agreement with the group

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16. It carries out at least one annual inspection of the group. The inspection shall include an inspection visit of a number of individual farms with the aim to inspect for compliance with the standards and to evaluate the effectiveness of the internal control system.

17. Each year EKOTAR shall define and justify a risk-orientated sample of farms subject to their annual inspections. The number of farms subject to annual external inspection shall in any case not be lower than 10. For a normal risk situation, it shall not be lower than the square root of the number of farms in the group.

The farms visited by EKOTAR must be predominantly different from one year to the other.

Minimum number of farms to be inspected by EKOTAR			
Number of group members = n	Normal risk factor	Medium risk factor	High risk factor
	1	1.2	1.4
Minimum	10	12	14
n	Square root of n	1.2 square root of n	1.4 square root of n

Factors to define the risk should include:

a) factors related to the magnitude of the farms

- size of the holdings
- value of the products
- difference in value between the organic and the conventional products

b) factors related to the characteristics of the holdings

- degree of similarity of the production systems and the crops within the group
- risks for intermingling and/or contamination


c) experience gained

- number of years the group has functioned
- number of new members registered yearly
- nature of the problems encountered during controls in previous years and results of previous evaluations of the effectiveness of the internal control system
- management of potential conflicts of interest of the internal inspectors
- staff turnover.

18. Larger farms, processors and exporters shall be inspected annually by EKOTAR

19. In case EKOTAR finds the internal control system to seriously lack reliability and effectiveness, it shall increase the number of farms subject to their annual inspection to at least three times the square root of the number of farms in the group.

20. EKOTAR shall have a documented sanctions policy vis-à-vis groups. In cases it finds the internal control system to lack reliability and effectiveness, EKOTAR shall apply sanctions to

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the group as a whole, including, in case of serious deficiencies, the withdrawal of the certification of the group.


21. In their report to the relevant supervising authorities, EKOTAR shall refer to all the elements of this guidance document.

4.6 Sampling

- When a sample is taken specially for NOP/USDA certification program, the cost of sample analyses must not be invoiced to the client. The cost of sample analyses in this case is paid by EKOTAR.
- The number of samples to be taken and analysed by EKOTAR 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.
- EKOTAR could take and analyse samples in each case where the use of products or techniques not authorised for organic production is suspected. In such cases no minimum number of samples to be taken and analysed shall apply.
- *EKOTAR may take samples for testing of products not authorised for organic production or for checking production techniques not in conformity with the organic production rules. Samples may also be taken and analysed for detecting possible contamination by products not authorised for organic production. However, such analysis shall be carried out where the use of products not authorised for organic production is suspected.*

4d Registration of client

- In case for “certification program” only NOP/USDA is indicated under “extra charges” “cost for analyses” must be deleted, as when a sample is taken for NOP/USDA certification program, the cost of sample analyses must be paid by EKOTAR.
- If the invoice is paid the inspection can be planned or in case of USDA the review of the Organic System Plan can be performed.
- The methodology of Registration of client has been described in the document of “General Programme Manual T10”
- If the client hasn’t done any payment *50% of the cost* then inspection hasn’t been done. If payment is done, inspection is planned to be carried out as in 45 days. After contract all information regarding client organic project like client code, producers, area, , product, quantity etc has been entered into Turkish Agricultural Ministry database called as OTBİS, when inspection realised OTBİS data has been updated according to inspection results.
- *In case an operator wishes to use non organic seed , he has to apply for authorisation of EKOTAR by filling out the EKOTAR document ‘Application for derogation to use nonorganic starting material’ (ORGEUGEROG.F04). The reasons for using non-organic starting material must be justified by the client using the form. Authorisations must be granted before the sowing of the crop. Authorisation can be granted only to individual*

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users for one season at a time. EKOTAR shall register the quantities for which authorisations were granted.

- *By 31 January each year at the latest the control authorities and control bodies shall transmit to the competent authorities a list of the operators which were subject to their controls on 31 December of the previous year. A summary report of the control activities carried out during the previous year shall be provided by 31 March each year.*

4e Resignation

General Program manual Contracting Instruction-T02 explains the method, additional detail valid for Turkish organic is ; when resignation occurs Ministry Agriculture is informed and client is deleted in OTBİS.