

INITIAL & ANNUAL INSPECTIONS

WHAT TO EXPECT

Inspections

The NOP's new Strengthening Organic Enforcement (SOE) regulations require that operations be inspected at least once per calendar year.

What does this mean?

Each certified operation must undergo an annual inspection at your listed address(es) at least once per calendar year.

The need for an annual inspection has always been a part of the NOP, but this change may affect the timeline of your inspection. You may not be inspected once every twelve months like you're used to. Depending when you renew your certification (like if your renewal is received late), spans between inspections could be as short as 6 months.

Please respond promptly when your inspector contacts you to schedule your inspection.

- Be flexible, stay in touch, and keep your contact information up to date.
- Failing to schedule and undergo an inspection once per calendar year can result in a Notice of Noncompliance. This can ultimately result in suspension of your certified organic status.

Additional inspections, announced or unannounced, may take place at the discretion of Organic Certifiers.

If you require addition of new land, facility or scope to your certification, reach out to the Organic Certifiers Office as soon as possible. Your inspector cannot inspect any new land, facilities or scopes without documentation supporting the compliance of the new addition being submitted to OC and reviewed by your Certification Specialist.

How should I prepare for my Inspection?

- All records are expected to be available and ready for review. Records related to organic production are to be maintained for no less than 5 years. Check out the Inspection Checklists for each Scope, below in the Resources section.
 - All records are required to be available during normal business hours. If your records are not available, you risk receiving a Notice of Noncompliance for this.
- Ensure you allocate enough time in your schedule to visit all sites and facilities listed on your Organic Certificate of Production and go through all of the records above.
- Be prepared for your inspector to complete mass balance and traceability audits on ingredients, products, input materials, etc. Your inspector will select the items to be audited and let you know when they arrive on site for your inspection.
- Your inspector may also take copies of more records than what you are used to. This is because SOE requires certifiers to verify compliance of transactions in a more robust way than under previous regulations.

Reminders

- Cancelling an inspection within 3 business days of the scheduled date and time falls you subject to receiving a \$150 Penalty Fee in addition to any travel expenses that have been incurred by the inspector at the date/time of notification of cancellation
- If you are a No-Show for your inspection, you will be charged a no-show fee which will be equivalent to the value of the quoted inspection fees, as listed on your estimate in addition to any travel expenses that have been incurred by the inspector at the date/time of notification of cancellation. A No-Show is defined as not being present on site and is unreachable for a period of at minimum 30 minutes from the time of the scheduled start time of the inspection.

Resources

Check out our scope-specific Inspection Preparation Checklists to help you prepare your records and your operation for your initial or annual inspection:

[Crop Inspection Checklist](#)

[Wild Crop Inspection Checklist](#)

[Handling Inspection Checklist](#)

[Livestock Inspection Checklist](#)

Have Questions?

If you have any questions at all, please reach out to our direct office line (info below) or your Certification Specialist directly! They are available and ready to answer your questions. We appreciate your business and commitment to Organic Integrity!

CONTACT US

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