**OTCO Pre-Inspection Checklist and Confirmation of Inspection**

**Handlers and Processors**

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| --- | --- | --- | --- | --- | --- |
| Client Name |  | | | | |
| Inspector Name |  | | | | |
| Inspector Contact Info: | Email |  | | Phone |  |
| Confirmed Inspection Date |  | | | | |
| Starting Time of Inspection |  | | Expected Duration | |  |
| As agreed, I will be conducting an organic inspection of ­­­­­­­your operation on the confirmed date and time listed above.The inspection will include a plant tour as well as a review of all applicable documentation as verification of the Organic System Plan (OSP) Application and updates submitted. Also included will be a random document audit to verify both tracking & ingredients reconciliation capability. Below is a list of documentation to have available during the inspection. Not all documents may be applicable to your operation. Electronic forms of documentation are sufficient. | | | | | |
| * Quality Assurance Plan (i.e. HACCP, GMP) * Audit Trail Flow Chart - describing documents used to track ingredients and finished products * Receiving & Shipping Documentation of all inputs and finished goods * Storage Documentation (inventory, off-site warehouse(s)) * Processing Documentation (batch sheets, recording charts, flow chart, floor plan etc.) * Listing of all co-packers and/or co-pack customers * Cleaning/sanitation procedures and documentation (SSOP’s, pre-op checklists) * Most recent water analysis for waster used in processing * Pest control reports * MSDS for all cleaning/sanitation and pest control products used * List of all boiler chemicals and documentation for each if products contact steam or water. * Current Product Formulation Sheets & Master Products List for all products * Labels currently in use & packaging information * Current Master Ingredient List including all suppliers of organic/non-organic ingredients * Current, valid organic certificates for all organic inputs * Detailed ingredient information for all non-organic inputs & natural flavors including written verification thatthey: 1) are not genetically engineered; 2) have not been irradiated; 3) are not produced using sewage sludge; and 4) have been produced in compliance with any relevant National List annotations. | | | | | |
| Special notes or information about the inspection: |  | | | | |
| Should you need to cancel or change anything with regards to this confirmed inspection, please contact the inspector above through the contact info listed above. | | | | | |