



Organic Certification Set-Up Action Items

Initial Consultation and Assessment

- **Action:** Schedule and conduct an initial consultation with the client.
- **Deliverable:** Assessment report outlining current practices, identified gaps, and improvement recommendations.

Custom Organic Certification Plan Development

- **Action:** Develop a customized organic certification plan based on the client's needs and operations.
- **Deliverable:** Detailed certification plan including required modifications, procedures, and milestones.

Documentation Preparation and Management

- **Action:** Gather and organize all necessary documentation for certification, including production records, ingredient lists, and labeling.
- **Deliverable:** Complete and compliant documentation package ready for submission.

Facility and Process Compliance Audit

- **Action:** Conduct an internal audit of the client's facility and processes.
- **Deliverable:** Audit report identifying non-compliance issues and recommendations for corrective actions.

Supplier and Ingredient Verification

- **Action:** Verify compliance of all suppliers and ingredients with organic standards.
- **Deliverable:** Supplier and ingredient verification report, including risk assessments and documentation.

Staff Training and Capacity Building

- **Action:** Develop and deliver training sessions on organic certification requirements and best practices.
- **Deliverable:** Training materials and records of completed training sessions.

Internal Mock Audits

- **Action:** Perform internal mock audits to simulate the certification process.



- **Deliverable:** Mock audit report with feedback, identified issues, and recommendations for improvement.

Certification Application Preparation

- **Action:** Prepare and submit the organic certification application.
- **Deliverable:** Completed and submitted certification application, including all required documentation.

Corrective Action Plan Development and Implementation

- **Action:** Develop and implement corrective action plans for any identified non-compliance issues.
- **Deliverable:** Corrective action plans with implementation records and verification of effectiveness.

Certification Audit Support

- **Action:** Provide on-site or remote support during the official certification audit.
- **Deliverable:** Support documentation and real-time assistance to address audit issues and facilitate communication.

Post-Certification Support

- **Action:** Offer ongoing support for maintaining certification and handling re-certification processes.
- **Deliverable:** Continuous support plan, compliance monitoring reports, and updates on regulatory changes.

Continuous Improvement and Updates

- **Action:** Regularly review and update practices and documentation to ensure ongoing compliance.
- **Deliverable:** Updated procedures, training updates, and continuous improvement reports.

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