

Demeter On-Farm and Outwork Processing Template and Annual Report

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Check list only - do not write on this sheet - type on separate paper.

Any **on farm or outwork processing** should be fully documented each year using this form. This form extends questions in section 2.9 of the *Management Plan* template. It has more detail of information needed about processing.

What is outwork processing?

If your produce goes out for processing, certification lapses unless your systems are approved. E.g. grains sometimes go out for cleaning prior to on-farm milling. The whole process involved must be approved or certification is lost. Approval normally requires at least:

- Full written description of systems and procedures
- Annual report of activity
- Satisfactory written agreement with the processor
- Supplementary inspection of the out-work premises.

Procedure for this report:

Please use the check list below to organise your report. Supply details typed on **separate** sheets.

(Statements of principles to follow for certified processing are available from the Association's office. You will need to be familiar with them.)

You may find it convenient to divide your report into two **parts**:

1. Description of the system you use. Typed. This could be attached to the *Management Plan*, if it is likely to remain the same in future years.
2. Return - details of actual processing - done this year. (This part only is acceptable hand written and could be attached to your *Annual Report*)

Report

List product(s) and describe them where necessary.

Demeter International Processing Standards

Sections below refer to Part A of the Demeter International Processing Standards. You should also check carefully that your procedures are compliant with the additional requirements in Part B for the particular products you are producing.

Legal requirements

- What Health Authority, resource consents or MAF etc approvals are required?
- What approvals have been gained?
- Give licence or certificate numbers or dates.
- Are they up to date?

Building(s) and location

- Describe buildings
- Is there any possibility of adverse effects from neighbours?
- Supply location map of on-farm processing buildings - refer to *Farm Profile*, s2.1
- Supply plans of on-farm processing buildings - refer to *Farm Profile*, s2.2
- Supply sketches of processing setup where appropriate
- Is there cleaning of buildings and pest compliant with Processing Standards, Part A, section 8?

Ingredients/Recipes

- Give a complete list of ingredients, their certification and the relative weights used.
- Are any additives not in the permitted list, processing standards, part A, s5.3? If yes give details.
- State origin of brought-in ingredients.

- Provide documentary proof for certification status of any claimed to be Demeter or other certified. (Copy details from labels and consignment notes - do not enter from memory.) Provide evidence of diligence in seeking certified ingredients if you wish to use uncertified because certified are "not available".
- Provide management/cleanliness statements for other ingredients to show how they were produced and that they are uncontaminated. Pay especial attention to assuring there are no unnecessary additives (e.g. free flow promoting additives in salt) and no possibility of GE organisms (e.g. GE rennet, yeast) or their products (e.g. oil from GE plants) being present. Are the ingredients fresh (how fresh) or processed? Give details.
- Describe water quality and source. Provide test results if available.
- State inputs and outputs for the period.

Transport

- Describe transport used for raw materials and product.
- State how integrity of certified produce is maintained during transport - detail vehicle cleaning, handling method and prevention of cross contamination (by non Demeter produce), where relevant.

Processing methods and machinery

- Describe the process. (Include machinery types)
- What temperatures are used (or caused to arise)?
- State why you think it is a suitable process, for Demeter quality produce.
- How is machinery cleaned before processing Demeter produce?
- What cleaning agents are used for the machinery, and for the building?
- Is any non-Demeter processing carried out?
- How are machines and equipment cleaned afterwards?
- How is cross contamination (mixing of Demeter with non-Demeter produce avoided)
- Does the process avoid procedures listed in the Processing Standards, part A s5.1.2
- Are any processing aids not in the permitted list, Processing Standards, part A, s5.3

Storage

- What is the storage system?
- How is the storage made vermin and bug proof?
- What control is used for insects, fungi or rodents?
- How are materials moved to and from storage?
- How are goods in storage labelled?

Packaging

- Where is packaging done?
- How do the products get there?
- What are the packaging materials? State exact types e.g. polyethylene bags, not plastic bags.
- Are packaging materials compliant with Processing Standards, part A, s6?
- Supply copies of labels
- Is a "use by" date included?

Distribution

- How is the product sold, and how does it reach the point of sale?
- State amounts sent out and received back, with dates e.g 3 tonnes barley sent to pearler on 30.6., 2.6 tonnes received back on 21.7.

Personnel and Contracts

- State name, address telephone number of any outwork processor used, and name of responsible person.
- Describe contractual arrangements with out-work processors or attach a copy. How do these arrangements prevent processors from changing details of systems you describe to us?