

Organic Certification Annual Compliance Checklist

1. Documentation & Records

Item	Complete	Notes
Organic certificate is current and accessible		
Annual Organic System Plan (OSP) updated and submitted		
Input records (seeds, amendments, pest controls) maintained		
Harvest, storage, and sales records are complete		

2. Production Practices

Item	Complete	Notes
All production methods meet organic standards		
No prohibited substances applied in the past 3 years		
Buffer zones established and maintained		

3. Inputs & Materials

Item	Complete	Notes
Inputs verified as allowed or approved by certifier		
Input application logs maintained and accurate		

4. Facility & Equipment Cleaning

Item	Complete	Notes
Cleaning logs completed for equipment and storage areas		
Equipment used for both organic & non-organic is cleaned properly		

5. Labels & Packaging

Item	Complete	Notes
All labels reviewed for compliance with organic standards		
Packaging material is suitable and approved		

6. Staff Training & Procedures

Item	Complete	Notes
Staff trained in organic compliance procedures		
Training records filed and current		

7. Annual Inspection Preparation

Item	Complete	Notes
Inspection scheduled with certifying agent		
Records and documentation ready for review		