



# IRISH ORGANIC ASSOCIATION

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

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App 23/09

Issued By: M. Cairney

Issued: 15-11-2023

## APPLICATION FORM FOR PROCESSORS

The Irish Organic Association Symbol is awarded to food/feed processors, packers, wholesalers, retailers, importers and distributors who can demonstrate that their operations and product sources meet the current edition of *Organic Food and Farming Standards in Ireland*.

### SECTION 1: COMPANY DETAILS

Applicant Name:	
Company Trading Name (if different):	
Contact Name:	Company Registration No.:
Company Address: _____ _____ Eircode ( <b>compulsory</b> ) : _____	
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 ( <b>compulsory</b> ) : _____	
Contact Name: _____ Phone: _____	
Hours of operation for Processing Premises: _____ Sub-contractor: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Address: _____ _____ Eircode ( <b>compulsory</b> ) : _____	
Contact Name: _____ Phone: _____	
Hours of operation for Processing Premises: _____ Sub-contractor: Yes <input type="checkbox"/> No <input type="checkbox"/>	

*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](http://www.irishorganicassociation.ie)*

**Please read the Certification Agreement and Declaration (Section 6 of this form) 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: \_\_\_\_\_

**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 Organic Food and Farming Standards in Ireland Edition 2)



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## SECTION 2: CERTIFICATION/ACCREDITATION DETAILS

For what purposes do you require an IOA Licence? Please tick all relevant boxes below.			
<input type="checkbox"/> Manufacturing/Processing	<input type="checkbox"/> Packing	<input type="checkbox"/> Contract Packing	<input type="checkbox"/> Storing
<input type="checkbox"/> Animal Feed Mill	<input type="checkbox"/> Wholesaling	<input type="checkbox"/> Distributing	<input type="checkbox"/> Retailing
<input type="checkbox"/> Importing (from within EU)	<input type="checkbox"/> Importing (from outside EU)	<input type="checkbox"/> Other (specify below)	
Is the premises registered as a food/feed business with the relevant authority (E.g. DAFM/SFPA/HSE) in relation to the product/process in question? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes, give details and enclose a copy of the registration/approval with this form:			
If granted an Irish Organic Association Licence where do you intend to use the IOA symbol?			
<input type="checkbox"/> Label	<input type="checkbox"/> Packaging	<input type="checkbox"/> Website	
<input type="checkbox"/> Promotional Material	<input type="checkbox"/> Other (specify below)		
Do you already hold a current Organic Licence? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes, give details and enclose a copy of the Licence with this form:			
Have you ever been certified by another organic certification body? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes, did the certification body revoke your Licence? Yes <input type="checkbox"/> No <input type="checkbox"/>			
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. BRC, ISO, FEMAS)? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes, give details and enclose a copy of the accreditation certificate with this form:			

## SECTION 3: PRODUCT DETAILS

<b>Name of product(s)</b> – enclose list/additional sheet if necessary:
<b>Product description(s)</b> – please give details of (i) the nature of the product(s), (ii) the type of packaging to be used and (iii) the intended market:



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## SECTION 3: PRODUCT DETAILS continued

Please list details of all recipes for multi-ingredient products you intend to manufacture 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 (incl. yeast and flavourings and specific additives)	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 draft labels for each organic product - Any labels, packaging, or promotional materials using or referring to Irish Organic Association or the IOA symbol must be approved by IOA prior to printing.**



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## 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, non-organic products are manufactured/packed 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, dispatch.**

**An effective cleaning system must be in place to include storage warehouses, equipment, packing lines and transportation vehicles. 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"/> Sub-contractor Details
<input type="checkbox"/> Raw Material Specs	<input type="checkbox"/> Goods-In Inspection	<input type="checkbox"/> Import Documentation
<input type="checkbox"/> Packing/Production	<input type="checkbox"/> Traceability	<input type="checkbox"/> Stock Control <input type="checkbox"/> Cleaning
<input type="checkbox"/> Packaging Specifications	<input type="checkbox"/> Customer Complaints	<input type="checkbox"/> Pest Control
<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 each signatory hereby declares, understands and agrees that:

- All the information supplied to IOA is, to the best of my/our knowledge, accurate and complete.
- I/we have read the *Organic Food and Farming Standards in Ireland* Edition 2 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 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 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 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 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 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 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 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.
- 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.
- 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 file for a minimum of five years after withdrawal/termination of my/our Licence.
- 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.
- 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 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 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 of the operation 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 with less than five working days' notice.
- I/we have not been convicted of any offence under the Animal Remedies Act 1993 or related Orders, nor have I/we been convicted of any offences in relation to my/our agricultural/food/product processing activities.



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## 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](http://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 <input type="checkbox"/>	NO <input type="checkbox"/>
I wish to receive the IOA newsletter via email: Email Address: _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I wish to receive text messages regarding IOA news, updates and upcoming farm walks and events:      Mobile no: _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## 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:**

- *ORG1 Form (for Republic of Ireland applications only)*
- *Current Organic Licence*
- *Third Party Accreditation Certificate*
- *Evidence of food/feed business registration*
- *Product List*
- *Product Recipes*
- *Labels (Proposed/Draft)*
- *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 EMAILED TO [info@irishoa.ie](mailto:info@irishoa.ie)  
ALTERNATIVELY IT CAN BE POSTED TO:**

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