GCIAOCP Application Flow Chart
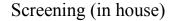
Steps in the Certification Process

Forms Used

Step 1: Applicant requests Organic certification from GCIAOCP

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

Screening (in house)

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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.

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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.

Screening (in house)

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

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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.

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GCIAOCP Application Flow Chart (Continued)

Steps in the Certification Process

Forms Used

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

Certification Status Checklist (in house)

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Step 8: Certification Reviewer receives completed application after the on-site Organic inspection.
Reviewer may place application in pending,

Certification Decision Checklist

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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

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

By letter or email

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

Organic Certificate

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Step 12: Annual Certification Renewal. Applicant submits certification renewal application and appropriate attachments.
Repeat Steps 3 through 11.

Certification Renewal Application
Appropriate Attachments