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|  | Certification System Operator Information Sheet | CODE IS Transferring Certification |
| | Transferring Organic Certification to NCO | Version 1 Effective: 15/03/17 |

Thank you for your enquiry to transfer your current organic certification to NASAA Certified Organic (NCO)

| PROCESS | | |
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| 1. | Applicants based in Australia who apply for certification with NCO and who are currently certified by another Australian Government Approved Certifier must complete all necessary NCO documentation and be inspected before certification may be granted by NCO. | |
| 2. | The applicant must supply to the NCO Office a copy of all documents listed in the table below before the first NCO inspection can be arranged. | |
| 3. | Once NCO has received your application fee, and all associated paperwork, your application will be assessed by our Certification Staff. | |
| 4. | If the application information appears to comply with requirements of the Standard(s), NCO will organise an inspection of the applicant's operation(s). NCO may request additional information and/or clarification of information provided before arranging this inspection. | |
| 5. | Information obtained from the inspection will be evaluated by NCO Certification Staff. | |
| 6. | Application and Inspection information will be treated confidentially. | |
| 7. | <p>a. A successful application is one where all the relevant conditions and requirements of the relevant Organic Standard/s can be verified as being undertaken by the applicant. Where this occurs NCO CERTIFICATION WILL BE OFFERED^{1,2}</p> <p>b. Where it is verified that an applicant does not meet requirements of the relevant Organic Standard/s, the applicant will be informed of the area(s) of non-compliance. If the applicant agrees to remedy the area(s) of non-compliance, NCO may offer certification or offer certification with conditions attached.</p> | |
| 8. | Before being issued with a NCO CERTIFICATE , a successful applicant will be required to sign a contract. | |
| <p>Note 1: If a producer transfers from another certifier to NCO during in-conversion the same conditions will apply and the year will count from the date when the producer commenced in-conversion under the first certifier so long as the operation has remained in compliance and under certification.</p> <p>Note 2: Upon successful transfer of certification, NCO may allow operators to use up any stock of labels approved by the first certifier. Conditions may apply.</p> | | |
| INFORMATION REQUIRED IN YOUR APPLICATION | | |
| PRODUCER Please provide the following documents and information: | | <input checked="" type="checkbox"/> Information supplied |
| 1. | A completed Certification Application Form* | |
| 2. | Farm Map(s)/Production Areas of the operation as per Application Form | |
| 3. | Your Organic Management Plan/Organic Handling Plan | |
| 4. | A copy of your current Organic Certificate of Registration | |
| 5. | Most recent copies of soil and/or produce test results | |
| 6. | Application Fee* | |
| PROCESSOR Please provide the following documents and information: | | <input checked="" type="checkbox"/> Information supplied |
| 1. | A completed Certification Application Form* | |
| 2. | Site Plan & Flow Chart of the operation as per Application Form | |
| 3. | Your Organic Management Plan/Organic Handling Plan | |
| 4. | A copy of your current Organic Certificate of Registration | |
| 5. | Application Fee* | |
| <p>*NCO Application Form and Fee Schedule is available from the NCO Office: Tel: +61 (0)8 7231 7700 Email: info@nasaacertifiedorganic.com.au Website: www.nasaacertifiedorganic.com.au Postal: PO Box 768, Stirling SA 5152 Physical: Unit 7/3 Mount Barker Road, Stirling SA 5152</p> | | |

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