



## Organic System Plan Development Action Items

### Initial Consultation and Assessment

- **Action Item:** Schedule and conduct an initial consultation.
- **Deliverables:**
  - Meeting agenda and notes.
  - Initial assessment report outlining key requirements and gaps.

### Requirement Gathering

- **Action Item:** Gather detailed information on current operations, practices, and organic certification needs.
- **Deliverables:**
  - Comprehensive information checklist completed by the client.
  - Summary report of gathered data.

### Organic System Plan (OSP) Drafting

- **Action Item:** Develop a draft of the Organic System Plan tailored to the client's specific needs.
- **Deliverables:**
  - Draft Organic System Plan document.
  - List of sections and practices covered in the draft.

### Documentation Preparation

- **Action Item:** Prepare necessary documentation for the Organic System Plan, including records for production, handling, and processing.
- **Deliverables:**
  - Documentation templates and completed records.
  - A list of required documents with instructions for completion.

### Labeling and Packaging Guidance

- **Action Item:** Provide guidance on organic labeling and packaging requirements.
- **Deliverables:**
  - Label review checklist and recommendations.
  - Sample label designs or revisions as needed.

### Staff Training



- **Action Item:** Conduct training sessions for staff on the Organic System Plan and compliance procedures.
- **Deliverables:**
  - Training materials (slides, handouts, manuals).
  - Training session records and attendee feedback.

#### Internal Audits

- **Action Item:** Perform internal audits to assess the implementation and effectiveness of the Organic System Plan.
- **Deliverables:**
  - Internal audit report with findings and recommendations.
  - Action plan for addressing any identified issues.

#### Risk Assessment

- **Action Item:** Conduct a risk assessment to identify potential challenges and mitigation strategies.
- **Deliverables:**
  - Risk assessment report detailing identified risks and proposed solutions.
  - Updated Organic System Plan incorporating risk management strategies.

#### Certification Preparation

- **Action Item:** Prepare the client for certification by reviewing and finalizing the Organic System Plan.
- **Deliverables:**
  - Finalized Organic System Plan document.
  - Certification checklist and pre-audit preparation guide.

#### Regulatory Updates

- **Action Item:** Provide updates on any changes in organic regulations and integrate them into the Organic System Plan.
- **Deliverables:**
  - Regulatory update summaries.
  - Updated Organic System Plan reflecting new regulations.

#### Certification Support

- **Action Item:** Assist during the certification audit process, including document presentation and answering questions.
- **Deliverables:**
  - Support during the audit, including on-site or remote assistance.



- Post-audit feedback report with next steps.

### **Continuous Improvement**

- **Action Item:** Develop and implement a plan for continuous improvement based on audit findings and client feedback.
- **Deliverables:**
  - Continuous improvement plan.
  - Updated procedures and practices as per feedback.

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