**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.
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| 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. |