



# SUB-CONTRACT AGREEMENT PROCESSING

App 67a/03  
Issued By: M Cairney  
Issue Date: 23-12-2021

**This agreement must be completed for all sub-contractors carrying out any of the activities outlined below on your behalf as an IOA Licencee – please forward a completed copy to IOA for your file.**

### Name & Address of

**Irish Organic Association Licencee (contractor)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Licence No:** \_\_\_\_\_

**Name & Address of Sub-Contractor**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Organic Certification Body W/A:** \_\_\_\_\_

**Licence No W/A:** \_\_\_\_\_

Where a licenced producer enters into an agreement with a Sub-contractor whereby the Sub-contractor undertakes to store or process animal/food/feed products on behalf of the Licencee, the Licencee must ensure that the activities of the Sub-contractor are notified to IOA and that the Sub-contractor abides by the specific conditions outlined below which are in addition to any conditions imposed on the Sub-contractor by the Licencee.

Nature of sub-contracted activity to be undertaken (please tick all relevant boxes):

Preparation       Distribution       Storing       Importing       Exporting

Give details: \_\_\_\_\_

*Please indicate which party maintains responsibility for the activities performed under this agreement:*

IOA Licencee (contractor) -

Sub-Contractor -

*Please indicate which party retains title/ownership of the goods subject to the activities performed under this agreement:*

IOA Licencee (contractor) -

Sub-Contractor -

### Conditions which must be observed:

- I, \_\_\_\_\_, as the official and registered **Irish Organic Association Licencee (IOA)** for the certified organic animals/food/feed at the above address confirm that the activities outlined above are limited to the scope of the certification issued as indicated on the my IOA licence. I have issued the Sub-contractor detailed above with a copy of my IOA licence, a copy of this agreement and ensured they have access to the **Organic Food and Farming Standards in Ireland Edition 2** hereafter referred to as the *Standards*.
- I, \_\_\_\_\_, as the designated **Sub-contractor** agree to handle the certified organic animals/food/feed in line with the *Standards*. I agree to an annual inspection of my premises by an IOA appointed inspector to assess compliance with the *Standards*. I have received a copy of my client's IOA licence, a copy of this agreement and I have access to the *Standards*.
- Appropriate records must be retained and made available for inspection as detailed in section 5 and/or section 6 the *Standards*. This is to enable the IOA inspector carry out a full audit and ensure full traceability of goods from intake to dispatch of the goods back to the IOA Licencee (contractor).

**Signed:** \_\_\_\_\_  
**Irish Organic Association Licencee**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
**Sub-Contractor**

**Date:** \_\_\_\_\_

*All parties to this agreement must retain a signed copy of this document and make it available for inspection by IOA.*