



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 operator 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 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.