

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

_____ 2017

DEPARTMENT CIRCULAR

No. _____
Series of 2017

SUBJECT : REVISED GUIDELINES FOR THE OFFICIAL ACCREDITATION OF ORGANIC CERTIFYING BODIES (OCB)

Pursuant to the effective implementation of Section 15 (*Accreditation of Organic Certifying Body*) of the Republic Act No. 10068 (*Organic Agriculture Act of 2010*), this Department Circular replaces Department Circular (DC) No. 06, Series of 2015 providing the *Revised Guidelines for the Official Accreditation of Organic Certifying Bodies*.

**ARTICLE I
OBJECTIVES**

The provisions under this Department Circular aim to provide the criteria, requirements and guidelines for the official accreditation of organic certifying bodies (OCBs), and ensure that officially accredited OCB implement the organic certification scheme in a competent, consistent, and impartial manner. This Department Circular replaces D.C. No. 06 Series of 2015 in order to make the following changes:

- 1. making accreditation to ISO/IEC 17065 optional instead of mandatory requirement for official accreditation;
- 2. inclusion of organic certification scheme for standardized certification protocols among OCBs; and
- 3. improving the processes and mechanism for decisions relative to official accreditation (e.g. suspension, handling appeals and complaints, etc.)

**ARTICLE II
SCOPE**

This Department Circular provides the rules and procedures for the official accreditation of OCBs and shall apply to all OCBs seeking official accreditation with BAFS.

48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95

ARTICLE III
DEFINITION OF TERMS

Section 1. As used in this Department Circular, the following terms shall be understood to have the meaning correspondingly provided below:

1.1 Accreditation

third-party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks

1.1.1 Official Accreditation

procedure by which BAFS having jurisdiction over OCB formally recognizes the competence of a certification body to provide inspection and certification services. Official Accreditation is issued by the BAFS

1.2 Appeal

request by the applicant/client for reconsideration of any adverse decision by the BAFS related to its desired official accreditation status

NOTE Adverse decisions include: refusal to accept an application, refusal to proceed with an audit, changes in certification scope, decisions to deny, suspend or revoke certification and any other action that impedes the attainment of official accreditation.

1.3 Applicant

a legal individual or business enterprise applying for Official Accreditation with the BAFS

1.4 Assessment Team

team organized by the BAFS responsible for the conduct of office and witness audits. It shall be composed of not more than three (3) members of which, one (1) is a personnel from the BAFS Accreditation Section and two (2) competent members from the National Committee for Official Accreditation of Organic Certifying Bodies (NCOA-OCB)

1.5 Audit

systematic and functionally independent examination to determine whether activities and related results comply with prescribed protocols, standards, rules and regulations and laws

1.5.1 Office Audit

audit relative to the thorough examination and verification of documentation and records of the OCB in the office where critical processes are being carried out

1.5.2 Witness Audit

audit relative to field observation of the OCB carrying out inspection

96 within its scope of accreditation

97

98

1.6 **Certification**

99 procedure by which officially accredited OCB provides written attestation that
100 food or inputs, or production systems conform to applicable PNS relevant to
101 organic agriculture and other regulatory requirements. Certification may be, as
102 appropriate, based on a range of inspection activities, which may include, but not
103 limited to, continuous inspection, auditing of quality assurance systems, and
104 examination of finished products

105

106

1.7 **Complaint**

107 written expression of dissatisfaction by any person or organization to the
108 competent authority and/or officially accredited OCB relating to its
109 activities/operations

110

111

1.8 **Consultancy**

112 participation/engagement of OCB or personnel of OCB in activities that involves
113 the designing, manufacturing, installing, maintaining or distributing of a product,
114 process, and/or service certified and to be certified.

115

116

1.9 **Group Certification**

117 certification of an organized smallholder group of operators with: (1) a central
118 office; (2) similar farming/production/processing/handling system; (3) working
119 according to a common internal control system, which is established and subject
120 to continued surveillance by the central office. Group certification applies to the
121 group as a whole. Certificate shall be issued to the central office of the group but
122 cannot be used by individual member of such group

123

124

1.10 **Infringement**

125 encroachment, breach, or violation of relevant laws, regulations, or contracts

126

127

1.11 **Inspection**

128 examination of food or systems for control of food, raw materials, processing,
129 and distribution including in-process and finished product testing, in order to
130 verify that they conform to the requirements. For organic food, inspection
131 includes the examination of the production, postharvest, processing, handling,
132 storage and packaging units.

133

134

1.12 **Internal Control System (ICS)**

135 part of a documented quality assurance system that allows the external
136 certifying body to delegate the annual inspection of individual group members to
137 an identified body/unit within the certified operation.

138

1.13 **ISO/IEC 17065:2012**

139 Conformity assessment -- Requirements for bodies certifying products, processes
140 and services. This International Standard ensures that the certification bodies
141 operate the organic certification scheme in a competent, consistent and impartial
142 manner

143 **1.14 Main Office**
144 chief administrative office of an OCB where critical processes covered by the
145 scope of official accreditation are being carried out. These critical processes
146 include, but are not limited to, policy formulation, planning conformity
147 assessment, contract review, review, approval and decision on the results of
148 inspection. Such office may be owned, rented or leased (or any other legally
149 enforceable arrangement)
150

151 **1.15 National Committee for the Official Accreditation of Organic**
152 **Certifying Bodies (NCOA-OCB)**
153 the multi-sectoral committee created by relevant DA issuances, which evaluates
154 and approves the official accreditation of OCB
155

156 **1.16 Noncompliance**
157 non-fulfillment or failure to meet a requirement of applicable PNS relevant to
158 organic agriculture and other regulatory requirements
159

160 **1.17 Operator**
161 an individual or a business enterprise that is responsible for ensuring that
162 production, processing, manufacturing, distribution, wholesale, retail, trade,
163 importation of organic agriculture products meets, and continues to meet, the
164 applicable PNS for organic agriculture and regulatory requirements, on which
165 the certification is based
166

167 **1.18 Organic Agriculture Validation Team (OAVT)**
168 the team of experts and representatives from various DA regulatory agencies and
169 concerned offices organized by the BAFS responsible for the pre-registration and
170 pre-licensing validation for organic input operators, and monitoring and post
171 market surveillance of licensed and registered organic food, non-food, and input
172 operators
173

174 **1.19 Organic certification scheme**
175 rules, procedures and management for carrying out organic certification, which
176 includes, but is not limited to, applicable Philippine National Standards (PNS)
177 relevant to organic agriculture and other regulatory requirements
178

179 *NOTE 1 The fundamentals of product [processes or services] certification and the*
180 *guidance for developing certification scheme is provided for by ISO/IEC*
181 *17067:2013.*

182 *NOTE 2 The applicable organic certification scheme is provided in Annex A of this*
183 *Guideline.*
184

185 **1.20 Organic Certifying Body (OCB)**
186 a body responsible for verifying that a product sold or labeled as “organic” is
187 produced, processed, prepared, handled and imported according to the
188 applicable Philippine National Standards (PNS) relevant to organic agriculture
189 and other regulatory requirements, and whose operations/practices are aligned
190 with the principles of ISO/IEC 17065

191 **1.21 Post-market Surveillance**
192 activities relating to safety and quality monitoring of organic primary and
193 postharvest food and non-food, and input products after market authorization
194 has been issued. This shall also include, among others, adverse events reporting,
195 product safety update reporting, collection and testing of products in the market
196

197 **1.22 Revocation**
198 complete withdrawal of the granted official accreditation certificate
199

200 **1.23 Satellite Office**
201 a physical office, located different from the main office, established in another
202 location, which serves as support unit of the OCB in its operational activities
203 including, but not limited to, receiving of application, and as inquiry point for
204 interested entities.
205

206 **1.24 Suspension**
207 temporary invalidation of the granted official accreditation certificate, or any of
208 its approved official accreditation scopes or any specific activities
209

210 **1.25 Surveillance**
211 set of activities including office and witness audits, except reassessment, to
212 monitor continued compliance of officially accredited OCB to the requirements
213 for official accreditation
214

215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238

239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261

ARTICLE IV
CRITERIA FOR OFFICIAL ACCREDITATION

Section 1. The following are the criteria for official accreditation:

- 1.1 Must be duly registered with the Securities and Exchange Commission (SEC) as legal entity in the Philippines;
- 1.2 Must have a Main Office with one (1) satellite office located in either Luzon, Visayas or Mindanao;
- 1.3 Must have an established organic certification program in accordance with the organic certification scheme as provided for in Annex A; and

NOTE: Accreditation to ISO/IEC 17065 with the scope of organic agriculture, though optional, will be an advantage as this could be used as marketing tool in promoting their services as certifying body and that they could easily apply for other standards, especially international standards, e.g. US NOP standards, JAS, EU Organic, etc.

ARTICLE V
GENERAL PROCEDURES FOR OFFICIAL ACCREDITATION OF OCB

Section 1. The following outlines the various stages of the official accreditation process. The step-by-step procedure including detailed description of requirements and issuances is indicated in Annex B.

1.1	Submission of Requirements	The applicant shall submit the duly accomplished form and its corresponding documentary requirements.
1.2	Application Review	The Accreditation Section of the Organic Agriculture Division of BAFS shall conduct table review of the submitted documents.
1.3	Assessment (Office & Witness Audits)	<p>The Accreditation Section of the Organic Agriculture Division of BAFS and representative/s from the NCOA-OCB shall carry out the office and witness audits to determine the compliance of the applicant with the official accreditation requirements.</p> <p>The basis for the assessments or the audit criteria is provided for in the Annex A: Organic certification scheme.</p> <p>In case of noncompliance/s, the applicant shall be required to provide further elucidation</p>

		and/or take corrective actions within a specified period of time.
1.4	Evaluation of the Assessment Report and Approval	The office and witness audit report(s) shall be endorsed to the NCOA-OCB for review and evaluation. After review and evaluation of the NCOA-OCB, the approval in a form of Resolution will be then endorsed to the BAFS Executive Director for the issuance of official accreditation decision.
1.5	Issuance of the Official Accreditation Certificate	The BAFS shall issue the Official Accreditation Certificate, accompanied with the Terms and Conditions, to approved applicant for official accreditation.
1.6	Surveillance	When granted with official accreditation, the OCB shall be subjected to surveillance assessments to ensure the OCB's continued compliance to standards, this Guidelines, and the Terms and Conditions.

262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282

**ARTICLE VI
APPLICATION REVIEW AND ASSESSMENT FOR OFFICIAL ACCREDITATION OF
OCB**

Section 1. Application for Official Accreditation is made by accomplishing the prescribed application form, written in English and in duplicate copies. Together with the said form, the applicant shall submit the following:

- 2.1 Organizational Profile;
- 2.2 Certified True Copy of the SEC Certificate of Registration together with the Articles of Incorporation and bylaws;
- 2.3 Certified True Copy of General Information Sheet (GIS) by the SEC;
- 2.4 Certified True Copy of ISO/IEC 17065 Accreditation Certificate, if applicable;
- 2.5 Copy of Quality Manual including procedures and checklists on Organic Agriculture based on applicable PNS relevant to organic agriculture;
- 2.6 List of Inspectors with their approved scope/s; and
- 2.7 List of certified organic operators compliant with applicable PNS relevant to organic agriculture, if applicable.

Section 2. The applicant shall provide declaration, manifested by an authorized

283 signature on the application form, that it agrees to comply with all official
284 accreditation criteria including terms and conditions of the procedure for
285 Official Accreditation, and be subjected to assessment procedures.

286 Section 3. The Accreditation Section of the Organic Agriculture Division of BAFS shall
287 conduct a table review to evaluate if the accomplished form and submitted
288 documents are complete. In case additional documents are needed, the
289 Accreditation Section shall inform and require the applicant in writing to
290 submit within a prescribed timeline in order for the application review to
291 proceed. Incomplete submission of requirements shall not be processed
292 pending the submission of lacking documents.

293 Section 4. Applicant with valid accreditation to ISO/IEC 17065 from DTI-PAB or other
294 accreditation body shall still undergo application and documentary review
295 as basis for official accreditation. However, these applicants may be
296 exempted from undergoing office and/or witness audit unless as deemed
297 necessary by the NCOA-OCB. In such a case, the process will proceed to the
298 Article VII for the decision-making and granting of Official Accreditation.

299 Section 5. A designated NCOA-OCB member and the BAFS Accreditation Section shall
300 conduct office-based audit in order to verify the implementation of the
301 quality manual and procedures and other documents submitted in their
302 place of operation. An office audit report shall be drawn thereafter.

303 Section 6. In order to proceed with the witness audit, the Accreditation Section shall
304 form an assessment team and issue a Notice of Witness Audit (including
305 assessment team composition and audit schedule) and the Pre-Witness
306 Audit Form to the applicant. Substantiated request for reschedule of the
307 conduct of witness audit initiated by the applicant shall only be warranted
308 up to two consecutive requests.

309 Section 7. A new team member is nominated from the NCOA-OCB members if the
310 applicant does not approve of any member of the assessment team on the
311 ground of conflict of interest.

312 Section 8. The Assessment Team prepares a witness audit plan based on the itinerary
313 of the applicant's inspectors and provide a copy to the applicant and its
314 inspector/s.

315 Section 9. Results of the audit are communicated to the applicant. If results show that
316 some requirements of the standards are not being addressed in the quality
317 manual or in other relevant documents, the applicant shall be required to
318 provide further elucidation and/or take corrective actions within a
319 specified period of time.

320 Section 10. If there are no major noncompliances found, the applicant is recommended
321 for official accreditation subject to the close-out of any minor
322 noncompliances raised.

323 Section 11. When there is one or more major noncompliances raised, the applicant may
324 be subjected to a follow-up visit or reassessment.

325 Section 12. The Assessment Team may recommend denial of official accreditation
326 based on the results of the assessment. Recommendation for denial of
327 official accreditation shall be forwarded to the NCOA-OCB for decision-
328 making.

330 ARTICLE VII

331 **DECISION-MAKING AND GRANTING OF OFFICIAL ACCREDITATION**

332
333 Section 1. The following criteria shall be considered when formulating decision on
334 whether to grant official accreditation:

335
336 1.1 For OCB with valid ISO/IEC 17065 accreditation from DTI-PAB or
337 other accreditation body, results of application and documentary
338 review shall be the basis for official accreditation.

339
340 1.2 The NCOA-OCB shall take into consideration results of relevant
341 assessments from DTI-PAB or other accreditation body, if applicable,
342 during decision-making process.

343
344 1.3 For OCB undergoing renewal of Official Accreditation, results of
345 relevant assessments from DTI-PAB or other accreditation body, if
346 applicable, and the results of validation activities by the OAVT will
347 be taken into consideration during the decision making process.

348 Section 2. In carrying out decision-making, the following procedure shall apply:

349 2.1 The BAFS shall organize a NCOA-OCB meeting to deliberate on the
350 recommendation(s) of the Assessment Team.

351
352 2.2 If neither issues nor noncompliances are raised, or all
353 noncompliances have been addressed by the applicant within the
354 specified period of time, the NCOA-OCB shall issue a Resolution
355 recommending to the BAFS Director the issuance of Official
356 Accreditation Certificate.

357
358 2.3 The BAFS shall issue an Official Accreditation Certificate and its
359 Terms and Conditions to qualified OCB upon recommendation of the
360 NCOA-OCB in a form of a resolution.

361
362 2.4 The Certificate shall state the certification scope/s for which the
363 Official Accreditation has been approved, and the effectivity and
364 validity of the official accreditation.

365
366 2.5 In case of a denied application, the applicant may reapply after one
367 (1) month from the receipt of denied status and shall follow the
368 procedure from Step 1, except when an appeal has been filed and in-
369 process. The BAFS shall issue an Official Accreditation Certificate to
370 qualified OCB upon recommendation of the NCOA-OCB.

371 ARTICLE VIII
372 SURVEILLANCE OF ORGANIC CERTIFYING BODIES
373

374 Section 1. The BAFS shall conduct office and witness audits for surveillance purposes.
375 Witness audit sample size shall be 5% of the total number of operators or
376 minimum of one (1) operator for each approved scope of an officially
377 accredited OCB.

378 Section 2. Surveillance for officially accredited OCB shall be conducted annually
379 within the validity of the official accreditation, except for OCBs with valid
380 accreditation to ISO/IEC 17065 which shall be conducted every other year
381 within the validity of the official accreditation without coinciding with the
382 surveillance of their respective accreditation bodies.

383 Section 3. The surveillance witness audits shall cover a representative range of
384 inspectors of officially accredited OCBs (for crop production, livestock,
385 processing, etc.) and the different types of operators (individual or group).

386 Section 4. The operators for surveillance witness audits shall a representative sample
387 and its selection shall be done at random and risk-based.

388 Section 5. In the case of reports of frauds, mislabeling and other complaints, BAFS
389 shall conduct necessary action depending on the nature of reported case.

390
391 ARTICLE IX
392 DISPUTE
393

394 Section 1. The BAFS defines a dispute as difference of opinion between the officially
395 accredited OCB or the organic certification body to be officially accredited
396 and the BAFS with regard to:

397 1.1 Interpretation of a requirement of a standard;

398
399 1.2 Interpretation of this Circular; or

400
401 1.3 Working procedure of the BAFS.

402 Section 2. The officially accredited OCB can report the existence of such dispute to
403 BAFS Director in writing. The BAFS shall consult with the parties involved
404 and with the NCOA-OCB and makes a decision based on the documents
405 submitted by the officially accredited OCB or the organic certifying body to
406 be officially accredited to substantiate such dispute. The decision will be
407 communicated to the parties in writing.

408
409 ARTICLE X
410 OVERSIGHT
411

412 Section 1. All complaints will be received by BAFS and will serve as reference during

413 assessments depending on the gravity, motive, and substance of the
414 complaints.

415 Section 2. Complaints against OCB shall be first lodged with the OCB concern.

416 Section 3. *Complaints regarding officially accredited OCB*, the following procedures
417 shall apply:

418 3.1. Upon receipt of the complaint, either through mail, personal delivery
419 or electronic data messages/ electronic documents, it should be acted
420 upon by the the concerned officially accredited OCB within fifteen
421 (15) calendar days. Otherwise, the complainant may file a complaint
422 against an OCB with BAFS.

423 3.2. The receipt of complaint shall be acted upon by the BAFS.

424 3.3. Where the BAFS considers the complaint to be sufficiently
425 substantiated, it shall notify the OCB concerned and shall require a
426 written explanation within fifteen (15) calendar days.

427 3.4. The written explanation provided by the OCB shall be referred to the
428 NCOA-OCB for appropriate action.

429 3.5. The NCOA-OCB shall convene to discuss the lodged complaint, written
430 explanation provided by the OCB concern, and come up with
431 recommendations for consideration of the BAFS Director.

432

433

ARTICLE XI

SUSPENSION OF OFFICIAL ACCREDITATION

434

435

436

Section 1. Official accreditation is subject to suspension based on any of the following
437 grounds:

438

439

1.1. Failure to comply with the current or revised official accreditation
guidelines;

440

441

1.2. Failure to comply with the Terms and Conditions set forth for the
official accreditation;

442

443

1.3. Systemic failure of the quality manual or implementation that
demonstrates inability to comply with the regulations;

444

445

1.4. Failure to successfully resolve a previously issued noncompliance,
within a prescribed time period;

446

447

448

449

1.5. Unjustified refusal of the officially accredited OCB to allow the
assessment team to access the premises, facilities, records and
personnel, as may be necessary, for the conduct of
assessments/surveillance;

450

1.6. Deliberate violation of the regulations of the official accreditation,

- 451 including but not limited to:
- 452 1.6.1. Engagement in organic agriculture production during the
453 lifetime of the official accreditation status as OCB;
- 454 1.6.2. Deviation of operations from the approved scope/s for
455 certification (including deviations from the declared
456 technical and geographical scope of operation); and
- 457 1.6.3. Provision of any kind of consultancy services to
458 certification applicants.
- 459 1.7. Violation of the non-transferability condition of the Official
460 Accreditation Certificate;
- 461 1.8. Falsification or concealment of records;
- 462 1.9. Request for voluntary suspension by an Officially Accredited OCB if it
463 is temporarily unable to comply with the official accreditation
464 requirements. Request for a voluntary suspension during the period
465 that an assessment is being carried out by the BAFS and NCOA-OCB is
466 not allowed;
- 467 1.10. Request by the officially accredited OCB to voluntary end its official
468 accreditation, or part of its approved scope/s for certification; and
- 469 1.11. Any other grounds considered as adequate cause in the judgment of
470 NCOA-OCB.
- 471 Section 2. In case of validated report/s or complaints following the grounds for
472 suspension specified in Section 3 of Article X, the BAFS through the NCOA-
473 OCB, shall conduct an investigation. Additionally, BAFS can conduct its own
474 investigation even without formal complaints (*motu proprio*).
- 475 Section 3. If warranted, the official accreditation or any of its approved certification
476 scope/s may be suspended or revoked based on the results of the
477 investigation of the BAFS through the NCOA-OCB.
- 478 Section 4. The order of suspension shall be effective and executory immediately upon
479 proof of receipt of the notification issued by BAFS by the officially
480 accredited OCB. The suspension shall be for a period of six (6) months,
481 subject to adjustments depending on the compliance and implementation
482 of corrective action of the officially accredited OCB. However, failure of the
483 officially accredited OCB to undertake and implement appropriate
484 corrective actions within the suspension period shall result in the
485 revocation of the Official Accreditation Certificate or any of its approved
486 scope/s for certification.
- 487 Section 5. Once a decision to move forward with suspension has been made, the
488 officially accredited OCB will receive a written notice stating that its official
489 accreditation or any of its approved certification scope/s has been
490 suspended. The notice will generally contain the following elements:

- 491 5.1 Statement of reason/s for such decision; and
- 492 5.2 Notification that the suspended officially accredited OCB has the
493 right to pursue an appeal for reconsideration following the
494 procedures as stated in Section 2, Article XIII of this Circular.
- 495 Section 6. During the suspension period, the officially accredited OCB shall not be
496 allowed to:
- 497 6.1 accept and process new application/s for the suspended scope;
- 498 6.2 accept, process, certify, and issue new certificate/s, in case of
499 suspension of the whole official accreditation.
- 500 Section 7. However, applications for other scopes not covered by the suspension, and
501 those on-going applications received prior the effectivity of the suspension
502 may still be processed by the officially accredited OCB.
- 503 Section 8. In order to process request for reconsideration of lapsed official
504 accreditation, the applicant must complete the application process as
505 stipulated in Article V and VI of this Circular.
- 506 Section 9. The BAFS shall notify interested parties and the public of these final
507 decisions and its status through suitable media.

ARTICLE XII

REVOCATION OF OFFICIAL ACCREDITATION

- 508
- 509
- 510
- 511
- 512 Section 1. Official accreditation is subject to revocation based on any of the following
513 grounds:
- 514 1.1. Failure to comply with the current or revised official accreditation
515 guidelines;
- 516 1.2. Failure to comply with the Terms and Conditions set forth for the
517 official accreditation;
- 518 1.3. Systemic failure of the quality manual or implementation that
519 demonstrates inability to comply with the regulations;
- 520 1.4. Failure to successfully resolve a previously issued noncompliance,
521 within a prescribed time period;
- 522 1.5. Unjustified refusal of the officially accredited OCB to allow the
523 assessment team to access the premises, facilities, records and
524 personnel, as may be necessary, for the conduct of surveillance;
- 525 1.6. Deliberate violation of the regulations of the official accreditation,
526 including but not limited to:
- 527 1.6.1. Engagement in organic agriculture production during the
528 lifetime of the official accreditation status as OCB;

- 529 1.6.2. Deviation of operations from the approved scope/s for
530 certification (including deviations from the declared
531 technical and geographical scope of operation); and
- 532 1.6.3. Provision of any kind of consultancy services to
533 certification applicants.
- 534 1.7. Violation of the non-transferability condition of the Official
535 Accreditation Certificate;
- 536 1.8. Falsification or concealment of records;
- 537 1.9. Request by the officially accredited OCB to voluntary end its official
538 accreditation, or part of its approved scope/s for certification; and
- 539 1.10. Any other grounds considered as adequate cause in the judgment
540 of NCOA-OCB.
- 541 Section 2. In case of validated report/s or complaints following the grounds for
542 revocation specified in Section 3 of Article X, the BAFS through the NCOA-
543 OCB, shall conduct an investigation. Additionally, BAFS can conduct its own
544 investigation even without formal complaints (*motu proprio*).
- 545 Section 3. If warranted, the official accreditation or any of its approved certification
546 scope/s may be revoked based on the results of the investigation of the
547 BAFS through the NCOA-OCB.
- 548 Section 4. The order of revocation shall be effective and executory immediately upon
549 proof of receipt of the notification issued by BAFS by the officially
550 accredited OCB.
- 551 Section 5. Once a decision to move forward with revocation has been made, the
552 officially accredited OCB will receive a written notice stating that its official
553 accreditation or any of its approved certification scope/s has been revoked.
554 The notice will generally contain the following elements:
- 555 5.3 Statement of reason/s for such decision; and
- 556 5.4 Notification that the revoked officially accredited OCB has the right
557 to pursue an appeal for reconsideration following the procedures
558 as stated in Section 2, Article XIII of this Circular.
- 559 Section 6. In order to process request for reconsideration of lapsed official
560 accreditation, the applicant must complete the application process as
561 stipulated in Article V and VI of this Circular.
- 562 Section 7. The BAFS shall remove the OCB's name from all the published list of
563 officially accredited OCB and shall immediately terminate the Statement of
564 Agreement between the BAFS and the OCB.
- 565 Section 8. The BAFS shall notify interested parties and the public of these final
566 decisions and its status through suitable media.

ARTICLE XIII
APPEALS

Section 1. The appeal procedures shall apply in the following situations:

1.1 Denial of Issuance of Official Accreditation of OCB

- 1.1.1 The applicant may file an appeal with BAFS to reconsider such decision attaching substantial documentation or the strategies to address the cause of such decision within fifteen (15) calendar days from receipt of notification for denied application.
- 1.1.2 The NCOA-OCB shall evaluate the proposed remedial actions including the implementation timeline of the OCB to be officially accredited, and shall send a copy of the decision to the said OCB for its implementation.
- 1.1.3 The applicant shall notify the BAFS of its compliance by submitting objective evidences of actions taken. Within fifteen (15) working days, an assessment team shall validate the evidence of implementation of the corrective action plan.
- 1.1.4 The NCOA-OCB shall review, evaluate, and decide on the filed appeal based on the assessment report.
- 1.1.5 If the NCOA-OCB decides that reconsideration is not warranted, the appeal will be denied stating the reasons and a reiteration of the OCB's right to pursue its application one (1) month after the denial of the appeal.
- 1.1.6 If the NCOA-OCB decides that the appeal is meritorious, the BAFS may reverse overturn the denial decision and proceed with the granting of official accreditation as provided in Clause 4.3 to 4.5, Section 4 of Article VII.

1.2 Suspension/Revocation of the Official Accreditation Certificate

- 1.2.1 The officially accredited OCB may file an appeal with BAFS through formal written request within fifteen (15) calendar days from receipt of notice of-suspension/revocation.
- 1.2.2 The appeal must be accompanied by a report specifying the major documented errors of fact and how such errors contributed to the suspension/revocation decision, together with other relevant substantiating documentation.
- 1.2.3 If suspension/revocation decision is due to the suspended/revoked status of the accreditation to ISO/IEC 17065, this shall disqualify the

615 OCB to appeal, unless otherwise the ISO/IEC 17065 accreditation is
616 reinstated.

617
618 1.2.4 The BAFS shall grant or deny the officially accredited OCB's appeal
619 of the suspension/revocation decision based on the statement of
620 reason/s and submitted documented facts within twenty (20)
621 calendar days from receipt of the appeal. The action will be based
622 solely on the report and the supporting documentation submitted by
623 the officially accredited OCB in accordance with the nature of the
624 non-conformance that led to the suspension/revocation decision.

625
626 1.2.5 If the BAFS and NCOA-OCB decides that the appeal is not
627 meritorious, the appeal will be denied with a statement of reasons
628 and such decision shall be final and executory.

629
630 1.2.6 In case the appeal on the original suspension decision is meritorious,
631 the BAFS shall lift the suspension or reverse overturn the revocation
632 decision based on the recommendations of the NCOA-OCB, and grant
633 official accreditation. Otherwise, the original suspension decision is
634 final and executory.

635
636 1.2.7 The decision for the appeal of suspension/revocation shall be
637 decided by unanimous vote of the NCOA-OCB.

638

639

640 **ARTICLE XIV**

641 **VALIDITY OF THE OFFICIAL ACCREDITATION OF OCB**

642

643 Section 1. The validity of the official accreditation shall be five (5) years.

644 Section 2. The BAFS shall notify the officially accredited OCB to apply for renewal of
645 official accreditation, six (6) months prior to the expiration of its official
646 accreditation.

647 Section 3. The rights and privileges as an officially accredited OCB shall not be
648 transferable.

649

650 **ARTICLE XV**

651 **CHANGE IN CERTIFICATION SCOPE OF OCB**

652

653 If an officially accredited OCB applies for any change, either extension or reduction of
654 their approved scope/s for certification, the OCB shall submit an application for change
655 of scope including necessary documentation to substantiate the request to enable the
656 NCOA-OCB and BAFS for evaluation and, if deemed necessary by the NCOA-OCB, for
657 conduct of assessments.

658

659

660

661 ARTICLE XV
662 USE OF 'ORGANIC MARK'
663

664 Section 1. The BAFS shall issue the 'Organic' mark to the officially accredited OCB.

665 Section 2. The 'Organic' mark shall be provided by the officially accredited OCB to its
666 client with active certification. The mark shall always accompany the logo
667 of the OCB and its official accreditation number and may appear only on,
668 organic certificate issuances, and on all certified products under its scope
669 of certification.

670 Section 3. Specific details and guidelines on the use of the 'Organic' mark is indicated
671 in Annex F.

672 ARTICLE XVI
673 CONFIDENTIALITY AND IMPARTIALITY
674

675 Section 1. All personnel involved in the Official Accreditation of OCB shall adhere to
676 the principles of confidentiality and impartiality.

677 Section 2. Information on production practices, ingredients, customer list, complaint
678 log, etc., submitted by applicants for approval shall not be released in any
679 form to any party or to the public in general without written permission
680 from the applicant or officially accredited OCB.

681 Section 3. However, the following general information may be made accessible to
682 the public:

683 3.1 Name, address and contact details of the OCB;

684 3.2 Effectivity date and validity of the official accreditation;

685 3.3 Approved scope of official accreditation;

686 3.4 List of operators with approved certification including the scope,
687 validity, products and area covered, and any other details that may
688 be released for public access;

689 3.5 Any information to comply with a court order; and

690 3.6 Any information to comply with a request from the NCOA-OCB,
691 investigating an alleged complaint.

692 ARTICLE XVII
693 LIABILITY
694
695

696 The BAFS shall not be responsible for any damages, which the OCB may encounter as a
697 result of any action or decision by those who are carrying out the tasks on behalf of
698 BAFS, and any failure to the grant of official accreditation or abeyance / suspension /
699 forced withdrawal of the accreditation, and neither shall BAFS be held responsible for
700 any damage whatsoever, caused to any party by the acts of OCB.

701
702
703
704
705
706
707
708
709
710
711
712
713
714
715
716
717
718
719
720
721
722
723
724
725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744

ARTICLE XVIII
ANNEXES

- Section 3. All annexes, or any part thereof, referred to in this Circular are deemed integral part of this document.
- Section 4. Changes, if necessary, in the Annexes are subject for the approval of the National Organic Agriculture Board (NOAB).
- Section 5. All interested parties shall be notified of the changes in the annexes.

ARTICLE XIX
TRANSITORY PROVISIONS

All OCBs and operators covered by this Circular shall be given one (1) year transition period upon effectivity of this Circular. During the transition period, existing rules and regulations of relevant regulatory agencies apply.

The officially accredited OCBs shall be given a transition period of one (1) year upon registration of the PNS relevant to organic agriculture to the Bureau of Philippine Standards of the Department of Trade and Industry (DTI-BPS).

ARTICLE XX
NON-EXCLUSIVITY

All existing rules and regulations, policies, procedures, and standards consistent with this Circular shall continue to be in full force and effect.

ARTICLE XXI
SEPARABILITY CLAUSE

Should any provision of this Department Circular or any part thereof be declared invalid, the other provisions, so far as they are separable, shall remain in force and effect.

ARTICLE XXII
REPEALING CLAUSE

All rules and procedures or parts of said rules and procedures of pertinent guidelines inconsistent with this Department Circular are hereby revised, amended, modified and/or superseded as the case may be by this Department Circular.

745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762

ARTICLE XXIII
EFFECTIVITY

This Department Circular shall take effect fifteen (15) days after its publication in the Official Gazette and/or in a newspaper of general circulation and its filing with the National Administrative Register of the University of the Philippines Law Center.

APPROVED BY:

EMMANUEL F. PIÑOL
Secretary

DRAFT

763 **Annex A**
764 (normative)

765
766 **Organic certification scheme**
767

768 Operations manual of OCB should explicitly reflect the following:
769

770 **A.1 Functions and activities for the organic certification program of the OCB**
771

772 The OCB shall, at minimum, include the following functions and activities in their
773 organic certification program:
774

- 775 **Evaluation, combination of selection and determination of**
776 **characteristics (Selection**, including planning and preparation of
777 activities, specifications of requirements, e.g. normative documents,
778 sampling, as applicable; **Determination of characteristics**, as applicable
779 by: (a) Testing, (b) Inspection, (c) Design appraisal, (d) Assessment of
780 services/processes, and (e) Other determination activities, e.g. verification;)
- 781 **Review** - Examining the evidence of conformity obtained during the
782 determination stage to establish whether the specified requirements have
783 been met;
- 784 **Decision on certification** - Granting, maintaining, extending, reducing,
785 suspending, withdrawing certification; and
- 786 **Attestation** - Issuing a certificate of conformity or other statement of
787 conformity (attestation)

788
789 **A.2 Standard and Normative Documents**
790

791 The Philippine National Standards (PNS) relevant to organic agriculture, against which
792 the organic production and its products are evaluated, are the recent version of the
793 following standards:

- 794 PNS for organic agriculture;
- 795 PNS for organic aquaculture;
- 796 PNS for organic soil amendments;
- 797 PNS for organic biocontrol agents;
- 798 PNS for organic milled rice; and
- 799 PNS for organic aquaculture feeds.

800 The applicable PNS relevant to organic agriculture that will be developed after
801 effectivity of this Circular shall become a normative document for this organic

802 certification scheme unless the purpose of the standard/s are otherwise not necessary
 803 for the organic certification.

804 **A.3 General requirements for certification**

805
 806 Organic certifying bodies shall enforce the scoping scheme for certification found in
 807 Table A.1:

808
 809 **Table A.1 -- Scopes for certification, coding system, and its description**
 810

Scope	Code	Description
Crop Production	CP	For production of unprocessed plant produce: primary and post-harvest agriculture products of plant origin intended for food
Animal Production	AP	For production of live animals or unprocessed animal produce: primary and post-harvest agriculture products of animal origin intended for food; including beekeeping
Special Areas <i>(Wild harvesting and mushroom production)</i>	SA	For production of cultivated mushrooms and herbs; and plants or portions of plants, mushrooms, and honey that are collected or harvested from defined sites which are maintained in a natural state and are not cultivated or otherwise managed
Processing	Pr	For processing and prepackaging of agricultural and fishery products for use as food
Aquaculture	Aq	For production of primary and post-harvest fishery products intended for food
Inputs	In	For production of organic materials allowed for organic agriculture production and processing such as seeds, plant propagation materials, stocks, plant protection and pest management agents (biocontrol agents), organic soil amendments

		(organic fertilizers, compost/soil conditioners, microbial inoculants, plant supplements), feeds, processing aids, which are used to comply with the requirements of applicable PNS for organic agriculture
--	--	---

811

812

813 a) OCBs shall declare full adoption of the applicable PNS relevant to organic
814 agriculture. However, OCBs can have additional requirements for certification, as
815 necessary.

816

817 b) OCBs shall ensure non-discriminatory certification requirements to all the
818 operators of organic agriculture.

819

820

821 c) The organic certification system should be based on written agreements, with
822 clear responsibilities of all parties involved in the chain of operations for
823 production of an organic produce and/or product. The operators should sign
824 contracts/agreements requiring them to:

825

826

827 Follow the applicable PNS and other regulatory requirements as provided
828 for in this Circular;

829 Give access to the certification body or designated authority and provide
830 any necessary information for third party audit inspection purposes, e.g.
831 access to:

832 - all relevant units and facilities of the organic operation including the
833 non-organic production and handling units associated by ownership
834 or management to the operator;

835 - accounts and sales related records of the organic operation for the
836 purposes of traceability of origin, nature and quantities of all raw
837 materials bought, and the use of such materials. In addition, written
838 and/or documentary accounts should be accessed of the nature ,
839 quantities and consignees of all agricultural products sold;

840 - its record-keeping system adapted to the scope of certification that
841 enables the OCB to retrieve information necessary for verification of
842 the production, storage, processing, purchase and sale; and other
843 relevant documentation to provide adequate inspection trails and
844 traceability of organic product and/or products; and

845 - information regarding all complaints received by the certified clients
846 relating to the certified products;

847 Notify the OCB of any change that may affect the ability of the operator to
848 conform with the applicable organic certification requirements; and

849 *EXAMPLE Change may refer to changes in group membership,*
850 *plantation areas, or type of products, etc.*

851 Provide the OCB with information regarding any previous organic
852 certification and/or other certification scheme currently undertaken or in
853 progress.

854 Provide the OCB with the updated information on the scope of certification,
855 which the operator maintains or intends to maintain for ensuring organic
856 integrity.

857 **A.4 Resource requirements**

858

859 a) **OCB Personnel.** The OCB should ensure that its personnel have sufficient
860 knowledge on the applicable PNS and regulatory requirements relevant to
861 organic certification identified by the BAFS.

862 b) **Qualification Criteria.** The following criteria should be applied for OCB
863 personnel in organic certification, which should include but not limited to, as
864 appropriate, the contract review personnel, inspection and evaluation personnel,
865 technical reviewers and decision-makers. These personnel should have:

866 Sufficient background and knowledge in agriculture and/or food
867 technology. The requirements may vary based on the functions undertaken
868 by the personnel and the product category. Knowledge may be gained
869 typically through educational qualification and/or experience, adequate to
870 provide knowledge of organic products and processes. Personnel should be
871 qualified on the basis of use of appropriate evaluation methods.

872 *NOTE A number of evaluation methods like review of records; feedback;*
873 *interviews; observations/witness; and examination can be used to evaluate*
874 *knowledge and skills*

875 Received appropriate training with respect to organic agriculture, food,
876 processing, trade, specific production areas (e.g. mushroom production)
877 and applicable PNS and other regulatory requirements relevant to organic
878 certification.

879 Gained experience by participation in sufficient number of inspection/s or
880 its equivalent man-days as defined by the OCB for personnel involved in
881 inspection and evaluation activities.

882 c) Decisions on organic certification shall be undertaken by a competent person or
883 Committee fulfilling the same qualification criteria cited above.

884 d) The OCB shall actively identify training at entry level as well as based on needs
885 and develop training program based on systematic performance reviews and
886 provide, as necessary, training to its staff on the requirements of the applicable

887 PNS and other regulatory requirements identified by the BAFS, the organic
888 certification scheme, and relevant methodologies. Adequacy of such training
889 plans, training and evaluation records, and the related materials should be
890 maintained.

891 e) The performance assessment shall be done regularly for each
892 evaluator/inspector should include observation of a sufficient number of on-site
893 inspection/s or its equivalent man-days as defined by the regulations of the
894 BAFS, normally not longer than every three years, unless there is sufficient
895 supporting evidence that the inspector is continuing to perform competently.
896

897 **A.5 Process Requirements**

898

899 **General**

900

901 a) OCBs shall have defined requirements for its functions as well as certification
902 process requirements.

903

904 b) OCBs shall take into consideration explicitly the following aspects as applicable:
905 retroactive recognition of conversion period, separation and inspection of non-
906 organic production units, parallel/split production, group certification and wild
907 collection.

908

909

910 c) OCBs shall have available and implement policies and procedures for risk-based
911 inspections, management of deviations, non-conformities and corrective actions,
912 exchange of information between CBs and BAFS as the competent authority.

913

914

915 **Application**

916

917 a) When accepting an application, an OCB shall ensure availability of all the
918 background information in respect of the operator, and whether another CB had
919 denied certification to the applying operator.

920

921 b) OCBs shall also have a documented system for corroborating the information
922 received from the OCB who had previously certified the operator.

923

924

925 **Inspection**

926

927 a) OCBs shall ensure sufficiency in number and technical competence of inspectors
928 for all of their approved scopes of official accreditation.

929

930 b) OCBs shall ensure that sufficient inspection is conducted, following the
931 inspection protocols set by the OCBs in accordance with the international best
932 practices for inspection such as identification of organic critical points (OCP),
933 prior any certification decision.

934
935
936
937
938
939
940
941
942
943
944
945
946
947
948
949
950
951
952
953

c) The inspection protocol of the OCB shall at the very minimum undertake the following:

- interviews with relevant personnel;
- assessment of the production, processing and handling system by means of visits to facilities, fields and storage units (which may also include visits to non-organic production units);
- document reviews (manuals, protocols, internal control systems, etc). Review of records and accounts in order to verify flow of goods (production/sales reconciliation on farms, input/output reconciliation and the trace back audits in processing and handling facilities);
- identification of areas of risk and organic integrity;
- critical analysis of mass balance and traceability of records (i.e. production records, sales records, etc); and
- verification that changes to the standards and to requirements of the certification body have been effectively implemented, and that corrective actions have been taken.

954
955
956
957

d) Inspection expenses incurred by inspector/s should be absolutely necessary in the performance of the assignment, and supported by receipts, chargeable to the organic operator subjected to inspection.

958
959
960
961

e) Special treatments or lavish preparations for inspectors is strictly prohibited to ensure unbiased performance of inspection and its decision.

962
963
964
965

f) The OCBs shall implement a public notification mechanism on changes in the list of bona fide inspectors and other technical staff under supervision.

966 **Sampling**

967
968
969
970
971
972
973
974

a) The CB shall have documented policies and procedures generally including the following:

- System for identification of cases in which samples should be taken for analysis where, use of a substance prohibited by the PNS, is suspected.
- A procedure on how to take samples and send them to the laboratory.
- The number of samples to be taken and the frequency of sampling.

- 975 b) The following provisions shall apply to officially accredited OCBs, competent
976 authorities, and DA regulatory agencies who submit samples from organic
977 agriculture and fishery establishment/farm for laboratory testing and analysis.
978
- 979 c) Samples shall be collected for laboratory testing and analysis based on the level
980 of risk of the organic agriculture production or processing operation and/or
981 based on the risk category of the product/s or commodity/s.
982
- 983
- 984 d) Sampling methods for organic soil amendments stipulated in the PNS for Organic
985 Soil Amendments shall be followed by the OCBs.
986
- 987
- 988 e) Officially accredited OCBs shall follow appropriate sampling methods based on
989 international best practices and in their quality procedures for commodities not
990 covered by the PNS for Organic Soil Amendments.
991
- 992
- 993 f) Original laboratory results should be provided by the OCB together with the
994 organic certificate to the concerned operator for their proper documentation.
995
- 996

997 **Testing**

- 998
- 999 a) Samples taken by the OCBs shall be analysed in testing laboratories qualified
1000 based on the Section A.7 (*Laboratory selection criteria, and minimum parameters*
1001 *for analysis*) of this Annex.
- 1002 b) A copy of laboratory results shall be kept and maintained by the OCBs. OCBs shall
1003 inform the operator of the respective results of the analysis.
1004

1005 **Review**

- 1006
- 1007 a) OCBs shall assign at least one person to review all information and results
1008 related to the evaluation (inspection, sampling, testing). The review shall be
1009 carried out by person(s) who have not been involved in the evaluation process.
- 1010 b) Recommendations for a certification decision based on the review shall be
1011 documented, unless the review and the certification decision are completed
1012 concurrently by the same person.
1013

1014 **Certification decision**

- 1015
- 1016 a) No organic certification shall be issued to produce/products under in-conversion
1017 period.
1018

1019 **Certification documentation**

- 1021 a) OCBs shall ensure that issued certificate has the effectivity duration of one year
1022 from the date of issuance of the certificate. Certification effectivity should start
1023 upon full compliance of all the requirements of certification.
1024
- 1025 b) At the minimum, organic certificates issued by the OCBs should have the
1026 following information:
1027
1028
- 1029 Logo/seal of the concerned OCB;
 - 1030 Name and contact details of the OCB;
 - 1031 Unique certificate number;
 - 1032 Name of the establishment/farm;
 - 1033 Name of the Authorized representative of the establishment/farm;
 - 1034 Address of the establishment/farm;
 - 1035 Standards or certification scheme used and approved for certification;
 - 1036 Approved certification scope using the coding system found in Table A.1;
 - 1037 Approved product/s or commodity/s to be labeled or sold as organic
1038 including brand name/s, identified by type or range, and approved
1039 production volume or quantity. For organic rice, include as attachment to
1040 the certificate the varieties of rice and/or its general description;
 - 1041 Number of units certified, e.g. processing unit, packaging unit and/or
1042 storage unit, and the total area;
 - 1043 Name list of group members as well as their addresses and locations should
1044 be included as an attachment, in case of group certification
 - 1045 Official Accreditation Number of the OCB;
 - 1046 Organic Mark (See Annex F of this Department Circular);
 - 1047 Date of Issuance;
 - 1048 Date of Expiry; and
 - 1049 Name and signature of the authorized representative/s of the OCB.

1050 **Surveillance**

- 1051
- 1052 a) OCBs shall implement a system and documented procedures in conducting
1053 operator risk-based surveillance activities including:
1054 a full physical inspection is undertaken, at least once a year, of the organic
1055 production, post-harvest, processing, handling, packaging and storage
1056 unit/s.

1057 additional occasional unannounced visits/inspections should also be
1058 undertaken according to need or at random.

1059 In the case of reports of frauds, mislabeling and other complaints, the OCB
1060 should conduct necessary investigation including, but not limited to,
1061 inspection and document review, depending on the nature of reported case.

1062 **A.6 Group certification**

1063

1064 a) **Scope.** The OCB should limit the scope of group certification to groups that fulfill
1065 the following requirements:

1066 The group should be constituted of operations with similar production
1067 systems;

1068 *NOTE This requirement does not limit the arrangement to farmers.*
1069 *Other operations organized collectively may also be included*
1070 *provided the other requirements in A.6 are met.*

1071 Large farming units, simple processing units and traders may be included
1072 as part of a group but should be inspected directly by the OCB.

1073 Simple on-farm processing and storage units may be included as part of
1074 sample inspection arrangement;

1075 No group of processing units and traders can apply for group certification;

1076 Group members should be in geographic proximity;

1077 The group should be large enough and have sufficient resources to support
1078 a viable internal control system (ICS) that assures compliance of individual
1079 members with production standards in an objective and transparent
1080 manner;

1081 *NOTE The requirement refers to the three factors that the size of the*
1082 *group should ensure sufficient resources, transparency, and*
1083 *impartiality. The OCB must determine whether the group is large*
1084 *enough to satisfy these factors.*

1085 The group should have coordinated marketing.

1086 b) **Requirements.** Group certification should require that at least:

1087

1088 The entity should be the group as a whole. This means that group members
1089 cannot use the organic certification independently (i.e. marketing as
1090 separate individual member outside of the group's internal control).

1091 An effective and documented internal control system (ICS) should be in
1092 place and that there are competent personnel managing and implementing
1093 the system. The system should include a documented management
1094 structure of the ICS.

- 1095 □ A general description of the operation with the definition of the type of
1096 group (such as cooperative, association, exporter with producers under
1097 contract).
- 1098 □ Internal inspection protocol should be described and implemented.
1099 Inspections of all group members for practices in accordance with Section 3
1100 of this Guide should be carried out by the ICS at least annually.
- 1101 □ Internal inspectors should be designated by the group to carry out internal
1102 inspection. They should receive suitable training. The ICS should set out
1103 rules to eliminate or minimize potential conflicts of interest of the internal
1104 inspectors.
- 1105 □ A clear description and identification of the production units and group
1106 members should be on file and available at all times.
- 1107 □ A mechanism to include new members and to implement sanctions on non-
1108 conforming group members should be in place.
- 1109 □ The relationship of the management body to each of the group member, the
1110 relationship between group members and conflict of interest should be
1111 evaluated by the OCB prior to issuance of the certificate.
- 1112 □ Risk assessments should be conducted.
- 1113 *NOTE Risk assessments should be done by both the OCB and the group.*
- 1114 □ The core documentation is complete, which includes:
- 1115 - Appropriate Maps/sketches;
- 1116 - A complete list of the group members and status of the members to the
1117 ICS;
- 1118 - Farm/field and/or processing records;
- 1119 - Yield estimates; and
- 1120 - Signed member agreements.
- 1121 c) **Contracts.** Group certification should require that the management body of the
1122 group sign a written contract with the OCB specifying the responsibilities of the
1123 group. The contract should require that the group management obtain signed
1124 obligations from all group members to comply with the applicable PNS and other
1125 regulatory requirements relevant to organic certification, and to allow
1126 inspections.
- 1127 d) **Access to Standards.** All group members should have access to the applicable
1128 PNS, and other regulatory requirements or the relevant sections of standards
1129 and requirements presented in a way adapted to their language and knowledge.
- 1130 e) **External Inspection.** The OCB should conduct external inspections as follows:

- 1131 Inspection of the group should be carried out by the OCB at least annually.
- 1132 The inspection visit should include both inspection for conformance with
1133 the applicable PNS and other regulatory requirements relevant to organic
1134 certification and an evaluation of the effectiveness of the ICS.
- 1135 Inspection of a sample of group members should be undertaken by the OCB.
- 1136 Determining the risk classification of the group and sample number of
1137 group members subject to external inspection should take into account the
1138 following aspects:
- 1139 - The number of operations in the group; and
- 1140 - The outcome of the risk assessment of the management structure
1141 (low, medium or high risk) which include, but are not limited to:
- 1142 - The value of the produce/products and the difference between
1143 the price of the organic and non-organic produce/product;
- 1144 - Degree of similarity of the production systems and the crops
1145 within the group;
- 1146 - Risks for commingling and/or contamination; and
- 1147 - Experience of the group, (i.e. number of years in operation,
1148 number of new members registered annually, nature of
1149 problems within the organization, potential conflicts of interest
1150 and staff turnover).
- 1151 Determination of the number of group members subject to annual external
1152 inspection for group certification should be calculated by taking the square
1153 root of n , where n is the total number of group members or five (5),
1154 whichever is higher.
- 1155 The sample should be selected based on a combination of risk-based and
1156 random selection. The risk factors may include the number of years an
1157 individual group member has been into organic production, post-harvest,
1158 processing, handling, packaging and storage, their size, location and/or
1159 identified risk.
- 1160 The production, post-harvest, processing, handling, packaging and storage
1161 units visited by the external inspection body must be predominantly
1162 different from one year to the other. Larger production units, processors,
1163 and exporters should be inspected annually by the OCB.
- 1164 f) **Evaluation and Assessment of ICS.** The following should be applied in
1165 evaluating the ICS:
- 1166 Internal inspections of all group members should be carried out at least
1167 annually; new group members are only included after internal inspections,
1168 according to procedures agreed with the OCB;

- 1169 □ Sample external inspections should be carried out with the relevant
1170 documents from the internal inspection and the methods and results of the
1171 internal inspection should be compared with the results of the external
1172 inspection to determine whether the inspections of the ICS have adequately
1173 addressed the compliance of group members;
- 1174 □ Instances of noncompliance have been dealt appropriately by the ICS and
1175 according to a documented system of sanctions;
- 1176 □ Adequate records of inspections have been maintained by the ICS;
- 1177 □ The group members understand the applicable PNS and other regulatory
1178 requirements relevant to organic certification; and
- 1179 □ The external inspector is encouraged to witness audit a number of internal
1180 control inspectors.
- 1181 g) **Records.** The OCB shall maintain basic data on all group members, in addition to
1182 certification records of the group as a whole. A standardized form containing the
1183 basic data should be completed and updated by the group management which
1184 includes: Identification code, name, location (at least on an area map), year of
1185 entrance into the certification system, date of last internal and external
1186 inspection, number of hectares, certified crops, sales, and yield estimates.
- 1187 h) **Responsibility.** The group should be responsible for conformance of all group
1188 members. The ICS should include the application of sanctions to individual group
1189 members who do not conform with the applicable PNS and other regulatory
1190 requirements relevant to organic certification. The group should inform the OCB
1191 of the irregularities and noncompliances found, as well as the corrective actions
1192 implemented.
- 1193 i) **Sanctions.** In the event of noncompliances by the group and/or its group
1194 members, sanctions should be issued commensurate with the severity of the
1195 non-conformance. Failure of the ICS to detect and act on non-conformances
1196 should invoke sanctions on the group as a whole. In cases where it finds the ICS
1197 to lack reliability and effectiveness, the OCB should apply sanctions to the group
1198 as a whole, including, in case of serious deficiencies, the withdrawal of the
1199 organic certification of the group.

1201 **A.7 Laboratory selection criteria, and minimum parameters for analysis**

- 1202
- 1203 a) OCBs should primarily consider the following when selecting a laboratory for
1204 testing and analysis of the samples taken from the operator or group:
- 1205
- 1206 □ Laboratories should, first and foremost, hold current accreditation to
1207 ISO/IEC 17025:2005, *General requirements for the competence of testing*
1208 *and calibration laboratories.*

- 1209 Laboratories should provide evidence that their analytical method is
1210 appropriate for the submitted sample and that suitable validation data are
1211 available.
- 1212 b) Laboratories should be able to provide any of the testing services essential to
1213 organic agriculture including soil nutrient analysis, multi-pesticide residue
1214 analysis, heavy metal analysis, microbiological analysis, and fertilizer analysis.
1215
- 1216 c) For soil nutrient and fertilizer analysis, the following are the minimum
1217 parameters that should appear in the laboratory results:
1218
- 1219 Total N, P₂O₅, K₂O (in % w/w, dry weight);
1220
- 1221 Organic matter content (in % w/w, dry weight);
1222
- 1222 Organic carbon (in % w/w, dry weight); and
1223
- 1223 Actual moisture content (in % w/v).
- 1224 d) For heavy metals analysis, the following are the minimum parameters that
1225 should appear in the laboratory results:
1226
- 1227 Level of Arsenic (As) (in ppm, dry weight);
1228
- 1228 Level of Lead (Pb) (in ppm, dry weight);
1229
- 1229 Level of Chromium (Cr) (in ppm, dry weight);
1230
- 1230 Level of Mercury (Hg) (in ppm, dry weight); and
1231
- 1231 Level of Cadmium (Cd) (*in ppm, dry weight*).
- 1232 e) For microbiological analysis, the following are the minimum parameters that
1233 should appear in the laboratory results:
1234
- 1235 Level of fecal *Streptococci* (in cfu/g);
1236
- 1236 Level of total coliforms (in cfu/g); and
1237
- 1237 Level of *Salmonella* (*in cfu/g*).
- 1238 f) When there is no available laboratory due to absence of accreditation to ISO/IEC
1239 17025:2005 for a certain laboratory test or due to the remote location of the
1240 organic operator, the OCB should consider the DA laboratories such as the
1241 National Pesticide Analytical Laboratories of BPI (BPI-NPAL), Laboratories of the
1242 Bureau of Soils and Water Management (BSWM), Regional DA Integrated
1243 Laboratories and Department of Science and Technology (DOST) Regional
1244 Laboratories.

1245 **A.8 Certification cost**

1246

1247

- 1248 a) OCBs shall adhere to the general principles prescribed therein.
1249
1250 b) Certification cost should only include the following:
1251
1252
1253 application/administrative fees;
1254 inspection fees (including professional fee per day, food, travelling
1255 expenses, and accommodation, if necessary);
1256 certification fees; and
1257 laboratory analysis fees.
- 1258 c) OCBs shall ensure fair and just collection of fees.
1259
1260 d) OCBs shall provide the breakdown of expenses prior collecting fees with the
1261 clients.
1262
1263

1264 **A.9 Publicly available information** 1265

- 1266 a) OCBs shall have processes for informing all concerned including the prospective
1267 and present certified operators about the applicable PNS and other relevant
1268 regulatory requirements to organic certification.
1269 b) OCBs shall clearly identify the standards and requirements used for the different
1270 product categories. These shall be available to the operator and publicly
1271 accessible.
1272 c) The detailed information regarding applicable PNS and other relevant regulatory
1273 requirements against which the products will be certified and the certification
1274 processes, as well as schedule of fees should be made available through
1275 publications and/or electronic media.
1276

1277 **A.10 Reporting** 1278

- 1279 a) OCBs shall ensure timely reporting and submission of relevant documentations
1280 including, but not limited to, list of certified operators, applicants for
1281 certification, and list of decertified and suspended operators in consonance to
1282 the Responsibilities of the Officially Accredited Organic Certifying Bodies.
1283
1284 b) The list of certified operators shall contain at least the following information:
1285
1286 Name of the establishment, company or organization, whichever that
1287 applies;
1288
1289 Type of certification (individual certification or group certification);
1290 Name and designation of the authorized representative of the company or
1291 organization;

- 1292 Contact details of the operator (i.e. telephone numbers, mobile phone
1293 number/s, active e-mail address);
- 1294 Complete address of the office of the company or organization;
- 1295 Complete address of the farm/production site or establishment;
- 1296 Area of farm/production site or establishment (in hectare);
- 1297 Approved scope of certification;
- 1298 Organic certificate number;
- 1299 List of product/s (including brand names, if any), or commodities covered
1300 by the approved scope of certification;
- 1301 List of approved grower group members (for group certification only);
- 1302 Date of issuance of organic certificate;
- 1303 Date of expiry of organic certificate;
- 1304 Standards/Certification scheme used and approved for certification;
- 1305 Date of inspection/s conducted;
- 1306 Name of the assigned inspector/s;
- 1307 Name of the assigned certification officer/s; and
- 1308 Relevant findings during the last inspection (including noncompliances and
1309 their correctives measures.
- 1310 c) The list of applicants in process for certification shall contain at least the
1311 following information:
- 1312
- 1313 Name of the establishment, company or organization, whichever that
1314 applies;
- 1315 Name and designation of the authorized representative of the company or
1316 organization;
- 1317 Contact details of the operator (i.e. telephone numbers, mobile phone
1318 number/s, active e-mail address)
- 1319 Complete address of the office of the company or organization;
- 1320 Complete address of the farm/production site or establishment;
- 1321 Area of farm/production site or establishment (in hectare);
- 1322 Scope of certification being sought;
- 1323 List of product/s (including brand names, if any), or commodities applied
1324 for certification;

- 1325 Schedule of inspection;
- 1326 Name of the assigned inspector/s; and
- 1327 Status of application for certification, if any.
- 1328 d) The list of decertified or suspended operators shall contain information listed in
 1329 A.10 (Reporting) Item b) and include the following information:
 1330
- 1331 Reason for decertification/suspension of certification; and
- 1332 Duration of suspension, if applicable.
- 1333 e) The DA-BAFS shall publish the list of certified organic operators of all of the
 1334 officially accredited OCBs in its official website and updated regularly, limited
 1335 only to the following information:
 1336
- 1337 Name of the establishment, company or organization, whichever that
 1338 applies;
- 1339 Type of certification (individual certification or group certification);
- 1340 Complete address of the office of the company or organization;
- 1341 Area of farm/production site or establishment (in hectare);
- 1342 Approved scope of certification;
- 1343 Organic certificate number;
- 1344 List of product/s (including brand names, if any), or commodities covered
 1345 by the approved scope of certification;
- 1346 Date of issuance of organic certificate;
- 1347 Date of expiry of organic certificate; and
- 1348 Name of officially accredited Organic Certifying Body.

1349 **A.11 Use of Certificates and Marks of Conformity**

- 1350 a) OCBs shall exercise control over the use and display of certificates and logos that
 1351 it can authorize operators to use, including the official organic mark;
 1352
- 1353 b) OCBs shall be able to request an operator to discontinue use of certificates and
 1354 logos that it authorizes operator to use based on the provisions of the
 1355 agreement;
- 1356 c) OCBs shall apply suitable actions to deal with incorrect references to the
 1357 certification system or misleading use of certificates or logos that it authorizes
 1358 operators to use.

1360 **A.12 Changes affecting certification**

- 1361 a) OCBs shall ensure that changes such as new or revised requirements that affect
 1362 the client are communicated to all clients. The OCBs shall verify the

1363 implementation of the changes by its clients and shall take actions required by
1364 the relevant PNS and other regulatory requirements.

1365

1366 b) OCBs shall consider other changes affecting organic certification, including
1367 changes initiated by the certified client, and shall decide upon the appropriate
1368 action.

1369

1370 *NOTE Changes affecting certification can include new information related to the*
1371 *fulfilment of certification requirements obtained by the OCB after certification has*
1372 *been established.*

1373

1374 c) The actions to implement changes affecting certification shall include, if
1375 required, the following:

1376

evaluation

1377

review

1378

decision

1379

issuance of revised organic certificate to extend or reduce the scope of
1380 certification; and

1380

1381

issuance of certification documentation of revised surveillance activities

1382

1383 **A.13 Termination, reduction, suspension or withdrawal of certification**
1384

1385 a) When a noncompliance with certification requirements is substantiated, either
1386 as a result of surveillance or otherwise, the OCB shall consider and decide upon
1387 the appropriate action.
1388

1389 *NOTE Appropriate action can include any of the following:*

- 1390 - *continuation of certification under conditions specified by the OCBs (e.g*
1391 *increased surveillance),*
1392 - *reduction in scope of certification to remove noncompliant product*
1393 *variants,*
1394 - *suspension of the certification pending remedial actions by the certified*
1395 *client,*
1396 - *withdrawal of the certification.*
1397

1398 b) When the appropriate action includes evaluation, review or a certification
1399 decision, the requirements in A.5 (*Process Requirements*), specifically inspection,
1400 sampling, testing, review, certification decision, respectively, shall be fulfilled.
1401

1402 c) If certification is terminated (by request of the client), suspended or withdrawn,
1403 the OCB shall take actions specified in A.12 and shall make all necessary
1404 modifications to formal certification documents, public information,
1405 authorizations for use of marks, etc., in order to ensure it provides no indication
1406 that the product continues to be certified. If a scope of certification is reduced,
1407 the OCB shall take actions specified by this Annex and shall make all necessary
1408 modifications to formal certification documents, public information,
1409 authorizations for use of marks, etc., in order to ensure the reduced scope of
1410 certification is clearly communicated to the client and clearly specified in
1411 certification documentation and public information.
1412

1413 d) If certification is suspended, the OCB shall assign one or more persons to
1414 formulate and communicate the following to the client:
1415

1416 actions needed to end suspension and restore certification for the
1417 product(s) in accordance with the certification scheme;

1418 any other actions required by the certification scheme.
1419

1420 e) These persons shall be competent in their knowledge and understanding of all
1421 aspects of the handling of suspended certifications.
1422

1423 f) Any evaluations, reviews or decisions needed to resolve the suspension, or that
1424 are required by the certification scheme, shall be completed in accordance with
1425 the applicable parts of A.5 (*Process Requirements*), specifically inspection,
1426 sampling, testing, review, certification decision, certification documentation ©,
1427

1428 surveillance, and A.13 (*Termination, reduction, suspension or withdrawal of*
1429 *certification*) ©, respectively, shall be fulfilled.

1430 g) If certification is reinstated after suspension, the OCB shall make all necessary
1431 modifications to formal certification documents, public information,
1432 authorizations for use of marks, etc., in order to ensure all appropriate
1433 indications exist that the product continues to be certified.

1434
1435 h) If a decision to reduce the scope of certification is made as a condition of
1436 reinstatement, the OCB shall make all necessary modifications to formal
1437 certification documents, public information, authorizations for use of marks, etc.,
1438 in order to ensure the reduced scope of certification is clearly communicated to
1439 the client and clearly specified in certification documentation and public
1440 information.

1441

1442 **A.14 Records**

1443

1444 a) OCBs shall maintain records to demonstrate the certification procedures on
1445 organic production, handling, storage, processing, and packaging have been
1446 effectively implemented. Such records should include but not limited to:

1447

1448 Full description of the production, handling, storage, processing, and
1449 packaging units

1450 It should also maintain information about individual members of a group as
1451 well as the certified organic unit's subcontractors, if any.

1452 **A.15 Complaints and appeals**

1453

1454 a) OCBs shall have document process to receive, evaluate and make decisions on
1455 complaints and appeals. OCBs shall record and track complaints and appeals, as
1456 well as actions undertaken to resolve them.

1457

1458 b) To ensure that there is no conflict of interest, personnel (including those acting
1459 in a managerial capacity) who have provided consultancy for a client, or been
1460 employed by a client, shall not be used by the OCB to review or approve the
1461 resolution of a complaint or appeal for that client within two (2) years following
1462 the end of the consultancy or employment.

1463

1464 c) Whenever possible, OCBs shall give formal notice of the outcome and the end of
1465 the complaint process to the complainant.

1466

1467 d) OCBs shall give formal notice of the outcome and the end of the appeal process to
1468 the appellant.

1469

1470 e) OCBS shall take any subsequent action needed to resolve the complaint or
1471 appeal.

1472

1473 **A.16 Non-conforming products**

1474

1475 a) OCBs shall define procedure when a produce/product no longer fulfils
1476 certification requirements, such as product recall and/or providing information
1477 to the market.
1478

1479 **A.17 Fraudulent Claim of Certification** 1480

1481 a) Sanctions and penalties for fraudulent claims of certification including misuse of
1482 certification marks and mislabeling should be enforced in accordance with the
1483 rules and regulations of the AMS.
1484

1485 **A.18 Management system requirements** 1486

1487 a) OCBs shall establish and maintain a management system that is capable of
1488 achieving the consistent fulfilment of this certification scheme.
1489

1490 b) The management system of the OCBs shall address the following:

- 1491 general management system documentation (e.g. manual, policies,
1492 definition of responsibilities);
- 1493 control of documents;
- 1494 control of records;
- 1495 management review;
- 1496 internal audit;
- 1497 corrective actions; and
- 1498 preventive actions.

1499 *NOTE For the details of the above requirements (b), please refer to ISO/IEC*
1500 *17065:2012 (Option A) 8.2, 8.3, 8.4, 8.5, 8.6, 8.7 and 8.8.*

1501
1502
1503
1504
1505
1506
1507

Annex B
(informative)

Step-by-step official accreditation procedure

The step-by-step procedure for official accreditation including the detailed description of requirements and issuances is indicated in Table B.1.

Table B.1 – Detailed official accreditation procedure with pertinent issuances and timeline

Step	Procedure	Requirement	BAFS Issuance	Remarks	Timeline
Initial/Renewal Application Procedure					
1	Submission of Requirements	Two (2) copies of the following: 1.1 Duly accomplished application form; 1.2 Updated organizational profile; 1.3 Certified True Copy of Certificate of Registration from the Security and Exchange Commission (SEC) with the Articles of Incorporation and by-laws; 1.4 Copy of an updated General Information Sheet (GIS) by the SEC; 1.5 Copy of the ISO/IEC 17065 Accreditation, if applicable; 1.6 Copy of updated Quality Manual, procedures and checklist on Organic Agriculture based on applicable PNS relevant to organic	Acknowledgement Receipt / Notification of Incomplete Submission of Requirements		Receiving of requirements will be processed within four (4) working hours upon receipt of complete requirements.

		<p>agriculture;</p> <p>1.7 List of Inspectors with their approved scope/s;</p> <p>1.8 List of certified organic operators compliant with the PNS for organic agriculture, if applicable; and</p> <p>1.9 List of certified organic operators compliant with other organic standards, if applicable.</p>			
2	Application Review (Table review)	Submitted requirements	Notice to proceed with Office Audit		Two (2) working days upon receipt of the requirements
3	Assessments				
3.1	Office Audit	<p>Physical office and management personnel for interview</p> <p>List of Inspections for the next two (2) months (may be submitted during the office audit proper)</p>	<p>Office Audit Report</p> <p>Notice of Witness Audit, and Pre-Witness Audit Form¹</p> <p>¹If List of Inspections is submitted during office audit proper</p>	<p>A designated NCOA-OCB member and the BAFS Accreditation Section shall conduct this to verify the implementation of the quality manual, procedures and other documents submitted in their place of operation.</p>	<p>Five (5) working days after office audit</p> <p>Office audit will be conducted within fifteen (15) working days upon receipt of the Notice to Proceed with Office Audit by the applicant</p>
3.2	Preparation for Witness Audit	<p>Duly accomplished Pre-Witness Audit Form</p> <p>Documents of the approved organic operators:</p> <ul style="list-style-type: none"> • Inspection Plan • Farm Layout 	Witness Audit Plan		Five (5) working days upon receipt of the listed requirements

		<p>(Map)</p> <ul style="list-style-type: none"> • Copy of Organic Management Plan • If applicable, last inspection report • If applicable, last certification decision 			
3.3	Witness Audit for each scope applied for official accreditation	Conduct of Inspection/s	<p>Witness Audit Report</p> <p>Noncompliance List, if applicable</p>	In case of noncompliance/s, the OCB should implement corrective measures within the given timeframe and proceed to Step 3.4, otherwise proceed to Step 4.	Witness audit report or Noncompliance List will be issued within five (5) working days after the conduct of the Witness Audit
3.4	Corrective Measures	<p>Noncompliance List with the following columns filled up: (1) Proposed Corrective Actions, and (2) Root Cause Analysis</p> <p>Objective evidences of Implementation</p>	<p>Noncompliance List with the following columns filled up: (1) Comments from Assessors, (2) Verification of elimination of noncompliance, and (3) Corrective Action Implemented and accepted</p> <p>Notification on Follow-up Audit, if deemed necessary</p>		Five (5) working days upon receipt of the Noncompliance List
5	Evaluation of Assessment Report and Approval	-none-	NCOA-OCB Resolution		Five (5) working days
6	Issuance of Official Accreditation Certificate	-none-	Official Accreditation Certificate, and Terms and Conditions		Five (5) working days after adoption of the NCOA-OCB Resolution

1518
1519
1520

Surveillance

1	Preparation for Surveillance	<p>Duly accomplished Pre-Witness Audit Form</p> <p>Documents of the approved organic operators:</p> <ul style="list-style-type: none"> • Inspection Plan • Farm Layout (Map) • Copy of Organic Management Plan • If applicable, last inspection report • If applicable, last certification decision 	Witness Audit Plan		Five (5) working days upon receipt of the listed requirements
2	Conduct of Surveillance for each approved scope	Conduct of Inspection/s	<p style="text-align: center;">Witness Audit Report</p> <p>Noncompliance List, if applicable</p>	In case of noncompliance/s, the OCB should implement corrective measures within the given timeframe and proceed to Step 3, otherwise proceed to Step 4.	Witness audit report or Noncompliance List will be issued within five (5) working days after the conduct of the Witness Audit
3	Corrective Measures	<p>Noncompliance List with the following columns filled up:</p> <p>(1) Proposed Corrective Actions, and</p> <p>(2) Root Cause Analysis</p> <p>Objective evidences of Implementation</p>	<p>Noncompliance List with the following columns filled up:</p> <p>(1) Comments from Assessors,</p> <p>(2) Verification of elimination of noncompliance, and</p> <p>(3) Corrective Action Implemented and accepted</p> <p>Notification on reassessment, if deemed necessary</p>		Five (5) working days upon receipt of the Noncompliance List
4	Preparation of Surveillance Report	-none-	Surveillance Report		Issued five (5) working days upon approval of the BAFS Director

Annex C
(normative)

Grounds for penalties of non-conformances

The grounds for penalties of non-conformances are found in Table D.1.

Table D.1 - Violations/noncompliances and its grounds for penalties

	Minor Issues - Conditions for New or Continued Official Accreditation	Notice of Noncompliance	Major Noncompliances - Denial or Proposed Suspension or Revocation of Official Accreditation
VIOLATION	Noncompliant practices that indicate no systemic failure ¹ in the quality manual or implementation and can be easily corrected without the need for a corrective action plan.	Noncompliant practice/s that indicate no systemic failure in the quality manual or implementation of certification but are significant enough in nature or in scope to require a corrective action plan to ensure and verify compliance.	Systemic failure of the quality manual or implementation that demonstrates inability to comply with the regulations.
	Example: Failure to submit necessary documents requested by BAFS within the given period of time.	Example: Failure to observe DA-BAFS rules on the use of the “Organic” mark.	Failure to resolve, successfully or within a prescribed time period, a previously issued noncompliance.
	Minor inconsistencies or omissions in records that indicate no systemic failure in the quality manual or implementation and can be easily	Inconsistencies and/or omissions in records that indicate no systemic failure in the quality manual or implementation of certification but are significant enough in nature or in scope to	Unjustified refusal of the officially accredited OCB to allow the assessment team to access the premises, facilities, records and personnel, as may be necessary, for the conduct of surveillance.
			Deliberate violation of the regulations of the official accreditation, including but not limited to: Engagement in organic agriculture production during the lifetime of the official accreditation

¹ A “systemic failure” would be one or more violations that show an operation is unable to comply with the BAFS regulations

	corrected without the need for a corrective action plan.	require a corrective action plan to ensure and verify compliance.	<p>authority as OCB;</p> <p>Deviation of operations from the approved Operating Manual of Certification Procedures (including deviations from the declared technical and geographical scope of operation); and</p> <p>Provision of any kind of consultancy services to certification applicants.</p> <p>Violation of the non-transferability condition of the Official Accreditation Certificate.</p> <p>Falsification or concealment of records</p> <p><i>Recommendation for denial of application if the following cases are encountered:</i></p> <p>Fraudulent misrepresentation in the application for official accreditation.</p> <p>Competence is not established.</p> <p>Major noncompliance was not addressed by the applicant.</p> <p>Presence of a significant number of minor noncompliances that will prove that the management system of the applicant is still inadequate.</p>
--	--	---	--

			<p>The applicant is convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal.</p> <p>In the event where the applicant was able to comply with the noncompliances but beyond the given period of time.</p>
			<p>Failure to report to BAFS any change cited in Annex E (c) within the allowed timeline shall be basis for the revocation of official accreditation.</p>

1530
1531
1532
1533
1534
1535
1536
1537
1538
1539
1540
1541
1542
1543
1544
1545
1546
1547
1548
1549
1550
1551
1552
1553
1554
1555
1556
1557
1558

References:

Department of Agriculture. 2013. **Administrative Order No. 13, Series of 2013: Revision to Administrative Order No. 07, Series of 2011 Re Amendments to Administrative Order No. 13, Series of 2003, on the Guidelines in the Accreditation of Certifying Bodies (CBs) for Organic Agriculture.** Quezon City, Philippines, 9pp.

National Organic Program (NOP, USDA). 2015. **Instruction: Enforcement of the USDA Organic Regulations Penalty Matrix.** Washington, DC, 7pp.

Philippine Accreditation Bureau. 2011. **Quality Procedure - Management System Accreditation - The Accreditation Process.** Makati, Philippines. 17pp.

1559 **Annex D**
1560 (normative)

1561
1562 **Responsibilities of Organic Certifying Bodies (OCB)**
1563

1564 Officially accredited OCB are responsible for:

- 1565
- 1566 a) At the minimum, applying the following protocols in their operations, to wit:
- 1567 Develop or update, and implement the organic certification program in
1568 accordance with the organic certification scheme (see [Annex A](#));
- 1569 Ensure certified clients comply with all requirements of the applicable PNS
1570 and relevant regulatory requirements;
- 1571 Conduct certification and inspection activities (e.g. annual on-site
1572 inspections) of approved scope/s based on the organic certification
1573 program;
- 1574 Hear and address appeals of the clients; and
- 1575 Submit their organization to inspection and monitoring activities of the
1576 BAFS (including observer/s) and the NCOA-OCB. This shall include the
1577 annual surveillance through witness audits of the BAFS.
- 1578 b) Issuance of relevant documents/notifications:
- 1579 notices of non-compliance, suspension or revoking the certification of
1580 clients that do not comply with the applicable rules and relevant PNS for
1581 organic agriculture
- 1582 certification decisions, including corrective actions and certificates in
1583 compliance with the PNS related to organic agriculture and these
1584 guidelines.
- 1585 certificate to certified organic operators that is valid only for one (1) year.
- 1586 c) Reporting of any of the following to the BAFS **not later than twenty (20)**
1587 **working days after any change/s:**
- 1588 Documentations specified in the organic certification scheme (See Item
1589 A.10, [Annex A](#));
- 1590 Adverse actions against organic operators, including notices of
1591 noncompliance, proposed suspension, proposed revocation, suspension, or
1592 denial of certification;
- 1593 Annual and/or other periodic reports of the activities undertaken.
- 1594 d) Engage the analytical testing services only to ISO/IEC 17025:2005 accredited
1595 laboratories, and/or DA officially recognized laboratories (See Item A.7 of [Annex](#)
1596 [A](#)).
1597

1598
1599
1600
1601
1602
1603
1604
1605
1606
1607
1608
1609
1610
1611
1612
1613
1614
1615
1616
1617
1618
1619
1620
1621
1622
1623
1624
1625
1626
1627
1628
1629
1630
1631
1632
1633
1634
1635
1636
1637
1638
1639
1640
1641
1642
1643
1644
1645

- e) Follow recommended sampling procedures for analytical testing based on internationally recognized standards (e.g. Codex) (See Item A.5-Sampling of Annex A).

DRAFT

1646 **Annex E**
1647 (informative)

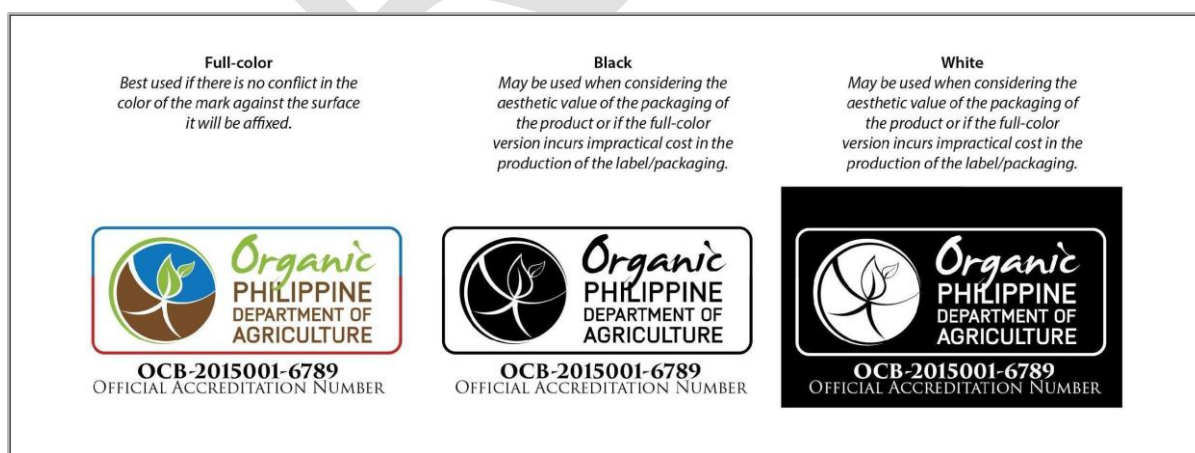
1648
1649 **Guideline for the use of ‘Organic’ mark**

1650
1651 **E.1 Basic design elements and colors**

- 1652
1653 a) *Figure F.1* shows the basic design elements of the certification mark is the
1654 National Organic Agriculture Program Logo capped with the Sun and the
1655 three Stars with the text “*Organic* PHILIPPINE DEPARTMENT OF
1656 AGRICULTURE” and with the Official Accreditation Number situated at
1657 the bottom of the mark. Only official artwork versions of the mark should
1658 be used. There are three allowable designs of the mark with respect to the
1659 color as shown in *Figure F.2*.
1660



1661
1662 *Figure F.1. The Official ‘Organic’ Mark.*
1663



1664
1665 *Figure F.2. Three allowed design of the ‘Organic’ Mark.*
1666

1667 **E.2 Basic rules**

- 1668
1669 a) The Officially Accredited OCB should only use the official artwork of the
1670 ‘Organic’ Mark for management systems that corresponds with the scope to
1671 which the OCB is officially accredited.

- 1672 b) Always use the 'Organic' Mark with the Official Accreditation Number in
1673 conjunction with OCB's logo.
1674
- 1675 c) You may use the 'Organic' Mark on:
1676
1677 Certified Products, including primary packaging or adhesive tape
1678 Product documentation (e.g. technical specifications and catalogue
1679 pages)
- 1680 d) To avoid misinterpretation, the 'Organic' Mark is therefore **not allowed** to be
1681 used on:
1682
1683 Certificates (except organic certificate), statements of conformity,
1684 reports etc. as an output from services provided (e.g. testing and
1685 calibration activities, inspections, assessments etc.)
- 1686 Marketing material of the OCB
1687 Corporate publications (e.g. annual reports)
1688 Business Cards of any of the personnel of the OCB and clients
1689 Websites
1690 Tarpaulins
1691 Stands, buildings and signs
1692 Stationary: letterheads, envelopes, invoices and fax sheets
1693 Vehicles
- 1694 e) In addition, the Mark should not be used on letterheads.
1695
1696 f) If in doubt regarding use of marks, you should contact the BAFS.
1697

1698 **E.3 Mark misuse** 1699

- 1700 a) The original artwork of the 'Organic' Mark should be used in a way that
1701 preserves the integrity of the mark. Therefore, the mark should not be
1702 altered or used in an improper way.
1703
- 1704 b) Do not modify the color.
1705
- 1706 c) Do not distort any part of the mark.
1707
- 1708 d) Do not alter the relative size of any element of the mark.
1709
- 1710 e) Do not position the mark on a visually distracting background or on
1711 pictures.

1712
1713
1714
1715
1716
1717
1718
1719
1720
1721
1722
1723
1724
1725
1726
1727
1728
1729
1730
1731
1732
1733
1734
1735
1736
1737
1738
1739
1740
1741
1742
1743
1744
1745
1746
1747
1748
1749
1750
1751
1752
1753

- f) Do not separate and modify any elements of the mark.
- g) Do not place the seal inside any kind of box or other shape that may mistakenly be considered part of the mark.
- h) Do not print at less than 100 percent ink density (opacity).
- i) Do not use the seal as a decorative element – for example, repeating it or portions of it like a wallpaper pattern.
- j) Do not modify the font of the inscription.
- k) Do not modify the color of the inscription.
- l) Do not separate and modify any elements of the inscription.
- m) Any uses not addressed in this guide are considered unacceptable unless approved by the BAFS.

E.4 Distance and size of the mark

- a) The certification mark may be enlarged or reduced maintaining its height-width proportion.
- b) The size of the certification mark should be in proportion to the size of the OCB's logo.
- c) The minimum reduced size is 20 mm (in height). This is the minimum size at which numbers and letters are legible.
- d) The certification mark may be used in such a way that:
 - It is the same height as the OCB logo.
 - The space between the mark and the OCB logo is the same height as the mark.
 - Even when the OCB logo is very small, the certification mark must be at least 20 mm high.
 - The maximum size of the mark should be such that it does not predominate over the size of the OCB logo. It is recommended that the size of the certification mark should not exceed one-third or one-half the height of the surface to which it is affixed.