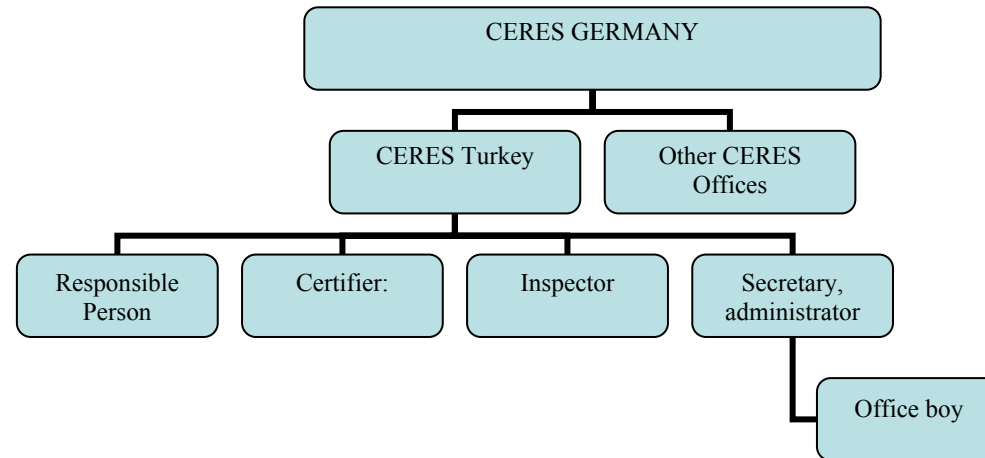
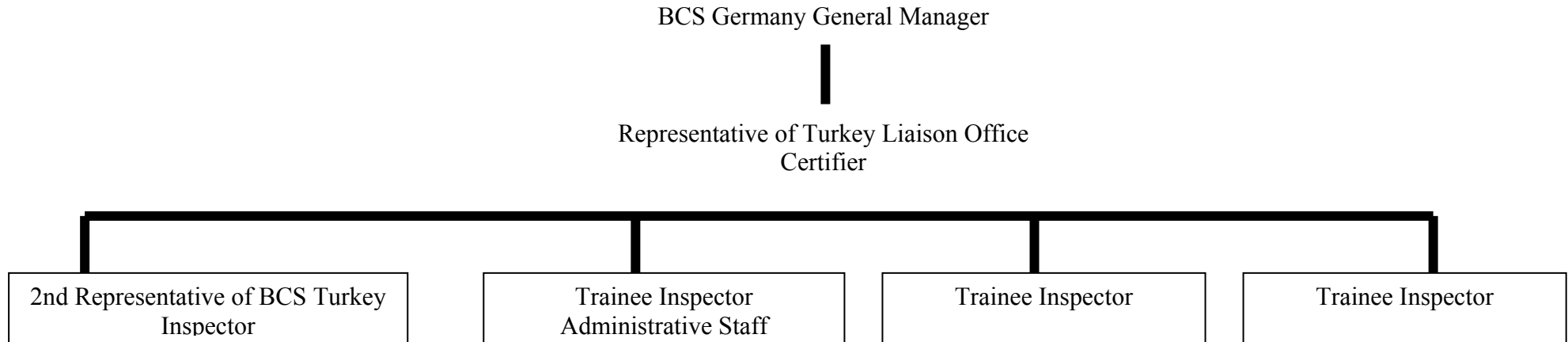
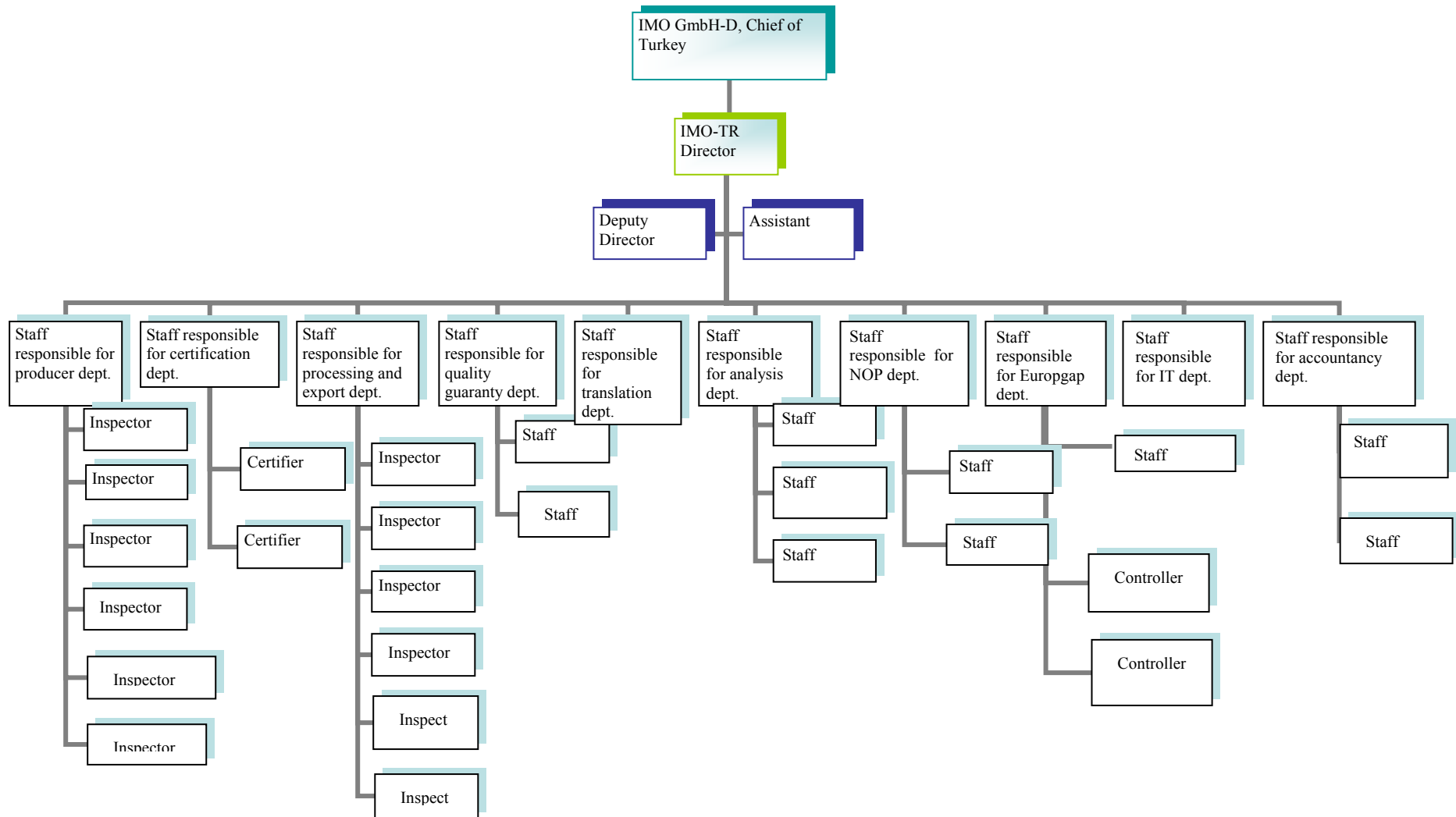
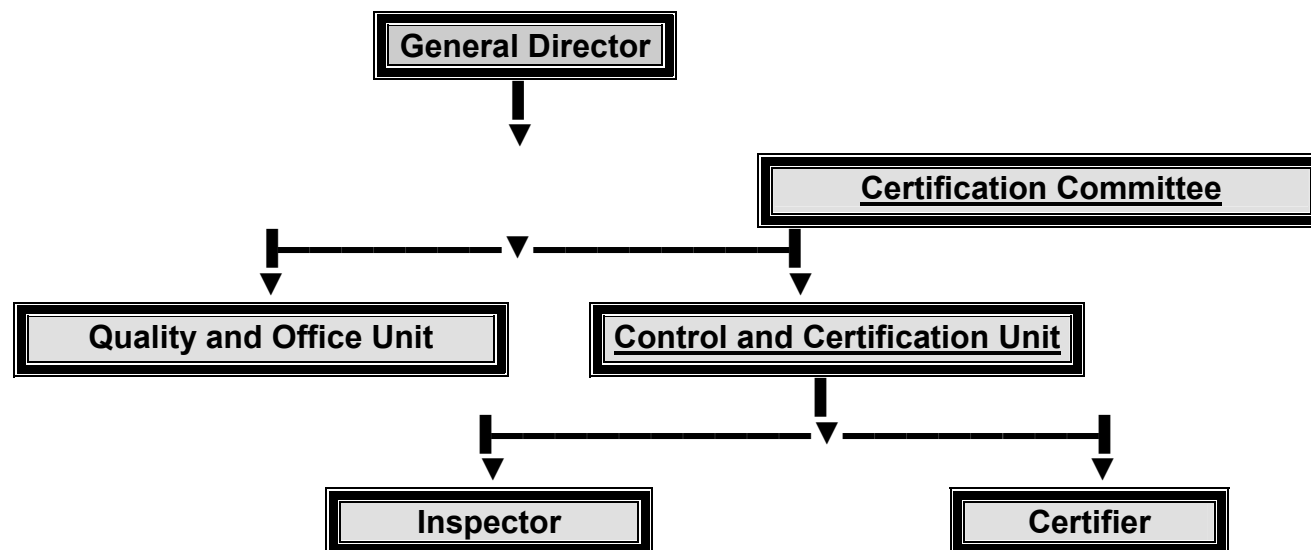


Samples of Organizational Charts of Authorized Institutions

**BCS Turkey Liaison Office  
Authority and Responsibility Scheme**





ORSER Organic Products Control and Certification Company1. Organization Scheme:

**ICEA INSPECTION AND CERTIFICATION BODY TURKEY REPRESENTATIVE OFFICE  
ORGANISATION CHART AND STAFF INFORMATION**

Information about organisation chart and staff of ICEA control and certification body Turkey Representative Office is given below:

**1) Firm Representative – Responsible**


**Tasks:** Representative of firm in Turkey, representation of Turkish products and operators on foreign markets, customer relationships, inspector

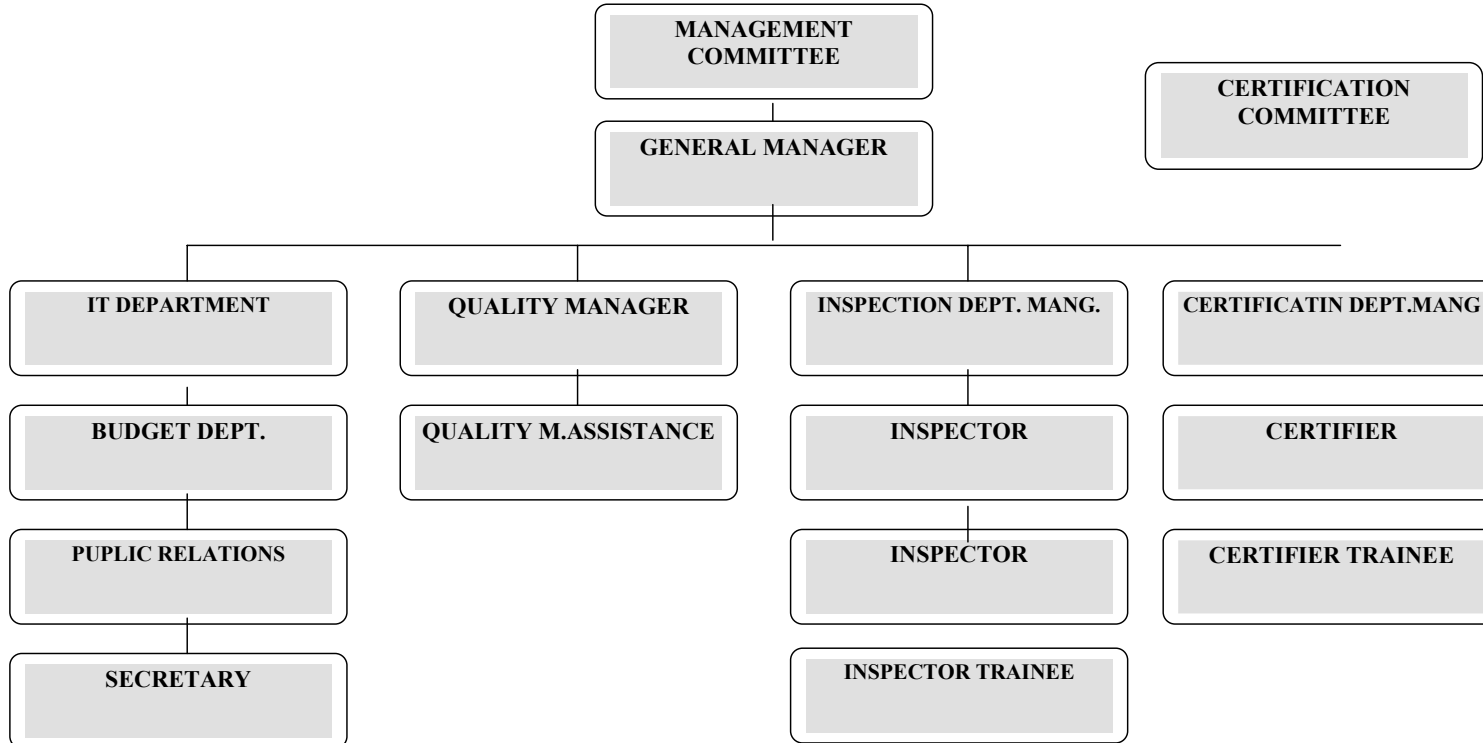
**2) Firm Representative Ass. – Inspector**

**Tasks:** To help to tasks of representative, inspector

**3) Firm Secretary and Bookkeeping Responsible**

**Tasks:** To perform all communication and archiving Works of firm and follow bookkeeping process

 <b>ekotar</b> <small>Kontrol ve Sertifikasyon</small>	<b>EKOTAR</b> <b>ORGANIZATION CHART</b>
<b>KONU: Organizational Chart</b>	



## Control and certification system currently applied in organic farming

In accordance with the provisions of the Regulation, operational principles of authorized institutions are described below:

- a) Authorized institutions are under obligation to receive an authorization for operation from the OFC, to apply for the extension of their authorization period at least one month before the expiration of their authorization period, and to document the extension of their work permits. The work permits of the institutions not in compliance with the criteria stated above are suspended by the Committee until they are granted with a new work permit.
- b) Authorized institutions are under obligation to enforce the use of national organic farming logo on all kinds of organic product packages domestically.
- c) Authorized institutions can not proceed with product or input certification before setting up a control process in compliance with this Regulation.
- d) In cases where a doubt exists for the usage of production techniques and inputs which are not in compliance with this Regulation, the authorized institutions can obtain product samples for analysis purposes.
- e) They submit their report of resolution containing all the discrepancies they have detected, and the commensurate sanctions they propose, to the committee, within twenty days in the case of objection by the enterprise, or in their annual reports otherwise. Furthermore, entrepreneurs expelled from the system by the authorized institutions are announced to other authorized institutions. In the case of an objection or complaint against the sanctions proposed by the authorized institutions, the Committee may request an examination for the case, and additional documents. Committee examines the information and documentation relative to the objection and complaint, reaches final decision, and announces this decision to relevant parties.
- f) Authorized institutions inspects and records all information and documentation belonging to the entrepreneurs who are in conversion period or have completed this period, which are involved in the production of vegetable, animal, and aquaculture products, harvesting products from forests and nature, processing, packaging, storing, transporting, and marketing products, and with whom they have signed a contract. It prepares a detailed report. The reports contain the following information concerning the operation area:
  - 1) Identification information and documents containing the name, address, TR-ID no and taxpayer no of entrepreneur,
  - 2) All information concerning production,
  - 3) All information concerning the holdings,
  - 4) All information concerning the controls,
  - 5) All information concerning certification,
  - 6) All information concerning violations and disputes,
  - 7) All information concerning foodstuff registry.

Operation of Control and/or Certification System is stated below:

Entrepreneurs are under obligation to submit all information and documentation concerning the organic activities they perform, to the control and certification institution or control institution with which they have a contract. These information and documents are registered by the institution. These information and documentation consist of the following:

- 1) The name and address of the entrepreneur, its capacity information, information and documents concerning its legal status, contract date, signed contact text, date of commencement for the transition to organic farming, information about the land until the date of contract,
- 2) Area of operation,
- 3) Production method previously applied in the holding,
- 4) Layout schematics for the enterprise and facilities,

- 5) All plans and cadastral sketches concerning the parcels of land or the area,
  - 6) Current machinery and equipment in the holding,
  - 7) Placement of the holding, description and suitability of the warehouses used,
  - 8) Product alternation plan,
  - 9) Logbooks for all inputs to be used,
  - 10) The properties of the holding, purchasing and selling records for goods procured externally,
  - 11) Product raising plan, specifications of the product, inventory status, quantity, packaging type and material,
  - 12) In the case of harvesting from forests and nature, all descriptions concerning the area, official permits, and information concerning all technical interventions made at the area, disasters, and quarantine measures.
- b) Entrepreneur prepares plans for transition to organic farming which contain information about the operation area, and plans for production.

Control operation should cover written documents, plans, logbooks, reports, records, inspections and observations concerning the critical points such as the land, operation and storage facilities. Control and certification institution controls the holding at least annually, with or without prior notice. For this purpose, control and certification institution prepares a control plan, which includes the following information:

- 1) Name and address of the entrepreneur,
- 2) Control date,
- 3) Subjects to be covered by the control,
- 4) Name of the controller.

All organic farming activities recorded by the enterprise represent the essential information for the control reports.

During the control, controller fills in the control forms containing organic farming activities, prepared by the control and certification institution or the control institution with which the controller is connected. Controller supplies to the entrepreneur a document showing the results of the control performed, and this document is filed by the entrepreneur. Control and certification institution or control institution prepares a report as the result of the control operation. Control report contains the control results concerning the organic farming activities of the entrepreneur in conjunction with the provisions of this Regulation.

Certification is the documentation of the degree to which the holding, organic product, or input, as the result of the application of all control operations. Control and certification institution or certification institution issues organic farming entrepreneur certificate and product certificate. Certificates should be prepared to include information shown below. Résumé lists for the certificates prepared are submitted to the Committee.

#### **Entrepreneur Certificate for Organic Farming**

<b>Name of Control and Certification Institution :</b>	:
<b>Code No</b>	:
<b>Address</b>	:
<b>Certificate No</b>	:
<b>Name/Address of Entrepreneur</b>	:
<b>Name of Product and its Characteristics (1) :</b>	:
<b>Certification Status</b>	:
<b>Contract No</b>	:
<b>Type of Operation</b>	:
<b>Determination Date of Certificate</b>	: valid until...
<b>Ratification Date and Place of Certificate</b>	:

(1) Name of Product and Its Characteristics: Product or product groups are written.

**Product Certificate**

**Name of Control and Certification Institution :**  
**Code No :**  
**Address :**  
**Certificate No (1) :**  
**Name of Product and its Characteristics :**  
**Certification Status :**  
**Quantity of Product :**  
**Harvest Year (2) :**  
**Production Year (3) :**  
**Product Origin (4) :**  
**Contract No :**  
**Invoice No and Date :**  
**Waybill No and Date (5) :**  
**Quantity and Type of Packaging :**  
**Party (lot) Number and Calibration :**  
**CN CODE :**  
**Purchaser Country :**  
**Purchaser Entrepreneur Name and Address :**  
**Sender Country :**  
**Name of Sender Entrepreneur and Address :**  
**Certificate Ratification Date :**

**(1)Certificate No:** It must begin with Control and Certification Institution Code which is given by Organic Agriculture Committee.

**(2)Harvest Year:** It will be written for crop production.

**(3)Production Year:** It will be written for animal production.

**(4)Product Origin:** Producer code numbers or previous certificate numbers

**(5)If there is no invoice, it must be written.**

The guidelines for the certification system are described below:

a) Certification is made by real or judicial persons authorized by the Committee for this purpose. Certification can also be made by the institution performing the control; however a separate permission and authorization must be obtained from the Committee for this purpose. A control and certification institution or certification institution authorized for certification can not transfer this authority to another institution.

b) Control and certification institution or certification institution prepares a certification system and submits it to the Committee. This system includes the tariff used by the control and certification institution or certification institution, certificate sample, and information concerning certificate types, test and examination method, analysis method and all techniques used, and documentation system.

c) Certification institution receives all control information and reports from the control institution performing the control, concerning the enterprise to which a certificate will be issued. Control institution is under obligation to transfer this information to the certification institution.

Control and certification institution or certification institution is under obligation to provide the criteria mentioned in this Regulation and the suitability of the principles of certification, in compliance with EN 45011 ISO 65. Control and certification institution or certification institution prepares a quality handbook describing the quality system according to the type of the operation performed.