

# Company Description

**bio.inspecta number:**

## 1 Company details

### 1.1 Registered (head office) address (according to the Commercial Register)

Companies without an entry in the commercial register indicate their official business address.

### 1.2 Addresses of production sites (if different from the address above)

See Annex       not relevant

Please indicate amongst others:

- Which products/groups are manufactured where?
- Which activities take place where?

**1.3 Addresses of warehouses (if different from above)**

See Annex       not relevant

Please indicate amongst others:

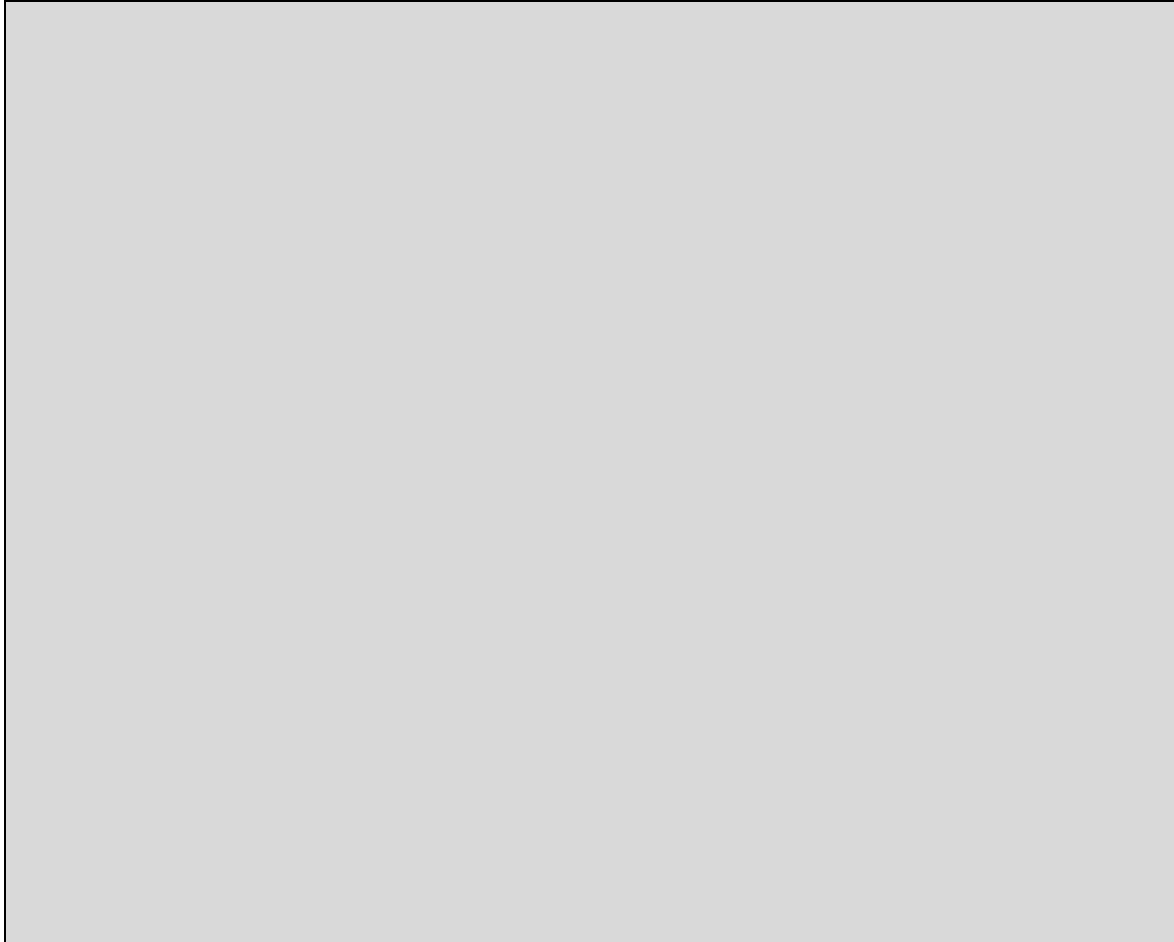
- Locations (address) where products/product groups are stored
- Indicate if warehouses are internal or external

**1.4 Specification of any further addresses**

See Annex       not relevant

### **1.5 Brief description of the entire company**

See Annex



Please indicate amongst others:

- Legal form
- Product range (general description, indicating organic/label quality)
- Range of services
- Number of employees
- Total turnover of the company
- Most important customers (organic/label products)
- Other important information

You might use a description that was created for another program, e.g. for a GFSI standard. Important: the above points must be described.

**1.6 Further information from companies that process/market/store/handle/import organic products**

See Annex

The following points shall be described:

- Indicate the percentage of organic products in relation to the total of all marketed products
- If you transport or order organic products indicate how you ensure that organic products are not mixed with other products/qualities or contaminated with illegal substances during transport?

**1.7 If the processing does not take place at least once a month**

Indicate in which period the processing of organic products is done (e.g.: seasonal September - December):

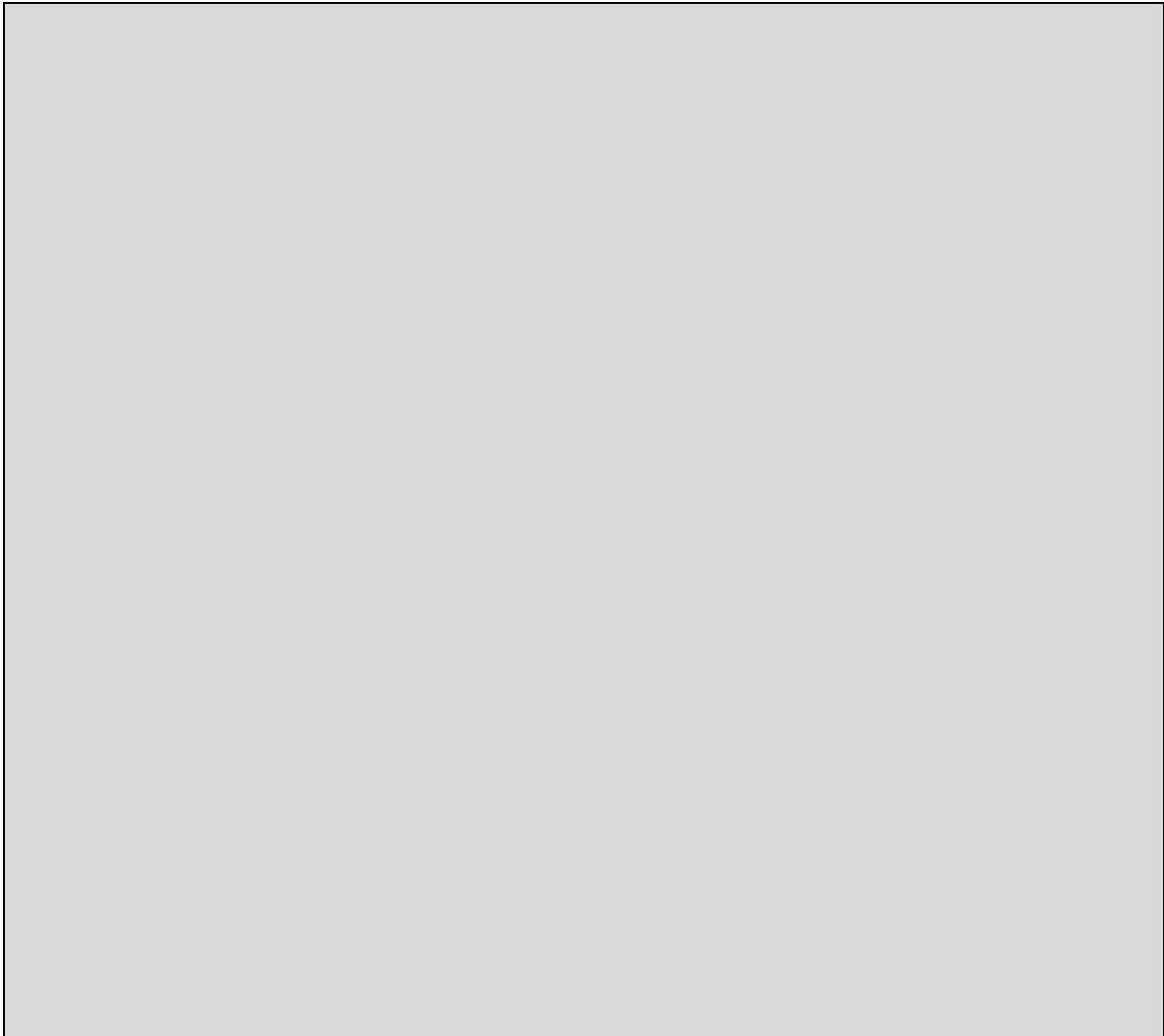
not relevant

If the processing of organic products does not take place at least once a month, please inform bio.inspecta at which date it will take place at least 5 working days before per e-mail ([service@bio-inspecta.ch](mailto:service@bio-inspecta.ch)), except for companies that process only organic products. (*Requirement from the General Instruction of the FOAG to the Certification Bodies of January 2015*)

This company prepares only organic products, which is why the information is omitted.

## **1.8 Organisational chart**

See Annex



The following points need to be visible in the organisational chart:

- Name and function of the contact person/label manager
- Position of the person responsible for the label

**1.9 Information on the import of organic products**

See Annex       not relevant

Please indicate amongst others:

- Origin of imported organic products or organic raw materials
- General description of the documentation on the transport from the exporting establishment in the third country to the first consignee; and from the first consignee to the consignees of the goods. (Information required by Bio-Regulation, Annex 1, Title 5, Letter 5.3)

Information: For imports into Switzerland of organic products from outside the EU ("third countries"), the importer's certification body is also listed as a "border inspection post" in the IT system "TRACES.NT".

**1.10 Information on the export of organic products**

See Annex       not relevant

Please indicate amongst others:

- The countries into which organic products are exported.

## **2 Information on preparation and storage**

### **2.1 Processing on a contract basis, storage on a contract basis**

2.1.1 Products that your company processes or has stored on a contract basis:

- See Annex       not relevant

Please indicate amongst others:

- Address of the processing company or warehouse (including details of the certification body)
- Type of preparation (description of processes)
- Quality (e.g. organic, Bio Suisse, mountain and alp, Suisse Garantie, ...)

2.1.2 Products your company produces or stores for other companies on a contract basis

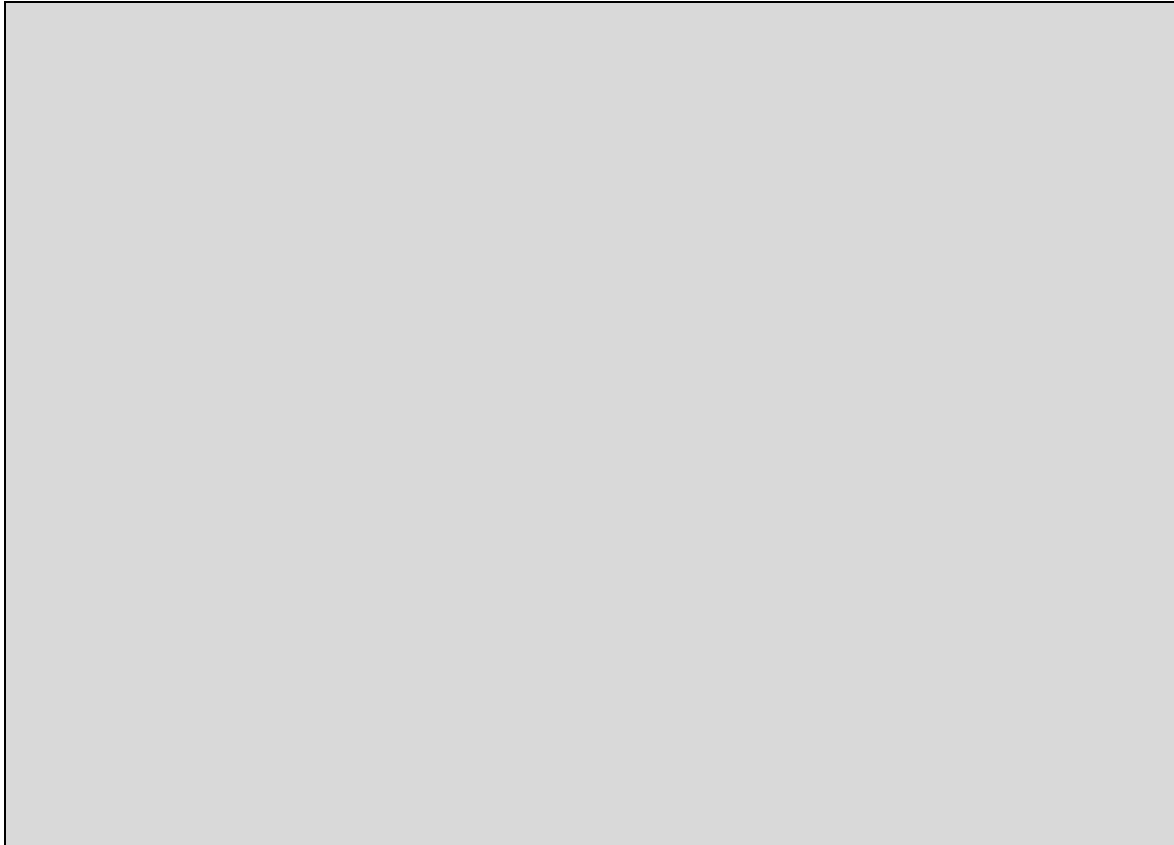
- See Annex       not relevant

Please indicate amongst others:

- Address of the client
- Type of preparation (description of processes)
- Quality (e. g. organic, Bio Suisse, mountain and alp, Suisse Garantie, ...)

**2.2 Description of the facilities (only needs to be filled if your company processes organic product)**

See Annex       not relevant



Please describe amongst others:

- Installations used for reception, processing, packaging, labelling and storage of organic/labelled products (required by Ordinance SR 910.18 on Organic Farming, Annex 1, Title 1, point 1.1, paragraph 1, letter A; and Title 4).

The systems can also be divided into categories or groups and thus described in principle, e.g. "Pasteurisation system", "Continuous baking oven", "Baking line", "Baktofuge", "Packing line".

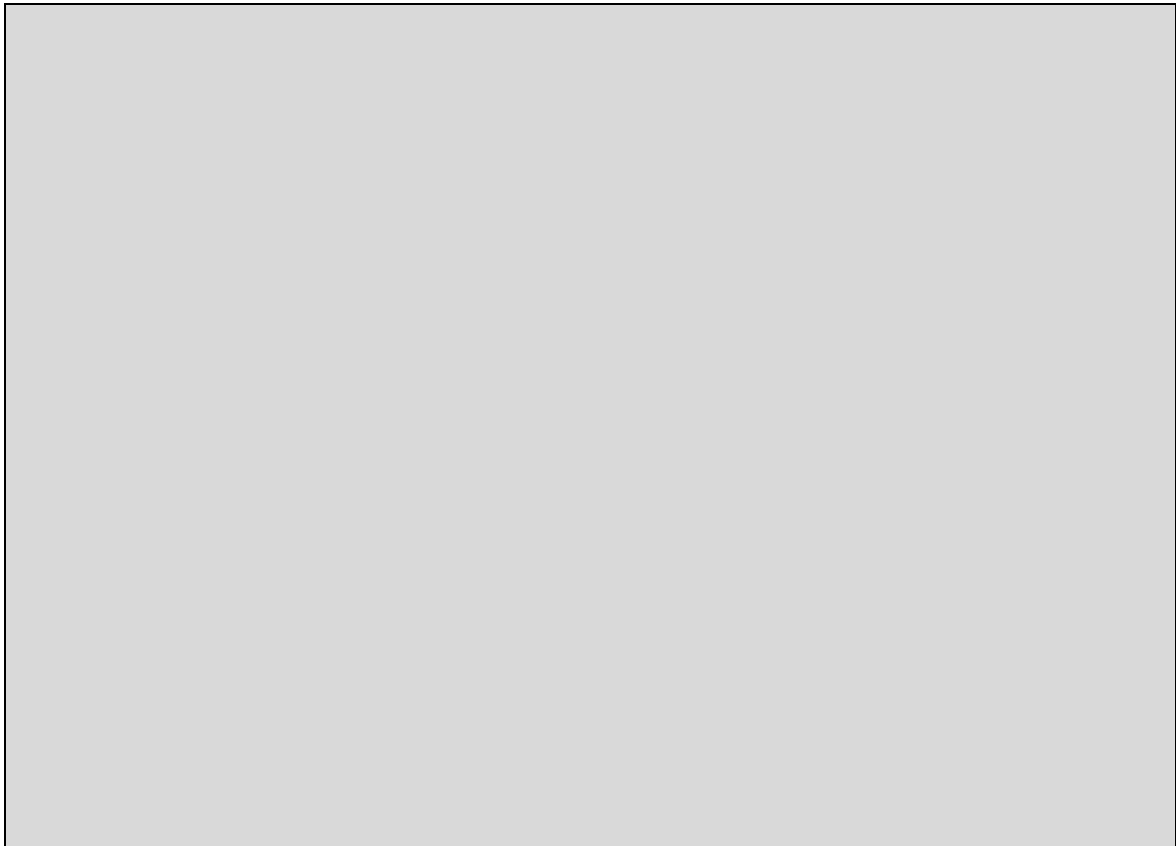
You might use a description created for another program, (e.g. GFSI standard). Important: The above points must be described.



## **2.3 Processing**

### 2.3.1 For companies processing

- See Annex       not relevant



Please describe amongst others:

- What measures are taken to separate different qualities during processing
- Provide a risk analysis: (required by the organic regulation SR 910.18, Annex 1, Title 1, point 1.1, paragraph 1)

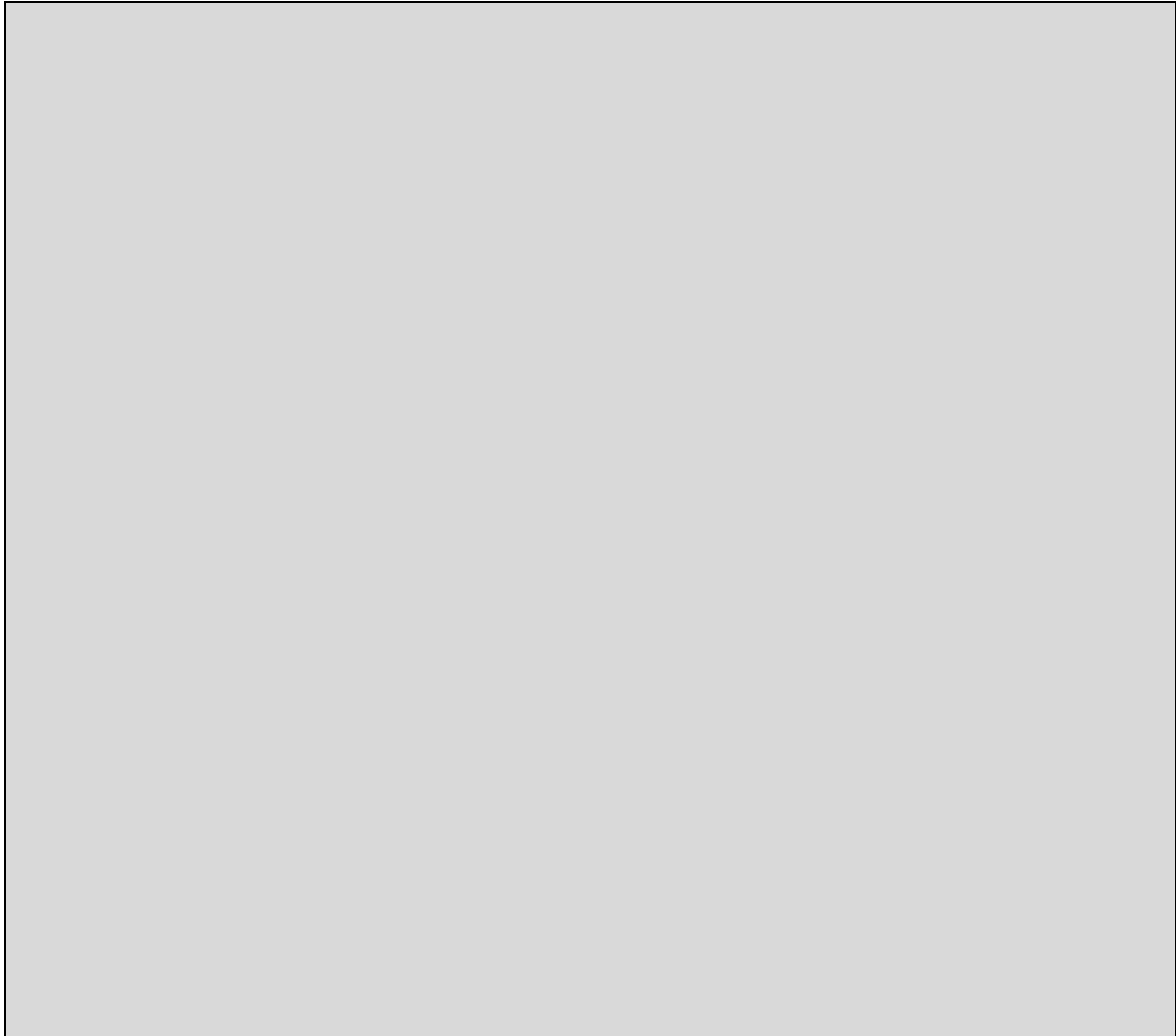
Processing shall be assessed based on the following risks and the risks have to be managed during operation:

- Risk of mixing with other quality products
- Risk of contamination with illicit substances
- Risk of unauthorised use of procedures

In the [inspectanet](#) you can find a template for risk analysis which you might use. The template can be found in Inspectanet under: Checklist control preparation => farm survey form and risk analysis.

2.3.2 Pest management

See Annex       not relevant



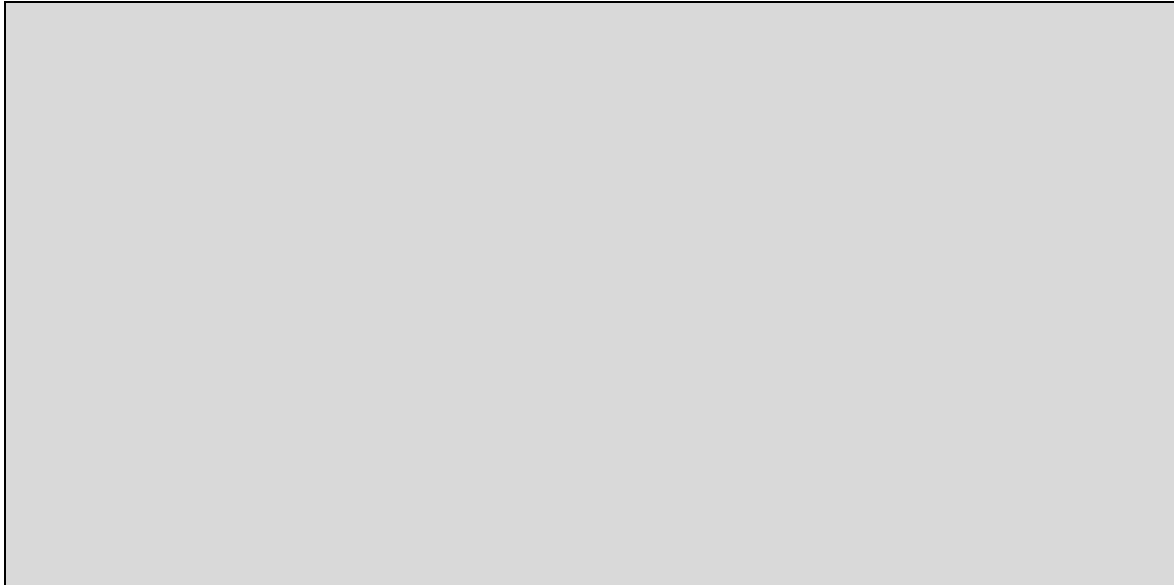
The following points shall be described amongst others:

- Organisation of pest management in processing and storage
- Is there a monitoring contract with a pest management company?
- If yes, with which company?
- If no, do you have a concept for pest control? What pest control agents are used and how?

Remark: Companies processing organic products with the BioSuisse label must meet the requirements of the "Pest Control Checklist for New Licensees". The checklist can be found under [www.bio-suisse.ch](http://www.bio-suisse.ch) => "Verarbeitung und Händler" => Schädlingsbekämpfung => Checkliste Schädlingskontrolle für neue Lizenznehmer DOC 286 KB (please note that this form is not available in English)

**2.4 Additives, processing aids, cultures of microorganisms, enzymes:**

See Annex       not relevant



The following points shall be described amongst others:

- Listing of additives, processing aids (e.g. release agents), preparations from microorganisms and enzymes used in or during the processing of certified products, broken down into categories according to organic/label (e.g. organic/BioSuisse: E 300 ascorbic acid; E 270 lactic acid; organic/SGA: E 330 citric acid)

Place, date:

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Signature