

JONA Certification Program 2016

This program is open to the public in principle and kept by JONA members, inspectors, Certification Committee members and Standard Committee members.

Japan Organic and Natural Foods Association

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Preface

JONA, active basically in Japan, but wherever it is needed in the world, is a nonprofit organization which is aimed at preventing and sustaining the ecosystem as a whole including natural environment and the living condition of people.

One of the main activities of JONA is to establish the management system for certification based on the international standard (ISO17065) as a third party to inspect and certify an entire production chain (producing, processing, distribution, sales) of products such as organic foods and traceable foods.

JONA is convinced that these certification activities will lead to popularization of food and goods safer for natural and social environment and further to conservation and preservation of the whole ecosystem, which is the mission of JONA.

JONA believes the certification must be achieved only by clarifying the three principles stated as follows.

1. to establish the certification system as a third party certification body capable of making adequate inspections
2. to clarify procedures of certification process
3. to clarify the standards which applicants for certification shall have to follow

The following documents are documented to achieve the three principles respectively.

1. Statute of JONA and various manuals.
2. *JONA Certification Program*
3. *JONA Organic Standards* and other standards.

In essence, it is necessary for an applicant to demonstrate that their production and handling are compliant with standards by application documents, actual production sites, explanation at an on-site inspection, records and slips, and so forth. JONA evaluates compliance of their application with the standards. In order for JONA to conduct proper evaluation, this Certification Program addresses structural requirements of JONA and “rules” with applicants on inspection and certification. It is necessary for an applicant to fully understand this Certification Program. Moreover, for revision (amendment, addition, and subtraction of clauses) of *JONA Certification Program*, the Administration Office proposes in its communication letter a draft based on the proposals made by JONA members and past decisions by the Certification Committee after approval by the Board. A thirty (30)-day period is given for the members for question and answer by document. After a thirty (30)-day evaluation period, the board decides the revised program. It is to be reported at the General Assembly.

JONA Certification Program 2016 will be implemented from the 1st of April 2016 and *JONA*

Certification Program 2015 will remain in effect for another two (2) years while *JONA Certification Program 2016* does so.

I. Definition of terms

Certification: To prove, through inspections, that an applicant maintains the management system of its production to be in line with applicable management standards of production..

JONA International Certification: Certification JONA conducts based on regulations of international bodies and foreign governments such as IFOAM Accredited certification, COR certification and EU certification.

JONA Original Certification: For JONA to prove, through inspections, that an applicant has the management system of the production to be in line with *JONA Organic Standards*. The details are prescribed in *JONA Certification Program*.

JAS Certification: To prove that an applicant is line with “Technical Criteria for Production Process Management Director” and so forth. The scope of JAS certification is organic agricultural products, organic processed foods, organic livestock, and organic feed. The details are prescribed in *JONA Certification Program*.

JAS Law: A common name of “The Law Concerning Standardization, etc. of Agricultural and Forestry Products (Law No.175 in 1950)”

COR Certification: Certification based on Canadian Organic Regime of Canada

EU Certification: Certification based on EC 834/2007.

Swiss Certification: Certification based on Swiss Organic Farming Ordinance.

Production Process Management Director (P.P.M.D.): A controlling body of production of organic agricultural product, organic agricultural feed, organic processed food, and/or organic livestock.

Processor: A controlling body of manufacturing products outside the scope of organic JAS.

Re-Packer: A body to sub-divides and/or repacks organic agricultural products, organic agricultural feed, organic livestock, and/or organic processed food.

Importer: A certified importer may attach organic JAS marks on the products (organic agricultural product and organic agricultural processed food) certified in the country or regions that the Japanese government evaluates as having as equivalent labeling regulations as Japan, based on a certificate of the body that the Minister of Agriculture, Fishery, and Forestry designates.

Cosmetics Marketing Authorization Holder: A controlling body of manufacturing and/or distributing organic cosmetic products

Food Handler and Warehouse/Transporter: Categories certified for JONA IFOAM Certification, JONA Original Certification and EU Certification according to *JONA*

Certification Program. These can be certified according to COR Certification.

Inspector: A qualified person who makes an on-site inspection for organic certification and/or certification of JAS with Production Information. Qualification, works, and so forth of an inspector are prescribed separately in *JONA Organic Inspection & Certification Manual*.

Certification Committee member: A qualified person to make a certification decision and a member of the committee to report it to the President.

Qualified person: A person who is qualified to evaluate operators by *JONA Organic Inspection & Certification Manual*.

Split Production: A production where organic and non-organic productions are done by an certain operator (e.g. organic tomato and conventional cabbage)

Parallel Production: A split production with the same products produced in organic and non-organic productions (e.g. organic Koshihikari and conventional .

IFOAM (International Federation of Organic Agricultural Movement): A worldwide, private organization, established in 1972, that promotes organic movements.

IOAS (International Organic Accreditation Service): The international organization that, under contract with IFOAM, audits whether a certification body is capable of doing appropriate certification business. IOAS mainly audits certification bodies against IFOAM Norm and ISO 65.

IACB (International Accredited Certification Body): A certification body accredited by IFOAM.

FAMIC (Food and Agricultural Materials Inspection Center): independent administrative institution that conducts inspection, analysis and monitor labeling related to safety of food chain. In the area of organic certification, it conducts audits of certification bodies and certified operators as requested from MAFF under JAS Law.

II. Organization

1, Japan Organic and Natural Foods Association (JONA)

1.1 JONA

The organization is named as Japan Organic and Natural Foods Association, abbreviated as “JONA”. It is registered as a non-profit organization since 1999 at the Metropolitan Government of Tokyo. It has been operating as an organic registered certification body since organic JAS regulation became implemented in 2000. In 2002, it obtains IFOAM-accreditation.

1.2 Purposes

The purpose of JONA is to prevent environmental contamination caused by agricultural production and food manufacturing and to maintain and improve ecosystem and the living condition of people by providing the certification services and promoting proper labeling of the products.

1.3 Field of the non-profit activities.

JONA conducts the under-mentioned activities to achieve its purposes stated above

- a) Conservation of environment
- b) International cooperation
- c) Contacting, advising, and assisting the organizations involved in such activities as a)&b)

1.4 Category of the activities

JONA operates the following non-profit activities to achieve its purpose

- a) inspecting and certifying the process of and /or handling of organic agricultural and aquatic products and those processed food
- b) inspecting and certifying the process of and /or handling of agricultural and aquatic products other than organic products, and its proper labeling
- c) providing information, educating, outreaching by having seminars, and other services about environmental issues, organic agriculture, organic aquaculture, organic processed products and other products..
- d) conducting other activities to accomplish its purpose

2 Organizational structure of JONA

2.1 Full member

A full member is an individual or an organization that joins JONA and supports its purpose.

2.2 Associate member

An associate member is an individual or an organization, contracted with a full member, that joins JONA and supporting its purposes.

2.3 Supporting member

A supporting member is an individual or an organization that joins JONA to help its activities.

2.4 Board

JONA full members elect board members, and board members supervise management of JONA. Their duty and terms and other details are prescribed in *JONA Statute*.

2.5 President

President represents JONA and manages its operations. In order to manage operations appropriately, President is responsible for securing of resources, development of management policy, supervision of certification activities, granting, maintenance, expansion, reduction, suspension and revocation of certification and contractual agreement. President has necessary authority for its performance.

2.6 Auditor

Auditors are elected by JONA full-members. Auditor supervises the Board and financial situation of JONA. The auditor's duty, terms and other details are stated in *JONA Statute*.

2.7 Inspector

An inspector is a qualified person who executes on-site inspections about Organic certification. Their qualification, duties, and other details are stated in *JONA Organic Inspection and Certification Manual*.

2.8 Certification committee (C.C.)

The Certification Committee (C.C.) is composed of qualified persons each of whom reviews the result of on-site inspection and makes a final decision of organic certification and sampling analysis. Their qualification and duties are stated in *JONA Organic Inspection and Certification Manual*.

2.9 Reinvestigation Committee

Reinvestigation Committee is called for reinvestigation when an appeal against JONA's certification is made by an applicant or a certified operator according to *JONA Certification Program, V-4*.

2.10 Dispute Settlement Committee

Dispute Settlement Committee is called for settling a dispute. When someone is called to appear at the settlement meeting in order to defend his/her violation according to *JONA Certification Program V-6*, the committee makes its decision after hearing from the suspected person. The President designates committee members for each case.

2.11 Standard Committee

Standard Committee drafts *JONA Organic Standards* and makes decisions on confirming of input materials, reinvestigation, and residue testing as long as the issues are related *JONA Organic Standards*. This Committee is formed by three (3) experts in organics, who are appointed by the President. designates committee members for each case.

2.12 Impartiality Committee

Impartiality Committee evaluates the impartiality and transparency of the certification processes at JONA upon a request from the President. This committee consists of members who are academic experts, representatives from the groups of consumers, environment, agriculture or food industry, certified operators, and so on. The President calls the committee of presence of at least three (3) members at least once a year. The committee can use its discretion in convening the committee if needed.

2.13 Administration Office

Administration Office manages JONA's operations, which includes administrative certification services. Employment and release of General Manager and staff and the procedures to manage the Administration Office are prescribed in JONA Statute.

III. Process of Certification Procedures

How to read Section III

Section III describes procedures of organic certification by JONA. The name of program in the right-hand side column indicates that a procedure applies only to the specific certification program. If it is blank, it means that a procedure applies to all certification programs. The certification programs in the right-hand side column are abbreviated as below.

JAS = Organic JAS Certification
IFOAM = JONA-IFOAM Certification
Org = JONA Original Certification
COR = COR Certification
EU = EU Certification
Swiss = Swiss Certification

1 Scope and objects for Organic JAS Certification

1.1 Scope of Certification

1.1.1 Type of products

- JONA's JAS certification covers operations for "JAS organic agricultural products", "JAS organic processed foods", "JAS organic livestock products", "JAS organic feed", which are regulated under JAS Regulations (hereafter "JAS Organic Products").
- JONA IFOAM Certification covers "organic agricultural products", "organic agricultural products processed foods", "organic alcoholic beverages (limited to the products that are made from organic raw materials certified by an ACB under IFOAM-Accredited Program)".
- JONA Original Certification covers "organic livestock" (in line with JAS), "organic feeds" (in line with JAS), "organic processed foods (excluding JAS organic agricultural products processed foods)" (in line with JAS), "organic alcoholic beverages (limited to the products whose raw materials are certified as organic JAS only)", "organic aquatic products", "organic apiculture products", "organic micro-algae products", "organic hydroponics cultural products" and "Organic Cosmetics".

JAS
IFOAM
Org

<ul style="list-style-type: none"> • JONA's COR Certification, EU Certification and Swiss Certification covers "Organic Agricultural Products", "Organic Feed" and "Organic Processed Food" (including organic alcohol beverages). 	COR EU Swiss
1.1.2 Category	
<ul style="list-style-type: none"> • Organic operators to be certified by JONA under organic JAS Regulations are "Production Process Management Director (of agricultural products, organic processed foods, and organic livestock)", "Re-packer" and "Importer". Refer to <i>JONA Certification Program III- 3.1.1</i> for the details. 	JAS
<ul style="list-style-type: none"> • Organic operators to be certified are "Production Process Management Director", "Processor", "Re-packer", "Cosmetics Marketing Authorization Holder" (only for cosmetics), "Food handler" and "Warehousing/Transporter". Refer to <i>JONA Certification Program III-3.1.1</i> for the details. 	IFOAM Org EU
<ul style="list-style-type: none"> • Operators to be certified to COR certification are "Producer" and "Handler (processing)", "Hanlder (repacking)", and Handler (trading)". Refer to <i>JONA Certification Program III-3.1.1</i> for the details. 	COR
1.2 Geographical areas for certification	
<ul style="list-style-type: none"> • JAS certification, JONA-IFOAM certification, and JONA-Original certification cover all over Japan and foreign countries where organic operators apply for certification. 	JAS IFOAM Org
<ul style="list-style-type: none"> • COR certification covers Japan, China, and Taiwan. 	COR
<ul style="list-style-type: none"> • EU certification and Swiss certification cover Japan, China, and Taiwan. 	EU, Swiss
1.3 Language accepted in certification process	
<p>The official language of JONA is Japanese. Applications written in English or in Chinese are acceptable. Other languages should be translated. Refer to <i>JONA Certification Program III-5</i> for the costs of evaluation in non-Japanese language.</p>	
1.4 Qualification for personnel engaging in inspection and certification decision.	
<p>Personnel who commits to the certification process shall satisfy the qualifications specified in <i>JONA Organic Inspection and Certification Manual</i>.</p>	
2 Prior to submitting the application	
2.1 Applicant for certification	

2.1.1 Eligible applicant

- An operator prescribed in *JONA Certification Program III-1.1.2*
- A member of JONA, a sub-contracted operator who can manage on its own production process, and an operator who is engaged in organic business and wishes to get JAS organic certification. An applicant can be a non-member of JONA.
- An applicant who understands JAS regulation, JAS Organic standards, Technical Criteria, *JONA Organic Standards*, and *JONA Certification Program*.
- An operator who does not fall under *JONA Certification Program III-3.2.5*

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2.1.2 Qualification for an applicant

An applicant for organic JAS certification shall have a system to carry out proper management of production, quality control and grading. At the same time, qualification and the number of those who are engaged in production, quality control and grading management shall meet the technical criteria. All persons in charge of each assignment of work shall have completed a JAS course that JONA designates before a certification decision is made, or preferably before submission of the application,

Persons in charge who must finish the JAS training course are:

1. for PPMD (both for production and processing operation): production process manager, grading manager, and grading staff(s).
2. for Re-packer: Re-packing manager and labeling staff(s) for grading
3. for importer: acceptance/storage manager and labeling staff(s) for grading

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2.2 Hearing prior to application

2.2.1 General hearing on organic regulations and certification system

JONA administration office will be open to answer about questionnaires concerning certification procedures and so forth prior to application. This is for explaining the details of *JONA Organic Standards* and certification processes, but does not include advising and/or consultation for identifying and resolving non-compliance for certification. It also does not include consulting or advising about certification decision.

2.3 Basic Agreement prior to Application

2.3.1 Basic agreement

All operators who apply to JONA for organic certification must agree on *Agreement on Certification of Organic Operation* with JONA prior to application.

The agreement must be made between an operator who applies for an organic certification to produce for a full member (i.e. associate member) and JONA.

2.3.2 Contents of basic agreements and how to make the agreement

Agreement on Certification of Organic Operation prescribes the rights and duties of certified operators, applicant and subcontractor, JONA's obligation for confidentiality, and other basic agreements. Both parties must sign and keep this agreement.

An operator who applies for organic certification to produce for a full member (i.e. associate member) and the full member must sign *Declaration of Parties to Subcontracting Requirements* to attach to their agreements with JONA.

3 **Certification Process**

3.1 Categories of applicants

3.1.1 Categories of operation

Applicants and certified operations are categorized into the following three categories. An applicant should follow JONA's instruction if necessary.

- Production Process Management Director (P.P.M.D)

An individual or an organization that operates the management system for organic foods production. Three (3) technical criteria for certification are set by type of operations.

a) P.P.M.D. of Organic Agricultural Products and Organic Feeds (Limited to those prepared or selected only): An individual farmer, a farmer group, an agricultural cooperative or an agricultural company that produce organic agricultural products can be a PPMD of agricultural products and/or feed. A foreign operator is called as a foreign P.P.M.D.

b) P.P.M.D of Organic Processed Foods and Organic Feeds (Excluding those prepared or selected only): A manufacturer who processes the organic agricultural products/feed and/or organic processed products/feed can be a P.P.M.D. for organic processed food and/or organic feed. A foreign operator is called as a foreign PPMD. Refer to *JONA Certification Program I* for terming this category as "processor" in *JONA Certification Program I*.

c) P.P.M.D. of Organic Livestock: An operator who produces organic

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management body of an operator producing organic livestock products in line with *JONA Organic Standards*.

- Production Process Management Director of Organic Crop Feeds: A management body of an operator producing organic crop feeds in line with *JONA Organic Standards*.
- Processor of Organic Processed Foods (excluding organic agricultural products processed foods and including organic alcohol beverages): A manufacturer producing organic processed foods (excluding organic agricultural products processed foods) in line with *JONA Organic Standards*.
- Processor of Organic processed feed : A manufacturer producing organic processed feed in line with *JONA Organic Standards*.
- Repacker of Organic agricultural products, Organic Processed Foods (excluding organic agricultural products processed foods and including organic alcohol beverages), Organic Livestock Products and organic feed: An operator to repack organic products with JONA Original Marks
- Food handler of Organic Foods: An operator to retail and distribute organic agricultural products, organic processed foods (excluding organic agricultural products processed foods and including organic alcohol beverages), organic livestock products, and organic feeds with organic JAS marks or JONA Original Marks. Processing or repacking is not included in handling operations.
- Warehousing/transporter of Organic Foods: A warehousing or transporting operator of organic agricultural products, organic processed foods (excluding organic agricultural products processed foods and including organic alcohol beverages), organic livestock products, and organic feeds with organic JAS marks or JONA original marks. The operator must have repacker certification if s/he opens containers or packages of organic foods.
- Marketing Authorization Holder of Organic Cosmetics: A marketing authorization holder of organic cosmetics with JONA Original Marks, mainly distributor of organic cosmetics.
- Processor of Organic Cosmetics: An operator that processes or repack organic cosmetics in line with *JONA Organic Standards*.

- Producer : An individual farmer, an agricultural company, a farmer group that produce organic agricultural products
- Handler (Processing) : An operator that process organic food from organic agricultural products, organic livestock products, organic feed, and/or organic processed food.
- Handler (Repacking) : An operator that repacks organic agricultural products, organic livestock products, organic feed, and/or organic processed food.
- Handler (Trader) : An operator that does not open organic food container but owns organic food (e.g. distributor).

COR

3.1.2 Points for farmer group certification

It is a JONA's policy that JONA will certify an operator as a P.P.M.D. as long as it keeps adequate internal control system and satisfies the requirements listed below. a In this case, P.P.M.D. should be registered as a legal person and can be a group of farmers or distributing enterprises.

- The members of a group practice basically same production system.
- The members jointly sell the products.
- The size of the operation including the production method, ts facilities, and its use of inputs is manageable for the P.P.M.D.
- The P.P.M.D. can continuously ensure the entire group members comply with the Standards and follow their internal regulations by such ways as visiting fields (internal inspection) and checking records as often as necessary, at least once year. This is verified by witness audit(s) by JONA at on-site inspection.
- The P.P.M.D. and its members (farmers) make agreements that ensure compliance with organic standards and certification programs, production that meets their internal regulations, and cooperation with JONA's inspection and audit.
- The P.P.M.D. of grower group, regardless of certification program, shall assign the managers to control production, described in 2.1.2, and they shall complete adequate training by JONA.
- It is desirable if the managers mentioned above do not have conflict of interest. Even if they do, they shall check compliance of farmers objectively. JONA shall check this objective check in their internal audit at on-site inspection.

COR
 EU
 Swiss

3.1.3 Points for subcontracted farmer and processor

A certified P.P.M.D. and a certified processor have to manage its sub-contracted operation as follows

- The main P.P.M.D./processor has to check and assure the production method and facilities of sub-contractor.
- The main P.P.M.D./processor can instruct the sub-contractors about organic operation (newly added sub-contracted producers and processors cannot be included in certification of the P.P.M.D. until they are inspected and certified by JONA)
- The main P.P.M.D./processor periodically verifies that the subcontractors operation is in line with *JONA Standards* and *JONA Certification Program*
- The main P.P.M.D./processor has the sub-contractors keep records of its operation
- The main P.P.M.D./processor carries out auditing verification of organic operation of the sub-contractor by inspecting manuals and records.
- The main P.P.M.D/processor binds the sub-contracted parties not to market the products.

3.2 Submitting application documents

3.2.1 Application documents

Application for certification, Required Attachment and Statement of Applicant's Operation shall be submitted as instructed by JONA. Those documents are termed as "*Application Documents*" hereafter. Applicants are responsible for those documents by collecting all of the necessary information.

3.2.2 Categories of certification

Applicants shall fill out application documents that responds to each certification categories that they seek and send them to JONA office. Please refer to Chart 1 to 3, starting in the next page, for the details of certification categories and application documents.

3.2.3 Attachment of the agreement on sub-contract

In case that a sub-contracted operator is applied for certification, a document that clarifies a subcontracting relationship must be submitted with its application documents.

3.2.4 Submission of application documents

The applicant should submit the application to JONA Administrative Office. If any required documents are missing or the contents of application is not filled in well enough, the application cannot be processed for document review.

Chart 1 : Organic JAS certification category and application documents

Type	Operations	Category of Organic JAS Certification	Application document
Producer/processor	An individual farmer, a farming corp, a farmer group that produce organic agricultural products	P.P.M.D. of Organic Agricultural products	Application form for Organic Agri(Feed)-PPMD
	An individual farmer, a farming corp, a farmer group that produce organic crop feed	P.P.M.D. of Organic Crop Feed	
	An operator that processes organic processed food	P.P.M.D. of Organic Processed Food	Application form for Organic Processing(Feed)- PPMD
	An operator that processed organic processed feed	P.P.M.D. of Organic Processed Feed	
	An individual farmer, a farming corp, a farmer group that produce organic livestock products	P.P.M.D. of Organic Livestock Products	Application form for Organic Livestock- PPMD
Operators and retail store to sort or repack	Operators and retail store to sort or repack organic agricultural products with Organic JAS mark	Repacker of Organic Agricultural Products	Application form for Organic Repacker
	Operators and retail store to sort or repack organic processed food with Organic JAS mark	Repacker of Organic Processed Food	
	Operators and retail store to sort of repack organic feed with Organic JAS mark	Repacker of Organic Feed	
	Operators and retail store to sort or repack organic livestock products with Organic JAS mark	Repacker of Organic Livestock Products	
JAS logo on imports	An importer to import organic agricultural products with a certificate from an equivalent country and attach Organic JAS marks in Japan	Importer of Organic Agricultural Products	Application form for Organic Importer
	An importer to import organic agricultural processed food with a certificate from an equivalent country and attach Organic JAS marks in Japan	Importer of Organic Agricultural Processed Food	

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Chart 2 : JONA Private certification category and application documents

Type	Operations	Category of JONA Certification	Application document
Producer/processor	An individual farmer, a farming corp, a farmer group that produce organic agricultural products	IFOAM, Original: PPMD. of Organic Agricultural products	Application form for Organic Agri(Feed)- PPMD
	An individual farmer, a farming corp, a farmer group that produce organic crop feed	IFOAM, Original: PPMD of Organic Crop Feed	
	An operator that controls processing of organic processed food	IFOAM, Original: PPMD. of Organic Processed Food	Application form for Organic Processing(Feed)-PPMD
	An operator that controls processing of organic processed feed	IFOAM, Original: PPMD. of Organic Processed Feed	
	An individual farmer, a farming corp, a farmer group that produce organic livestock products	Original: PPMD. of Organic Livestock Products	Application form for Organic Livestock- PPMD
	An operator that produces organic apiculture products	Original: PPMD. of Organic Apiculture Products	Application form for Organic Apiculture-PPMD
	An operator that produces organic micro-algae products	Original: PPMD. of Organic Micro-algae Products	Application form for Organic Micro-algae Products-PPMD
	An operator that controls processing of organic cosmetics products	Original: Processor of Organic Cosmetics Products	Application form for Organic Cosmetics Processor
Operators and retail store to sort or repack	An operator and a retailer to sort or repack organic agricultural products with JONA Certification Mark	IFOAM, Original: Repacker of Organic Agricultural Products	Application form for Organic Repacker
	An operator and a retailer to sort or repack organic processed foods with JONA Certification Mark	IFOAM, Original: Repacker of Organic Processed Food	
	An operator and a retailer to sort or repack organic feed with JONA Certification Mark	IFOAM, Original: Repacker of Organic feed	
	An operator and a retailer to sort or repack organic livestock products with JONA Certification Mark	Original: Repacker of Organic Livestock Products	
	An operator and a retailer to sort or repack organic cosmetics products with JONA Certification Mark	Original: Processor of Organic Cosmetics Products	Application Form for Organic Cosmetic Products
Handler	An operator to distribute organic food with JONA Certification Mark	IFOAM, Original: Organic Food Handler	Application Form for Organic Food Handler
	An operator to distribute organic cosmetics products with JONA Certification Mark	Original: Organic Cosmetics Marketing Authorization Holder	Application Form for Organic Cosmetics Marketing Authorization Holder
using/Transporter	An operator to store or transport organic products with JONA Certification	IFOAM, Original: Warehousing/Transporter of Organic Foods	Application Form for Warehousing/Transporter of Organic Foods

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Chart 3: COR Certification, EU and Swiss Certification Category and application document

Type	Operations	Category of JONA Certification	Application document
Producer/processor	An individual farmer, a farming corp, a farmer group that produce organic agricultural products	COR: Producer	Application form for Organic Agri(Feed)- PPMD
	An individual farmer, a farming corp, a farmer group that produce organic crop feed	EU, Swiss: PPMD of Organic Agricultural Products	
	An operator that controls processing of organic processed food	COR: Handler (Processing)	Application form for Organic Processing(Feed)- PPMD
	An operator that controls processing of organic processed feed	EU, Swiss: Processor of Organic Processed Food	
Operators and retail store to sort or repack	An operator and a retailer to sort or repack organic agricultural products	COR: Handler (repacking) EU, Swiss: Repacker of Organic Agricultural Products	Application form for Organic Repacker
	An operator and a retailer to sort or repack organic processed food	COR: Handler (repacking) EU, Swiss: Repacker of Organic Processed Food	
	An operator and a retailer to sort or repack organic fee	COR: Handler (repacking) EU, Swiss: Repacker of Organic Feed	
Handler	A operator to distribute or handle organic products	COR: Handler (trading) EU, Swiss: Organic Food Handler	Application Form for Organic Food Handler

3.2.5 Reception by JONA Administration Office

JONA Administrative Office shall not accept the application from if...

- a) the applicant who had violated JAS law, and it was executed in punishment of the fine or imprisonment within the past one (1) year, or
 - b) the applicant whose previous organic certification was cancelled within the past one (1) year, or
 - c) the applicant that is organized by the person who was responsible for cancellation of organic certification within the past one (1) year, or
 - d) the applicant who refuses to conclude “Agreement on Certification of Organic Operation”
 - e) the applicant who refuses to pay the fees related to certification services, or has unpaid invoice for the fees of a previous year.
- When JONA receives an application, it shall check if the application (operator, address, contact, and products) is in the scope of JONA's certification activities.
 - JONA issues an invoice for application fee immediately after JONA office receives application documents.
 - A foreign applicant shall, in principle, apply for and be certified according to its domestic organic regulations prior to its application to JONA if the country where the applicant locates has an organic legislation.

3.3 Initial evaluation by JONA office and qualified personnel

3.3.1 Acceptance: Confirmation of documents by JONA Office

- An office staff after receiving the application documents makes sure if there is insufficient material, data, report or an omission. An office staff may request additional information or documents, if needed. When this confirmation by the office is over, application for certification can be considered “accepted”.
- If all necessary documents are not able to be accepted (meaning they are not submitted despite communication) in six months, the leader of certification may decide cancellation of the evaluation and return application document to the applicant.

JAS

3.3.2 Document Review: Initial evaluation by qualified personnel

- The Administration Office requests a qualified person as described in III-1.4 (inspector or C.C. member) to carry out the first processing of the application documents that has been accepted.
- A qualified person will review the application documents without a delay whether it meets the requirements of applicable standards. Procedures of this review are prescribed in Organic JAS operation manual for JONA office.
- It will be decided whether an on-site inspection can be done or whether more information is necessary.
- The office informs the applicant of a result of the first processing.
- When the contents of application do not conform to the standards, further procedure of inspection and certification is denied and the office informs the applicant of the reasons.

3.3.3 Reexamination of the first document review

- The applicant can object to a result of the first document review. An objection can be raised in line with the procedures of appeals, prescribed in JONA Certification Program IV-3.
- The person who engaged in the first document review cannot be assigned to make a certification decision

3.4 Appointing the inspector and assigning the on-site inspection

3.4.1 Planning an inspection

- JONA decides assignment of an inspector, inspection schedule, and frequency of inspections.
- Refer to JONA Inspection Manual and Agreement between Inspector and JONA about qualifications of an inspector, inspection procedures, inspection report, confidentiality, manual for settlement of dispute, and so forth during on-site inspection.
- On-site inspection shall be done at least once a year for all operators. (However, an inspection may be waived according to JONA Certification Program 3.7.3.)
- On-site inspection, including that of subcontracted operation, shall be conducted at least once a year

3.4.2 Schedule of an inspection

- The timing of an inspection will be decided according to the following guide line

- P.P.M.D. for organic agricultural products and organic feed: the season for sowing or transplanting, season when damage by disease and/or insects happens frequently, harvesting season, and the season of shipment.
 - Processor: when the raw materials are received, at the busy time of processing, or shipment or storing.
 - Re-packer: when the raw materials are received, when it operates the subdividing, when it ships the products, or when it stores the products.
 - Importer: when the raw materials are received, at the port or stored at the warehouse near to the custom house or port, at the time of shipment from the port or at the importer's warehouse.
- Initial inspections of organic crop (excluding wild harvests) shall be conducted twice, once during the year of the first harvest and once during the preceding year. JONA may be able to utilize inspection results from the past years for the operator JONA has already conducted an inspection of.
 - An inspection of processor of organic processed food shall be conducted during processing of organic food in case that non-organic food is handled in the same facility.

COR

3.4.3 Assigning the inspector

- JONA selects an inspector from the list of the qualified inspectors, following the *JONA Organic Inspection & Certification Manual*.
- The administration office sends written instructions about the outline of the application to an assigned inspector.
- If an assigned inspector finds any conflict of interest with the applicant, the inspector shall excuse him/herself from the assignment.
- The contract for an inspection comes into effect when the inspector receives the instructions.
- Guidelines for selecting an inspector is as follow
 - The inspector shall satisfy the qualifications provided in *JONA Organic Inspection & Certification Manual*.
 - Any inspector should not inspect the same operator for more than three successive years. Another inspector should be assigned for the fourth year.
 - The inspector shall have professional knowledge and experience about the types of products the operator produce and/or handle

- The operator in principle cannot reject an inspector assigned by JONA. In case reasons for a clear and understandable objection are submitted in a proper way, JONA assigns another inspector by the following rule:

Procedure as an exemption to the afore-mentioned basic rule

- a) The applicant submits to JONA a written paper to clarify the reasons for the objection.
 - b) The leader of certification group decides whether objections are acceptable or not by checking the past records or hearing from the inspector about the applicant's claim.
 - c) The following claims will be taken into consideration for assigning another inspector.
 1. The inspector did not know nor study basic knowledge of the relevant production or processing at the time of the last inspection. JONA shall review if his/her competence and knowledge has been improved.
 2. The inspector was not punctual. The inspector spent unreasonably too much time for inspection. JONA shall make sure of his/her punctuality and efficiency of work.
 3. The inspector had inspected the applicant's competitor before. If the applicant feels strongly uneasy for confidentiality, it should be taken into consideration. JONA checks whether the applicant's know-how is true and worthwhile.
- If an applicant has consulted the inspector for getting certification by a different certification body, the following procedures must be taken to avoid conflict of interest. The inspector who has engaged or engages in consultancy business may not declare conflict of interest to JONA due to the contract of confidentiality with that other organization and applicant. Therefore, this fact which JONA has not been notified of would be revealed as information from the applicant after notification of the inspector by JONA. If the information is submitted to JONA, JONA, after confirming this fact, will notify the assigned inspector of cancellation of inspection on the relevant applicant.
 - In case that an inspector withheld information on interests including consultancy and relationship by blood and marriage and this fact was revealed so after certification, JONA shall promptly inspect and make a

certification decision again.

3.4.4 Preparation for an inspection

- After the inspector received the inspection instructions, JONA shall provide all information needed.
- The detailed schedule such as inspection date should be decided between the inspector and the operator.
- At least seven (7) days prior to the inspection date, the inspector shall inform the applicant and JONA by sending Inspection Plan (prescribed in Organic Inspection Manual) about the date and time of inspection, persons who should be interviewed and preparation of applicant's documents, records, and facilities for inspection.
- An inspector reviews the application documents. If it is not the first time inspection, the inspector should be prepared for checking the comments from the previous inspection, which are important.

3.4.5 On-site inspection

- At the on-site (at a farm, at a factory, and at other facilities) inspection, the inspector checks whether the information from submitted documents, facts by observation and interviews meet JAS regulation, JAS Organic standards, JONA Organic Standards, and the technical criteria. If there is any inappropriate case, condition(s) should be notified to the operator.
- An inspector checks the records related to its organic management system.
- An inspector observes the surrounding environment of facilities including fields and factories.
- An inspector interviews about their problems and plans for the solutions.
- When a split production takes place, the operator should well keep records on separate handling of organic products and non-organic products through crop production, processing, storage, and shipment due to higher risk of contamination. The inspector shall verify whether organic products and non-organic products are well separately handled and its risk is well understood throughout all levels of the operation.
- When a parallel production takes place, the following points will be especially inspected due to much higher risk of contamination and co-mingling.
 1. Organic products and non-organic products are visually distinguished.

2. An accurate estimated amount of production is recorded and shall be checked against the shipment records.
 3. Non-organic farms, post-harvest processing facility, and storage
- At the closing meeting, the inspector must present his/her observations on compliance with JAS Law, Organic JAS Standards, *JONA Standards*, and Technical Criteria and let the operator have a chance to question about the notified non-compliances, and then the inspector must receive operator's signature on the inspector's exit report which includes the inspector's observation and the operator's comments.
 - An inspector confirms contents of the inspection check sheet verbally with operator. Both parties must sign and stamp on inspectors comments of the inspection check sheet. The operator should keep a photocopy of the signed condition and, at the same time, the inspector shall send a copy of the conditions to JONA by FAX.
 - An inspector must not give guidance for certification to an operator. JONA regards such guidance as conflicts of interest. In case conflict of interest is found out, the re-inspection is made by another inspector.
 - In case that the contents of the application is included in the scope of other operation already certified by JONA or the contracted CBs, the on-site inspection can be partially or fully omitted based on the document review by using the inspection report and the information on certification of the other operation. In case that the inspection is omitted, the reason shall be specified in the result of the document review. JONA explains the reason upon request of the operator. The inspection report and the information on certification can be used within a year since it was made.

3.4.6 Procedures after inspection

- An inspector submits an inspection report within ten (10) days from the on-site inspection.
- An "inspection report" includes 1. JONA inspection check sheet, 2. inspection memo,, 3. attachments and photographs/pictures, which are supporting documents.
 - 1. The inspector should use *inspection check sheet* provided by JONA
 - 2. Attached documents are evidences to support the inspection findings

- It is recommended to attach photographs/pictures.
- An inspector may ask the operator to submit additional documents, which are not available or inadequate at the time of inspection.
- When an inspection report arrives, the President checks the closing meeting report given at the on-site inspection. If it is urgently needed, the President can ask the operator to make corrective actions to the condition before the inspection report is presented to the C.C.
- When the operator responds to the request for corrective actions, the inspector assigned by the President attaches the comments on the actions. The C.C. assesses their conformity.

3.4.7 Plural inspections within a year

- JONA sees that the operation has a potential risk if the operation falls into the following conditions:
 - P.P.M.D. group is organized with more than thirty (30) farmers
 - P.P.M.D., processor, and/or repacker who produce, process, or handle and grade a lot of items
 - P.P.M.D. who also produces conventional crop (especially in parallel production)
 - Processor, Repacker and Importer who frequently purchase ingredients.
 - An operator who was questioned about their operations in the past
 - Warehouse or Transportation operator who frequently receives and ships out the products
 - P.P.M.D. (Producer and Processor) who produce or process the products in which people hold a keen interest
 - Operation where non-compliances were found at previous inspection
 - Operation who received complaints
- JONA shall test soil and chemical residue and/or conduct an additional inspection based on what factors the operator falls into or the number of factors.
 - JONA shall test product or soil if contamination risk is high
 - JONA shall conduct an additional inspection if production system has risk. The additional inspection is conducted with or without prior announcement.

<ul style="list-style-type: none"> • The certification manager does the comprehensive assessment of the risk in terms of whether the organic integrity is continuously maintained, and he/she selects the operations with high risk. Based on the above evaluation, JONA can make on-site inspections to the same operation more than once within a year. In this case, JONA shall not bill application fee but inspection fee according to JONA Certification Program III-5. 	
<ul style="list-style-type: none"> • For EU equivalent program, additional inspection shall be carried out for 10% of all certified operators. 	EU
<p>3.4.8 Overseas inspection</p>	JAS
<ul style="list-style-type: none"> • In case of a foreign applicant, JONA may entrust inspection or some part of inspection by contracting with a foreign certification body (CB). The contracted certification body shall meet the conditions as follow <ol style="list-style-type: none"> 1. They must be a body accredited by IFOAM or accredited under ISO17065 or an well-established governmental certification organization 2. They must have an agreement on inspection of organic operation with JONA, which includes clauses of confidentiality and exclusion of conflict of interest. • JONA provides the contracted CB with updated information about JAS regulations and JAS standards, Technical Criteria, and other information necessary for inspection. JONA should periodically check if the CB satisfies the afore-mentioned qualifications (1&2 above), and also evaluates the CB by examining the inspection reports and etc. of the entrusted cases <ul style="list-style-type: none"> ● In case of a breach of contract by the contracted CB, JONA shall request corrective measures and re-evaluate or cancel the contract. ● If necessary, JONA re-evaluate the certification in the past. • JONA gives training to the contracted CB once or more a year. • JONA makes a list of the contracted CBs. When a foreign applicant is certified by the contracted CB, JONA entrusts inspection or some part of inspection to the contracted CB with the consent of the applicant. • For these contracted inspection, the JONA C.C. makes a certification decision of the applicant. 	IFOAM
<p>3.4.9 Inspection in case of parallel production</p>	IFOAM
<p>If organic products and non-organic products cannot be visually distinguishable in parallel production, JONA shall make an inspection at least</p>	

twice a year. Either an annual inspection or an additional inspection shall occur during harvest or during processing.

3.4.10 Unannounced Inspection

JONA shall make unannounced inspections in addition to annual normal inspections for the following operators:

- 5% of the certified operators of JONA-IFOAM certification
- 10% of all [annual inspections and additional random control visits](#) of EU equivalent program
- 3% of the certified producers and 5% of the rest of the operators of COR certification.

Unannounced inspections are conducted randomly in order to assess the efficiency of inspections and as scheduled according to the risk evaluation of each operation prescribed in 3.4.7 of this program. Fees of an unannounced inspection are subject to *JONA Certification Program* III-5. When it comes to fees for unannounced inspections, application fee shall not be billed but inspection fee shall. However, in case of random sampling, JONA shall not bill either application fee or inspection fee.

3.5 Certification Committee

3.5.1 Member of Certification Committee

- Certification Committee member meets the qualification criteria of *JONA Organic Inspection & Certification Manual*.
- A member of, and the chair of C.C. is to be recommended by the President and decided at a board meeting. A member of the board and an auditor cannot be a C.C. member. The Board should choose C.C. members from different specialties (such as farmer, processor, handler, consumer, a person of knowledge and experience)
- By an order from the President, the certification team of JONA's Administration Office evaluates periodically performance of a C.C. member and report it to the Board.

3.5.2 Certification committee

- The C.C., a certification decision whether the operation of the applicant meets *JONA Organic Standards*, JAS Organic Standard, applicable certification standards and Technical Criteria judges by reviewing the application and the inspection report.
- The C.C. evaluates the applicant's qualifications and abilities for producing and grading organic products to meet *JONA Organic Standards* and the

IFOAM
 EU

- JAS Organic standard and applicable certification standards.
- The C.C. with more than three members consists of the groups as follows.
Each group must have one chair.
 - [C.C. group for Agricultural products] for certification of P.P.M.D., Re-packer, and importer of organic agricultural products and organic non-processed feed (limited to those prepared or selected only).
 - [C.C. group for Processed products] for certification of processor, Re-packer, and importer of organic processed products and organic processed feed.
 - [C.C. group for Livestock products] for certification of P.P.M.D and Re-packer of organic livestock products.
 - [C.C. group for Cosmetic Products] for certification of processor and marketing authorization holder of organic cosmetic product.
 - Certification decision of repacker and importer can be made by either of the group.
 - Any C.C. member who has vested interest with the applicant, or processed the document review of the application, or did the onsite inspection, shall not join in the certification meeting of the relevant application.
 - The C.C. can request the inspector for additional explanation if the submitted inspection report does not provide enough information.
 - After receiving response for the conditions (Ref 3.4.6) from the operator, the certification office holds the C.C. and submits the necessary documents. The inspector of the on-site inspection attaches his/her comments on the response, and the C.C. assesses its conformity.
 - The C.C. decides if re-inspection should be done in order to check improved condition of the operator.
 - Each chair of the C.C. group presides and coordinates the certification meeting and report a certification decision made by a C.C. member to the President.
 - The C.C. usually has a certification meeting to make certificate decision. However, the certification decision can be made through mail provided that the certification meeting is not held for a long time and that the certification manager judges the case as appropriate.
 - The President can order re-investigation to the C.C. for re-approval if the

President judges the C.C.'s decision is inappropriate.

3.5.3 Notification of a certification decision by the Certification committee

- The President, after receiving the CC's certification decision, notifies a result of the certification and, if any, conditions to the applicant and/or the other related person or organization through JONA administration office.
- If certification is denied, reasons for it are informed to the applicant.
- An organic certificate and its certification number shall be issued to each newly certified operator.
- JONA shall notify an already certified operator of continuation of certification with Notice of Continuing Certification.
- JONA shall keep the records of certification decisions.
- JONA shall not issue a certificate to any contracted operator.
- In case of JONA-IFOAM Certification, JONA Original Certification, EU Certification and Swiss Certification, the clause above will apply with "continuation" replaced by "renewal".
- Certificate will not be issued unless ingredients are certified to COR.

COR

3.5.4 Condition and corrective measurement

- If there are any conditions imposed by the C.C., the President shall request corrections to the applicant. The C.C. can evaluate on certification on the answers submitted from the applicant in a timely manner. In case the C.C. considers an additional on-site inspection needed, it must be done to make sure the proposed corrective actions have been implemented.

3.5.5 Appeal against a decision

- An applicant can make an appeal against the decision made by the C.C. Refer *JONA Certification Program IV-4* for the details.
- Even if an applicant has been rejected for certification, the same operator can re-apply for certification again with correction of the cause for the rejection.

3.6 Agreement after approval of certification

- The certified operator shall observe *Agreement on Certification of Organic Operation*.
- All of the certified operators (regardless of a membership status) shall report to JONA on the following articles after approval of certification.

3.6.1 Labeling evaluation

- Labeling of a certified product must be evaluated by JONA before shipment.
- A draft of certification marks and other words such as “有機 XX” (Organic XX), “オーガニック XX” (Organic XX), “有機認定” (Certified as Organic), “JONA 認定” (JONA Certified), “有機 JAS マーク” (Organic JAS Mark), “JONA ロゴマーク” (JONA Logo Mark) and others must be submitted before shipment.
- A certified operator fills out and submits JONA Label Evaluation Form. JONA evaluates it and notifies them of a result.
- JONA office evaluates a draft of labeling.
- JONA Label Evaluation Form confirms compliance of the labels with labeling standards of JONA Organic Standards §11-1, Organic JAS Standards, and labeling regulations. JONA shall request correction if deficiencies are found.

3.6.2 Grading report

- All of the certified operators shall annually sum up the amount of graded products (April to March) and submit the grading report to JONA by the end of June. JONA shall report a result to MAFF by the end of September annually.

3.6.3 Report on addition and/or change

- The certified operator shall notify JONA in advance of any change of contents of certification such as ingredients, input materials, equipment, facilities, distribution channel, items for certification, and/or responsible persons. JONA decides whether or not another inspection or certification is needed by those changes.
- When new members are added, the new member shall be inspected after verification of compliance of their operation by Production Process Manager. The operator has to report the addition to JONA for confirmation.

3.6.4 Sales report

- The operator shall submit JONA sales report every three (3) months.
- There are two kinds of sales report format. One for consumer packaged products to retailers and wholesalers, and the other for raw materials to processors and packers. The sales must be reported to JONA in either or both formats according to types of transaction.
- JONA request payment of “User’s Fee” calculated on the sales report.

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<p>Refer to JONA Certification Program III-5 for the details.</p> <ul style="list-style-type: none"> • A certified operator should pay a requested amount within one (1) month from the date of the bill. • The user’s fee is charged to use of “Organic JAS mark”, “JONA logo”, a name “JONA” and/or the code number of JONA as a certification body on the products. 	
<p>3.6.5 Issue of Transaction Certificate</p> <ul style="list-style-type: none"> • A certified operator may need <i>Transaction Certificate (T/C)</i>, which can be requested by submitting <i>Transaction Certification Application (T/C. A)</i> and <i>The Information of the Products</i> to JONA office. • JONA will issue an original <i>Transaction Certificate</i> to the buyer of the products and a photocopy to the applicant after confirming that the transaction is in line with certification of the applicant. 	
<p>3.6.6 Application and issuance of certificate of inspection for EU and Swiss</p> <ul style="list-style-type: none"> • JAS/EU/Swiss-certified operators, exporting organic products to EU and Swiss, can apply for certificate of inspection to JONA. JAS-certified operators must meet the conditions agreed between European Union/Swiss and Japan. • A JAS-certified operator fills out <i>Application for Certificate of Inspection</i> and submits it to JONA office along with attachments. • If JONA office verifies application contents, it issues a certificate of inspection and sends it to the applicant. Upon the agreement with the applicant. JONA is able to send it to a third party (e.g. exporter) and send a photocopy of it to the applicant. • JONA shall verify the contents of <i>Application for Certificate of Inspection</i> basically with documents. If necessary, JONA may conduct a irregular surveillance. Moreover, JONA shall evaluate on a regular annual inspection if application of certificate of inspection are correctly issued. 	<p>JAS EU Swiss</p>
<p>3.6.7 Products of nonconformity</p> <ul style="list-style-type: none"> • When fields or facilities for organic production, raw material, seed or seedling becomes nonconforming with Organic JAS Standards, applicable certification standards, and/or <i>JONA Organic Standards</i> even due to inevitable reasons, the operator shall report to JONA the items, the amount of production and the place, the reasons and the time and date of non-conformity. 	
<p>3.6.8 Application and issuance of import certificate for US</p>	<p>JAS</p>

- JAS-certified operators, exporting organic products to US, can apply for import certificate to JONA if they meet the conditions agreed between US and Japan.
- A JAS-certified operator fills out *Application for Import Certificate* and submits it to JONA office along with attachments.
- If JONA office verifies application contents, it issues an import certificate and sends it to the applicant. Upon the agreement with the applicant. JONA is able to send it to a third party (e.g. exporter) and send a photocopy of it to the applicant.
- JONA shall verify the contents of *Application for Import Certificate* basically with documents. If necessary, JONA may conduct an irregular surveillance. Moreover, JONA shall evaluate on a regular annual inspection if application of import certificate are correctly issued.

3.6.9 Application and issuance of export certificate for Canada

- JAS-certified operators, exporting organic products to Canada, can apply for export certificate to JONA if they meet the conditions agreed between Canada and Japan.
- A JAS-certified operator fills out *Application for Export Certificate* and submits it to JONA office along with attachments.
- If JONA office verifies application contents, it issues an export certificate and sends it to the applicant. Upon the agreement with the applicant. JONA is able to send it to a third party (e.g. exporter) and send a photocopy of it to the applicant.
- JONA shall verify the contents of *Application for Export Certificate* basically with documents. If necessary, JONA may conduct an irregular surveillance. Moreover, JONA shall evaluate on a regular annual inspection if application of export certificate are correctly issued.

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Chart 4 : Report after certification

What to submit?	When?	Who?
<ul style="list-style-type: none"> • Labeling evaluation application • Packages of each product 	<ul style="list-style-type: none"> • By shipment 	All certified operators
<ul style="list-style-type: none"> • Sold products and brand name • Sales turnover • Sales amount, period 	<ul style="list-style-type: none"> • Quarterly (January, April, July, and October) 	All certified operators
<ul style="list-style-type: none"> • Customer • Shipped amount • Date of transaction • Lot number • Certification number 	<ul style="list-style-type: none"> • When an applicant needs a transaction certificate 	All certified operators
<ul style="list-style-type: none"> • Production amount of each product 	<ul style="list-style-type: none"> • At an annual surveillance or whenever JONA decides necessary 	All certified operators
<ul style="list-style-type: none"> • JAS-Graded amount of each product 	<ul style="list-style-type: none"> • Amount from April of the preceding year to March of this year • By the end of June 	All JAS certified operators
<ul style="list-style-type: none"> • Item and amount of non-compliance • Date and place that non-compliance occurs • Reasons of non-compliance 	<ul style="list-style-type: none"> • When a non-compliance occurs or when requested by JONA 	All certified operators

<p>3.7 Term of Certification Period and Continuation of the certification</p>	
<p>3.7.1 Certification Period</p>	<p>JAS</p>
<ul style="list-style-type: none"> • There is no expiration date of certification. However, a certified operator must receive an annual audit by JONA within one (1) year from the certification date. And also as long as certification continues, a certified operator must receive an annual audit by JONA at least once a year. 	<p>COR</p>
<ul style="list-style-type: none"> • Certification period is one year after certification is made. 	<p>IFOAM Org EU Swiss</p>
<p>3.7.2 Continuation/renewal of certification</p>	
<ul style="list-style-type: none"> • Prior to an annual audit, JONA shall issue an operator <i>Notification of Annual Audit</i>. If the certified operator is willing to continue their certification, the operator must submit application for continued certification, which is evaluated in the same manner as the initial application. 	
<ul style="list-style-type: none"> • <i>Agreement of Certification of Organic Operation</i> made between an operator and JONA is automatically renewed for one (1) year if the certification is continued. 	
<ul style="list-style-type: none"> • Renewing certification is not sometimes decided before the term of validity expires for such reasons as delaying inspections, not returning the inspection report and not holding the certification committee. If the reason is clear and in line with purposes of organic certification, JONA shall notify the operator of extension of certification period under the conditions to renew certification as results of operator's fulfillment of the required corrections. Extension of certification period is within three (3) months, provided that contents and information on which the previous certification has been approved remain the same. 	<p>IFOAM Org EU Swiss</p>
<p>3.7.3 Procedures for continuing/renewing certification</p>	
<ul style="list-style-type: none"> • The procedures of renewal of certification are operated just as those of the initial certification. • JONA shall notify continuance of certification with <i>Notice of Continuing Certification</i>. 	
<ul style="list-style-type: none"> • Annual inspection of organic food handler, organic cosmetics marketing authorization holder, and warehousing and transporters can be waived if a 	<p>IFOAM Org</p>

document review decides an inspection is not necessary because of such factors as traded amount, previous inspection results, and product type and its decision is approved by the Certification Committee. The certification committee reviews document review result.

- In the case above, an inspection shall be conducted at least once in three years. In addition, in case of JONA-IFOAM certification program, the number of inspection at least equals the total number of the certifications and, therefore, JONA may need to inspect organic food handler and warehousing/transporter inspections.

3.7.4 Response to major non-compliances at the time of continuing/renewing certification

- When an annual inspection finds a certified operator violates required criteria, Certification Committee proposes temporary stoppage of claiming organic or revocation of certification to the President.
- If the President accepts that offer on temporary stoppage of claiming organic or cancelation of certification, a sanction will be determined according to *Certification Program V-5*.

3.7.5 Irregular inspection

- In addition to inspections for continuing certification on *JONA Certification Program III- 3.7.3*, an extra inspection might be conducted if...
 - A certified operator report changes or additions of their certified operation, or
 - The President judges an extra inspection is needed upon request from the competent authorities and relevant ministries and agencies, for a verification of implementation of corrective actions, and/or for responding to a rumor about questionable operation which is provided with the reliable information source., or
 - The President judges an extra inspection is needed from a certain request from a third party and/or for responding to a rumor about questionable operation which is provided with the reliable information source.
- An extra inspection is executed by the procedures of annual inspection. But it might be conducted without announcement.
- Basically, a certified operator bears expense of an extra inspection. Refer to *JONA Certification Program III-5* for the details.
-

3.7.6 Discontinue the certification

- If a certified operator intends not to continue the certification, it must notify JONA of the discontinuation of grading operation in writing in the format of JONA.
- JONA shall report it to an authority or an organization applicable to certification.
- JONA must report it to MAFF and disclose the information of this operator to the public. (See *JONA Certification Program V-2* on disclosure of information.)

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3.8 Keeping the documents relating to certification

- The related documents include Application for Certification, Required Attachment and Statement of Applicant's Operation and other relevant documents submitted to JONA. Original slips or records shall be kept no earlier than the next inspection.
- All documents concerning an application for certification should be kept in preparation for a request to submit from JONA, other certification body, or the competent authorities.
- A certified operator must keep the related documents for certification for at least one (1) year from shipment.
- A certified operator must keep the related documents for certification for at least five (5) year from creation.

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3.9 Handling and disposal of nonconformity items

- When fields, production facilities, raw materials, seeds/seedlings etc do not conform with Organic JAS Standards and *JONA Organic Standards*, these products are regarded non-conformable.
- The operator must report to JONA items, quantity of products of nonconformity, where, why and when they were produced whenever requested by JONA (Please refer to III-3.6.10 of *JONA Certification Program*.)
- Items and quantity, time and date of noncompliance, ways of disposal, the methods of labeling must be recorded and the related documents must be kept in the period set by III-3.8.
- Crops in a buffer zone, raw materials used for purging etc. are included in

non-conformable products.

- In the case of parallel production, it is recommended to keep the records of non-organic products in order to present that there is no mixture of organic and non-organic products.
- It is not permitted to label and sell non-conformable products as organic.
- The non-conformable products must be handled as non-organic products, and the disposing methods and quantities must be recorded.
- An operator must make rules concerning disposal of non-conformable products and state it clearly in manuals. The operator must educate their personnel how to handle non-conformity products.

3.10 Handling the Certification documents

3.10.1 Reissue of Certification documents

- JONA shall not reissue organic certificate (hereafter called “certificate”) and documents of notification regarding certification in principle. The certificate issued by JONA can be re-issued only in the following cases. If they are re-issued, JONA shall collect the old copies.

1. Addition and change of contents of the certification
2. Loss or damage of the issued certificate for a legitimate reason

- The reissue of a certificate with a change of contents on the certificate needs to be approved by the President with the verification by the C.C.
- In case of the loss of the certificate, an operator is billed for the cost of reissuing such as photocopying and shipping.

3.10.2 Reproduction of the certification documents

- If an operator provides copies of the certification documents to others, the documents shall be specified as a reproduction and reproduced in their entirety.

3.10.3 Returning the certification documents

- An operator who gets certification cancelled, temporary stopped its certification or withdraw certification must return its certificate back to JONA. The suspension is lifted, JONA returns the certificate to the operator.

4 Supervision Under Organic Regulations

4.1 Reports to the Applicable Authorities

4.1.1 Report

- JONA shall report, to the Minister of Agriculture, Forestry and Fisheries via FAMIC, name and address of an operator, their products, fields or facilities

JAS

<p>relevant to the certification and its contents when JONA grants a JAS certification.</p> <ul style="list-style-type: none"> • A personnel change (inspector, certification member, etc.) shall be reported to MAFF through FAMIC in the same way as above mentioned. • The graded amount (April through March) of JAS organic of all certified operator shall be reported to JONA by the end of June, and JONA reports it to MAFF by the end of September every year. • If JONA judges any matters related JAS certification should be reported to the competent authorities, they shall be reported to FAMIC after the approval by the board. • JONA shall send a list of COR certified operators to IOAS and COO by the end of December. • JONA shall make an annual report to EU commission by the end of February. • JONA shall make an annual report to Swiss Federal Office for Agriculture by the end of March. <p>4.1.2 Withdrawal of JAS Organic Certification</p> <ul style="list-style-type: none"> • As it is stated in <i>JONA Certification Program IV-5.3</i>, when JONA temporarily stops shipment by a certified operator or cancel certification of them, JONA shall report to MAFF information of the relevant organic operation including the name and address of the operator, category of products, the address of fields and facilities, the date of taking measures, the reasons for the decision. • JONA shall report canceled and suspended certification by the 25th of each month. If requested by IOAS, JONA shall report it more frequently. • JONA shall submit an annual report to EU commission by the end of March. • JONA shall make an annual report to Swiss Federal Office for Agriculture by the end of March. <p>4.2 Policies of JONA</p> <ul style="list-style-type: none"> • JONA shall educate and train the people concerned for effective management of JAS system. • JONA shall study the organic market and keep watching under the regulations. • JONA shall cooperate with the competent authorities for proper development of organic market. 	<p></p> <p>COR</p> <p>EU</p> <p>Swiss</p> <p>JAS</p> <p>COR</p> <p>EU</p> <p>Swiss</p>
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<ul style="list-style-type: none"> • JONA shall communicate with foreign (registered or not) certification organizations to study and report on JAS certification activities in foreign countries. • These policies are applied to the members of JONA. • JONA keeps records, books, application log data, financial statements, and relevant documents for certification based on Organic JAS Certification System for five (5) years. JONA also keep electric data on certification information of an operator as long as JONA certifies operator. If the operator withdraws certification, JONA shall its records for five (5) years after the withdrawal. • If nonconformity to this program is detected regardless of an internal or external audit, JONA shall identify the nonconformity, investigate its cause, take corrective measures, and then develop the preventive measures. The President makes the internal audit team conduct an extra audit for verification of the effectiveness of the corrective measures and the preventive measures after the suitable period from the implementation of those measures. 	
<p>4.3 Audit by the authority</p>	
<p>4.3.1 Registration as certification body</p>	<p>JAS</p>
<ul style="list-style-type: none"> • JONA applied to MAFF, is registered as an Organic Certification Body at MAFF under current JAS Law and will renew its registration continuously. • JONA shall operate certification works as a registered certification body in line with organic JAS regulations. 	
<ul style="list-style-type: none"> • JONA shall apply for COR accreditation to CFIA and is registered as a COR certification agency. • JONA shall conduct certification activities as a COR certification body. 	<p>COR</p>
<ul style="list-style-type: none"> • JONA applied to EU commission for registration as a control body under EC Reg 834/2007 with an evaluation from IOAS and is registered. • JONA shall conduct certification activities as a EU-equivalent certification body. 	<p>EU</p>
<ul style="list-style-type: none"> • JONA applied to Swiss government for registration as a control body under Swiss Organic Farming Ordinance and is registered. • JONA shall conduct certification activities as a registered certification body under Swiss Organic Farming Ordinance. 	<p>Swiss</p>
<p>4.3.2 Audit of a registered certification body</p>	
<ul style="list-style-type: none"> • JONA shall undertake an audit by an applicable authority on the 	

certification operation under the Organic JAS System.

- JONA shall undertake an audit of the execution of certification and the related activities upon a request of Governmental Authorities concerned.

5 Fees and expenses (*All fees and expenses are free of tax for overseas operators.)

◆ JONA Membership Fee in yen (tax excluded)

Item	JONA Full Member (1)	JONA Associate member (2)	Non-Member
Initial Fee (for the 1 st year)	50,000 (corporation) 5,000 (small family farmer)	20,000 (corporation) 5,000 (small family farmer)	0
Annual Membership Fee	120,000 (corporation) 12,000 (small family farmer)	36,000 (corporation) 6,000 (small family farmer)	0

(1) A JONA full member is a corporation or an individual who supports purposes of JONA as a non-profit organization and voluntarily engages or is planning to engage in organic production, processing, distribution, and such. JONA shall not exclude them for nationality, region, race, religion, and so forth but JONA may reject those who have engaged in an illegal, organic operations.

(2) An associate member is an organization or an individual who is contracted with a full member for organic production

(3) When a full member applies for multiple certifications, the fee for an associate member applies for each application from the 2nd one except for repackers and importers that applies for both organic agricultural product and organic (agricultural) processed food.

◆ Pre-application fee in yen (tax excluded)

Item	JONA Full Member	JONA Associate Member	Non-Member

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System Use Fee (only for the 1 st year)	0 (covered by membership fee)	0 (covered by membership fee)	50,000 (corporation)
			5,000 (small family farmer)
			20,000 (consigned corporation)
			5,000 (consigned small family farmer)

◆ Certification Fee (for the initial year) in yen (tax excluded)

Item	JONA Full Member	JONA Associate Member	Non-Member
Application Fee	20,000 (corporation)	20,000 (corporation)	20,000 (corporation)
	10,000 (small family farmer)	10,000 (small family farmer)	10,000 (small family farmer)
Application Fee	30,000 (corporation)	30,000 (corporation)	30,000 (corporation)
	15,000 (small	15,000 (small	15,000 (small

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Swiss

	family farmer)	family farmer)	family farmer)
Inspection Fee	Refer to Inspection Fee	Refer to Inspection Fee	Refer to Inspection Fee
Certification Fee	0 (covered by membership fee)	0 (covered by membership fee)	120,000 (corporation) 12,000 (small family farmer)
			36,000 (consigned corporation) 6,000 (consigned small family farmer)
Ingredient evaluation fee (for one ingredient) Cosmetic only	10,000	10,000	10,000

(4) If a repacker or an importer applies for both organic agricultural products and organic (agricultural) processed food, application fee will be for one application.

(5) If an applicant for JONA-IFOAM Certification applies for EU Certification as well, the difference of application fee between IFOAM and EU certification (10,000 yen for a corporation and 5,000 yen for a small family farmer) is charged in addition to the application fee of IFOAM Certification.

(6) If an applicant applies for Swiss Certification together with EU Certification, JONA charges the additional fee of 10,000 yen. .

◆ Post-certification fee in yen (tax excluded)

Item	JONA Full Member	JONA Associate Member	Non-Member
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User's fee (for use of marks and names of JONA)	Up to sales of products as certified by JONA: 0.1-0.5%	0	Up to sales certified by JONA: 0.1-0.5% (corporation, small family farmer)
			0 (consigned)
Annual Maintenance Fee (4)	0	20,000 (corporation) 5,000 (small family farmer)	0 (corporation, small family farmer)

(7) Annual Maintenance Fee of an associate member will apply from each application from the 2nd one of a full member except for repackers and importers that apply for both organic agricultural products and organic (agricultural) processed food

◆ Fee regarding certification (every year from the second year) in yen (tax excluded)

Item	JONA Full Member	JONA Associate Member	Non-Member
Application Fee	20,000 (corporation) 10,000 (small family farmer)	20,000 (corporation) 10,000 (small family farmer)	20,000 (corporation) 10,000 (small family farmer)
Application Fee	30,000 (corporation) 15,000 (small family farmer)	30,000 (corporation) 15,000 (small family farmer)	30,000 (corporation) 15,000 (small family farmer)

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	family farmer)	family farmer)	family farmer)
Inspection Fee	Refer to Inspection Fee	Refer to Inspection Fee	Refer to Inspection Fee
Certification Fee	0 (covered by membership fee)	0 (covered by membership fee)	120,000 (corporation) 12,000 (small family farmer)
			36,000 (consigned corporation) 6,000 (consigned small family farmer)
Ingredient evaluation fee (for one ingredient) Cosmetic only	10,000	10,000	10,000

(8) If a repacker or an importer applies for both organic agricultural products and organic (agricultural) processed food, application fee will be for one application.

◆ Irregular Surveillance Fee (9) in yen (tax excluded)

Item	JONA Full Member	JONA Associate Member	Non-Member
Irregular surveillance only by documents	2,000	2,000	2,000
Irregular surveillance by on-site inspection	18,000 (corporation) 8,000 (small family farmer) + Inspection Fee	18,000 (corporation) 8,000 (small family farmer) + Inspection Fee	18,000 (corporation) 8,000 (small family farmer) + Inspection Fee

(9) Fee for reviewing documents of a minor change or addition at the C.C. is 2,000 yen. The evaluation that requires on-site inspections costs 18,000 yen for corporation and 8,000 yen for small family farmer plus Inspection Fee in such cases as 1. the C.C. decides it is necessary to make an on-site inspection and 2. the operator is subject to *JONA Certification Program* III-a 3.4.7 as an operator to inspect more frequently than once a year or be questioned about its operation and 3. there is a rumor from a trustful source about questionable operations.

Note: Minor changes or additions mentioned above can be made if the C.C. verifies them only by documents in such cases as not increasing contamination or co-mingling risk: changes without amendments of the Internal Regulations and amendment of manuals consequent to revision of the Internal Regulations. If a change is big enough, such as addition of the production lines or a whole plant, JONA shall evaluate it as an annual surveillance.

◆ Inspection Fee in yen (tax excluded)

Item		Fee	Conditions
Daily Allowance for on-site inspection per person		¥25,000	Max 8 hrs.
		¥15,000	Max 4 hrs (a half day)
Daily allowance for inspection trip per person		¥5,000	In case that arrival is needed 1day before inspection or that it takes for an inspector more than 7 hours to make a round trip
Report fee	P.P.M.D. (including manufacturer)	¥5,000	extra fee added in case of large scale. Can be estimated
	Re-Packer	¥3,000	extra fee added in case of large scale. Can be estimated
	Importer, warehousing/transporter, marketing authorization holder	¥3,000	extra fee added in case of large scale. Can be estimated.
	COR report fee	¥5,000	extra fee added in case of large scale. Can be estimated

Note 1: Report fee of the sub-contracted facilities (facilities, warehouses, etc) under an applicant's certification is 3,000 yen.

Note 2: An estimate of inspection fee can be issued if requested from an applicant.

Note 3:P.P.M.D. mentioned above means "P.P.M.D Concerning Organic Agricultural Products and Organic Feeds (Limited to those prepared or selected only)", "P.P.M.D Concerning Organic Processed Foods and Organic Feeds (Excluding those prepared or selecting)", and "P.P.M.D. Concerning Organic Livestock Products".

Note 4: Re-packer means "Re-packer Concerning Organic Agricultural Products, Organic Processed Foods, Organic Feeds and Organic Livestock Products".

Note 5: Importer means "Importer Concerning Organic Agricultural Products and Organic Agricultural Product Processed Foods".

Note 6: The report fee is to be charged for COR regardless of whether the inspection is simultaneously performed for other certification.

- JONA's Inspection Fee consists of daily allowance per day and report fee.

- The applicant bears in principle such expenses as those for traveling and accommodation of the inspector. For overseas operators, the postage fee for sending documents shall be 2,500 yen uniformly.
- Report fee in principle includes such expenses as those for correspondence and consumables.
- Traveling cost is in principle charged as departing from the address where the inspector registers JONA that s/he resides.
- Accommodation fee shall not exceed 7,000 yen per day if circumstances do not allow.
- The inspector shall pay for his/her own means in principle.
- Inspection fee shall be requested from the inspector to JONA, which shall request the applicant.
- In case of on-site inspection outside Japan, daily allowances for on-site inspection and inspection trip shall apply but JONA determines report fee with non-Japanese environments taken into account.
- JONA shall charge translation fee (not applicable for English translation) at an on-site inspection outside Japan.
- If a translator must be provided at an on-site inspection outside Japan, the applicant must bear the expense of it.
- In case of an on-site inspection carried out by a contracted CB based on III-3.4.8 of this program, JONA has the right to charge the inspection fee. However, JONA may assign the right to the contracted CB.

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◆ User's fee (calculated by rate according to sales. Limited by a ceiling of 600,000yen) (tax excluded) max 0.5%

Gross Sales	Percentage	Example for Calculation	Total Amount
0 - 20,000,000 yen	0.5 %	If sales are 20 million, the fee is... 20 mil×0.5%	¥ 100,000
20,000,001 yen - 40,000,000 yen	0.4 %	If sales are 40 million, the fee is... 20 mil×0.5% +20 mil×0.4 %	¥ 100,000 +¥ 80,000 =¥ 180,000
40,000,001 yen - 70,000,000 yen	0.3 %	If sales are 70 million, the fee is... 20 mil ×0.5	¥ 100,000 +¥ 80,000 +¥ 90,000

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		+ 20 mil×0.4% + 30 mil×0.3%	=¥ 270,000
70,000,001 yen - 100,000,000 yen	0.2 %	If sales are 100 million, (Same as the calculation above)	¥ 330,000
100,000,001 yen - 370,000,000 yen	0.1 %	If sales are 370 million, (Same as the calculation above)	¥ 600,000
Above 370 million yen			¥ 600,000

◆Other fees

Item	JONA Full Member	JONA Associate Member	Non-Member
<i>JONA Organic Standards</i>	0 (Covered by membership fee)	0 (Covered by membership fee)	10,000 (The first time and whenever revised)
<i>JONA Certification Program</i>	0 (Covered by membership fee)	0 (Covered by membership fee)	10,000 (The first time and whenever revised)
Application Forms	0 (Covered by membership fee)	0 (Covered by membership fee)	10,000 (The first time and whenever revised)
Course Fee	20,000	20,000	20,000

• In principle, JONA shall not reimburse the fee received.

IV. Confirmation of input substance

JONA has a program to confirm that a specific input is in line with the materials allowed in *JONA Organic Standards* (including those in Attached Tables of JAS Standards). The manufacturer of the product can apply for confirmation of compliance. The product confirmed as compliant is called “confirmed product”, use of which could be applied by the operator or applicant without submission of materials on the product. This confirmation is not intended to insist that use of the product suits organic production. When the certified operator or applicant wishes to use a confirmed product, they have to get an approval from JONA regarding purpose, reasons, and usage of it.

The procedures to apply for confirmation of product are prescribed in the following.

1 *Scope and objectives for the confirmation*

1.1 Scope of the confirmation

An applicant for confirmation is a producer, P.P.M.D., fertilizer manufacturer/distributor, manufacturer/distributor of materials for agricultural use, manufacturer/distributor of materials for food processing, and so forth. They manufacture and distribute fertilizers, soil conditioners, agricultural products, additives, and so forth.

1.2 Geological area for the confirmation

Geographical areas for confirmation is within Japan and any other country.

1.3 Qualification for the staff of confirmation process

Pursuant to *JONA Certification Program* III-1.4 and Standard Committee member

2 *Prior to submitting the application*

2.1 Applicant

2.1.1 Eligible applicant

- Operator who are categorized in *JONA Certification Program* III-d-1.
- An applicant can be member of JONA or non-member
- Applicant who wish to have the materials to be confirmed. The material should be on the material lists within *JONA Organic Standards* (including those in Attached Tables of JAS Standards).
- Applicant who understand *JONA Organic Standards*, *JONA Certification Program*, and related regulations.

2.2 Hearing prior to application

Pursuant to *JONA Certification Program* III-2.2 with organic food and “certification” replaced by “confirmed product” and “confirmation” respectively.

2.3 Basic agreement prior to submitting the application

Pursuant to *JONA Certification Program III-a-2.3* with organic food and “certification” replaced by “confirmed product” and “confirmation” respectively.

3 Confirmation Process

3.1 Submitting the document

- An applicant has to submit “JONA Confirmed Product Application Form”.
- An applicant must fill out “JONA Confirmed Products Application Form” and attach necessary documents.
- An applicant must collect the information to attach to the application.

3.2 Acceptance of application and the document review by JONA administration office

- The office receives the application documents to make sure if there is insufficient material, data, report or an omission.
- After checking them, the office requests additional requirements or documents, if needed.
- When confirmation by the office is completed, application for certification is accepted.
- The office may request a member of Standard Committee first processing of the application document.
- In the first processing, a Standard Committee member evaluates compliance of the product with JONA Organic Standards.
- In the initial processing, it will be decided whether an on-site inspection can be done or whether more information is necessary.
- A result of the first processing is notified to the applicant by JONA Office.
- The applicant can object to a result of the first processing. An objection can be raised through the procedure of appeals (*JONA Certification Program IV-3* apply with “certification” replaced by “confirmation”.)
- It is prohibited to be engaged in the review of the said processing for a member of the office or Certification Committee who has interests (such as investment, business deals, consultation or employment) with the applicant for the past 2 years from the day the said application is received.

3.3 Appointing the inspector and assigning the on-site inspection

- Pursuant to *JONA Certification Program III-3.4*.
- An on-site inspection should be carried out approximately at the time of receiving ingredients, right before or after production, during busy days of shipment, when products are stored, and so forth.

3.4 Confirmation by Standard Committee

- Standard Committee evaluates, with Inspection Report and Application Documents, conformity to *JONA Organic Standards*, Organic JAS Regulations and technical criteria, decides certification and determines, if any, conditions for certification.
- If the committee can't make a decision only by the inspection reports, additional explanation should be called for to the inspector.
- JONA notifies the operator of a confirmation decision by document. It may include minor conditions to be improved.
- Confirmation Notice and a confirmation number are granted to a certified applicant.
- In case that improvement of conditions is necessary, the notice of conditions for confirmation is given. The applicant must submit an affidavit to improve the conditions and its related documents (Refer to *JONA Certification Program IV-3* with "certification" replaced by "confirmation".)
- Standard Committee confirms improvements and decides whether or not confirmation is given.
- However, when JONA recognizes the necessity to verify improvement of conditions, the office should carry out the confirmation work such as inspection.
- In case of denial or objection against submitted conditions, the applicant has the right to make an appeal against the decision. Appeal should be made under "the procedure for appeal".

3.5 Agreement after approval of the confirmation

- It is allowed to label JONA logo mark and indicate confirmation by JONA on the containers, packages, and so forth of confirmed products.
- The labeling and indication must be approved by JONA before it is used. In order to get an approval from JONA, *JONA Labeling Evaluation Form* with a drafted sample must be submitted before sale.
- JONA Administration Office evaluates labels.
- The confirmed operator shall notify JONA in advance of any change of contents of certification such as ingredients, inputs, processing equipment, facilities, distribution channel and/or items. JONA decides whether or not another inspection or certification is needed by those changes.
- The confirmed operator shall notify JONA without delay of a stoppage of confirmed production, processing, handling, etc.
- The confirmed operator must submit documents and records to verify

improvements of the conditions given from JONA. If they are not submitted, the confirmation will be canceled.

3.6 Term of Confirmation Period and Continuing/Renewing the confirmation

- A confirmation period is as long as one year after the decision.
- It is necessary for a confirmed operator to get inspected for renewal within one (1) year from the confirmation date.
- The operator should notify JONA of her/his intention to renew confirmation one (1) month at the latest before the expiration of the term of validity.
- The operator shall send the application for renewal to JONA. The application documents include same contents of the initial application.
- The schedule of renewal inspection is decided between the operator and JONA.
- In some cases, decision of renewal confirmation might not be decided within the term of validity expires, due to the delay of inspections, delay of the inspection report submission, or by not holding the Standard Committee. If the reason is clear and in line with purposes of confirmation, JONA shall notify the operator of confirmation extension period under the conditions to improve the conditions and to renew confirmation.
- Extension of confirmation period is effective only with the condition that the contents of confirmed material remain the same.

3.7 Keeping the documents relating to the applications

- The confirmed operator should keep the related documents for confirmation for at least three (3) years.
- The related documents include *Application Form*, *Attached Documents*, conditions, production records, the reports handed in to JONA, confirmation notice and etc.

3.8 Handling and disposal of non-approved items

- When fields, production facilities, raw materials, seeds/seedlings, etc. do not conform with materials allowed in *JONA Organic Standards*, these products are regarded non-conformable.
- Non-conformable products cannot be labeled and sold as confirmed products.
- The names and quantity of non-conformable products, the time and date, reason, and a way of disposal should be reported to JONA and recorded.
- The operator should make rules concerning disposal of non-conformable products and state it clearly in manuals, etc. S/he should indicate the handling to workers and persons concerned.

3.9 Reissue of Certificate

Pursuant to *JONA Certification Program* III-a-3.10 with “certification” replaced by “confirmation” and “certification committee” replaced by “standard committee”.

4 Fee

Pursuant to *JONA Certification Program* III-5. As far as inspection report fee is concerned, that of processor applies.

V. Common matter for each certification programs

1 Confidentiality and exclusion of conflict of interest

- Inspectors, member of Certification Committee, and other JONA staff including the directors and office staff ought to ensure confidentiality. They ought to avoid conflict of interest. All personnel should sign on the written oath such as *Agreement of Inspector* for inspector, *Affidavit for C.C. Member* for C.C. member, and *Affidavit* for board members and administration office staff.
- The inspector and C.C. member shall report the most updated conflict of interest annually.
- The following clause describes rules of disclosure of information.

2 Disclosure of information

2.1 Disclosure Information about certified operator

- JONA completes a list of certified operators (name, address, category of products, location of its facilities and the date of certification). If someone requested to peruse information about certified operators, JONA disclose the information only at the JONA office (the place stated in *JONA Statue*). If it is needed, JONA might provide the requested information by FAX or e-mail. This information is accessible only before the day of an abolition of grading or a cancellation of certification.
- Once JONA receives a notification for withdrawal of certification from operators, JONA discloses information (the name of the operator, its address, category of certified products, location of its facilities, date of withdrawal) at the JONA office and on its website for one (1) year from the date of the withdrawal.
- When JONA orders to stop the shipment temporary, or cancels the certification, JONA discloses information about the operator (name, address, category of certified products, location of its facilities, date of the order or cancellation) at the JONA office and on the website for one (1) year from the date of cancellation or while stopping the shipment.

2.2 Obligation of JONA about other information and its confidentiality

- JONA shall not disclose in principle information of certification procedures and any information regarding certification except for that of 2.1 above. In requesting such information, one shall in writing request it to JONA with reasonable reasons stated with the request. JONA may disclose information to the reasonable extent if the President decides so.

- JONA shall be responsible to an applicant and inspectors to keep information regarding certification confidential, but JONA may be able to disclose and present information to applicable parties with a consent from those whom it concerns in the following cases.
 - If JONA is requested by a different certification body to disclose information on the products from a JONA-certified operator for use by an operator certified by the body, JONA may disclose application documents and inspection report of the said operator to the body under contract between the body and JONA.
 - If an operator certified by JONA sells their products to a party that intends to obtain organic certification by a different certification body, the certified operator may request JONA to present application documents and inspection report of the said operator under contract between the body and JONA.
- As for JONA-IFOAM certification and EU Certification, JONA shall provide information regarding certification promptly and adequately to authorities and control bodies concerned in the following cases:
 - Where operators and/or their subcontractors are certified according to the programs that is controlled by organizations other than JONA.
 - Where operators and/or their subcontractors change their control body
 - Where operators and/or their subcontractors withdraw certification
 - Where irregularities or infringements affecting the organic status of products are found
- JONA and a certified operator, if agreeing, shall accept an surveillance/inspection of applicable governments, FAMIC, or other controlling body (an auditor from IFOAM, IOAS, or ISO audit agency).

3 Impartiality Policy

- The President shall identify the risk to the impartiality on an ongoing basis and attempt to eliminate and minimize the identified risk. The elimination of the identified risk or the identification of the risk to impartiality and the result of its management is registered to the list of impartiality analysis.
- The President calls for the impartiality committee on the impartiality of the operation at JONA once or more a year.
- The procedure for the previous clause is provided in *Impartiality Committee Operation Policy*.
- The impartiality committee discusses the impartiality of the certification activities

of JONA and offers an opinion on the result of its discussion to the president.

4 Reinvestigation Policy

- Applicant can make an appeal for reinvestigation when he is dissatisfied with the decision of certification and disciplinary measures.

4.1 Request of appeal

- An appeal should be filed by submitting a document on issues and reasons of the appeal within thirty (30) days from a notice of decision.
- The administration office notifies its receipt of the request of appeal to the applicant, reviews the contents of appeal and reports by document the outcome to the applicant within two (2) weeks.
- In the case of further dissatisfaction or objection with the report, the applicant can make an appeal directly to the Reinvestigation Committee within thirty (30) days.
- An appeal against the decision made by the Reinvestigation Committee can be made no more than twice for one case.
- An appeal can be received only if it is made by document. The document has to state date of appeal and name of appeal maker with her/his signature and stamps.

4.2 Reinvestigation Process

- The Administration Office reviews the contents of appeal. The office shall inform the appeal maker if it will take more than two (2) weeks for the office to answer. The office collects additional information or hearings from the inspector. An outcome of the review is to be informed by documents of within thirty (30) days.
- The reinvestigation should be carried out by the committee and a decision is made within thirty (30) days on acceptance of appeal. An outcome of the reinvestigation shall be reported to the president and the appeal maker.
- When the Reinvestigation Committee decides necessary, JONA can conduct an on-site inspection. The inspection shall be conducted according to JONA Certification Program. Articles on drafting and notification of inspection plan, conduction on-site inspection, and making and reporting an inspection report are applicable.
- The decision is one of the followings.
 - Approving the legitimacy of the contents of appeal (fact and rationale). The reinvestigation committee notifies the C.C. leader of this.
 - As the facts and records in the appeal against the decision are not complete, a decision will be held until more detailed information shall be revealed by further investigation by the Administration Office.

- Denial of the appeal as there is not justification in appeal (fact and rationale)
- JONA shall keep logs and documents related to reinvestigations properly/
- JONA shall conduct preventive measures and retroactive measures if necessary.

4.3 Reinvestigation Committee

- The Reinvestigation Committee consists of one (1) chairperson and two (2) members.
- The Reinvestigation Committee consists of one (1) chairperson of the Standard Committee, one (1) director nominated by the board of directors, and one (1) full member of JONA having no interest in the matter or the trade, and none of those who are involved in the relevant certification decision. The chairperson is chosen by the 3 members.
- The members shall be recognized by the board of directors recognize that they have sufficient knowledge for JONA Organic Standards, JONA Certification Program, organic system and related regulations.
- The members shall sign *Agreement of Reinvestigation Committee Member* and report the conflict of interest so as to ensure the confidentiality and avoid conflict of interest.
- JONA can give training to the members to provide necessary information for reinvestigation. The president appoints the trainer.
- The certification manager evaluates the performance of the members and reports to the President the result of the evaluation in each case of reinvestigation.

4.4 Expenses of reinvestigation

- A person or firm that filed appeals should bear a whole expense for reinvestigation in principle.
- Expense includes the expense for holding Reinvestigation Committee (5,000 yen for daily allowance of each member, traveling expense and so forth) and re-inspection for irregular surveillance.
- The Administration Office demands for the payment after a final appeals decision is made.

5 **Complaint policy**

5.1 Accepting complaints

- Complaints regarding certification decisions shall be processed according to *JONA Certification Program IV-3*.
- JONA shall accept complaints, if possible, in writing. Complaints made verbally so as by phone shall be recorded on important matters (date, complainer, contact of the complainer, content).

- A complaint shall be recorded on *Complaint Report* and reported to the President from the General Manager.
- The President shall order a responsible person of an applicable department to respond to the complaint: certification department for complaints on certification and general affair department for general affairs.

5.2 Dealing with complaints

- Personnel in an applicable department shall fill out *Complaint Report* and report on dealing a complaint to the President and a responsible person through the General Manager.
- The General Manager shall inform the complainer of a response to the complaint, which is approved by the President.
- The President shall report to a government in dealing with a complaint if s/he decides it is necessary to do.
- If the complainer complains further after JONA notifies him/her of its response, the President shall decide how to deal with this.
- *Complaint records* shall be kept for at least five (5) years.
- *Complaint records* shall be utilized for dealing with similar future cases and for preventive measures. If necessary, JONA shall make retroactive measures.

5.3 Management of personnel dealing with complaints

- Qualification for personnel dealing with complaints should include completion of organic JAS course by JONA and completion of office training necessary.
- The Office Manager shall evaluate competence of the personnel for every complaint. If there is not a problem, his or her signature on the complaint record means it.

6 Dispute Settlement Policy

When a JONA member makes a violation of *JONA Statute*, *JONA Organic Standards*, *JONA Certification Program*, and other rules, disciplinary measures should be imposed according to this manual. Even if the violator is not a member of JONA, this policy also applies to the violation for the sake of creditability of JONA certification and JONA Mark.

6.1 Assessment of violation

- When a JONA staff received the report of violation of suspicious case of violation, the person should record it on *Complaint Report*. And then the case should be reported to the President and/or to the responsible person of an applicable department.
- JONA can urge the operator to voluntarily stop operations related to the

certification, even before investigating the case, if the President judges violation in the case is highly anticipated and too risky for continuing the operation as it is.

- A responsible person designated by the President (the investigator) shall investigate violation of the suspected case by the following procedures.
 - To collect the evidence documents
 - To interview with corresponding operator and person provided the information to ensure the reliability of the information.
 - To verify which violation the suspicion applies to, violation of certification, violation of labeling, violation of agreement, or violation of JAS regulations.
- The first investigation should be done and reported on within ten (10) days.
- When the investigator verifies violation, it should be reported to the President immediately. If the case is about violation of certification, the investigator should consult with the certification committee before reporting to the President.
- If the suspicion turns out not to reflect facts but to be merely a rumor, the investigator shall stop his/her investigation and report it to the President.

6.2 Dispute Settlement Committee

- The President calls for the Dispute Settlement Committee based on the report by the investigator.
- The President should notify the suspected operator of holding the Dispute Settlement Committee for his/her explanation at least one (1) week prior to holding the committee.
- The President chooses members of the Dispute Settlement Committee for each case. The committee is organized with one (1) member from the board members, one (1) member from Certification Committee, the President, and the applicable investigator.
- If the Dispute Settlement Committee or the President thinks necessary, the committee can call for a third party person for advice.
- The President shall not choose the Board member that has the conflict of interest or the Certification Committee member who committed the certification process related to the case when s/he chooses the members of the Dispute Settlement Committee.

6.3 Disciplinary measures and its notification

- The Dispute Settlement Committee judge on disciplinary measures listed below.
 - a. order to stop the shipment and callback
 - b. temporary stop of certification
 - c. cancellation of certification

- d. claiming the cost of disciplinary measures
- e. expulsion

Those decisions must be made by the President with approval from the Board of Directors. However, e must be decided in the General Assembly.

- The President should notify facts of the violation and disciplinary measures to the operator within one (1) week from the decision of the Dispute Settlement Committee.
- If the President orders temporary stop of certification and temporary stop of shipment, the President shall assign at least one person who has adequate competence. The stop can be lifted if corrective actions are verified.
- JONA shall collect organic certificates if it orders cancellation of certification or if certification is withdrawn. When temporary stop of certification is ordered, JONA shall collect organic certificate temporarily.
- If the operator withdraws certification or if JONA orders cancellation of certification or stop the shipment of products of organic claim, the President shall requests stop of all public relations or advertisement regarding organic certification and disposal of label of organic claim.

6.4 Disclosure of information and report

- With judgment of Dispute Settlement Committee, if JONA stops the shipment temporary, or canceled the certification, JONA discloses information about the operator (name, reasons and so on) on the website and report to the Minister of Agriculture, Forestry and Fisheries without delay as required by the Law.
- The Dispute Settlement Committee responds if the operator withdraws its certification when JONA notifies cancellation of certification or order to stop the shipment.

6.5 Miscellaneous

- To revise this manual, the General Manager submits a draft to the board meeting, then the Board makes a decision of it.
- The President consults others such as the board members, and judges the matters which are not ruled in this manual.
- The General Manager shall keep the minutes of the Dispute Settlement Committee.

7 Restrictions

- JONA does not provide any services for promotion, any support of such activities, and sale promotions of organic products and certified operators.
- JONA member can utilize *Inter-Communication*, JONA's periodical publication their products and JONA, for their promotion and access to other operators.

VI. Analysis and Residue Testing

1 Testing of pesticide residues, GMO, GMO derivative, etc.

- Testing of chemical residues and GMO, GMO derivative, etc by laboratory is not a required condition for certification.
- The method of organic certification is to certify that cultivation, processing and distribution are carried out as regulated in the Organic Standards. Testing is not a major instrument to decide organic certification.
- It is recommended that analysis should be carried out by the operator.
- However, analysis is to be carried out by JONA in the following cases for reflecting consumers' interest.

1.1 Testing in the case of suspicion

- When required for certification decision by the Certification Committee.
- When fields requested for certification are exposed to contamination from the vicinity.
- When conformity of the organic certification is suspected after certification is granted.
- In the above cases, testing of soil, pesticide residues, water and chemical residues, and GMO, GMO derivative, etc is to be carried out.

1.2 Testing to ensure JONA's credibility

- JONA conducts for its credibility tests including residue analysis of certified products and GMO based on *JONA Organic Standards* 11-5 besides tests described in V-1.1.

1.3 Handling of sampling Test

- In order to assure credibility of certified products by JONA, analysis of soil testing, or pesticide and chemical residues, GMO, GMO derivative, etc, from 3% (5% in case of EU Certification) of the total certified operators of the year will be carried out. This should count the results voluntarily or involuntarily submitted from the certified operators.
- The laboratories for analysis are in most cases Nippon Kaiji Kentei Kyokai, Japan Food Analysis Center, laboratories registered to the Ministry of Health, Labor and Welfare, and laboratories accredited to ISO-17025. Test results from any other laboratories will be regarded as reference information.
- JONA checks and records the status of registration or accreditation of the laboratories in the previous clause before the end of the period.
- Sampling is taken by a competent person approved by JONA in principle.
- Certification Committee will review a result of analysis with inputs from Standard

Committee.

- JONA shall respond to test results in line with *JONA Organic Standards* 11-5-9 and 11-5-10.

2 Expense for analysis

- For tests in case of suspicion, the suspected operator shall pay for expense for sampling analysis.
- For test for JONA's credibility, JONA shall pay for sampling analysis.

3 Item for analysis

- If contamination is suspected, JONA shall research on which chemicals or pesticides are possibly contaminating the sample. JONA consider high-risk chemicals for testing.

Allowed testing level, and other details are pursuant to *JONA Organic Standards* 13-5 for analysis items

FIN

