



Information about organic agriculture certification services

Provided to:

 Name, Company Name
 “ ” _____ 20__

Package #__

General Information about organic agricultural certification services



Organization name: ECOGLOBE LLC

Legal Address: 18 M. Heratsi, apt.3

Operational Address: 80 Arami Street,

Phone number: +374 99 221295

E-mail: info@ecoglobe.com, fa@ecoglobe.com, ep@ecoglobe.com,

Manager's Name: Filip Ashikyan

Contacts:

Standard of "Green Caucasus":

"Standard on production, processing, labeling and marketing of products, produced with organic methods", further "Standard".

Certification areas: A – Plant products, including collection of wild plants;

B – Live or unprocessed livestock products, including beekeeping;

D – Processed agricultural products for the use as food

F - Seed and propagation material

Dear Mr. / Mrs. _____

Thank you for your interest in services offered by ECOGLOBE LLC.

The information provided further is aimed to show the implementation of certification process, basically the inspection/assessment of production process and certification.

The objective of inspection is conducting systematic, independent, impartial assessment of management system of production process aimed at identification of its compliance with Standard's requirements. In the process of control, the whole organic production process is being assessed.

1. Inspection visits include the following types of mandatory and called upon specific production circumstances of operator's activities.

- **Initial Assessment** is being processed right after providing application of certification before the contract signing with customer. During the initial assessment the compliance with Standard and organic management plan of the applicant is going to be assessed (see more in the attachment).
- **The in conversion period**

For operators, having organic plant production an in conversion period is foreseen with different duration, depending on the type of operation, and stipulated by Standard. The conversion period is following for further productions:

Two years before sowing- for annual and bi-annual crops;

36 month- for perennial crops before harvesting;

Developed by: ND Date: 26.07.07	Revised: DB, ND, EP, Z.N Date: 15.03.18	Approved: ZN Date: 15.03.18	Non-Confidential	Version 5	pages: 2 of 12
---------------------------------------	---	-----------------------------------	------------------	-----------	-------------------

Green Caucasus	Information of Certification	Code: GC/DM/IC-10.8
----------------	------------------------------	---------------------

0 – wild collection with evidence that no prohibited substances have been used for 3 years preceding collection;
for livestock in conversion period is relevant to the period of conversion of grazing areas.

- The beginning of the conversion period is, normally, considered the date of the first inspection, which needs to be conducted based on the dates established by this procedure. In cases when the date of first inspection is not suitable for any reasons, including climate, weather, season, etc, the assessment of the operator’s organic activities, the appropriate conditions and dates are developed and agreed with operator. Based on the individual situations the beginning of the conversion period can be considered also date of the contract or application.
The list of evidences and the conditions for retroactive recognition of conversion period are set up by the Green Caucasus standard, so it is transparent and provided to the operator. It is expected that the operator prepares and provides all necessary evidences throughout inspection and certification process.
- **Annual inspections** are being processed every year during conventional period and after issuing full organic certificate to Operator. According to standard the first organic certificate for annual or bi-annual crops has to be issued for the first crop sowed after two years, and for perennial first harvest after 36 months of successful application of the Standard requirements (see more in the attachment). For beekeeping organic certificate can be issued after full replacement of bee wax when it is required according to the Standard.
- **Surveillances and additional, including unannounced/non-planned** inspections are being processed in result of non-compliances and corrective actions. The unannounced audits (surveillances) are being processed during the year to check the Operator’s organic production or to highlight specific matters. The types of inspections and surveillances are discussed in the contract between operator and certifying body (see more in attachment).

Additional information about operator’s duties

- **Postponing or cancellation of the audit**

The inspections schedule has to be figured out and discussed between Operator and certification body. In case if Operator is requesting the cancellation, postponing or change the inspection schedule, he/she/it has to provide the motivation but not later than 30 days before requested term. Otherwise the certification body is allowed to charge a fee equal to price of one inspection to cover the administrative costs.

- **Premature cancellation of the inspection**

In case if ongoing inspection is prematurely cancelled at Operator’s insistence, it has to be covered with the cost of that audit, by Operator.

2. Certification: issuing, maintenance, prolongation, termination and withdrawal.

Based on positive results of inspection visits certifying body is deciding to issue an organic certificate to the Operator’s production, earlier determined in the application for certification, contract, as well as in organic management plan (see more in attachment).

The certificate is updated every year or can be prolonged based on positive yearly inspections.

Developed by: ND Date: 26.07.07	Revised: DB, ND, EP, Z.N Date: 15.03.18	Approved: ZN Date: 15.03.18	Non-Confidential	Version 5	pages: 3 of 12
---------------------------------------	---	-----------------------------------	------------------	-----------	-------------------

Green Caucasus	Information of Certification	Code: GC/DM/IC-10.8
----------------	------------------------------	---------------------

If non-compliances or violations of the Standard are found the certification body can decide to terminate or withdraw the Operator’s certificate.

3. Tariffs and prices for service, provided by certification body can be revised as a result of internal audits of the organization and economic situation, in general. Information about tariffs is open, published and accessible for all interested parties. It is provided mandatory to all applicants and operators.

4. Operators duties

Operator is responsible as minimum for the following:

- Compliance with standard rules and requirements.
- Providing free access for certification body responsible personnel and its accreditation body representatives to staff, all documentation (including financial documentation), objects and production sectors, which have direct or indirect relation to the organic production of Operator.
- Notification of the certification body about all changes in organic production system or any other activities, which can affect the certification process, including changes in the organic production management, ownership, type of production etc.
- In case of violation of the Standard following actions are going to be undertaken: immediate withdrawal of all references on organic certification, cancellation of usage and withdrawal of all labels, logos, certificates etc. connected with organic status of production of Operator and its products.
- Providing certification body with any information, which is related with certification and control systems, and can have significant impact on contract of certification between operator and certification body.

This information is offered to your attention and certification body is ready to discuss it with you. In case of your agreement with the service conditions you can fill in the application form and apply to the certification body (see more in attachment).

Confidentiality of all information about Operator obtained during the process of certification is provided and is regulated by the contract.

ECOGLOBE LLC General Director

Filip Ashikyan

Seal

“ __ “ _ 20_

Developed by: ND Date: 26.07.07	Revised: DB, ND, EP, Z.N Date: 15.03.18	Approved: ZN Date: 15.03.18	Non-Confidential	Version 5	pages: 4 of 12
---------------------------------------	---	-----------------------------------	------------------	-----------	-------------------

Green Caucasus	Information of Certification	Code: GC/DM/IC-10.8
----------------	------------------------------	---------------------

Attachments

Description of the certification system under the trade mark “Green Caucasus”



- “ECOGLOBE” LLC is private company, registered in the Republic of Armenia.
“CAUCASCERT” LLC is private company, registered in Georgia.

“ECOGLOBE” LLC and “CAUCASCERT” LLC are independent private companies, which jointly have developed a common certification and quality systems of organic agriculture and organic food production, as well as the “Standard on production, processing, labeling and marketing of products, produced with organic methods”. They agreed to use those systems when working with Clients.

Both companies have registered trade mark “Green Caucasus” and are using it for identification of systems of certification, quality and standard.

- “Standard on production, processing, labeling and marketing of products, produced with organic methods” Green Caucasus, which is offered to costumers/operators, is equivalent to the requirements of Regulations (EC) No. 834/2007 , No 889/2008, 1235/2008, Codex Alimentarius, IFOAM, and certification is corresponding to the international standards’ requirements, which gives the operators of both companies the possibility to sell their production as organic on different, including European Union, markets.

Each of the companies using “Green Caucasus” systems and “Green Caucasus” standard is independent in their activities with Operators and on organic products market. Certificates issued by the companies under “Green Caucasus” trade mark have independent juridical force.

- Certificates issued by ECOGLOBE and CAUCASCERT are recognized by competent bodies on European market of organic production- accreditation body DAKKs. Certified products are sold on market as labeled “organic”, “ecological”, “bio”, etc.
- ECOGLOBE and CAUCASCERT are included in official list of EU certification bodies for equivalence. The list is published in EC **official web site** http://ec.europa.eu/agriculture/ofis_public.
- Beside this ECOGLOBE LLC is accredited certifying agent of United States Department of Agriculture National Organic Program (USDA NOP) for USA organic market. ECOGLOBE clients certified according to USDA NOP requirements are allowed to sell their certified organic product also in Canada.
- ECOGLOBE and Caucascert are recognized by the Switzerland as organic certifiers.

You can get Standard under trade mark “Green Caucasus” from web sites of both companies:

www.ecoglobe.com

www.caucascert.ge

or ask for printed copy of standard.

Developed by: ND Date: 26.07.07	Revised: DB, ND, EP, Z.N Date: 15.03.18	Approved: ZN Date: 15.03.18	Non-Confidential	Version 5	pages: 5 of 12
---------------------------------------	---	-----------------------------------	------------------	-----------	-------------------

Green Caucasus	Information of Certification	Code: GC/DM/IC-10.8
-----------------------	-------------------------------------	----------------------------

Information about certified organizations, producers and certified products is being published and is provided by the request. You can ask your certificating body to provide with information or find it on company web site.

Developed by: ND Date: 26.07.07	Revised: DB, ND, EP, Z.N Date: 15.03.18	Approved: ZN Date: 15.03.18	Non-Confidential	Version 5	pages: 6 of 12
---------------------------------------	---	-----------------------------------	------------------	-----------	-------------------

Green Caucasus	Information of Certification	Code: GC/DM/IC-10.8
----------------	------------------------------	---------------------

Description of production

- Description of organic production is one of the main requirements of organic certification. To have the first inspection done, it is required to provide detailed description of production unit under certification, provide a detailed scheme of production or a map and attach it to application.
- Please fill the application, description of production in forms, provided by certification body and apply for certification service, by attaching the maps, schemes, legal documentation about registration of the company, documents on property/ ownership or rent of the certifying land and production part. Certification body can also request for additional information.
- After the positive results of documentation and application assessment a contract is being signed between operator and certification body and a date is being set for first inspection.

Developed by: ND Date: 26.07.07	Revised: DB, ND, EP, Z.N Date: 15.03.18	Approved: ZN Date: 15.03.18	Non-Confidential	Version 5	pages: 7 of 12
---------------------------------------	---	-----------------------------------	------------------	-----------	-------------------

Green Caucasus	Information of Certification	Code: GC/DM/IC-10.8
----------------	------------------------------	---------------------

Initial Inspection

- As a rule, the first inspection is scheduled during the first month after getting an application and documentation package.
- During the first inspection the description of production (Organic System Plan) and compliance with standard is being assessed. Assessment of all parts of production, storing, transportation, the staff knowledge of organic production rules, documentation and registration systems to guarantee the traceability of the production tracing is conducted during the initial inspection. The non-compliances which require further improvement are identified.

Further annual inspections

- All changes in system of certification should be provided to certification body well in advance, but not later than March 15th of current year.
- Organic production should be assessed at least once a year, to make sure the successive and uninterrupted compliance with the standard.
- If there are any changes in organic production unit, it is required to provide the updated form of Organic System Plan for preparation of next annual inspection.
- Additional to the annual scheduled inspections, there can be also non scheduled inspection visits without preliminary notification. Results of inspections are later being provided as a report to the certifying body. In the report are indicated non-compliances with the standard and corrective actions.
- Inspector, as an evidence of conducted inspection and agreement of operator with its results is leaving at the place of inspection a form of Exit Interview, signed by inspector and operator, or his authorized representative.

Developed by: ND Date: 26.07.07	Revised: DB, ND, EP, Z.N Date: 15.03.18	Approved: ZN Date: 15.03.18	Non-Confidential	Version 5	pages: 8 of 12
---------------------------------------	---	-----------------------------------	------------------	-----------	-------------------

Traceability: documentation and registrations

All data, which needs to be taken into account, should be documented and registered by organic production. This issue is going to be explained to you upon additional request, if needed.

These should include following information about production system under certification:

- For land applying for conversion, details of previous treatments over the last three years with agrochemicals, artificial fertilizers and materials not permitted by Standards, by field or crop area;
- What crops or Livestock were produced and from what land areas or paddocks each and every season, and what yields were produced;
- The source, type, composting treatments and rate of usage of organic materials and mineral products used for fertilization, by field or area’
- The source, type and usage of products used for pest and disease control;
- The origin, nature and quantities of all materials that have been brought into the unit (whether Organic or Non-Organic), including records of receiving inspection to verify the integrity of containers and packaging (CERTIFICATION BODY may require Units to retain signed statements that products contained no Genetically Modified Organisms or derivatives thereof);
- Details of products and quantities processed, including bath or lot numbers, sufficient to permit the ingredients of a product to be traced back through the processing system from the goods dispatched to the goods received;
- Where all certified Organic product was sold, including dates of delivery and volumes of what type of output was sold and the name of the purchaser or consignee;
- Records showing a periodic reconciliation of all purchased materials, own grown materials, materials sold and still in stock.
- For livestock farmers (and apiarists where applicable), a full stock reconciliation kept in the form of a register. This will provide details of all animals arriving at the Unit, their species, origin and date of arrival, Organic status, conversion period if any, identification mark and details of any past veterinary treatments. It will also provide details of all livestock leaving the Unit, their age, weight in case of slaughter, identification marks and destinations. All animals lost (for what ever reasons) shall also be recorded;
- For Livestock farmers’ records of the use of any veterinary medicinal product, including the:
 1. date of purchase;
 2. name and active ingredient of the product and the quantity purchased;
 3. supplier of the product;
 4. identity of the animals treated;
 5. number treated;
 6. the diagnosis;
 7. the dose rate;
 8. dates of treatment start and completion, and method of administration;
 9. total quantity of product used;
 10. length of the label or legal withdrawal period;
 11. earliest date of sale of the animal or it’s product

12. name of the person who administered the product.

- For livestock farmers' details of all feed, including the type, (including all purchased feedstuff and the constituent ingredients of that feed), periods of access to free range areas, the proportion of the constituents to the total feed on a dry matter basis and the source of the constituent parts;
- Financial records showing revenue derived from the sale of Organic produce, and all purchase invoices, which shall be reconciled against full trading and/or tax accounts;
- A record of all complaints received from customers or the public about the product or production system.

Records shall be comprehensive enough to demonstrate that the requirements of this Standard have been met, and shall be retained for a period of not less than five years. A short description (e.g. location of files, frequency of update) of the record keeping system is required.

Green Caucasus	Information of Certification	Code: GC/DM/IC-10.8
----------------	------------------------------	---------------------

Certification

- The results of inspection are being provided in form of the report. The copy of report is being provided to operator/customer by certification body.
- Based on report staff authorized for certification is making a decision about certification. A certificate is being issued to product, proofing the fact that it was produced in organic agricultural production.
- Organic certificate is showing volumes of production, the list of certified products and their quantity. Certificate is valid for 1 year.
- Certificate is being issued in 2 original copies, one of them is being kept by certification body, and another one is being given to Operator.
- If the result of assessment is negative the certificate can be terminated or withdrawn.
- Certification body is using sanctions system (catalog of sanctions is being published) in relations with distributor, depending on violations of the requirements standard and/or contract provisions between operator and certification body.

Developed by: ND Date: 26.07.07	Revised: DB, ND, EP, Z.N Date: 15.03.18	Approved: ZN Date: 15.03.18	Non-Confidential	Version 5	pages: 11 of 12
---------------------------------------	---	-----------------------------------	------------------	-----------	--------------------

Green Caucasus	Information of Certification	Code: GC/DM/IC-10.8
----------------	------------------------------	---------------------

Labeling, trade mark

- Certification body is taking controlling over the using of trade marks, logos, references on organic certification and organic labeling.
- When organic certificate is issued the operator is getting right to use the name of certification body, trade mark of “Green Caucasus”, as well as references saying that product was produced in organic production unit, labeling words as “organic”, “ecological”, “biological”. Labeling of multi ingredient products is being regulated by rules set by standard and requires authorization of certification body.
- Certification body is taking control after using of references about organic production, trade marks and names of certification body, corresponding labels, advertisements, printing publications, related to scope of certification and certified production.
- Before producing/publishing labels, printing publications etc., operator has to officially in written agree with certification body their use. For official authorization please apply to the certification body.
- The EU organic logo (green leaf) may be also used on labels of products certified by ECOGLOBE LLC and Caucascert Ltd with consideration of requirements of EC Regulations 834/2007 and 889/2008. For official instructions please apply to your certification body to get the manual on how to use EU organic logo or find it on the certification body web-site. It is strictly forbidden to use EU organic logo based on operator’s or any other party free interpretation. Such unauthorized use may be the basis for sanctions issued by the CB or EU.

Developed by: ND Date: 26.07.07	Revised: DB, ND, EP, Z.N Date: 15.03.18	Approved: ZN Date: 15.03.18	Non-Confidential	Version 5	pages: 12 of 12
---------------------------------------	---	-----------------------------------	------------------	-----------	--------------------