IRISH ORGANIC ASSOCIATION
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App 22/10
Issued By P. Pilkington
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APPLICATION FORM FOR CERTIFIED/INDUSTRIAL PRODUCTS

The Irish Organic Association Certified Product Scheme Symbol is awarded to operators who can demonstrate that their operations and product sources meet the current edition of Organic Food and Farming Standards in Ireland and that the products are suitable for use in organic farming/food.

SECTION 1: COMPANY DETAILS

Applicant Name:	
Company Trading Name (if different):	
Contact Name:	Company Registration No.:
Company Address: _____ _____ Eircode (**compulsory**) : _____	
Phone:	Mobile:
Website:	Email:
What is the current annual turnover of your company?	
Estimated first year turnover of products for which you are applying for a Licence?	
How many employees do you have (as full time equivalents)?	

If processing takes place at different location(s) give details below and indicate if sub-contractor(s) or not:

Address: _____

_____ *Eircode (**compulsory**) :*_____

*Contact Name:*_____ *Phone:* _____

Hours of operation for Processing Premises: *Sub-contractor:* Yes ☐ No ☐

Address: _____

_____ *Eircode (**compulsory**) :*_____

*Contact Name:*_____ *Phone:* _____

Hours of operation for Processing Premises: *Sub-contractor:* Yes ☐ No ☐

Irish Organic Association will comply with all applicable Data Protection legislation in respect of the information and personal data provided by you – you have the right of access to the data by means of a written request and you can request Irish Organic Association to correct any inaccuracies in the data. Full details of the IOA Data Protection Policy are available on www.irishorganicassociation.ie

Please read the Certification Agreement and Declaration at the back of this form (Section 6) and sign below to confirm that you understand and agree to adhere to it *(If the Licence is being applied for in more than one name, each person must sign below)*

SIGN HERE

SIGNED: _____ **DATE:** _____

SIGNED: _____ **DATE:** _____

Note: *You must not put on the market any product before it has been certified by Irish Organic Association and is on your current Licence (ref. 1.04.26 Organic Food and Farming Standards in Ireland Edition 2)*

Irish Organic Farmers and Growers Association CLG, trading as Irish Organic Association
Registered in the Republic of Ireland Company Reg. No: 139202
IOFGA is a voluntary organisation and a Company Limited by Guarantee.

SECTION 2: CERTIFICATION/ACCREDITATION DETAILS

For what purposes do you require IOA Approval? Please tick all relevant boxes below.

☐ Manufacturing/Processing ☐ Packing ☐ Contract Packing ☐ Storing
☐ Animal Feed Material/Additive ☐ Wholesaling ☐ Distributing ☐ Retailing
☐ Importing (from within EU) ☐ Importing (from outside EU) ☐ Other (specify below)

Do you hold approval from an Irish Competent Authority
(e.g. DAFM) in relation to the product/process in question? Yes ☐ No ☐
If Yes, give details and enclose a copy of the approval to this form:

If granted IOA approval where do you intend to use the IOA Certified Product Scheme symbol?

☐ Label ☐ Packaging ☐ Website
☐ Promotional Material ☐ Other (specify below)

Do you already hold a current Organic Licence? Yes ☐ No ☐
If Yes, give details and enclose a copy of the licence to this form:

Have you ever been certified by another organic certification body? Yes ☐ No ☐
If Yes, did the certification body revoke your licence? Yes ☐ No ☐
If Yes, give details:

Give details of any trade organisations of which you are a member:

Do you hold any third party accreditation (e.g. ISO)? Yes ☐ No ☐
If Yes, give details and enclose a copy of the accreditation certificate to this form:

SECTION 3: PRODUCT DETAILS

Please complete this Product Details form for each product you would like to include in your certification application.

Product name:		
Product description – please give details of (i) what the intended use of the product is, (ii) how it is packed and (iii) the method of application:		
Under what legislation is the product covered?		
Does a Material Safety Data Sheet exist for the product? If yes enclose a copy of each relevant document.	Yes ☐	No ☐
Is the product approved for use in organic food/farming by any other organic certification body? If yes enclose a copy of each relevant approval document.	Yes ☐	No ☐
Is the product supplied to your customers with a label on it? If yes enclose a copy of the label.	Yes ☐	No ☐
Please enclose a certificate/declaration confirming that the product is free from Genetically Modified Organisms (GMOs) and derivatives thereof.		

Ingredients list – enclose on separate sheet if necessary:

List ALL the ingredients in the product including additives, carriers and inerts.

Ingredient name	Chemical name *(if different)*	Function in the product *(e.g. active, inert, nutrient, carrier)*	% of the ingredient in the product
		Total **(must add up to 100%)** →	

SECTION 4: PROCESS DETAILS N/A ( )

This section is not applicable if you dispatch the product exactly as you receive it and the processing/manufacturing of the product is not controlled by your company.

Describe the manufacturing/packing process covered by this application: Please enclose a flow chart.
What other products are manufactured/packed at this premises?
Where applicable, give details of measures in place to prevent cross-contamination at all stages of the process – raw material storage, processing, work in progress, finished goods storage, dispatch.
Describe how the product composition and prevention of contamination is verified:

SECTION 5: RECORDS

Please tick to confirm that the following procedures/records will be available for inspection by IOA if required:

☐ Purchases/Sales	☐ Incoming Inspection	☐Packing/Production
☐ Regulatory Audit Reports	☐ Sub-contractor Details	☐ Pest Control
☐ Packaging Specifications	☐ Customer Complaints	☐ Cleaning
☐ Product Recall (must include IOA contact details)	☐ Certificates of Analysis/Conformity	

SECTION 6: CERTIFICATION AGREEMENT AND DECLARATION

By signing page 1 of this form each signatory hereby declares, understands and agrees that:

- The Irish Organic Association (IOA) is a voluntary organisation and a company limited by guarantee. It is a membership-based organisation and membership is open to all. As an organic certification body, IOA operates an inspection and certification scheme based on the Organic Food and Farming Standards in Ireland Edition 2, as amended, which incorporates the requirements of EU Regulation (EU) 2018/848 in all its amendments as well as complementary European and Irish rules. The IOA has implemented and maintains a quality management system that complies with the requirements of ISO/IEC 17065:2012. IOA ensures that all staff are suitably qualified and are committed to acting impartially and confidentially. IOA also ensures that it operates fully in line with GDPR requirements.
- I/we have read the *Organic Food and Farming Standards in Ireland* Edition 2 as amended and confirm that the provisions of the relevant standards contained therein have been observed from the date of application and will be henceforth, until such time as IOA receive notification from me/us that I/we wish to be removed from the IOA Certification Scheme. I/we will comply with all IOA Standards including any updates that are published by IOA.
- I/we will allow IOA inspectors and other authorised personnel full access to my/our operation and sub-contractors and relevant records and documents at an agreed upon time, in order that they can check compliance with IOA Standards. I/we accept that inspection visits will normally be arranged at a mutually convenient time, but spot check/unannounced inspections may be carried out and that I/we will be subject to such announced or unannounced inspections until such time as IOA receive notification from me/us that I/we wish to be removed from the IOA Certification Scheme.
- I/we will allow IOA inspectors or authorised personnel to take samples (for example meat, soil, grain and plant material) from my/our operation and pass these on to third parties for testing. I/we understand that IOA will treat all information received in the strictest confidence.
- I/we will allow IOA personnel access to all areas of the operation and records for the investigation of any complaints received.
- I/we will provide any information requested by the inspector and certification staff in order for an accurate assessment of my/our operation to be made. I/we accept that information pertaining to my/our participation in the IOA Certification Scheme may be released to the relevant Competent Authority (DAFM/NICA) and/or the Irish National Accreditation Board, and that representatives from the aforementioned may attend inspections as observers. I/we understand that IOA will treat all information received in the strictest confidence. I/we understand that information gathered by IOA in relation to my/our certification may be in the form of visual observations, review of manual records and the use of digital/electronic means to gather evidence (such as email, photographs, videos). I/we understand that such information, along with information provided by me/us, will form the basis for the issuance of my/our organic Certificate and Licence and that this Licence (including the mandatory information as required under EU Organic Regulations and additionally stipulated by DAFM/NICA) will be published on the required public platform, TRACES (https://webgate.ec.europa.eu/tracesnt/directory/publication/organic-operator/index).
- I/we consent to the exchange of information between IOA, and any other Organic Certification Body (OCB) involved in the certification of my/our products through my/our own certification and that of sub-contractors. If I/we change OCB I/we accept the transmission of my/our organic file in its entirety to the subsequent OCB.
- I/we will fully comply with the labelling requirements when referring to organic production, or when using the IOA Symbol on any of the labelling, packaging or advertising/marketing material. I/we understand that the IOA Symbol is a registered trademark and must only be used in association with the fully organic products included in the scope of my/our certification and in accordance with published guidelines.
- I/we will ensure that the IOA trademark and my/our Licence or Certificate is not used in a misleading or unauthorized manner nor in such a manner as to bring IOA into disrepute.
- I/we will inform IOA immediately of any irregularity or infringement affecting the organic status of my/our products or organic products received from other operators or sub-contractors.
- I/we understand the requirements and obligations of my/our Licence with IOA. I/we accept that any breach of IOA Standards could lead to the termination of my/our Licence and subsequent removal of same from the aforementioned public platform, TRACES. Where corrective action is required in order for my/our Licence to be issued/renewed I/we agree to carry out this corrective action in a timely manner to ensure compliance with IOA Standards. I/we understand that I/we may have to incur additional inspections to demonstrate compliance with IOA Standards at my/our own expense.
- I/we accept that if my/our Licence with IOA is suspended, withdrawn or terminated (by choice or as a result of enforcement) I/we must discontinue to use any and all labelling, packaging and advertising/marketing material that contains any reference to IOA and must return any in-date Certificates to IOA within a specified timeframe and that DAFM/NICA (and IOA where applicable) will be notified immediately. I/we will inform in writing the buyers of any affected product in order to ensure that the indications referring to the organic production method are removed where applicable. I/we accept that IOA will retain my/our files for a minimum of five years after withdrawal/termination of my/our licence.
- If I/we wish to be removed from the IOA Certification Scheme I/we will provide written notice at least 1 month before the Licence expiry date.
- If I/we need to provide a copy of my/our Licence or Certificate to another party the documents will be reproduced in their entirety.
- I/we will keep a register of all complaints received (relating to compliance with IOA Standards) along with what action has been taken to close out the complaint. I/we will retain all documents relating to such complaints and will make these available to IOA on request. I/we will pay all licencing fees, as notified by IOA, in accordance with its terms of business. I/we also accept that other fees may apply if additional inspections are required, or if an agreed inspection date is cancelled with less than five working days' notice.
- I/we will inform IOA in a timely manner of any changes in relation to my/our operation (such as locations, products, contact details) that may affect my/our Licence or my/our ability to comply with the certification requirements.
- I/we have not been convicted of any offence under the Veterinary Medicinal Products, Medicated Feeds and Fertilisers Regulations Act 2023 or related regulations, nor have I/we been convicted of any offences in relation to my/our agricultural/food/product processing activities.
- All the information supplied to IOA is, to the best of my/our knowledge, accurate and complete.

SECTION 7: Data Protection

Irish Organic Association will comply with all applicable Data Protection legislation in respect of the information and personal data provided by you – you have the right of access to the data by means of a written request and you can request Irish Organic Association to correct any inaccuracies in the data. Full details of the IOA Data Protection Policy are available on www.irishorganicassociation.ie

I wish to be listed on the IOA Public Database of members (which displays my name, phone number, product type, enterprise type and organic symbol status):	YES ☐ NO ☐
I wish to receive the IOA newsletter via email: Email Address: _____	YES ☐ NO ☐
I wish to receive text messages regarding IOA news, updates and upcoming farm walks and events: Mobile no: _____	YES ☐ NO ☐

CHECKLIST

PLEASE READ THIS CHECKLIST AND TICK THE ITEMS YOU ARE ENCLOSING

Mandatory Documents/Information to be enclosed:

- *Completed Application Form in full* ☐
- *Application Fee* ☐

Enclose, where applicable:

- *Approval from other Organic Certification Body* ☐
- *Third Party Accreditation Certificate* ☐
- *Product List* ☐
- *Labels* ☐
- *Material Safety Data Sheets* ☐
- *Flow Chart* ☐
- *Non-GM Declaration Certificate* ☐

METHOD OF PAYMENT (PLEASE TICK)

- *ELECTRONIC FUND TRANSFER (DIRECT TO BANK)* ☐
- *CREDIT CARD/DEBIT CARD* ☐
- *CHEQUE/BANK DRAFT/POSTAL ORDER (ENCLOSED)* ☐
- *CASH – do not send cash in the post, please deliver in person to our office in Athlone* ☐

THE FORM AND ASSOCIATED DOCUMENTS SHOULD EMAILED TO info@irishoa.ie
ALTERNATIVELY IT CAN BE POSTED TO:
Irish Organic Association, 13 Inish Carraig, Golden Island, Athlone, Co. Westmeath, N37 N1W4