

IRISH ORGANIC ASSOCIATION

13 Inish Carraig, Golden Island, Athlone, Co. Westmeath, N37 N1W4
Tel: 090 64 33680, Fax: 090 64 49005, Email: info@irishoa.ie, Web: www.irishorganicassociation.ie

App 26/02
Issued By: M. Cairney
Issued: 01-05-2018

APPLICATION FORM FOR CATERING ESTABLISHMENTS

The Irish Organic Association Symbol is awarded to catering establishments (cafés, pubs, restaurants, takeaways and other public and private caterers who prepare organic food out of sight of the customer) who can demonstrate that their operations and product sources meet the current edition of Standards for Organic Catering (plus amendments).

SECTION 1: COMPANY DETAILS

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

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)



SIGNED: _____

DATE: _____

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 1 2012 plus Amendments)

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SECTION 2: CERTIFICATION/ACCREDITATION DETAILS

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

- 70% - 100% organic restaurant – where a minimum of 70% of your ingredients are certified organic
- organic dish – multi-ingredient dish, where the dish complies with the composition requirements Section 6 of the Organic Food and Farming Standards in Ireland Edition 1
- organic menu item – where you serve organic menu items alongside non-organic components

Is the premises registered as a food business with the relevant authority (e.g. HSE) in relation to the product/process in question? Yes No

If Yes, give details and enclose a copy of the registration/approval to this form:

If granted an Irish Organic Association Licence where do you intend to use the IOA symbol?

- Menu
- Promotional Material
- Signage
- Other (specify below)
- Website

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. Hygiene Mark, ISO)? Yes No

If Yes, give details and enclose a copy of the accreditation certificate to this form:

SECTION 3: PRODUCT DETAILS – 70-100% Organic Category

Give details of organic suppliers for the following ingredients. Enclose additional sheets if necessary.

Meat & Poultry	
Fish	
Dairy	
Fruit & Vegetables	
Eggs	
Frozen Foods	
Condiments	
Cereals	

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SECTION 3: PRODUCT DETAILS – Organic Dish / Menu Items

Please list details of all recipes for organic dishes and/or menu items in descending order by weight of input of *all* ingredients (incl. water) and specify their organic/non-organic status. Enclose additional sheets if necessary.

Agricultural Ingredient	Status – organic, non- organic, wild	% of total of agricultural ingredients	Supplier Name	Supplier Certification Body	Supplier Licence Number	Country of Agricultural Origin
Non Agricultural Ingredients	% of total ingredients	E-number	Supplier	Specification on file and available for inspection?	GM Free certificate on file and available for inspection where applicable?	

Please enclose sample menus showing how the items will be declared.

SECTION 4: PROCESS DETAILS

Describe the process covered by this application:

Please enclose a flow chart and sample menus.

What other, non-organic products are handled at this premises?

Do any of these products contain genetically modified organisms or derivatives thereof? Yes No

If Yes, give details and explain segregation measures in place to prevent cross-contamination to organic products:

Where applicable, give details of measures in place to prevent cross-contamination between non-organic and organic goods at all stages of the process – raw material storage, processing, work in progress, finished goods storage.

An effective cleaning system must be in place to include storage areas, equipment, work surfaces, utensils. All food contact surfaces must be rinsed with potable water prior to organic food/feed processing; full records to verify this must be available for inspection.

Briefly describe cleaning system employed at the premises and list any cleaning chemicals used on food contact surfaces:

SECTION 5: RECORDS

Please tick to confirm that the following procedures/records/information will be available for inspection by Irish Organic Association if required:

<input type="checkbox"/> Purchases/Sales	<input type="checkbox"/> Supplier Organic Certs	<input type="checkbox"/> Raw Material Specs
<input type="checkbox"/> Organic Purchasing Policy (must be displayed)	<input type="checkbox"/> Fish Purchasing Policy (must be displayed)	
<input type="checkbox"/> Goods-In Inspection	<input type="checkbox"/> Ingredient Usage Records (n/a for 70-100% category)	
<input type="checkbox"/> Menus (with effective date)	<input type="checkbox"/> Traceability	<input type="checkbox"/> Stock Control
<input type="checkbox"/> Cleaning	<input type="checkbox"/> Pest Control	<input type="checkbox"/> Customer Complaints
<input type="checkbox"/> Product Recall (must include IOA contact details)		<input type="checkbox"/> Regulatory Audit Reports

SECTION 6: CERTIFICATION AGREEMENT AND DECLARATION

By signing page 1 of this form I/we hereby declare, understand and agree that:

- All the information supplied in this form is, to the best of my/our knowledge, accurate, and that all relevant information has been supplied.
- I/we have read the *Organic Food & Farming Standards in Ireland* Edition 1 January 2012 plus amendments and confirm that the provisions of the relevant standards contained therein have been observed from the date of application and will be henceforth. I/we also agree to comply with all 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 during normal working hours, in order that they can check compliance with the IOA Standards. Inspection visits will normally be arranged at a mutually convenient time, but spot check/unannounced inspections may be carried out. I/we agree 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 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 organic certification process may be released to the relevant Competent Authority (DAFM/DEFRA) 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 will allow IOA inspectors or authorised personnel to take samples (for example meat, soil, grain and plant material) from my/our holding/enterprise, 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 understand the requirements and obligations of my/our Licence with IOA. I/we accept that any breach of the IOA Standards could lead to the termination of my/our Licence. Where corrective action is required in order for my/our Licence to be issued/renewed I/we agree to undertake this corrective action in a timely manner to ensure compliance with the IOA Standards. I/we also agree that I/we may have to incur additional inspections to demonstrate compliance with IOA's Standards at my/our own expense.
- If I/we wish to lapse from IOA's Inspection & Certification Scheme I/we will undertake to provide written notice at least 1 month before the Licence expiry date.
- 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 Licences and Certificates of Registration to IOA within a specified timeframe and that DAFM/DEFRA (and IOA where applicable) will be notified immediately. I/we undertake to 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 file for a minimum of five years after withdrawal/termination/lapsing of my/our Licence.
- I/we agree to 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.
- If I/we am required to provide a copy of my/our Licence or Certificate of Registration to another party the documents will be reproduced in their entirety.
- 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 listed on my/our Licence or certificate of registration.
- I/we will ensure that the IOA trademark is not used in a misleading manner and is only portrayed in accordance with published guidelines and only in relation to products/processes consistent with the scope of my/our certification.
- I/we agree to keep a register of all complaints received along with what action has been taken to close out the complaint and retain all documents in relation to complaints received. I/we will allow IOA personnel access to all areas and records for the investigation of any complaints received.
- 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 within less than five working days' notice.
- I/we declare that I/we have not been convicted of an offence under the Animal Remedies Acts 1993 or related Orders, nor have I/we been convicted of any offences in relation to my/our agricultural/food/product processing activities.

Having checked the information recorded in this form, I/we am satisfied that, to the best of my/our knowledge, the information supplied is correct and has been accurately recorded. I/we undertake to inform IOA in a timely manner of any changes in relation to my/our operation that may affect my/our Licence or my/our ability to comply with the certification requirements.

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
- Sample Menus

Enclose, where applicable:

- Current Organic Licence
- Third Party Accreditation Certificate
- Evidence of food business registration
- Organic Supplier List
- Product Recipes
- Flow Chart

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 BE SENT TO:

Irish Organic Association
13 Inish Carraig,
Golden Island,
Athlone,
Co. Westmeath
N37 N1W4