

Demeter/BIODYNAMIC Inspection Report for Processing General Information Form	EU inspection number (if applicable)	
	Name of organic inspection body:	
Company:	Demeter/BIODYNAMIC registration number of enterprise:	
Address:	Inspector:	Date of inspection:
	Responsible person:	Inspection begin:
Email:	Accompanying persons:	Inspection end:
Internet:		Length (without breaks):
Inspection was:	<input type="checkbox"/> announced <input type="checkbox"/> normal <input type="checkbox"/> follow up inspection <input type="checkbox"/> unannounced <input type="checkbox"/> random <input type="checkbox"/> on suspicion	

This report documents compliance with the Demeter International standards for Demeter and Biodynamic production. The complete report comprises this General Information Form, the form specific to the processing type, together with the Report of Non-compliances and the Subcontractors Report if these are applicable. Inspection according to EC reg. 834/2007 and EC 889/2008 is pre-condition. The result will be considered for evaluation.

Non-compliance with the International Standards for Demeter and Biodynamic production must be recorded, and then listed and explained in the section of non-compliances.

Profile of the enterprise

Please give a brief profile (updated if this inspection is for prolongation of certification), **including processing steps used**, the products produced, approximate scale, what subcontractors are involved, Biodynamic/organic/conventional activities and any other background information for certifiers who have not seen the operation.

No.	Std Section	Field	n/a	Yes	No
1		Availability of up to date International Standards for Demeter and Biodynamic production			
1.1		Are these standards available at the enterprise: Demeter International Processing Standards, Version: June 2017			
1.2		Demeter International Labelling Standards, Version: June 2017			
2		Basic Information	n/a	Yes	No
2.1		Is an up to date and complete product list available (Demeter/Biodynamic or organic/conventional)?			
2.2		Is all other enterprise data up to date?			
2.3		Is a flow diagram included with this checklist? (incl. all processing steps in the order they occur, what ingredients, aids and additives are used and at what point in the process they are added)			
2.4		In case of conditions from last year: Please insert here and comment fulfilment/non-fulfilment:			
2.5		If an un-announced inspection has taken place or pesticide residue analyses were made in the last 12 months, please list here (Documents must be available at the inspection): Non-conformities found: Pesticide residue levels found:			

3		Incoming goods and storage	n/a	Yes	No
3.1		Are all raw materials intended as ingredients in Demeter/Biodynamic products accompanied by satisfactory documentation with supplier, product description, certification level (e.g. Demeter/Biodynamic, certified organic, MSC, etc.), amount?			
3.2		Are the raw materials correctly described in the lot and/or delivery docket, and in any other accompanying documentation?			
3.3		Are incoming goods inspected? If so, is the inspection adequately documented?			
3.4		Are valid Demeter/Biodynamic certificates on file for all Demeter/Biodynamic suppliers? Are valid certificates on file from suppliers of other organic raw materials?			
3.5		Are all products in storage adequately identified, and is this sufficient to exclude the possibility of substitution or mixing?			
4		Processing	n/a	Yes	No
4.1	3.2	Is there adequate separation during processing, (either through timing of processing or spatially) to ensure no mixing with other organic product?			
4.2	3.2	Are the raw ingredients and the half finished products clearly labelled and identifiable during the various processing steps?			
4.3	3.1 – 3.2	Does the processing plant produce organic and/or conventional as well as Demeter/Biodynamic products?			
4.3		Has a separation and cleaning protocol been approved to prevent all mixing with uncertified material and other contamination sources?			
4.5		Has a quality manager been named who is responsible for this protocol, and are staff trained in its use?			
4.6		Are complete up to date recipes available? Please enclose annually a list of all current recipes!			
4.7		Does the enterprise hold documents that describe all the processing stages?			
4.8	3.3	Is the flow of product secure at all stages, with no gaps in the chain to cause concern?			
4.9		Has a "raw materials –finished product" reconciliation been completed for a selection of the Demeter raw materials?			
4.10		What ingredient(s) were used for the calculation? Please list and give results here:			
5		Demeter International Processing Standards – Part A General Rules and Standards.	n/a	Yes	No
5.1	2.2	If ingredients are available in Demeter/Biodynamic quality, are they used?			
5.2		Are all Demeter/Biodynamic ingredients covered by the necessary documentation issued by DI (product certification, approval of the label, proof of exemptions granted if applicable)?			
5.3	5.1	Are measures in place to make sure that processing procedures expressly prohibited: 1. Irradiation with ionising radiation of Demeter/Biodynamic food or ingredients for Demeter/Biodynamic products 2. Production of Demeter/Biodynamic products with the aid of genetically modified plants and animals, or using additives/processing aids that result from genetically manipulated organisms or from derivatives of such organisms. 3. Fumigation of Demeter/Biodynamic products to prevent sprouting, or for pest control, or the use of fumigated ingredients in the production of Demeter/Biodynamic products (Exceptions are the use of CO ₂ , N ₂ or Argon) 4. Treatment of Demeter/Biodynamic products with microwaves			
5.4	5.1.2	If organic ingredients are used, are all materials of cell fusion technology origin (CMS) excluded, and this is substantiated by documentation from the organic source?			
5.5	5.1.2.5	Particles less than 100 nanometres in size shall be excluded from farm inputs, ingredients, aids and additives as far as practicable. Please comment how this is achieved:			

5.6	5.3	Are only processing additives and aids listed in the standards in use in the recipes?			
5.7		Are all restrictions on the use of processing additives and aids listed in the standards complied with (e.g. enzyme composition, diatomaceous earth tested for arsenic etc.)?			
5.8	5.4	Sea salt, rock salt or refined salt is pure salt, or has only calcium carbonate/magnesium carbonate as anti-caking agents added.			
5.9	6.	Please list packaging materials used:			
5.10		Does the packaging concept: Avoid packaging as far as possible? Maintain product quality? Avoid product contamination from the packaging? Avoids environmental pollution (packaging uses either a return system, is certified as compostable, or can be fully recycled)?			
5.11		Is the use of aluminium avoided?			
5.12		Are materials containing Chlorine (e.g. PVC) excluded?			
5.13	8.3	Do the measures used for pest control in acute cases conform to the standards (Mechanical: Traps, ultra sound, UV, heat/cold, pressure. Chemical: repellents (plant based), pheromone traps, pyrethrum without PBO, jelly baits)?			
5.14		Is chemical pest control carried out only in empty rooms ?			
5.15	8.3.2	Are anti-coagulant poison rodent baits in secured covered bait stations			
5.16	8.4	Are all pest control measures documented ?			
5.17	8.5	For pest control by a contractor, is there a written contract requiring the contractor to conform to all sections of the Demeter International pest control standards?			
5.18		Has approval been granted by Demeter International for all pest control measures used which do not comply with the Demeter International processing standards?			
5.19	8.6	Are materials for cleaning and disinfection of buildings and equipment restricted to those listed in chapter 8.6?			
5.20		Are BAC and DDAC compounds excluded from all cleaning agents?			
5.21		During storage, is contamination of the raw materials and the finished product excluded?			
6	Demeter International Labelling standards		n/a	Yes	No
6.1		Is the Demeter/Biodynamic trademark correctly and completely used on all delivery dockets, invoices, advertising material, letter heads, retail outlets etc.			
6.2	4.1.1	Do all products carrying the Demeter/Biodynamic trademark logos (co-brand) that are not covered by an exemption, have at least 90% Demeter/Biodynamic ingredients?			
6.3	4.1.2	Has an exemption to use the Demeter/Biodynamic trademark been issued for those products that have Demeter/Biodynamic ingredients amounting to 66-90%.			
7	Dispatch		n/a	Yes	No
7.1		Is product dispatch of all Demeter/Biodynamic production accompanied by satisfactory documentation (Name, address and Demeter contract for receiver, product type, amount)?			
7.2		Are the outer packaging, and freight documents correct; is reference to Demeter/Biodynamic consistently used throughout?			
7.3		Products that are suspected NOT to meet the Demeter International standards : Are such products excluded from marketing with any reference Demeter/Biodynamic, or implication that they are of Demeter/Biodynamic quality?			
8	Additional Information		n/a	Yes	No
8.1		Did the inspector have free access to all buildings, plant and records relevant to the inspection?			
8.2		If there are subcontractors and outside storage facilities for Demeter products, please describe in detail.			

8.3	Have the subcontractors' premises been inspected? If yes, please supply inspection report and associated documentation.			
8.4	The following samples have been taken as part of the inspection procedure:			
8.5	To whom are the Demeter/Biodynamic products being sold (name and country)?			
8.6	Do the buyers (incl. processors and traders) have valid Demeter/Biodynamic contracts?			
8.7	If you are offering services as a subcontractor to other firms (private labelling), please give details (company name, products concerned, certification status of those products, what service is provided):			
9	Social responsibility	n/a	Yes	No
9.1	A self-declaration exists, confirming that the new guidelines have been met.			
10	Product Data Base: permission to publish		yes	no
	<p>Do you agree that your data:</p> <ul style="list-style-type: none"> • Company number and name • Full address and contact data • Certified products with certification status • Certification date and date of certificate expiry <p>will be published on the international product data base: www.database.demeter.net (This agreement can be withdrawn at any time.)</p>			
11	Export to the USA.			
11.1	Please list all products applying for export to the USA (note they must carry full Demeter certification. In conversion product may not be exported):			
11.2	Export is only permitted after approval of labelling and importer certification by Demeter USA. Please contact Demeter USA at www.demeter-usa.org			
12	Non-compliances & comments			
	Please report in detail and related to the running numbers above: Type and extent of any non-compliance, full description of the situation, proposed conditions, response from the enterprise management, additional documentation required. Note anything else which is important to know about the operator. <u>Every 'No' response above requires an entry in this section.</u>			

13	<p>The following documents are to be included:</p> <ol style="list-style-type: none"> 1. product specific attachment 2. list of valid recipes 3. all labels in use with reference to Demeter or Biodynamic 4. Organic inspection report (English, German, French, Spanish) 5. Organic certificate with certification (organic/organic in conversion) for every product 6. Documents relating to any subcontractors 7. Flow diagrams for all products 8. Self-declaration social responsibility (English, German, French, Spanish)
<p>Declaration With his/her signature the undersigned declares that all the information recorded in this inspection report is accurate. The enterprise agrees to close out any and all non-compliances that may be communicated to it as a result of the inspection report by the certification office, and to document this in full. A copy of the inspection report is to remain when possible at the enterprise.</p>	
<p>..... place, date</p>	<p>..... Manager of the enterprise, or other person who has responsibility for that part of the enterprise covered by this report.</p>
<p>I herewith confirm that I had full access to all necessary information to produce this report.</p>	
<p>..... place, date</p>	<p>..... Inspector</p>