

INSPECTION PROCESS

Inputs suitable for use in Organic Agriculture

1. INSPECTION STEPS
2. GLOSSARY
3. PROCESS OF HANDLING DEVIATIONS
AND NON COMPLIANCES

1/ INSPECTION STAGES

1 – INSPECTION REQUEST

You read the reference system and formalize your inspection request with the help of the provided application form, which you will return to ECOCERT for the receipt of a quotation. ECOCERT will verify that for your situation the inspection is possible.

2 – SERVICE CONTRACT

ECOCERT establishes a customized quotation for an inspection for the current year. The terms and conditions/technical conditions are attached to this quotation.

By signing the quotation, you notably commit to:

- have known the reference system and the inspection process,
- accept necessary inspection visits (announced or not) on the whole concerned premises by the product to certify,
- accept the possibility of taking samples in light of analysis,
- accept the auditor to access in accounting, to proof of elements that are related,
- take responsibility of all additional inspection costs requested by ECOCERT for the verification of product conformity.

During the year, you must inform by mail to ECOCERT:

- all requests for new product to inspect, even if it already makes part of an already inspected series.
- all organization modification or production tools susceptible to question the conformity of the products already inspected (ex : change in formula, call to a sub-contractor not yet inspected).

3 - INSPECTION

Upon reception of signed quotation, ECOCERT assigns an auditor who makes an appointment for a first inspection visit. During the inspections, sampling may be performed on the products to be inspected. An inspection report is submitted to you at the end of each inspection. It includes a synthesis of performed verifications and possible noted deviations and non compliances. You must co-sign and clarify in detail the committed or foreseen corrective actions with an execution deadline to remove the noted deviations and non compliances to allow the conformity inspection of your products. Sampling may be performed on the selling sites.

4 – PROCESSING OF INSPECTION

The audit report is transmitted for study to the certification staff who transmit to you, if necessary, one or all attestations declaring the list of inspected products which are conformed with the reference system as well as the audit conclusions for follow-up to give.

5 - SUPERVISION

The inspection is renewed every year, stages 3 and 4 are repeated; conformity action concerning the noted request for corrective action on year n-1 will be obviously verified.

If you wish to add a new product to your project during the validity of your attestation, two situations may be possible:

1. If it is an **extension of a product range** (same raw materials) already approved without changing the process or the material used, then Ecocert may include this new product in your attestation after a documentary review, without having an additional audit done. You have to provide to Ecocert the following documents:
 - a. The product formula with 100% of raw materials.
 - b. The technical sheets of every raw material.
 - c. Invoice or register from the new suppliers.
 - d. Label model for every new product.

This updated attestation will be invoiced according to the number of products you wish to add and the kind of standard you want Ecocert to do the approval, as the tariffs below show:

	CE (VAT non inc.)	NOP (VAT non inc.)	CE+NOP (VAT non inc.)	CE+NOP+JAS (VAT non inc.)
Additional cost per product added, according to the type of standard requested	98 €	119 €	119 €	140 €
Addition of a second trademark (same composition, same category but different commercial name)	39 €	39 €	55 €	70 €
Issuing of (a) new Attestation(s)	50€		100€	200€

2. If it is a **new range of products**, some new material is used, a new process is displayed, a new site or a new subcontractor is to be inspected, and then an additional inspection is needed. After the audit, a new inspection report will be elaborated and after decision we may provide to you the updated attestation mentioning all the complying products under the corresponding standard.

This new inspection will be invoiced under the same criteria than those used for the estimation cost of the input attestation project (the inspection costs, the reporting and administrative follow-up costs, the attestation costs, the estimate of the inspector's travel expenses...).

6 – TERM OF THE CONTRACT

If you wish to stop the attestation of your products, you must inform ECOCERT by written notification according to requirements of the terms and conditions/technical conditions. The term of the contract leads to the automatic expiry of your attestations.

Therefore from this moment, you won't be able to manufacture nor sell products making reference to the attestation and/or to ECOCERT.

Nevertheless, in case you have stocks of complying products making reference to the attestation and/or to ECOCERT and you need an additional length of time to sell off your stocks beyond the

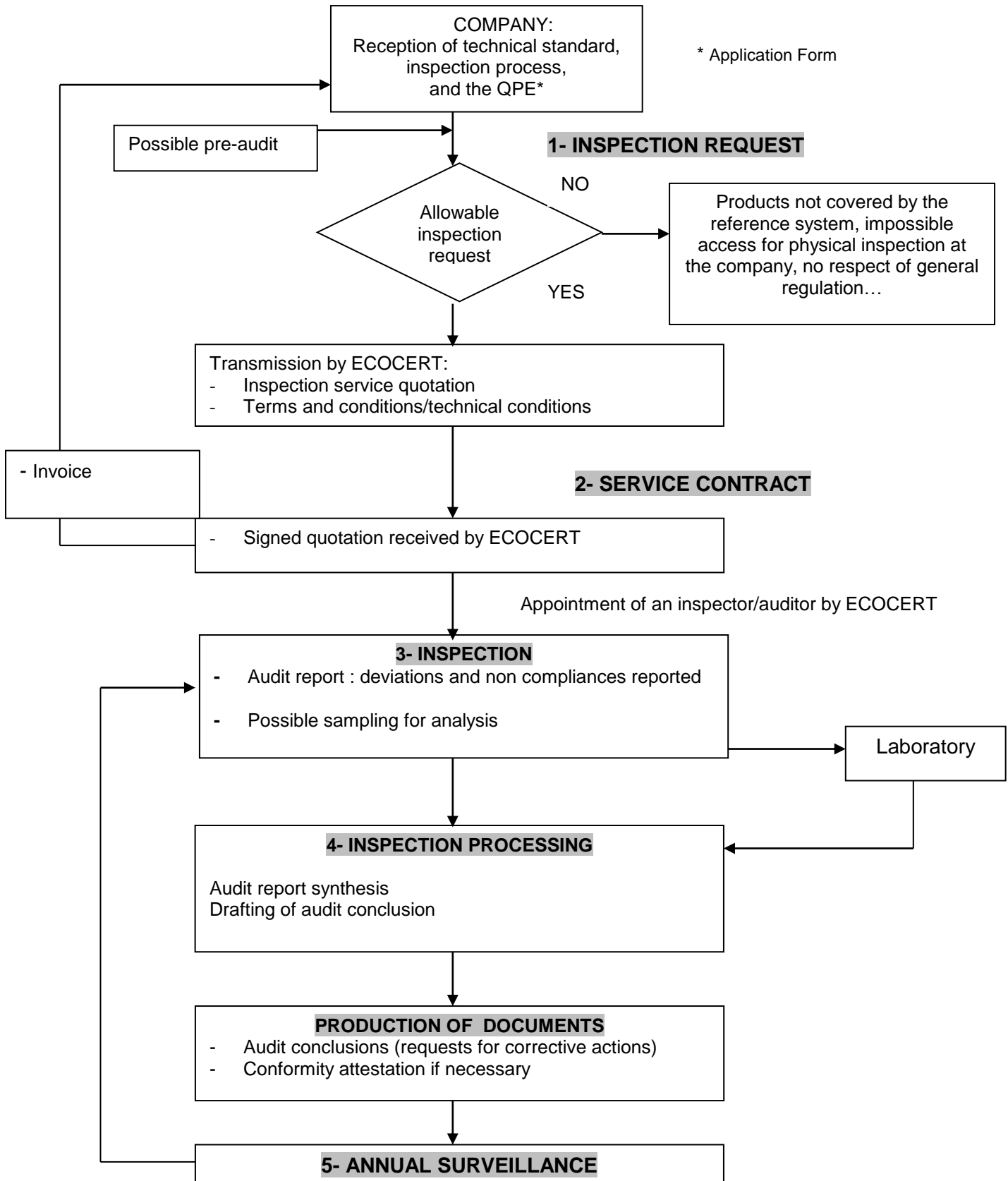
date of the expiry of your attestation, we invite you to inform ECOCERT about the estimated time you may need for selling them off. After examination by ECOCERT, your contract may be extended and you may be authorized to sell-off your stocks of complying products providing an annual inspection as a “distributor”, at your expense.

The contract and the attestation will remain in force until the date you have estimated necessary for selling-off the stocks of attested products.

In any case, we suggest contacting ECOCERT in order to know the specific conditions of the contract end according to your organization.

During the extension of your contract, you may not MANUFACTURE new products making reference to the attestation and/or to ECOCERT.

THE STEPS OF INSPECTION



2/ GLOSSARY

OPERATOR:

Company which designates ECOCERT for the inspection of its products and the company which is soliciting conformity attestation for its products.

ATTESTATION:

Document issued by ECOCERT establishing the conformity of each product to the reference system. The attestation has a validity period of 12 months.

REQUESTS OF CORRECTIVE ACTIONS:

After each inspection, the operator may receive a decision of attestation describing the non compliances, the level of sanction and the request of corrective actions.

The steps consist more to make the operator in progressing toward a legitimate application of the rules than to sanction, even if sometimes declassification and de-certification are issued.

3/ PROCESS OF HANDLING DEVIATIONS AND NON COMPLIANCES

According to the seriousness degree of reported discrepancies, these may impose the requests for corrective actions, to an issue of an attestation on approval, or to a non issue of the attestation or withdrawal of the attestation.

1. ATTESTAION GRANTED:

The requests for simple corrective actions do not hinder the attestation of concerned products, but the effect of not following through may lead to a delivery of an attestation on approval the following year or a sanction.

2. ATTESTATION PENDING:

The delivery of an attestation may not intervene until the reception of one or several elements (ex: document to provide, additional inspection)

3. PRODUCT DECLASSIFICATION:

Refusal or withdrawal of an attestation for the concerned product. This may not benefit of the reference to ECOCERT.

4. GLOBAL DE-CERTIFICATION:

Refusal, withdrawal or attestation suspension for the whole products, for a defined period by ECOCERT. None of these products may benefit from the reference to ECOCERT.