

PROCESSING COCONUT PRODUCTS MONITORING CHECKLIST

(EXAMPLE FOR KOP KIRIBATI ORGANIC PRODUCTS) TO BE USED FOR MONITORING PROCESSING BY A COMPANY OR SIMILAR IN THIS CASE KOP

Checklist to be completed by an 'inspector' appointed by PGS-SG or POETcom and forwarded to the PGS-SG Certification Committee

1.0 Date of visit to site:

1.1 Address of processing facility:

1.2 Name of facility Manager(s):

1.2 Name of company or enterprise:

Production records book	Record book and Operations Manual is complete and up to date	Comments/Non-compliances and Action to be taken.
2.0 Management		
2.1 Management (list of staff, roles and responsibilities of key staff are detailed in KOP Operations Manual)	YES NO	
2.2 Are non-PGS certified product are also handled in the same facility?	YES NO	
2.3 IF YES is there a plan documented in the KOP Operation Manual (covering storage, processing and labeling) detailing how the products are kept separate (at all times).	YES NO	
3.0 Facilities		
Must cover all the KOP managed facilities used to process Abaiang PGS certified products and any other products.		
3.1 KOP have a Site Map (s) showing layout of the facilities – main road, driveway, main buildings etc	YES NO	
3.2 KOP have a Floor Plan with product flow (arrows) for each facility.	YES NO	

KOP Processing Inspection Checklist version 2

4.0 Daily production records			
4.1 Record keeping sheet up to date (coconuts/todi collected, price paid, amount processed, finished product).	YES NO		
5.0 Sales records			
5.1 Sales record sheet (up to date).	YES NO		
6.0 Batch samples (Develop and document system to suit situation)			
6.1 Batch samples labeled and kept ??? (one for testing one for backup)	A system for storing batch samples needs to be worked out with KOP as keeping samples in the village will be difficult.		
7.0 Production method(s)			
7.1 Production steps documented (covers each step from cutting to finished product)	YES NO		
8.0 Production rules describe			
8.1 Hygiene (human)	YES NO		
8.2 Dress code	YES NO		
8.3 Water use requirements	YES NO		
8.4 Cleaning of equipment and VCO/Sugar processing area	YES NO		
8.5 LIST of Approved cleaning chemicals from KOP	YES NO		

Processing Monitoring Checklist – Village Groups

9.0 Product list			
9.1 Details of product produced for sale			
10.0 Training			
10.1 List of training activities for group members in past year (who participated and what were the topics)			
11.0 List of persons present at the monitoring visit:			
12.0 Signed by Processing Group leader:			
13.0 Signed by certification manager:			

Once this form has been completed and checked by the Certification Manager (CM) the form is then passed on to the Certification Committee for their review.