GCIAOCP Application Flow Chart

Steps in the Certification Process

Forms Used

Step 1: Applicant requests Organic certification from GCIAOCP



Step 2: Administrative Assistant screens applicant inquiry to assess eligibility and which application is appropriate to provide.

Screening (in house)

₩

Step 3: Applicant completes appropriate application form and returns it, with supporting documents; **SAVE ELECTRONIC COPIES PRIOR TO SUBMITTING TO GCIAOCP.**

Application; additional forms that are specific to the scope.

 \downarrow

Screening (in house)

Step 4: Administrative Assistant and Program Manager screen application and attachments to assess completeness and applicant's potential eligibility. May issue Noncompliance or Area(s) of Concern letter or email.



Step 5: Program Manager assigns Organic Inspector for on-site visit.

Organic Audit Report

Step 6: Inspector performs on-site inspection, completing appropriate Organic Audit Report forms. Inspector submits complete file to GCIAOCP Administrative Assistant and Program Manager.



GCIAOCP Application Flow Chart (Continued)

Steps in the Certification Process

Step 7: Administrative Assistant and Program Manager review complete file (Includes application, attachments and Organic Audit Report).

Forms Used

Certification Status Checklist (in house)



Step 8: Certification Reviewer receives completed application after the on-site Organic inspection.

Reviewer may place application in pending,

Certification Decision Checklist



Step 9: Administrative Assistant notifies applicant of Organic certification status and any conditions needing correction per a Noncompliance or Area(s) of Concern letter or email.

By letter or registered email



Step 10: Response/notification by applicant of any rebuttal, corrections or conditions, if applicable.

By letter or email



Step 11: Upon final approval by the Certification Reviewer, Applicant receives Organic Certificate.

Organic Certificate



Step 12: Annual Certification Renewal. Applicant submits certification renewal application and appropriate attachments.

Application
Appropriate Attachments

Certification Renewal

Repeat Steps 3 through 11.