

## QUESTIONARY FOR PROCESSING AND MARKETING BUSINESSES

### 1. GENERAL DATA

Which of the following are your business activities ?

- Processing   
  Packing   
  Labelling   
  Storing   
  Trading   
  Importing from non EU countries

Do you carry out these activities as a subcontractor as well ?

- Yes   
  No   
 If yes, please describe :

**For importers from non EU countries**

1. indicate the entry countries of your products :

2. indicate the name and the address of the first recipient :

### 2. PRODUCTION UNIT PREMISES

Building location	Usage	Surface

Separation method for organic and conventional products in your premises :

- Clear space separation   
  Product handling at different times  
 Other, please describe:

### 3. MACHINERY - EQUIPMENT OF THE PRODUCTION UNIT

Machinery type	Simultaneous use for conventional crops		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

How are you planning to avoid cross contamination or pollution of the organic products due to simultaneous machinery use ?

- Careful machinery cleaning   
  Machinery usage at different periods of time   
  Use of different machinery  
 Other, please describe:

**4. PRODUCTION PROCEDURE**

Do you contact regular laboratory tests (either for chemical or microbiological agents) on raw materials ?

Yes  No If yes, refer any problems that occur regularly :

Are there any raw materials or methods used that are prohibited by the regulations for organic production ?

Yes  No If yes a. Indicate the method or raw materials :

b. How do you plan to replace them :

Commitment not to use GMOs  Yes (obligatory)

Which is the method to ensure the products traceability ?

Lot number  Record keeping  Other, please describe:

Does your personnel have adequate training regarding the organic production methods ?

Yes  No

**5. PRODUCTS TRANSPORTATION PROCEDURE**

The vehicle used for products transportation are:

Privately owned  Rented

Are those vehicles used for conventional products transportation ?

Yes  No If yes, how are you going to prevent accidental contamination ?

Clear vehicle space separation  Transportation of packed products

Transportation at different times

Other, please describe:

**6. OTHER QUALITY OR FOOD SAFETY SYSTEM APPLIED**

ISO 9001:2008  ISO 22000:2005  IFS  BRC  Other, please describe : \_\_\_\_\_

**7. RECORDS KEEPING**

Which of the following records are kept in your premises ?

Ownership documents  Plant layout  Operation licences

Production logbook  Purchases logbook  Sales logbook

Storage records  Transportation logbook  Cleaning records

Complaints records  List of clients, suppliers and subcontractors  Accounting records

Other, please describe:

**8. ATTACHED DOCUMENTS**

- Operation license       Plant layout       Production flowcharts
- Transportation contracts between non EU exporter and first recipient
- Contracts for transportation from first recipient storages to recipients inside EU
- Contracts with subcontractors
- Other, describe:

**17. STATUTORY DECLARATION according to the article 63, par. 3, Reg. EU 889/2008**

Having knowledge of the implications laid down in relevant legislation I declare that:

- a) all the above given information about my operation is completely true,
- b) I undertake to carry out my operation in accordance with the provisions laid down in the relevant EU Regulation,
- c) in case of official request I will in writing inform all my clients to withdraw from my products, at my own expense, all the indications referring to organic production methods,
- d) in case of violation of this commitment I will accept the sanctions specified by the relevant legislation,
- e) I am aware of the requirements of the relevant legislation and of the TUV HELLAS General Regulation regarding organic products production and certification and I have not applied for the same services to any other certification body

**For importers from non EU countries**

All premises used for products storage are under official control either by a competent certification body or by the relevant authority

When the storage premises are in another member state or region then they are under the control of an approved certification body or of the local authorities

Date: \_\_\_\_\_

Signature / Stamp: