



Quality Welsh Food Certification Ltd

Gorseland, North Road, Aberystwyth, Ceredigion, SY23 2HE

Email enquiries@qwfc.co.uk Phone (01970) 636688 Fax (01970) 624049

Application for Certification Welsh Organic Scheme Processing & Importing

Accept		Name		Date	
Decline					
Rationale					

Name of Applicant					
Trading Title/ Business Name					
Business Partners (please include names of any Partners in the business)					
Address:					
Phone:			E. Mail:		
Main Contact Details (if different from above)					
Date Business Commenced/ to Commence			Competent Authority Registration		

1. Business Type/ Product(s) (please tick as appropriate)			
Abattoir		Dried Foods & Cereals including Nuts	
Meat Cutting Plant/ Butcher		Fruit & Vegetables	
Poultry including Eggs		Beverages	
Dairy		Confectionary	
Bakery & Flour		Edible Oils	
*Import/ Export of Agricultural Products			
Please specify any products/ activities indicated that are to be excluded from the Scope of Certification			
Reason:			
Do you currently have Organic Certification?	YES		NO



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Welsh Organic Scheme Processing & Importing

Certification Body & Scope		
Do you wish to transfer Certification Body	YES	NO
Have you previously had Organic Certification?	YES	NO
Certification Body; Scope & end date		

2. Process/ Activities *(please complete; continue on separate sheet if necessary)*

Description of Production Process/ Activities:

Please provide a flow diagram of the process/ activities & a copy of the HACCP Plan

Are any Products manufactured; processed; or activities including storage carried out by a Third Party?	YES	NO
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Are any imported ingredients used?	YES	NO
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Country(ies) of Origin		
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Are imported ingredients purchased from the grower/ processor & imported by yourselves	YES	NO
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If Yes please provide 'Import Plan' (description of premises; name; address; location & organic certification for all premises/ units& description of activities & products involved)

Are imported ingredients purchased via a UK supplier or from an Importer	YES	NO
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Please note your suppliers and subcontractors will also need to have organic certification

*Are any products exported?	YES	NO
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*Country(ies):		
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*Are products exported by yourselves	YES	NO
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****If Yes please provide 'Export Plan' (description of premises; name; address; location & organic certification for all premises/ units& description of activities & products involved)***

*Are products exported via an Export Agent?	YES	NO
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****Please note your Export Agent will also need to have organic certification***



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3. Products

(please complete for each product to be included in scope of Certification; continue on separate sheet if

Product:	Output/ Sales per annum	Area(s) of Trade ie UK; EU; Non-EU

***For each product please provide – Sample Label; RS10 Single Ingredient Product Specification or RS11 Multiple Ingredient Product Specification together with Organic Certification details of Ingredients (were applicable)**

4. Staffing & Responsibilities

Person with Overall Responsibility	Name:	
	Years in Business:	Years Experience:
	Qualifications:	
Number of Employees	Full/ Part Time:	Seasonal/ Temporary:

5. Agreement

I agree to inform QWFC Ltd, without delay, of any change/s to the Business or Products that are included within the 'Scope of Certification' or if I become aware of any legal action/ investigation as declared

I agree to fulfil the requirements of the Scheme Standard at all times & implement ,as appropriate, any changes that may be communicated by QWFC Ltd

I agree for the Premises to be assessed, at any reasonable time, in accordance with the Scheme Standard/s & QWFC Regulations & to provide access to personnel; stock; facilities; equipment etc as required by the Assessor (& observer/s)

I agree to participate in the investigation of any complaints by QWFC Ltd & to keep records of all complaints received including any action taken. Such records shall be made available to QWFC Ltd on request

I agree that any claims made will be consistent with the 'Scope of Certification' as indicated on the Letter of Certification or Certificate &, if necessary, that any such documents will be reproduced in their entirety

I shall not use product Certification in any manner that may bring QWFC Ltd into disrepute; nor make any claim/s that it may consider to be misleading or unauthorised

I will comply with the requirements of QWFC Ltd relating to the use of 'Marks of Conformity' & when making reference to product Certification in brochures; advertising etc

Upon Suspension; Withdrawal or Termination of Certification I shall discontinue use of all brochures; advertising etc that



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contains reference to the Certification & take any other measure/s required by QWFC Ltd
I agree to pay annually, or at any other time as notified by QWFC Ltd, the fees due for Certification

6. Declaration

I hereby apply for Certification under the Welsh Organic Scheme as indicated & declare that:
I have read & understood the Scheme Standard & QWFC Producer Manual
I am over 18 years of age
The information provided is true & complete in all respects
I, nor any of the Business Partners, have not been or are currently subject to any legal action/ investigation concerning a Food Safety; Animal Welfare or Environmental issue

Signed:

**Position in
Business:**

Name:

Date:

Please return the completed Form together with Additional Sheets & Direct Debit Mandate to:

Quality Welsh Food Certification Ltd, Gorseland, North Road, Aberystwyth, Ceredigion, SY23 2HE

Data Protection Policy:

Quality Welsh Food Certification Ltd (QWFC) is registered with the Information Commissioner's Office and is committed to protecting your personal data. A copy of our privacy notice setting out details of the personal data that we use, the purposes for which we use it, the legal basis for processing your personal data and details of who we share this data with will be provided to you.

If you have any questions regarding the privacy notice please contact Quality Welsh Food Certification Ltd, Gorseland, North Road, Aberystwyth, Ceredigion, SY23 2HE.