

Certification Committee Checklist			
Risk	Indicator	Assessment (OK or if Not Ok = CAR)	CAR Y/N and date for completion
• New members not trained (standards, pledge, roles and responsibilities as SOPA PGS members.	New members have completed standards training and signed pledge.		
• PGS-SG (internal management capacity + outputs not up to date reporting below level of what is required)	Database up to date CARs in database for past year have been signed off		
• Inputs (includes composting + Inputs from off the farm not composted or not approved and or not documented.	Inputs list on file and all approved by POETcom PGS-SG controls and distribute all inputs Compost inputs ALL approved by POETcom Compost diaries are up to date		
• Record keeping (production/ yield and sales not up to date or don't correlate)	Harvest records correlate with packing and sales receipts and are up to date.		
• Buffer zones (contamination from other farms)	Production sites fully protected from possible external contamination by wild areas etc		
• Parallel production (organic and not organic production by same farmer)	PGS-SG members grow and market only organic products.		
• Planting material and seeds (not approved)	Seeds used are approved by POETcom or POS		
• Post-harvest packing/processing/ transport risk of comingling organic and not organic product and of contamination from chemicals etc) or unhygienic processing contaminates product.	Packing house handling only organic product or has protocol protecting organic products. Transport from farms – dedicated to organic only Processing facilities certified by the PGS-SG		
• Mislabeling (packaging)	Only PGS-SG products use the LOGO		

List Corrective Actions Required and date for completion

- 1.
- 2.
- 3.
- 4.

Approve certification YES NO

Signed (Certification Committee Chair person)

Date

Notes

A. Certification Committee Report is sent to the PGS SG Management Committee. If there are no matters to follow-up on then the PGS Management Committee can approve certificates be awarded. If there are issues to address the PGS-SG certification manager is required to complete these.

B. Documents required for CC 'audit'

- Report from Certification manager – identifies any problems if any.
- PGS-SG Database
- Sample of PGS-SG farmers folders
- Copy of Summary Standard
- Copy of POS
- List of all approved inputs used by the PGS-SG members

C. The CC audit checks that the PGS is functioning effectively firstly by reviewing the documentation provided by the certification manager and secondly by making site checks when needed.

In some cases the CC may be required to advise on sanctions for non-compliances.

D. Members of the Certification Committee are usually the certification manager and 2 appointed independent persons with technical capacity. In the absence of a national certification committee each PGS-SG will be required to appoint their own CC in consultation with POETcom.