



## MOSA Processor/Handler Inspection Checklist

**Please review this checklist and organize the necessary items prior to your inspection.**

Contact the MOSA office if you have any questions. If you are well prepared for your inspection, it will reduce the length of your inspection and reduce confusion for you, the inspector and the MOSA Certification Review Team, saving everyone time and money!

If you are well organized and have a fairly straight forward operation, you should plan on a 3 to 5 hour inspection. Please arrange your schedule so that you are flexible on the day of the inspection. Personnel knowledgeable about various aspects of organic operations should also be available and flexible on the day of inspection. Allow more time for your first inspection or if you have a complex operation (wide variety of organic products, complex procedures, distant facilities, etc.).

Please note: MOSA Inspectors do not make certification decisions, recommendations, or determinations about products or practices on the operators they inspect. All questions on the National Organic Standards, policies, allowed products and/or certification status should be directed to the MOSA office.

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- Review and outline changes to submitted Process/Handling Plan Questionnaire(s) and supporting documents (maps, product profiles, ingredients, equipment descriptions, etc.). Be prepared to update the inspector on any changes.
  - Have verification/documentation on how the previous year's conditions/requirements set by MOSA or any other organic certification agent have been addressed.
  - Have verification/clarification for any Notification of Initial Review letter items needing review at inspection.
  - Have all audit trail documentation accessible, showing how products are tracked from ingredient receiving through processing/handling, storage, product sale and shipping. *Person(s) responsible for management of all documentation should be available during the inspection. Randomly chosen product(s) will be audited.*
  - All supporting documentation (production logs, pest management log, waste management, quality assurance, training protocol, employee activity logs, equipment maintenance and cleaning logs, sales documentation, etc.) must be available.
  - If organic and non-organic products are handled in the same operation (parallel or split production), have complete and separate records for organic and non-organic products.

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- Have your complaint log available, documenting any complaints made about your organic product/service. (*ISO Guide 65, §15(a)*)
- Have the current versions of documents such as the National Organic Standards (NOS), MOSA Program Manual, and OMRI Lists.
- Be prepared with the total dollar amount of gross sales made on MOSA-certified products, and verification that you paid the User Fees on these sales to MOSA for the last certification year (does not apply for first MOSA inspections).
- Have current or proposed labels/marketing communication for all products making an organic claim. All labels must be approved by MOSA prior to use in the marketplace, to ensure compliance with NOS §205.300 - 205.311.
- Have copies of batch records available, as inspector will review and obtain copies to verify Product Profile formulas.
- Have labels, receipts, ingredient information, and certification verification for all inputs (product ingredients, processing aids, pest control, boiler chemicals, cleansers, sanitizers, etc.) for both non-organic and organic production.

*Please review the MOSA policy for evaluation of materials as outlined in the MOSA Program Manual. The OMRI List may be used for guidance, but the National List is the basis for all certification decisions on input acceptability. Allowed brand name products on the OMRI List are approved for organic use by MOSA. Generic materials used must be in allowed forms and have no prohibited ingredients added. Multi-ingredient brand name products that are not listed in OMRI will be considered prohibited for organic use if all ingredients are not disclosed by the manufacturer, or if any ingredients are found to be prohibited.*