



Manual for Quality Assurance

A Guideline for **Internal Control Systems (ICS)** in Smallholder Organisations

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Annexes I-VII

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Annex I: List of definitions



List of definitions

English	German	Spanish	website	Definition
Accreditation	Akkreditierung			Procedure by which an authoritative body gives a formal recognition that a body or person is competent to carry out specific tasks.
Accreditation under DIN EN 45011 / ISO 65			www.iso.ch	Recognition that a certification body is complying with the DIN EN 45011 (same as ISO 65) criteria. ISO: International Organization for Standardization
Certification	Zertifizierung			The procedure by which a third party gives written assurance that a clearly identified process has been methodically assessed such that adequate confidence is provided that specified products conform to specified requirements.
Certification organisation, certifier	Zertifizierungsstelle, Zertifizierer			The body that conducts certification
Competent authorities	Kontrollbehörden			Certification according official regulations (like EU regulation) can only be done by certifiers which are recognised by the competent authorities. Naturland as a private certifier, certifying according to its own, private Naturland standards is accredited by IFOAM. This accreditation verifies the high quality of the Naturland certification.
External inspection; - rate	Externe Kontrolle			Inspections carried out by the official inspection body evaluate the ICS;
IFOAM International Federation for Organic Agriculture Movements	Internationale Vereinigung Biologischer Landbau-bewegungen		www.ifoam.org	IFOAM is the worldwide umbrella organisation of the organic agriculture movement, with about 730 member organisations and institutions in some 97 countries all over the world. Founded in 1972. IFOAM represent the worldwide movement of organic agriculture and provide a platform for global exchange and cooperation. IFOAM are committed to a holistic approach in the development of organic farming systems including maintenance of a sustainable environment and respect for the need of humanity.



IFOAM Accreditation	IFOAM Akkreditierung		www.ifoam.org	Recognition by the International Organic Accreditation Service (IOAS) that a certification body is complying with the IFOAM Basic Standards and IFOAM Accreditation Criteria.
IMO Institute for Marketecology	IMO Institut für Markt-ökologie		www.imo.ch	Private inspection body which is officially entitled to carry out inspections according to Regulation (EEC) No. 2092/91 and the Naturland standards.
Inspection body; - agency	Kontrollstelle			Body that performs inspection services on behalf of a certification programme.
Inspection,	Kontrolle, Inspektor			Visit on site to verify that the performance of an operation is in accordance with the production or processing standards. In the case of organic products, the inspection task is delegated to (mostly) private companies, who acts as official inspection bodies. They are supervised by competent authorities and need to fulfill certain requirements in respect to their structure and qualification. During an inspection, all findings of the inspector are documented in an inspection report, which has to be countersigned by the inspected operator. Full confidentiality of information is granted.
Inspector	Kontrolleur			Person appointed by a certification programme or by an inspection body to undertake the inspection of an operator.
Internal control system (ICS)	Internes Kontrollsystem			An Internal Control System is a documented, in-house quality assurance system that allows the external certification body to delegate the annual inspection of individual group members to an identified body/unit within the certified operator. (As a consequence, the main task of the certification body is to evaluate the proper working of the ICS.)
Naturland Association operator	Naturland e.V.		www.naturland.de	a private farmers association founded in 1982 to promote organic agriculture in Germany and all over the world.
				An individual or business enterprise. The actor who signs the contract with the certification body and which is responsible for maintaining the ICS. The operator should have a legal form and structure.
Out-growers	Vertragsanbauer			Farmers, contracted by a company or organization (i.e. exporter) with the aim to produce organic products.
Production unit; farming unit	Produktionseinheit			(Group) production unit: The area for which the operator is responsible, including purchase, production, processing and export.



				Farming unit: The area and/or facilities (both organic and non-organic) for which the individual farmer/member of the small holder organisation is responsible.
Quality management, Quality Manual	Qualitäts-Management, Qualitäts-Management-Handbuch (QMH)			A quality system shall be documented in a quality Manual and associated quality procedures.
Regulation (EEC) No. 2092/91	Verordnung (EWG) Nr. 2092/91		www.ifoam.org	Regulation 2092/91/EEC is statutory law and it is directly applicable in all Member States of the European Union. It regulates organic food labelling in the European Union. In August 1999 it has been amended by REG 1904/99/EC to cover organic animal husbandry as well.
Smallholder, small scale farmer	Kleinbauer			A small farmer is a farmer who directly cultivates land (his or someone else's) using principally the manual labour of his own family. Compared to his region he has little capital. This is also the reason why his operation is not mechanised and why his use of external inputs is low. To market their products, small individual farmers group are organised in smallholder organisations.
Smallholder organisation; - group	Kleinbauernorganisation			An organised group of small-scale farmers with similar farming and production systems. The criteria under chapter E1 apply only to such groups when the certification applies to the group as a whole and when special inspection arrangements have been applied.
standards	Richtlinien			Every indication of a certain quality (in this case: organic production) needs to be evaluated against a defined standard, comprising rules on production, processing, labelling and inspection. Such a standard could be of legal character (such as Regulation (EEC) No. 2092/91) or might be a private standard, those requirements are to be fulfilled voluntarily (i.e. the Naturland standards). IFOAM Basic standards: The IFOAM Basic Standards (IBS) are developed by the IFOAM Standards Committee (SC) in close co-operation and consultation with the IFOAM member organisations and other interested parties.
Third country	Drittland			All countries which are not members of the European Union (EU).



Annex II: Naturland producer contract



PRODUCER CONTRACT

between

Naturland - Verband für naturgemäßen Landbau e.V., residing in Munich

- hereafter referred to as "NATURLAND" -

and

Name, Surname, Adress, Country

- hereafter referred to as "PRODUCER" -

Preamble:

- A. NATURLAND is a non-profit association. Its purpose is the protection of the environment and the conservation of the natural bases of life by an organic management in all areas of agriculture. For this purpose NATURLAND sets standards for organic agriculture and the processing of the products produced according to these standards (hereafter referred to as "Naturland Standards") and enters into agreements with its members committing the members to run their agricultural production in accordance with the Naturland Standards.
- B. The PRODUCER is a _____ (*cooperative, cultivation organisation, export company etc./legal form according to the applicable foreign law*), running an organic cultivation project _____ (*short description of the project*) in _____ (*country*) in accordance with a bio-program _____ (*short description of the bio-program, evtl. reference to an Exhibit*) (hereafter referred to as the "Cultivation Project"). The PRODUCER is a member of NATURLAND and intends to run the agricultural production of the Cultivation Project according to the Naturland Standards.
- C. The PRODUCER's obligation to observe mandatory legal provisions, in particular the regulation (EEC) No. 2092/91 dated 24 June 1991 with regard to organic agriculture and the corresponding marking of the agricultural products, as amended, including implementing and alteration standards as well as _____, as amended, shall remain unaffected by this Agreement.

Therefore the parties agree as follows:



1. Obligations of the PRODUCER

- 1.1 The PRODUCER agrees to run the entire Agricultural Site of the Cultivation Project observing the Naturland Standards – Exhibit I hereto – as amended from time to time. "Agricultural Site" as used herein, shall mean all cultivation areas, production plants, warehouse and plant facilities used for producing, dressing, processing and packaging agricultural products under the responsibility of the PRODUCER.
- 1.2 The PRODUCER warrants that the description of the Agricultural Site as per Exhibit II includes all cultivation areas, production plants and warehouses at the Agricultural Site of the Cultivation Project and agrees to notify NATURLAND of possible changes without undue delay.
- 1.3 The PRODUCER shall notify NATURLAND regularly of all relevant facts with regard to the cultivation of the Agricultural Site of the Cultivation Project and, upon request, forward to NATURLAND all documents relating to the cultivation of the Agricultural Site and any other relevant information and grant NATURLAND access to all production plants, warehouses and facilities of the Agricultural Site. This obligation shall apply also to the benefit of any national and international association in particular the Arbeitsgemeinschaft ökologischer Landbau (AGÖL) or the International Federation of Organic Agricultural Movements (IFOAM) , in case of an inspection of the association of NATURLAND.
- 1.4 The PRODUCER agrees to arrange for NATURLAND, Naturland® Zeichen GmbH or an inspection body authorized by them to verify the observance of the Naturland Standards at the cost of the PRODUCER, in particular by
 - permitting inspections of the Agricultural Site - with or without prior notification - and granting access to all production plants, warehouses and facilities on the Agricultural Site;
 - arranging for sampling;
 - permitting inspection of its bookkeeping records;
 - maintaining and submitting upon request complete documentation for control purposes, e.g. farm and land plan, registration form, stable book and field records according to the specifications published by NATURLAND from time to time;
 - collecting all data required for control purposes and providing all information and powers in this regard, including without limitation the authorization for collection of information from subcontractors and customers.
- 1.5 The PRODUCER agrees to execute any measures which may be adopted by the Certification Committee of NATURLAND regarding the observance of the Naturland Standards.
- 1.6 The PRODUCER agrees to develop and implement an internal control system pursuant to Exhibit VI "Criteria for Internal Control Systems" and the instructions of NATURLAND.



2. Obligations of NATURLAND

- 2.1 NATURLAND agrees to advise the PRODUCER, or cause the PRODUCER to be advised by third parties, to a reasonable extent regarding the implementation and observance of the Naturland Standards. The parties shall cooperate with a view to ascertaining the cost of such consultation in advance, provided that the PRODUCER shall bear such cost unless agreed otherwise on a case-by-case basis.
- 2.2 NATURLAND agrees to deliver to the PRODUCER an annual certification, issued by the Certification Committee of NATURLAND, confirming - to the extent applicable - that the cultivation of the Agricultural Site of the Cultivation Project is in accordance with the Naturland Standards.

3. Naturland Trademark

- 3.1 NATURLAND is the owner of the trademark and logo "Naturland" as set forth in Exhibit III hereto (hereafter referred to as the "Naturland[®] Trademark"). The Naturland[®] Trademark is registered as a trademark in the Federal Republic of Germany, other European countries and _____.

The PRODUCER shall use the Naturland[®] Trademark for products produced by it in accordance with the Naturland Standards and promoted with reference to Organic Agriculture in accordance with a license agreement to be separately entered into with the Naturland[®] Zeichen GmbH.

- 3.2 The PRODUCER and the Farmers shall be entitled to use the Naturland[®] Trademark only as may be expressly permitted by a separate license agreement to be entered into with the Naturland[®] Zeichen GmbH. The Producer agrees to refrain from any other use of the Naturland[®] Trademark as well as of the "Naturland" mark, either as a name or corporate name or part thereof or as an indication to this Agreement or to the certification of NATURLAND on printed matter or packaging.

4. Catalogue of Sanctions

In case the PRODUCER violates any of its obligations under this Agreement, NATURLAND may impose unilaterally, by written notice, sanctions pursuant to the catalogue of sanctions contained in Exhibit IV to this Agreement, without prejudice to any claims for damages which NATURLAND may have.



5. Term and Termination

- 5.1 This Agreement shall become effective upon signing by all parties and shall supersede any former agreement between the parties governing the object of this Agreement, in particular any former conversion, admission or producer agreement and all amendments thereto. This Agreement shall remain in force for an indefinite period. Each of the parties may terminate this Agreement observing three-months notice to expire at the end of any calendar month. Both parties reserve the right to give notice of termination of this Agreement for serious cause.
- 5.2 This Agreement shall terminate without further act or deed in the event that the PRODUCER shall cease to be a NATURLAND member, irrespective of the ground of such termination.
- 5.3 The PRODUCER agrees to return to NATURLAND upon termination of this Agreement all information, documents, data, notes, books, samples, and models which the PRODUCER may have obtained from NATURLAND relating to the cooperation under this Agreement, whether such materials be in written, electronic or any other form. The PRODUCER shall not be entitled to exercise a right of retention regarding any such materials and information.

6. Data Protection Statement

The PRODUCER hereby authorizes NATURLAND to

- **store all data collected by the PRODUCER and the Agricultural Site of the Cultivation Project under this Agreement for the purpose of performing this Agreement;**
- **submit such data to national and international Associations, in particular without limitation to the Arbeitsgemeinschaft ökologischer Landbau e.V. (AGÖL), to the International Federation of Organic Agricultural Movements (IFOAM) and, to the extent necessary, to third parties, for the purpose of evaluating and accrediting NATURLAND;**
- **submit such data to Naturland® Zeichen GmbH or to any third party entrusted with the control of observance of the Naturland Standards;**
- **submit such data to the members of the Certification Committee of NATURLAND for the granting of the annual certification of NATURLAND;**
- **submit such data to Naturland® Zeichen GmbH for the conclusion and implementation of a license agreement regarding the use of the Naturland® Trademark.**



7. General

- 7.1 This Agreement fully reflects the parties' agreement with respect to the object hereof. Any modification of as well as any amendments or attachments to this Agreement, in particular modifications of or amendments to the Naturland Standards, shall only be valid if they are in writing. This shall also apply to waivers of any provisions of this Agreement, including this form requirement.
- 7.2 This Agreement shall be subject to the laws of the Federal Republic of Germany.
- 7.3 Should one or more of the provisions of this Agreement be or become invalid or un-enforceable, the validity and enforceability of the other provisions hereof shall not be affected. In such case, the parties shall negotiate a replacement provision which is valid and enforceable and reasonably takes into account the object of this Agreement and the interests of the parties. Same shall also apply in the event that this Agreement should be incomplete.
- 7.4 The following Exhibits shall be deemed integral parts of this Agreement; **the PRODUCER confirms the receipt of one copy of each of the following Exhibits:**
- Exhibit I: Naturland Standards
 - for Organic Agriculture (version 05/00)
 - for Organic Horticulture (including Mushroom Cultivation) (version 05/99)
 - for Organic Viniculture (version 11/00)
 - for the Certification of Wild Grown Products (version 12/93)
 - for Natural Bee-Keeping (version 11/00)

 - General Processing Standards (version 08/99)
 - Exhibit II: Agricultural Site Description
 - Exhibit III: Naturland® Trademark
 - Exhibit IV: Catalogue of Sanctions in the version of October 1996
 - Exhibit V: Criteria for Internal Control Systems (version 10/99)

Munich, this _____ 2001

NATURLAND

PRODUCER



Annex III: List of internal inspectors



LIST OF INTERNAL INSPECTORS

List for internal inspectors:

Name and surname of the inspector	Identification	Profession	Years of experience in organic farming	Date last time he/she participated in a training course	Place of residence	Place of inspection



Annex IV: Internal inspection report

**INTERNAL CHECKLIST**

Farmers' Association	
Community (exact location):	Area:
Name of Farmer:	Farmer's Code:
Internal Inspector:	Date of inspection:
Farmer already certified last year <input type="radio"/> yes Certification status <input type="radio"/> no (new farmer)	

Characteristics of the Production Unit

Total land farmed by the farmer (ha):.....	Total number of plots:
--	------------------------

Please list all plots managed by the farmer, including plots of crops for local sale/home consumption, fallow fields, new plots, etc.

Plot N° According Map	Surface ha	Major Crop	Side crops	Last application unallowed inputs date & product (unallowed fertiliser, pesticide, herbicide, treated seeds, etc.)

No. and species of animals:

Fodder used:

Housing or pasture:

Field history (of all new plots)

Plot N°	Crops 2003	Crops 2004	Crops 2005	Last application unallowed inputs

Plant Protection :

Product applied	Home made (Yes/ No*)	Amount (kg/ha)	For which crop?	Reason / Disease

*For off farm inputs, please give clear specification of product.

Other Activities for plant protection (preventive measures):

Fertilisation:

Product incl. Green manure, compost, etc.	Origin / Comments / Quantities (if off-farm product)



Preservation of the Soil and Ecosystem, Diversification

Measures adopted in crop cultivation:
Soil erosion problems: <input type="radio"/> yes . <input type="radio"/> no
Type of weed control:
Evaluation of preservation: <input type="radio"/> excellent <input type="radio"/> good <input type="radio"/> acceptable <input type="radio"/> not acceptable

Seeds/seedlings:

- own propagation/seeds seeds from neighbours (conventional/untreated)
- commercial conventional seeds untreated commercial conventional seeds treated

Contamination Risks:

Aspect	Answer	Comments
Risk of drift from conventional crops	<input type="radio"/> yes <input type="radio"/> no	
Application devices are only used in organic production	<input type="radio"/> yes <input type="radio"/> no	
Storage of unallowed inputs on the farm	<input type="radio"/> yes <input type="radio"/> no	Which ones?
Other contamination risks (water, deposited waste, environmental damage by processing, etc.)	<input type="radio"/> yes <input type="radio"/> no	
Risk of contamination / mixing during on-farm processing, storage or transport	<input type="radio"/> yes <input type="radio"/> no	
Observation /Comments (e.g. counter measures already taken)		
Evaluation of contamination risks: <input type="radio"/> excellent <input type="radio"/> good <input type="radio"/> acceptable <input type="radio"/> not acceptable		

Training of the farmers

No. of visits received:	Date of last visit:
Field officer / Advisor:	Courses/theme
Is the farmer familiar with the internal standards? <input type="radio"/> yes <input type="radio"/> no	
Evaluation of training: <input type="radio"/> excellent <input type="radio"/> good <input type="radio"/> acceptable <input type="radio"/> not acceptable	

Social responsibility

Aspects	Answer	Comments
How many permanent workers do you have employed?		
How many seasonal workers and/or day-labourer have you employed?		
The minimum wage for <u>permanent</u> workers is (indicate amount in USD)		
The minimum wage is paid for <u>permanent employees</u> ?	<input type="radio"/> yes <input type="radio"/> no	
The minimum wage for seasonal workers and/or day-labourers is (indicate amounts in USD)		
The minimum wage is paid for seasonal workers and/or day-labourers?	<input type="radio"/> yes <input type="radio"/> no	
The education of children is no put at risk, even if the children are assisting on the operation.	<input type="radio"/> yes <input type="radio"/> no	
Security on the job is ensured?	<input type="radio"/> yes <input type="radio"/> no	



Recommendation for certification (to be filled in by the inspector)

Crop	ha	Harvest estimation	Organic quality
<input type="radio"/> <i>Approved without conditions</i> <input type="radio"/> <i>Approved with conditions</i> <input type="radio"/> <i>Not approved</i>			
Conditions for current year: (measures to be taken by the farmer)			
Still not fulfilled conditions of last year:			

CONFIRMATION: The undersigned farmer understands and agrees with the contents of this form and declares he/she did not use any product or procedure not described herein.

.....
Place and date:

.....
Farmer

.....
Internal inspector

Decision of the Internal Approval Committee

<input type="radio"/> <i>Approved without conditions</i> <input type="radio"/> <i>Approved with conditions</i> <input type="radio"/> <i>Sanctioned</i> <input type="radio"/> <i>Rejected:</i>
Reason for the sanction and definition of the sanction:
Beginning and duration of sanction:
Stamp /Signature/Date

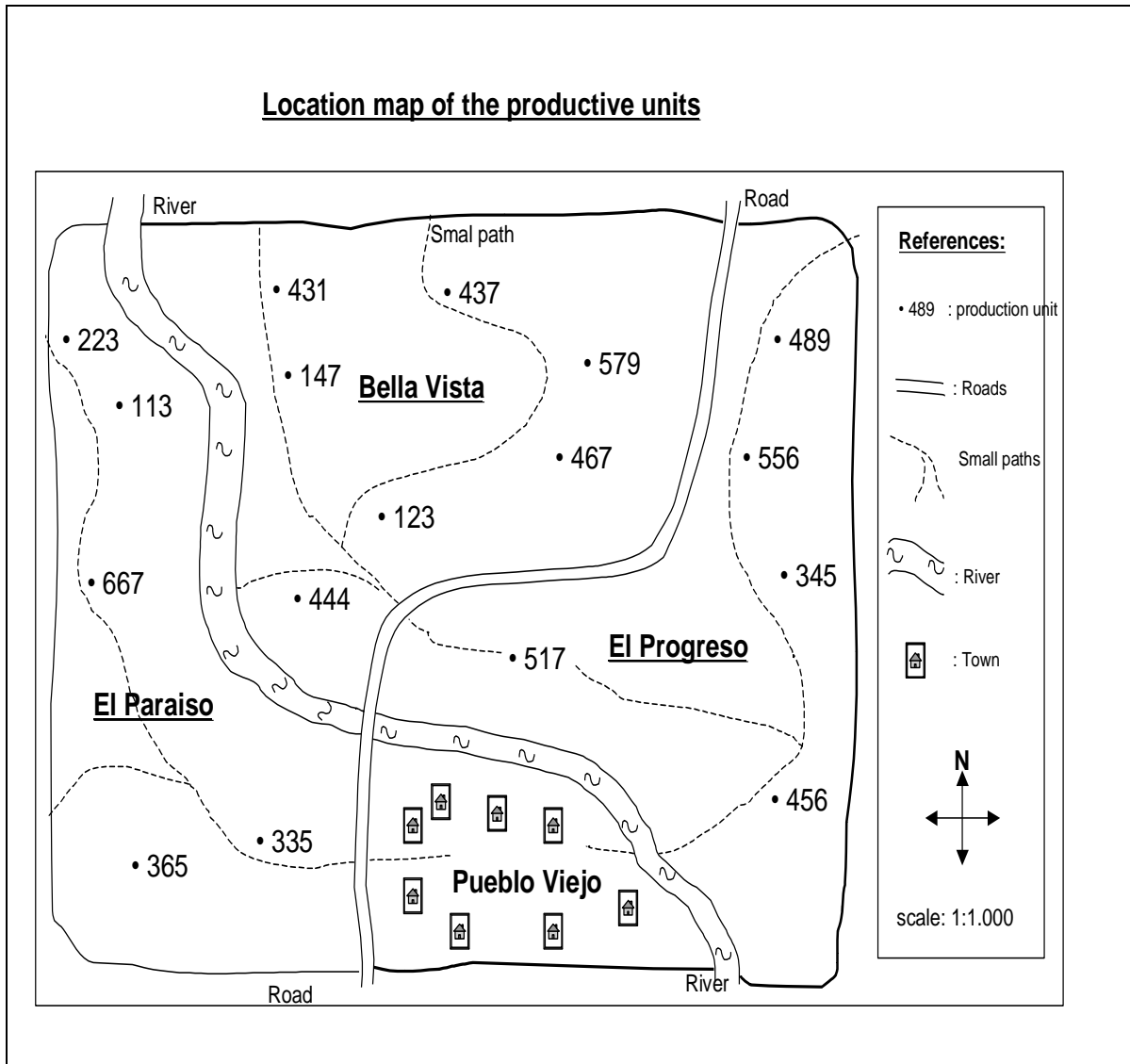


Annex V: Example of farm map



Farm maps

Example:





Annex VI: Farmers list (example)



Farmers List 200_____

Name of organisation: _____

Farmer's Code	Name and surname of the farmer	Location (address)	Entrance date to organic programme	Date of last use of agrochemicals	Total surface of the farm (ha)	surface organic (ha) cash-crops last year	surface organic crops present year (product and ha)					surface conventional crops (ha)	harvest amount (kg) delivered in the past season		Estimation of the organic crop for the up-coming year (kg)				Name (Code) of internal Inspector	Result of Internal control (Organic, not organic..)	external inspection (filled in by the inspector)	Permanent workers on farm?*	Seasonal and/or day-labourers on the farm?*		
							product	organic	U2	U1	UO		product	total kg	organic	U2	U1	UO							
1	Smith Eduard (EXAMPLEI)	Village 1, downhill	01.01.2000	15.10.1999	5	5	coffee	4				1(mais)	coffee	3500	3500					Mr Miller	approved			yes	
							cacao	1					cacao		300										
2																									



Annex VII: Minimum requirements for an ICS

Minimum Requirements of an Internal Control System (ICS) for Smallholder Grower Groups



This document is part of the Naturland producer contract for smallholder groups (Annex V). It describes all minimum requirements of an Internal Control System (ICS).

These are obligatory for certification according to Naturland organic standards, and must be implemented analogously for other types of Naturland certification (e.g. capture fishery) based on Internal Control Systems.

Further details about the implementation and improvement of the ICS can be found in the 'Manual for Quality Assurance – A Guideline for Internal Control Systems (ICS) in Smallholder Organisations' published by Naturland.

I. Criteria for participation

1. General criteria:

- The group has to be large enough to make an ICS reliable and financially feasible.
- There should be certain homogeneity of members in terms of geographical location and/or production systems and/or marketing systems.
- The organisation needs to have a defined and documented structure (organisation chart).
- The organisation shall prove to be in the position (resources-, staff- and infrastructure-wise) to implement an ICS, within a one-year period.

2. Restrictions:

- The largest farmer member of an organisation should not deliver more than 50 times of the amount delivered by the smallest.
- Individual farmers that cultivate more than 25 ha shall be inspected by the external control body on an annual basis. These farmers should keep their own farm documentation.
- Only the smallholder group, not the individual farmer, is allowed to market products with reference to the Naturland certification.

3. Implementation:

- The internal regulations have to be explained to every individual farmer in the local language.
- The conversion period, farming production rules and post-harvest procedures should be declared in the internal organic standards.
- Registration of every new farmer shall be in compliance with the criteria mentioned under "Registration of new farmers".

II. Registration of new farmers

1. Obligatory Records for every individual farmer:

- Total farmland area (incl. conventional fields)
- Area of organic crops (or number of plants/trees in mixed cropping)
- Basic farming methods recorded in the Farm Entrance Form
- Date of last application of prohibited inputs
- A map showing each organic farm side

⇒ The mentioned records shall be updated every year!

2. Contract between each farmer and the ICS Manager:

- The language of the contract shall be understood by the farmer.
 - It shall contain commitments to fulfil the internal organic standards.
 - The consequences of nonconformities of the contract shall be clear (sanction policy).
 - It shall grant permission to documents and for internal and external inspections of the farms.
 - The contract shall also be available in the certifier's language of communication.
-

Minimum Requirements of an Internal Control System (ICS) for Smallholder Grower Groups



III. Contractual relationships

Formal contracts between all cooperating parties are necessary to ensure 100% transparency. The following contracts are obligatory between:

1. The smallholder group (represented by the ICS Manager) and Naturland (Naturland producer contract)
2. The smallholder group and the Inspection body (inspection contract)
3. Each farmer and the ICS Manager (as described above under "Registration of new farmers").
4. The smallholder group and service entities (subcontracted processors and/or exporters)

IV. Staff requirements for the ICS

Qualified personnel are needed to implement a well functioning ICS. The following personnel have to be appointed:

1. Project Manager: a qualified person with experience in Organic Agriculture and marketing. He is responsible for the continuous operation and the quality of the ICS. He coordinates the field staff, approval staff, the external inspection and acts as the contact person for the external control agency.
2. Internal inspector: a qualified person with experience in Organic Agriculture. A contract and conflict of interest declaration is obligatory. He carries out the annual internal inspections.
3. Approval committee (at least two people): qualified personnel with experience in Organic Agriculture. One person is assigned to act as the Approval Manager to take the internal approval decisions in behalf of the committee. A signed contract and conflict of interest declaration is obligatory for all members.

It can be necessary to have further staff (e.g. for a large group or one with more than one project sites):

1. Project Supervisor:
 - To develop, implement and supervise the ICS and to supervise production
2. Documentation Officer:
 - To manage and compile data generated in the ICS and to report to the Project Manager
3. Field Officer:
 - to register and discharge growers
 - to support growers to comply with the requirements on documentation
 - to inform growers about organic standards and needed improvements in their system
4. Buying Officer, Storage Officer and/or Processing Officer:
 - to ensure that only organic products are bought, handled and stored (or that the required separation is maintained)
 - to manage the facilities to avoid contamination
 - to sign the receipts.

Between this staff and the ICS Manager a contract with all responsibilities shall be signed.

V. Risk Management

The risk management should ensure the quality of organic products within the whole product flow, including: farm production, transport, storing, processing and export. The following actions should be taken:

1. One detailed initial risk assessment has to be done before the first inspection. It includes all steps of the product flow which are under the responsibility of the ICS Manager.
 2. The ICS has to take all measures to minimise the identified relevant risks.
-

Minimum Requirements of an Internal Control System (ICS) for Smallholder Grower Groups



VI. Training requirements for farmers and internal inspectors

1. Farmers: Each farmer needs to receive at least one initial advisory service either by an extension service or by an organised training course. Furthermore one training course on organic agriculture has to be offered to the farmers at least once a year. The trainings shall be well documented.
2. Internal inspectors: Each Internal inspector needs to receive an initial training course and shall participate in at least one training course a year.

VII. Internal Inspections

The on-site farm inspections are necessary to assure that all farmers are registered and are working according to the internal organic standards. The following actions are obligatory:

- All farms of all producers of every farmer has to be inspected at least once a year with the farmer's presence.
- Post-harvest handlings and animal husbandry shall be inspected.
- Notifications of last year's inspections shall be checked to verify if they have been fulfilled.
- The internal inspections and their results have to be well documented (see minimum requirements on documentation).

⇒ In case of serious nonconformities, the farmers shall be sanctioned and his/her products shall immediately be separated from the products of the other organic farms. The Approval Committee have to decide on the level of the sanction.

VIII. Documentation requirements

The documentation ensures transparency for all parties involved and gives the chance to detect possible risks and nonconformities of the Internal Regulations and the Naturland Standards.

1. Internal Regulation

Internal Regulation shall be defined, including:

- Internal organic production standards in compliance with Naturland production standards
- Internal organic production standards in compliance with Naturland social standards particularly basic human rights for workers, minimum wages at least for employees, no children employed on the farm, safety and health at the working place.
- Rules of participation for farmers
- A procedure for conversion to organic farming
- A nonconformity and sanction policy

⇒ All farmers need to be informed about the internal organic standards in written form or regular documented meetings have to be organised to inform the farmer about the internal organic standards and requirements for certification.

2. Structure of the smallholder group

- An organisation chart is obligatory (an example is shown in the ICS Manual).
- The statutes or constitution of the organisation shall be defined.
- Other activities of the organisation shall be characterised.

3. Training courses

A summary including the names of participants, content and date of the training courses shall be available in written form.

4. Staff members

The requirements mentioned above under "Minimum staff requirements for the ICS" shall be fulfilled and well documented. Furthermore the following data are required:

Minimum Requirements of an Internal Control System (ICS) for Smallholder Grower Groups



- Current dated list and responsibilities of the Internal Inspectors and members of the Approval Committee

5. Internal farm inspections

The Approved Farmers List (AFL) shall be available including the following:

- Farmer's code, name and surname
- Name or code of the internal inspector
- Location (community, colony, fields)
- Entrance date of the farmer to the organic programme
- Total farm surface
- Surface cultivated with organic and/or in conversion cash crops and conventional surface
- Last use of prohibited inputs
- Amount delivered to the organisation last year
- Crop estimation for next year
- Date of internal inspection (at least one, could be several)
- Result of the internal inspection (approved or sanctioned)

⇒ A separate list shall include all sanctioned farmers

⇒ The farmers list shall be annually updated!

6. Product flow: buying, handling, processing, local market and export sales

The documentation of all steps within the product flow is essential for the transparency and it guarantees that all products are purely organic. The following requirements shall be fulfilled:

- All steps of the product flow shall be very precisely documented.
 - Delivered product quantities are compared with the crop estimation. If they do not comply the products shall be kept separately and the Quality Manager shall be immediately informed and decide on the consequences.
 - Farmers receive a receipt of the delivered goods.
 - During storing organic products, non-organic products and products in conversion must remain strictly separated
 - Product entrance and exit receipts from the warehouses
 - All documents should clearly indicate whether it is an "organic" or "in conversion" product.
 - All packages like bags shall be clearly labelled as "organic" or "in conversion".
 - During processing only organic additives and approved non-agricultural additives are allowed. Strict separation of the different qualities is obligatory.
 - Reports on processing activities (output ratio)
 - List of realised sales
-

Minimum Requirements of an Internal Control System (ICS) for Smallholder Grower Groups



IX. External Inspection

Naturland e.V. itself does not perform any inspections but assigns these to external inspection bodies. This external inspection is realised once a year. It concentrates on the supervision of the ICS, whereof mainly its efficiency and objectivity needs to be evaluated. This includes the following control procedures:

- Inspection of the internal documentation regarding its reliability and completeness
- Verification of the internal controls by spot checks (interview and inspection of the plots) as shown below. Quality check of internal controls through interviews and randomised inspections of a certain number of producer plots, which is calculated as follows:

The minimum number of farmers to be re-inspected is obtained by multiplying the square root of the total amount of producers submitted for certification by a variable factor depending on the level of risk:

Number of producers of the organization = n	Low risk factor: 1	Medium risk factor: 1.2	High risk factor: 1.4
Number of producers to be re-inspected: N	= square root of n	= square root of n multiplied by 1.2	= square root of n multiplied by 1.4

Therefore, for example, if the number of producers presented is 100, it should be observed:

Number of members of the organization = 100	Low risk factor: 1	Medium risk factor: 1.2	High risk factor: 1.4
Number of producers to be re-inspected: N	$N = \sqrt{100} = 10$	$N = \sqrt{100} \times 1.2 = 12$	$N = \sqrt{100} \times 1.4 = 14$

- Verification of the activities for quality control
 - Inspection of all processing- and export units
- ⇒ A good cooperation with the external inspector is essential to realise an efficient and fast inspection.
- ⇒ The necessary documents need to be prepared and completely presented in a good order.
- ⇒ All responsible persons need to be present to accompany the inspector providing all necessary information.
- ⇒ The results of the inspection / certification decision will be communicated to the group by Naturland.

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X. Contact

For any questions do not hesitate to get on to your Naturland contact person.

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