

# CSI Organic Application, Review and Certification Process For Recertifications

Notices are sent out by mail to processors at least two months in advance of the last inspection anniversary date  
 Producer recertification notices are sent out in early spring of each year  
 Previous year's field/livestock/product list, recert quote and input list sent with notice

Internet access

No internet access

Notice instructs applicant to download appropriate recert forms and documents from CSI website

Recert forms are mailed to the operator

Recert system plan not received

Recert system plan received

Processors who do not submit recertification documents in advance of their last inspection date anniversary are given one reminder

Producers who do not submit recertification forms by the deadline in the notice are given one reminder

System plan not received

System plan received

Operator receives a notice of proposed suspension; two weeks given to submit documentation

Office Assistant enters applicant information into organic database, scans system plan and posts it on the database; enters fields and/or products requested for certification; Compliance Evaluator selects inspector for inspection based on inspector qualifications, geographic location and availability; notifies applicant of inspector selected; Office Assistant notifies Organic System Plan Reviewer that a system plan is ready for review

If the applicant refuses the inspector selected, the Compliance Evaluator selects another inspector

System plan received

Organic System Plan Reviewer reviews system plan for completeness and compliance with the relevant scheme

A review is conducted of all inputs submitted for use with recertification application

System plan review notes sent to operator requesting missing information, input labels, maps, etc.

If not complete

Inspector sets date in consultation with operator and prints off appropriate forms from CSI database for inspection

Inspector conducts inspection according to scope of application using CSI Inspection Checklist Report and Reference List of Potential Non-Compliances

Inspector enters report and potential issues of non-compliance into CSI database, and sends time sheet, signed forms and other information to CSI Ottawa by fax or scan/email within 7 days of inspection

Compliance Evaluator notified of report review request  
 Review started within 15 working days of receipt of report  
**Report review conducted and recorded in database**

Additional review committee members engaged if merited

If no response is received to the notice of proposed suspension, certification is suspended

If no response is received to the suspension in the 30 day period given, the operation's certification is cancelled

Potential issues of non-compliance reviewed by Compliance Evaluator; decision made to accept, reject or issue other non-compliances; NCs sent to applicant by the Compliance Evaluator with a letter

Yes

Any issues of non-compliance?

Accreditor notified of all major non-compliance issues

No

Appropriate response received in specified time period?

Yes

Certification review form and risk assessment saved to operator folder created in common drive  
 Inputs approved or prohibited listed in operator's file in database  
 Certification status updated in the database  
 Office Assistant notified by email of completed file  
**File reviewed by Certification Director, certification decision is made, appropriate forms/letters signed**

No

Compliance Evaluator initiates procedures for proposed suspension, suspension and cancellation of certification if applicable (as per CSI ORG-QSP 10.1.0)

Agreement signed by Executive Director  
 Certificate, Certification Letter, copy of inspection report, copy of signed agreement, and list of inputs sent to client;  
 If certification is denied, a letter is sent to the applicant