



AGRO ORGANIC CONTROL LTD.

CERTIFICATION RULES

INF 7.1 VERSION 4/19.02.2022

LOGIN:

AGRO ORGANIC CONTROL is a company operating in the city of Yambol for the certification of organic products and foods under the schemes A "manufacturer", B "processor" and C "trade / distribution". Certification schemes are part of the regulatory requirements for organic products and approved foods at European level. Complying with the requirements of Regulation (EC) № 834/2007 and implementing rules in Regulation (EC) № 889/2008, BUS EN ISO 17065 rules, EA (Managing Agency), IAF (International Accreditation Forum) and ILAC (International Laboratory Accreditation Association) documents , applied according to their manuals and instructions.

Contact information with CCB AGRO ORGANIC CONTROL

The office of the certification and control body is located at:

City of Yambol, PK 8600

“Georgi S. Rakovski” Street, № 24, K:1, D:2

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Abbreviations used in this document:

Certification and Control Body (CCB)

Organic Product Producer (OPP)

CERTIFICATION AND CONTROL APPLICATION

All organic product and food producers, processors and traders who want to participate in the control system of AGRO ORGANIC CONTROL for the certification and control of organic products in the fields of production, processing and trade are required to apply for certification.

It is necessary to know the conditions under which the certification process of organic products is carried out.

The following are required for this purpose:

- Reading the information published on the official website of the certification and control body;
- To learn about the current legislation in the field of organic production;
- Sending a written request to the certification and control body;
- Reaching the certification and control body employee by phone;

The certification and control body answers every question as soon as possible and may contact you and invite you to a meeting in the office.

Submission of an application for certification of an organic product; It is done on site at the certification and control body office or by mail to the above contact information. The application is signed by the applicant(s) or a person authorized by power of attorney for this purpose.

The application follows the approved form of the management system and is published on the website of the certification and control body. Along with the application, the technical report for the relevant activity, which includes the declaration within the scope of Article 39 of Regulation 848/2018, must be filled. The application and technical report must be signed by the applicant(s) or an authorized person for this purpose. The whitepaper and its subsequent updates are first signed by the Certification Manager. At the discretion of the certification manager, additional documents may be requested regarding the nature of the applicant's activities.

POST APPLICATION STAGE

The certification and control body reviews the lack of information, the possibility of fulfilling the application for certification and attached documents.

The certification and control body performs the following actions:

- ✓ Upon completion of the information and data, the certification and control body informs in writing about the next stage of the process and the amounts to be paid. Upon price confirmation, a draft contract for inspection and certification is sent to the Organic Producer and, once the contract is signed, must be returned to the certification and control body office;
- ✓ In case of deficiencies or uncertainties in the documents, the certification and control body will provide written information. This information; Contains detailed instructions for deadlines and information/documents to be submitted again/attachment;
- ✓ CCB AGRO ORGANIC CONTROL refuses to perform the certification or the continuity of the certificate in the following cases:
 - CCB AGRO ORGANIC CONTROL's failure to perform the activities specified in the program, including activities in terms of deadlines;
 - The applicant (OPP) does not accept the requirements of the applied certificate program;
 - There is evidence that the product and/or the applicant does not meet the requirements set out in the requested plan;

- For the certification of the same product or product group, another certification body, etc. having applied.

CHANGES TO THE APPLICATION

Until a contract is signed, the Organic product producer can modify the application and a new application is submitted, highlighting new or changed information (e.g. locations, similar products included in the control system, etc.) The application is made no later than 6 (six) months before the end of the certificate.

SIGNING THE AGREEMENT

If it is possible to carry out the certification process of the products in question, CCB AGRO ORGANIC CONTROL sends a draft contract for inspection and certification in duplicate. The contract is prepared in accordance with the current legislation in the country, the articles of the BUS EN ISO / IEC 17065 standard and the applied certification scheme. In accordance with the provisions of the contract, it is signed by the operator and sent back to the office of the certification and control body. The validity of the contract is subject to the duration of the company accreditation certificate specified in the Permit №.....

After the expiry of the period specified in the previous paragraph, it is deemed to be extended for one year if neither party has given written registered notice of termination of the contract.

AUDIT

On-site inspections at the applicant/operator are carried out to verify compliance with the requirements of Regulation (EU) № 848/2018, authorized regulations and regulations regarding its implementation.

After signing a contract and paying the amount due, CCB AGRO ORGANIC CONTROL informs about the upcoming inspection by sending a plan, inspection period and inspector/team and other necessary documents. Organic product producer may object in writing to the participation of an inspector/team (in terms of competence, independence, impartiality, etc.). The appeal needs to be verified. In this case, the procedure is repeated for the selection and coordination of a team.

The duration of the inspection is different and depends on the structure of the unit, access to it, initial inspection or inspection, preparation of the applicant, etc. it depends.

During the physical inspection, all necessary assistance must be provided to the inspector to verify that the conditions specified in the application and other documents are in place:

- Provide the auditor / team with documents and records related to the certification scheme A production, B processing, C trade for which you are certified;
- Provide access to fields and facilities, structures, buildings, processing, storage and transport facilities and vehicles;
- Provide conditions for sampling (mandatory in case of whistleblower assessments, random audits or suspected violations);

The operator's onsite audit will conclude with a final meeting where the inspector/team will notify the applicant of the results of the assessment, including any non-conformities found. In case of disagreement, Organic product producer is notified at the end of the on-site inspection. Permission is required to take action to eliminate non-compliance with non-compliance with legal requirements for products and certification programs.

CCB AGRO ORGANIC CONTROL provides an audit report with information on the production process and the application of applicable requirements for organic products, and a proposal on the decision to be taken regarding certification.

Evidence submitted about the actions to be taken is evaluated by CCB AGRO ORGANIC CONTROL and a proposal is prepared for granting/rejecting certification within 15 days of its submission to CCB AGRO ORGANIC CONTROL. If Organic product producer refuses or becomes impossible to take action to resolve the discrepancies, the certification process is terminated.

CERTIFICATION

CCB AGRO ORGANIC CONTROL provides certification upon fulfillment of the following conditions:

- Contract signed for inspection and certification;
- Positive report and opinion on the implementation of certification requirements;
- The decision to issue a certificate;
- Payment of all financial obligations.

A successful inspection results in a certificate. The certificate document is made within 6 (six) months after the audit, which must be done at least once a year. The deadline may be extended if: a large number of inconsistencies and the need for technological time to eliminate them, a written request from the customer to extend

the time period to carry out corrective actions by production process, product type, etc.

Organic product producer receives a certificate issued in accordance with Article 5 of Regulation (EU) No 848/2018 and a certificate letter issued by CCB AGRO ORGANIC CONTROL and clearly stating the products / fields / animals included in the control system and the validity of the certificate.

OBLIGATIONS of the OPP

- Each certified operator is obliged to:
- Notifying CCB AGRO ORGANIC CONTROL of any change in the production system that may cause the revision of the certificate of conformity, within 7 days from the date of occurrence;
- Notifying CCB AGRO ORGANIC CONTROL of any changes in the conditions specified in the technical report within 7 days from the date of their occurrence;
- To provide annual production plan for each organic product annually until October 1st. In case of a change, the program is sent to CCB AGRO ORGANIC CONTROL within 7 days after the change;
- To fulfill the rules and requirements in organic production;
- To use certification documents for products included in the control system for commercial purposes only

Does not use certificate documents in the following cases:

- ~ Except for the products that are not included in the control system of CCB AGRO ORGANIC CONTROL and the purposes for which they are given;
- ~ In a way that misleads / deceives the intermediate buyer or end user of the product;
- ~ In order to discredit CCB AGRO ORGANIC CONTROL.

ORGANIC PRODUCT PRODUCER CERTIFICATE CONTROL

CCB AGRO ORGANIC CONTROL performs scheduled and unscheduled inspections to ensure that the OPP complies with the requirements. The control ensures that the products and the operator continue to comply with the requirements of the program and the main documents for which they are certified. The control audit is carried out every calendar year from the validity of the certificates of all operators, according to the approved annual audit program.

In the preparation of the program, annual organic production plans, which will be submitted by the operators until 1 October of each calendar year and within 7 days in case of any change, will be taken into account.

Unscheduled inspections are performed when information is received about significant changes in the product(s) or manufacturing process and/or when notices or complaints are received.

CCB AGRO ORGANIC CONTROL carries out additional audits annually on at least 10% of operators for whom a control and certification contract has been signed based on a risk analysis procedure.

The above-mentioned audits performed by CCB AGRO ORGANIC CONTROL may be pre-announced audits or unannounced audits.

Upon the product's compliance with the certification scheme and the requirements of the standard, CCB AGRO ORGANIC CONTROL maintains the validity of the certificate.

In case of nonconformities, OPP is obliged to correct them within the periods specified in the Certification Procedure and the Nonconformities and Violations Procedure. During the implementation of corrective actions and subsequent closure by CCB AGRO ORGANIC CONTROL, the operator is not entitled to sell the product as certified.

CCB AGRO ORGANIC CONTROL takes action to temporarily suspend and/or limit certification for a particular product if the operator fails to rectify any inconsistencies found during the inspection within the specified time. Provided that the nonconformities detected during the inspections are not corrected within the specified time, the operator shall take action to temporarily suspend and/or limit the certificate for a particular product in accordance with the CCB AGRO ORGANIC CONTROL Nonconformities and Violations Procedure and the Precautions and Nonconformities List.

In case of repeated material violations and inconsistencies in the scheme and main documents, the issued certificate is revoked and the contract with the operator is terminated.

CHANGES AFTER CERTIFICATION

An operator's certificate may change for the following reasons:

- ❖ Changes to the certification scheme in connection with the introduction of new and revised requirements in the field of organic production:
 - The responsibility of CCB AGRO ORGANIC CONTROL is to inform the certificate holders in writing about the effective date of the changes and/or indicate the need for a new audit, in case of changes in the conditions regarding the products and certification schemes. In this case, the operator must declare in writing that he is ready to accept the changes within 1 (one) month after receiving the recommendations. CCB AGRO ORGANIC CONTROL conducts a new review and/or issues (reissues) the certificate.

❖ Changes initiated by the operator:

- Products, fields, etc. In case there is a desire to limit the temporary exclusion of the certificate provided in relation to the certificate or to refuse the control services of CCB AGRO ORGANIC CONTROL, OPP must notify within 15 (fifteen) days after the change has occurred. CCB AGRO ORGANIC CONTROL will take the necessary precautions for implementation.
- If the operator wishes to extend the scope of the issued certificate, he must submit a new certificate application specifying the new information, as specified in the "Amendments to the Application" section.

TERMINATION OF CERTIFICATE

Each OPP may, at its discretion, terminate certification in accordance with the terms of the contract and these rules.

CCB AGRO ORGANIC CONTROL terminates certification in the following cases:

- Changing the client's activity;
- The expiry of the certificate provided and the customer has no desire to renew the certificate;
- Written request from the customer to reject the certificate.

Depending on the reasons, the termination period is taken into account from the date of the decision or the expiry of the issued document.

LIMITATION OF CERTIFICATION

Each OU may, at its discretion, limit the certificate issued to it in accordance with the terms of the contract and these rules.

CCB AGRO ORGANIC CONTROL limits the scope of the certificate provided in the following cases:

- Objective evidence of non-compliance with certification requirements during an inspection or in relation to a particular product, the absence of one or more actions and effective corrective actions for the entire farm / field, plant or individual production lines. The decision to limit certification is taken on the basis of examination of the audit documentation and an opinion drawn up by the chief inspector;
- There is a written request from OPP;

CCB AGRO ORGANIC CONTROL reissues and provides documentation for OPP's certification with changes made.

TEMPORARY SUSPENSION OF CERTIFICATE

Each OPP, at its discretion, may suspend the validity of the certificate issued to it in accordance with the terms of the contract and these rules.

CCB AGRO ORGANIC CONTROL temporarily suspends certification for a limited period in the following cases:

- Non-conformities that occur during the audit or otherwise with certification requirements and uncorrected corrective actions or corrective actions that require a longer qualifying period;
- Improper use of the certificate or other violations of CCB AGRO ORGANIC CONTROL's certificate schemes and procedures;
- There is a written request from the customer.

The decision to suspend certification is taken upon the proposal of the chief inspector or another authorized person. Temporary suspension of certification is made by a motivated decision of the Certification Manager in accordance with Procedure QP 7.1-1 Non-conformances and violations. The decision also specifies the actions necessary to end the suspension and reinstate the certificate in accordance with the requirements of the certification scheme. Reinstatement of the certificate is carried out after the written application made by OPP within the temporary suspension period. If, during the on-site inspection, non-compliance with the certification requirements is found again, or if the operator does not declare that it wishes to withdraw the suspended certificate, measures are taken to revoke it. The decision to reinstate the certificate is made by the Certification Manager and notified in writing to the operators.

WITHDRAWAL OF CERTIFICATE

Each OPP may, at its own discretion, terminate its certificate in accordance with the terms of the contract and these rules.

CCB AGRO ORGANIC CONTROL revokes the certificate in the following cases:

- The existence of significant or recurring non-conformances with the certification requirements identified during the audit;
- Impossibility of meeting the new requirements in case of changes in the certification scheme;
- The existence of unresolved inconsistencies after the temporary certificate suspension period has expired;
- No declared desire to revoke the temporarily suspended certificate;
- Non-fulfillment of contractual obligations for control and certification, including non-payment of financial obligations;
- Incorrect and misleading use of the certificate.

Upon termination, restriction, suspension and revocation of the certification, OPP must stop the use and reference of the certificate in accordance with the period specified in the notification letters and return the issued certificate documents to the CCB AGRO ORGANIC CONTROL office.

COMPLAINTS AND OBJECTIONS

These rules refer to situations where there is disagreement and/or dissatisfaction with the decisions and/or actions of CCB AGRO ORGANIC CONTROL or its certified operators.

In case of non-compliance with certification decisions, operators may appeal to CCB AGRO ORGANIC CONTROL office within 15 (fifteen) days from the receipt of the objectionable notification by a registered letter with return receipt stating that it has been received.

Against the decision to limit, suspend or revoke the certificate, the operator may file an appeal considered in accordance with the Complaints and Appeals Review Procedure -QP 7.13.

The Appeals Committee works to evaluate the objections of CCB AGRO ORGANIC CONTROL. The Objection Committee takes a decision within one month from the date on which the objection is received, except for the cases where the procedures regarding the examinations are necessary. In such cases, the decision must be taken within one month of the examination, not exceeding three months from the date of receipt of the objection.

Objections can be made in the following cases:

- ❖ Decisions to refuse to issue or revoke a certificate, refuse to review an application, or terminate the certification procedure;
- ❖ Rejection or revocation of the certificate.
- ❖ Complaints can be made about the following:
 - ❖ Action or inaction of CCB AGRO ORGANIC CONTROL auditors or subcontractors;
 - ❖ Failure to meet deadlines for certification;
 - ❖ Non-compliance with the terms of the contract;
 - ❖ Negative opinions and views of a third party regarding the presented certificate.

CCB AGRO ORGANIC CONTROL guarantees the protection of personal data and the identity of the complainant. In exceptional circumstances where disclosing the identity of the complainant is relevant to fully clarifying the case and making the right decision on the complaint, the complainant's identity may be disclosed.

CCB AGRO ORGANIC CONTROL formally notifies the complainant/objectionist about the conclusion of the complaint / objection examination and the completion of the process related to the examination of the complaint / objection.

END

In case of dispute, the leading version is the Bulgarian version.