

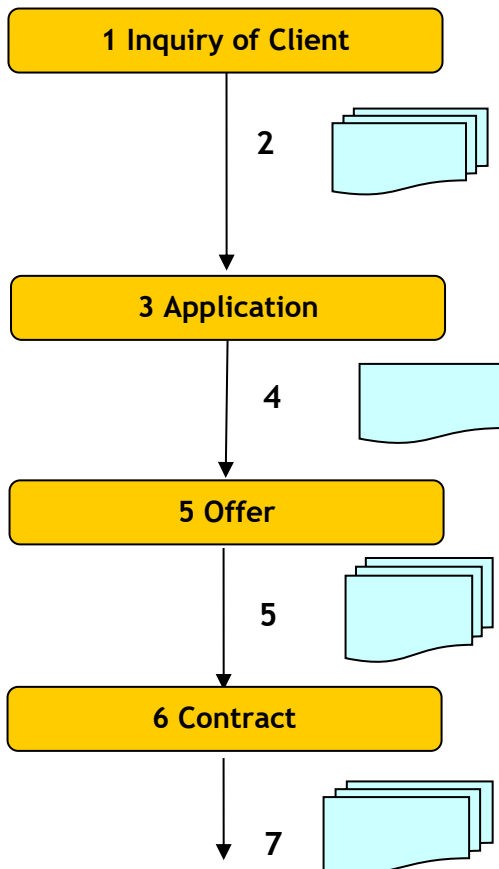
Kiwa BCS Service Protocol

Process of Organic Certification under

- EU compliance with 2018/848
- NOP - SOE
- JAS &
- Other organic standards (TN, OSKSA)

The following described as standard procedures which may vary from case to case.

'client' is used for both applicant and operator



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For national contacts and further information refer to the Kiwa BCS Homepage: www.kiwa.com/de/en



1 Inquiry of client

The client inquires at Kiwa BCS about organic certification according one or different organic standards for which Kiwa BCS is recognized / accredited for.

2 Provision of Application Form by Kiwa BCS

On request, Kiwa BCS provides the client with the Kiwa BCS application form for certification as well as general information about Kiwa BCS and its services

3 Formal application by client

The client completes and signs the application form and sends it back to Kiwa BCS (as scanned email attachment, fax or hard copy).

4 Review of application - Preparation of cost estimate (offer) by Kiwa BCS

If the application is accepted by Kiwa BCS, a cost estimate (offer) based on details given in the application form is prepared. Cost is calculated according to time requirements for inspection and certification.

5 Acceptance of offer by the client - Provision of further information by Kiwa BCS

If the offer is accepted by the client, Kiwa BCS provides the contractual documents and further specific information on the standard required for certification.

Note: Links to the various certification standards can be found on the Kiwa BCS Homepage.

6 Return of certification contract and OSP-declaration by the client

The client completes, signs the contract/OSP-declaration and sends it back to Kiwa BCS (as fax or hard copy).

7 Provision of Organic System Plan (OSP) by Kiwa BCS

Upon receipt of the signed contract by Kiwa BCS, Kiwa BCS provides the client with the Organic System Plan formats.

Usually the first invoice for prepayment is sent.

Provided Documents

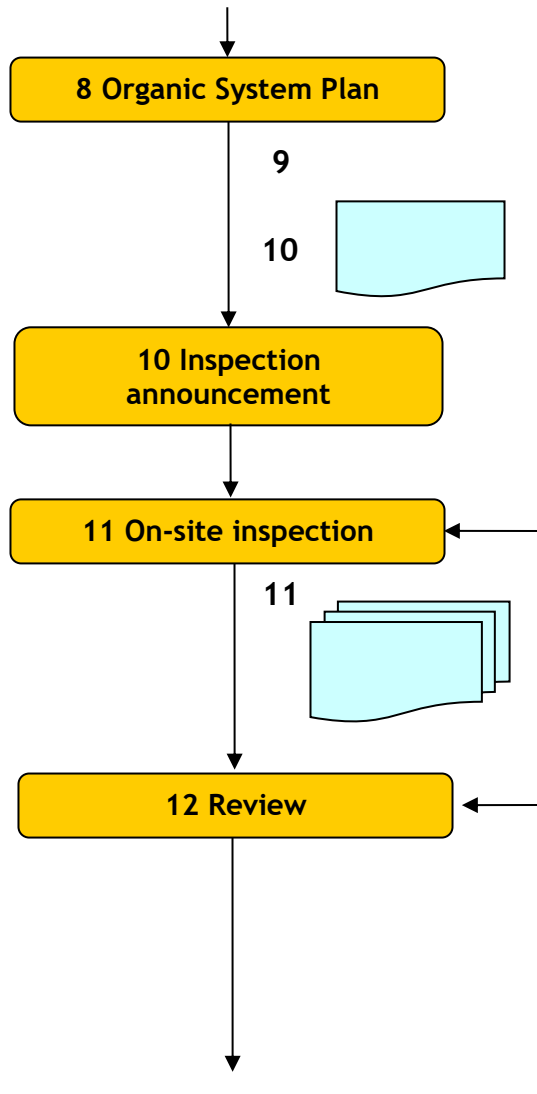
- Application Form + Structogram
- Info Package (about Kiwa BCS, Kiwa BCS Homepage)
- General JAS Info - if applicable
- Kiwa BCS Service Protocol

Offer

- Kiwa BCS Certification Contract
- Logo-use - agreement
- Kiwa BCS Standard Terms & Conditions
- Kiwa BCS Inspection program(s), Catalogue of measures
- Info on org. Standard(s)
- Signed OSP-declarations (EU, NOP, JAS)

- Signed contract
- Signed OSP-declarations (EU, NOP, JAS)





8 Completion of OSP by client

The client completes and signs the OSP (and JAS-documents, if applicable) and sends them back to Kiwa BCS together with any relevant attachments (as scanned e-mail attachment, fax or hard copy) The OSP must be received by Kiwa BCS prior to the inspection.

o Organic System Plan (OSP) with attachments

9 Review of OSP by Kiwa BCS

Kiwa BCS reviews the OSP (and JAS-documents), verifies the compliance with the organic standards and clarifies any open aspects with client.

10 Announcement of on-site Inspection by Kiwa BCS

Once Kiwa BCS has received the prepayment, Kiwa BCS sends out the inspection announcement with date of inspection and name of assigned Kiwa BCS inspector. The client has the right to decline an inspector within 10 days in writing stating the reason of decline.

Inspection announcement

11 On-site Inspection

The inspection includes a visit of the client’s operation(s) to investigate each unit with respect to compliance with the organic standards applied for certification. The conformity of the existing OSP with the actual on-site conditions is carefully examined. All findings are documented in the inspection report. During the closing meeting with the client or its representative non-conformities, corrective actions and the need for additional information or documents is explained. The report is signed by the client and inspector. The client keeps a copy of the report or it will be sent later to the client together with all attachments. In case samples were taken, a reference sample stays with the client.

Inspection report

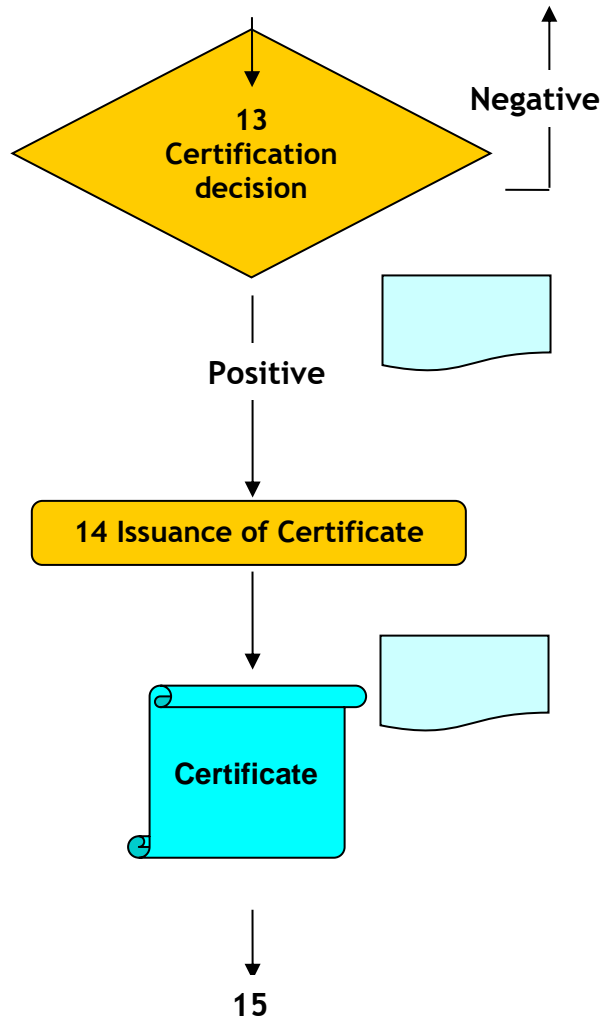
Note: As a general rule, inspections are performed once a year. However, Kiwa BCS reserves the right to conduct additional announced or unannounced inspections if deemed necessary.

12 Review and Certification

Based on the findings of the inspection report Kiwa BCS determines if a client complies with the certification requirements. At this point in time, the invoice for final payment is sent.

Note: To maintain a high degree of objectivity in the decision-making process, the Kiwa BCS certification process applies the principle of a three-step process: Inspection (Evaluation), review, certification. At least two different individuals have to carry out these three steps. The review shall be carried out by individual(s) who have not been involved in the evaluation process. The review and the certification decision can be completed concurrently by the same individual.





13 Certification Decision

Certification is granted if the operation fully complies with all requirements of the applied organic standard(s). Any minor non-compliances are specified in the certification letter to the client, including timelines for implementation of corrective actions.

Certification is denied if an operation is not (yet) compliant with the applicable organic standard (major non-compliances). Kiwa BCS informs the client in a letter about the non-compliances which have led to the denial and detailing the necessary corrective actions, which would enable the operation to become certified.

As soon as the client implements appropriate corrective measures, certification may be granted. The client must inform Kiwa BCS about implemented corrective actions in writing and send all relevant evidences to Kiwa BCS. If deemed necessary Kiwa BCS may decide to conduct additional inspections in order to verify the implementation of the corrective actions (starts again at step 10). In any case, the client has the right to appeal against Kiwa BCS certification decision. Any appeal must be presented in written form, detailing the reason for appeal.

Complaint forms are available on the Kiwa homepage at www.kiwa.com/de/en the download section.

Certification report + Approved plotlist or member's list accordingly
NOP letters

14 Certificate and Certification letter

When granting certification Kiwa BCS issues the certificate and provides a copy together with the certification report to the client. Before the certificate can be issued the final payment must have been received by Kiwa BCS.

The client has to review the certificate's copy and inform Kiwa BCS within 2 weeks if the details of the certificate are correct. Any request for modification must be presented in writing.

Note: Any change or modification of the certificate after issuance is not included in the offer.

- o Organic certificate
- o Certification report + Approved plotlist or member's list accordingly
- o and attachments, if required (NOP letters)
- o JAS Logo and logo usage agreement - in case of first JAS certification

15 Ongoing Certification

As long as client is certified, the following requirements for continuation of certification apply:

- ⇒ Timely information to Kiwa BCS about any changes to the organic production system (update of the OSP-format)
- ⇒ Annual on-site inspection
- ⇒ Payment of the annual certification fees
- ⇒ Submission of the updated OSP (and JAS-relevant documents, if applicable) to Kiwa BCS prior to inspection or written notification to Kiwa BCS that no changes to the OSP are required.

Continues at step 8.

Updates on Kiwa BCS and certification standards are provided at www.kiwa.com/de/en

