

GCIAOCP Organic System Plan Processing Flow Chart

Steps in the Certification Process

Step 1: Applicant requests Organic certification from GCIAOCP.



Step 2: Organic Office Staff screens applicant inquiry to assess eligibility and determine which scope is appropriate.

Fee estimate letter with relevant Organic System Plan and required forms are sent via email.

Renewal applications are sent by registered email and have a 30-day compliance deadline.



Step 3: Applicant completes appropriate application form and returns it with fees and required supporting documents.



Step 4: Organic Office Staff performs initial review of application and required documents to assess completeness. May issue “Incomplete OSP Notification”.



Step 5: Program Manager assigns Organic Inspector for on-site inspection.
The Organic Office Staff provides OSP to assigned inspector via Dropbox.



GCIAOCP Organic System Plan Processing Flow Chart (Continued)

Step 6: Inspector performs pre-inspection review of OSP and required documents.

Inspector performs on-site inspection and completes appropriate Organic Audit Report.

Inspector submits complete file to include Organic Audit Report, Trace Back and Mass Balance, and any additional documents obtained during the inspection to the GCIAOCP Organic Office.

Should the inspector require additional documents and/or information for clarity, the request is sent to the Organic Office Staff who will contact the applicant with the request.



Step 7: Organic Office Staff reviews complete file (Includes application, attachments and Organic Audit Report).

Organic Office Staff forwards the completed file to Reviewer.



Step 8: Certification Reviewer receives completed application and relevant documents.

The Certification Reviewer utilizes the “Certification Decision Checklist”, and if needed the Penalty Matrix, and forwards to the Organic Office Staff.

Should the Certification Reviewer require additional documents and/or information for clarity, the request is sent to the Organic Office Staff who will contact the applicant with the request.



Step 9: Organic Office Staff notifies applicant of Organic Certification status as determined by the Certification Reviewer and any conditions needing correction(s) per a Noncompliance or Area(s) of Concern letter sent by registered email.

OR

Organic Office Staff notifies applicant of Organic Certification approval by the Certification Reviewer.

Organic Certificate is issued and OID updated.

OR

Organic Office Staff notifies applicant if Organic Certification is denied by the Certification Reviewer by letter sent via registered email.

GCIAOCP Organic System Plan Processing Flow Chart (Continued)



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



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