**2018 Checklist**

**for Bio Suisse Inspections**

**of Certified Organic Wild Collection Projects**

**outside of Switzerland**

* **All items on this checklist must be completed or, if not relevant to the project, crossed out.**
* **The accuracy of the details given in this checklist must be confirmed by a signature of the responsible inspector on the second page.**

|  |  |
| --- | --- |
| Name of the project: |       |
| Project manager: |       |
| Address: |       |
| Postal code, town, province: |       |
| Country: |       |
| Tel.:  |       |
| **E-mail:** |       |
| Size of the collection area in ha: |       |
| Number of collectors:: |       |
| The project has been inspected and certified since (year): |       |
| Inspection body: |       |
| Project No./ID assigned by the inspection body: |       |
| Date of most recent inspection: |       |
| Marketing organization: |       |
| Contracting export company: |       |
| **Contracting Swiss import company:** |       |

* **The compulsory documents (see last page) must be handed in with this checklist.**

# DECLARATION OF ASSURANCE

**The undersigned farm operations manager hereby confirms:**

* that he commits to compliance with the most current Bio Suisse standards for the entire period for which Bio Suisse certification has been applied;
* that he will promptly inform both the certification body and ICB if he/she can no longer guarantee complete compliance with the Bio Suisse standards;
* that he will properly use the Bio Suisse certificate issued by ICB;
* that he will label Bio Suisse certified products clearly and correctly;
* that upon the ,termination or withdrawal of Bio Suisse certification no further products will be traded under said certification;
* that in such an event he will also cease all advertising with any reference to said certification and will directly implement all measures prescribed by ICB as well as any other necessary measures;
* that he expressly authorizes the certification body to forward to ICB this checklist, signed by the inspector and a representative of the inspection body, together with all documents necessary for the initial application and for subsequent applications for renewal;
* that he also authorizes the inspection body to later forward any further information concerning this farming operation that is required for Bio Suisse certification and that relates to organic certification according to Council Regulation (EC) 834/2007, Commission Regulation (EC) 889/2008 or equivalent national organic standards (e.g., any infractions of EU organic regulations, resulting sanctions and measures, positive analysis reports, etc.);\*
* that he will ensure that the implementation of other requirements stipulated in the contract with the certification body for organic certification in accordance with EU organic regulations also is fulfilled for Bio Suisse standards;
* that he grants ICB the right to carry out follow-up inspections of the farming operation in the form of spot checks and to take soil and product samples for analysis, possibly accompanied by representatives of ICB’s accreditation body, following consultation with his/her inspection and certification body;
* that he authorizes ICB to forward the certificate and notification of conditions for Bio Suisse certification to Bio Suisse, to the appropriate authorities and, if necessary, to the Swiss importer of his/her products;
* that the information he/she has provided on the occasion of this Bio Suisse inspection represents the truth to the best of his/her knowledge and belief.

**Farm operations manager:** Name:

Date :  Signature:

The undersigned inspector confirms

1. that the information he has provided on the occasion of this Bio Suisse inspection represents the truth to the best of hisknowledge and belief;
2. that this checklist was completed during an inspection of the farming operation.\*\*

**Inspector:** Name:

Date:  Signature:

\*ICB will treat all information concerning the operation as confidential and will use it solely for the purpose of certification.

\*\*An exception is only possible for the initial application if the main inspection has already taken place and the application for Bio Suisse certification is retroactively submitted.

1. **GENERAL REMARKS AND CONDITIONS IMPOSED BY ICB IN THE PREVIOUS YEAR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  |  | This is an initial application for certification.  |
| [ ]  | [ ]  |  | ICB imposed conditions in the previous year (as per conditions for Bio Suisse certification).  |
| If yes, copy all conditions imposed in the previous year into the blank field below. Indicate whether each was fulfilled / not fulfilled and provide comments (even if the condition was fulfilled). |
| [ ]  | [ ]  | [ ]  | Condition(s):      |

1. **General information about the project**

Which wild products / plants are collected?
**(All collected products must be listed)!**

|  |  |  |
| --- | --- | --- |
| **Common name** | **Botanical name** | **Application for****Bio Suisse certification** |
|       |       |  [ ]  Yes [ ]  No |
|       |       | [ ]  Yes [ ]  No |
|       |       | [ ]  Yes [ ]  No |
|       |       | [ ]  Yes [ ]  No |
|       |       | [ ]  Yes [ ]  No |
|       |       | [ ]  Yes [ ]  No |
|       |       | [ ]  Yes [ ]  No |
|       |       | [ ]  Yes [ ]  No |
|       |       | [ ]  Yes [ ]  No |
|       |       | [ ]  Yes [ ]  No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  | [ ]  | Cultivation measures are carried out as part of the project. **If yes, which?**      |
| [ ]  | [ ]  | [ ]  | The project manager is also the farm operations manager of a non-organic farming operation or is in charge of such an operation.       |
| [ ]  | [ ]  | [ ]  | The Collectors fulfil the Bio Suisse requirements for the entire harvest of any one plant species.       |
| [ ]  | [ ]  | [ ]  | There is a risk of spray drift (crop protection products) from neighbouring non-organic plots.**If no, give reason(s):**      **If yes, list measures taken to avoid spray drift:**      **Please mark locations that may be at risk on the map of the harvesting area and indicate the potential source(s) (type of pesticide, if known).** |
| [ ]  | [ ]  | [ ]  | Re-usable containers are used which are also used for non-organic products.       |

1. **the following documents / information must be furnished
(described below or in the inspection report or** **contained in the enclosures)**

|  |
| --- |
| **The collection area:** |
| * Topographic and pedoclimatic situation of the collection area. Please describe:
 |
| * Property rights and beneficial interest in the collection area. Please describe:
 |
| * The ownership or usufruct rights of local communities and indigenous peoples are respected. Please describe:
 |
| * Inventory of the harvesting area: Please describe:
 |
| * Evidence that no auxiliary inputs prohibited in organic agriculture have been used in the collection area during the past three years (in normal cases, a plausible declaration is sufficient, together with an inspection of the land by the inspector. In case of doubt, a letter of confirmation from the landowner must be submitted. A residue analysis may be requested.) Please describe:
 |
| * International agreements and national laws, regulations and provisions are observed. Please describe:
 |
| **Collection activities:** |
|  | **Described in the inspection report** | **Enclosure** |
| * Description of collection techniques
 | [ ]  | [ ]  |
| * List of the parts of the wild plants that are collected (whole plants, leaves, flowers, etc.)
 | [ ]  | [ ]  |
| * Description of the entire sequence of wild collecting activities, from planning to harvest, storage, processing and trade. Please describe:
 | [ ]  | [ ]  |
| * Collection reports (collectors, quantities, dates)
 | [ ]  | [ ]  |
| * Qualifications and training of the collectors. Please describe:
 | [ ]  | [ ]  |
| * Authorization for collection . Please describe:
 | [ ]  | [ ]  |
| *
 | [ ]  | [ ]  |
| *
 | [ ]  | [ ]  |
| **Sustainability of the collection activities:** |
| * Evidence that the collection activities are ecologically sound (with regard to habitat stability and species diversity). Please describe:
 | [ ]  | [ ]  |
| * Intensity of exploitation in the collection area. Please describe:
 | [ ]  | [ ]  |
| * Other collecting activities in the same area, including those by other wildcrafters who do not belong to this project. Please describe:
 | [ ]  | [ ]  |

1. **STORAGE / PROCESSING / TRADE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** |  |
| [ ]  | [ ]  | [ ]  | Substances / agents are used for pest control purposes in storage areas. **If yes, list product(s):**       |
| [ ]  | [ ]  | [ ]  | Other measures are taken to avoid contamination.**If yes, list measures:**       |
| [ ]  | [ ]  | [ ]  | Fumigation or fogging is carried out in storage areas. **If yes, list product(s)/gases used:**       |
| [ ]  | [ ]  | [ ]  | Products are cleaned, dried, prepared, packaged, and/or processed by this wild collection project.**If yes, list which products:**      **Enclose recipes, descriptions of processing and/or packaging methods.** |
| [ ]  | [ ]  | [ ]  | Products produced by other projects / farming operations are cleaned, dried, prepared, packaged, and/or processed by this wild collection project.**If yes, the ICB checklist “Processing and Trade” must be completed.**       |
| [ ]  | [ ]  | [ ]  | Cleaning, drying, preparation, packaging and/or processing are carried out by a contractor. **If yes, enclose contractor’s certificate.**       |
| [ ]  | [ ]  | [ ]  | The wild collection project’s products are processed / prepared / cleaned prior to being exported to Switzerland. **If yes, give the name of the firm that carries out processing / preparation /cleaning:**      |
| [ ]  | [ ]  | [ ]  | The wild collection project also trades products from other projects / farming operations. **If yes, the ICB checklist “Processing and Trade” must be completed.**       |
| [ ]  | [ ]  |  | Bio Suisse certified products are only transported by land or by sea.       |

Compulsory attachments:

[ ] [ ]  Current organic inspection report

[ ] [ ]  Valid organic certificate of the project and certification decision

[ ] [ ]  Map(s) of the wild collection areas (scale not less than 1: 50'000)

[ ] [ ]  List of names of collectors

[ ] [ ]  Sample of the contract between the manager of the wild collection project and the collector.

**Additional enclosures as set out under point 3 of this checklist:**

[ ]

[ ]

[ ]

[ ]

[ ]

[ ]

[ ]

[ ]

[ ]