



Manual for Quality Assurance

A Guideline for **Internal Control Systems (ICS)** in Smallholder Organisations

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Annexes I-VII

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Annex I: List of definitions



List of definitions

English	German	Spanish	website	Definition
Accreditation	Akkreditierung			Procedure by which an authoritative body gives a formal recognition that a body or person is competent to carry out specific tasks.
Accreditation under DIN EN 45011 / ISO 65			www.iso.ch	Recognition that a certification body is complying with the DIN EN 45011 (same as ISO 65) criteria. ISO: International Organization for Standardization
Certification	Zertifizierung			The procedure by which a third party gives written assurance that a clearly identified process has been methodically assessed such that adequate confidence is provided that specified products conform to specified requirements.
Certification organisation, certifier	Zertifizierungsstelle, Zertifizierer			The body that conducts certification
Competent authorities	Kontrollbehörden			Certification according official regulations (like EU regulation) can only be done by certifiers which are recognised by the competent authorities. Naturland as a private certifier, certifying according to its own, private Naturland standards is accredited by IFOAM. This accreditation verifies the high quality of the Naturland certification.
External inspection; - rate	Externe Kontrolle			Inspections carried out by the official inspection body evaluate the ICS;
IFOAM International Federation for Organic Agriculture Movements	Internationale Vereinigung Biologischer Landbaubewegungen		www.ifoam.org	IFOAM is the worldwide umbrella organisation of the organic agriculture movement, with about 730 member organisations and institutions in some 97 countries all over the world. Founded in 1972. IFOAM represent the worldwide movement of organic agriculture and provide a platform for global exchange and cooperation. IFOAM are committed to a holistic approach in the development of organic farming systems including maintenance of a sustainable environment and respect for the need of humanity.



IFOAM Accreditation	IFOAM Akkreditierung		www.ifoam.org	Recognition by the International Organic Accreditation Service (IOAS) that a certification body is complying with the IFOAM Basic Standards and IFOAM Accreditation Criteria.
IMO Institute for Marketecology	IMO Institut für Marktökologie		www.imo.ch	Private inspection body which is officially entitled to carry out inspections according to Regulation (EEC) No. 2092/91 and the Naturland standards.
Inspection body; - agency	Kontrollstelle			Body that performs inspection services on behalf of a certification programme.
Inspection,	Kontrolle, Inspektor			Visit on site to verify that the performance of an operation is in accordance with the production or processing standards. In the case of organic products, the inspection task is delegated to (mostly) private companies, who acts as official inspection bodies. They are supervised by competent authorities and need to fulfil certain requirements in respect to their structure and qualification. During an inspection, all findings of the inspector are documented in an inspection report, which has to be countersigned by the inspected operator. Full confidentiality of information is granted.
Inspector	Kontrolleur			Person appointed by a certification programme or by an inspection body to undertake the inspection of an operator.
Internal control system (ICS)	Internes Kontrollsystem			An Internal Control System is a documented, in-house quality assurance system that allows the external certification body to delegate the annual inspection of individual group members to an identified body/unit within the certified operator. (As a consequence, the main task of the certification body is to evaluate the proper working of the ICS.)
Naturland Association operator	Naturland e.V.		www.naturland.de	a private farmers association founded in 1982 to promote organic agriculture in Germany and all over the world.
Out-growers	Vertragsanbauer			Farmers, contracted by a company or organization (i.e. exporter) with the aim to produce organic products.
Production unit; farming unit	Produktionseinheit			(Group) production unit: The area for which the operator is responsible, including purchase, production, processing and



				export. Farming unit: The area and/or facilities (both organic and non-organic) for which the individual farmer/member of the small holder organisation is responsible.
Quality management, Quality Manual	Qualitäts-Management, Qualitäts-Management-Handbuch (QMH)			A quality system shall be documented in a quality Manual and associated quality procedures.
Regulation (EEC) No. 2092/91	Verordnung (EWG) Nr. 2092/91		www.ifoam.org	Regulation 2092/91/EEC is statutory law and it is directly applicable in all Member States of the European Union. It regulates organic food labelling in the European Union. In August 1999 it has been amended by REG 1904/99/EC to cover organic animal husbandry as well.
Smallholder, small scale farmer	Kleinbauer			A small farmer is a farmer who directly cultivates land (his or someone else's) using principally the manual labour of his own family. Compared to his region he has little capital. This is also the reason why his operation is not mechanised and why his use of external inputs is low. To market their products, small individual farmers group are organised in smallholder organisations.
Smallholder organisation; - group	Kleinbauernorganisation			An organised group of small-scale farmers with similar farming and production systems. The criteria under chapter E1 apply only to such groups when the certification applies to the group as a whole and when special inspection arrangements have been applied.
standards	Richtlinien			Every indication of a certain quality (in this case: organic production) needs to be evaluated against a defined standard, comprising rules on production, processing, labelling and inspection. Such a standard could be of legal character (such as Regulation (EEC) No. 2092/91) or might be a private standard, those requirements are to be fulfilled voluntarily (i.e. the Naturland standards). IFOAM Basic standards: The IFOAM Basic Standards (IBS) are developed by the IFOAM Standards Committee (SC) in close co-operation and consultation with the IFOAM member organisations and other interested parties.
Third country	Drittland			All countries which are not members of the European Union (EU).



Annex II: Naturland producer contract



PRODUCER CONTRACT

between

Naturland - Verband für naturgemäßen Landbau e.V., residing in Munich

- hereafter referred to as "NATURLAND" -

and

Name, Surname, Adress, Country

- hereafter referred to as "PRODUCER" -

Preamble:

- A. NATURLAND is a non-profit association. Its purpose is the protection of the environment and the conservation of the natural bases of life by an organic management in all areas of agriculture. For this purpose NATURLAND sets standards for organic agriculture and the processing of the products produced according to these standards (hereafter referred to as "Naturland Standards") and enters into agreements with its members committing the members to run their agricultural production in accordance with the Naturland Standards.
- B. The PRODUCER is a _____ (*cooperative, cultivation organisation, export company etc./legal form according to the applicable foreign law*), running an organic cultivation project _____ (*short description of the project*) in _____ (*country*) in accordance with a bio-program _____ (*short description of the bio-program, evtl. reference to an Exhibit*) (hereafter referred to as the "Cultivation Project"). The PRODUCER is a member of NATURLAND and intends to run the agricultural production of the Cultivation Project according to the Naturland Standards.
- C. The PRODUCER's obligation to observe mandatory legal provisions, in particular the regulation (EEC) No. 2092/91 dated 24 June 1991 with regard to organic agriculture and the corresponding marking of the agricultural products, as amended, including implementing and alteration standards as well as _____, as amended, shall remain unaffected by this Agreement.

Therefore the parties agree as follows:



1. Obligations of the PRODUCER

- 1.1 The PRODUCER agrees to run the entire Agricultural Site of the Cultivation Project observing the Naturland Standards – Exhibit I hereto – as amended from time to time. "Agricultural Site" as used herein, shall mean all cultivation areas, production plants, warehouse and plant facilities used for producing, dressing, processing and packaging agricultural products under the responsibility of the PRODUCER.
- 1.2 The PRODUCER warrants that the description of the Agricultural Site as per Exhibit II includes all cultivation areas, production plants and warehouses at the Agricultural Site of the Cultivation Project and agrees to notify NATURLAND of possible changes without undue delay.
- 1.3 The PRODUCER shall notify NATURLAND regularly of all relevant facts with regard to the cultivation of the Agricultural Site of the Cultivation Project and, upon request, forward to NATURLAND all documents relating to the cultivation of the Agricultural Site and any other relevant information and grant NATURLAND access to all production plants, warehouses and facilities of the Agricultural Site. This obligation shall apply also to the benefit of any national and international association in particular the Arbeitsgemeinschaft ökologischer Landbau (AGÖL) or the International Federation of Organic Agricultural Movements (IFOAM) , in case of an inspection of the association of NATURLAND.
- 1.4 The PRODUCER agrees to arrange for NATURLAND, Naturland® Zeichen GmbH or an inspection body authorized by them to verify the observance of the Naturland Standards at the cost of the PRODUCER, in particular by
- permitting inspections of the Agricultural Site - with or without prior notification - and granting access to all production plants, warehouses and facilities on the Agricultural Site;
 - arranging for sampling;
 - permitting inspection of its bookkeeping records;
 - maintaining and submitting upon request complete documentation for control purposes, e.g. farm and land plan, registration form, stable book and field records according to the specifications published by NATURLAND from time to time;
 - collecting all data required for control purposes and providing all information and powers in this regard, including without limitation the authorization for collection of information from subcontractors and customers.
- 1.5 The PRODUCER agrees to execute any measures which may be adopted by the Certification Committee of NATURLAND regarding the observance of the Naturland Standards.
- 1.6 The PRODUCER agrees to develop and implement an internal control system pursuant to Exhibit VI "Criteria for Internal Control Systems" and the instructions of NATURLAND.



2. Obligations of NATURLAND

- 2.1 NATURLAND agrees to advise the PRODUCER, or cause the PRODUCER to be advised by third parties, to a reasonable extent regarding the implementation and observance of the Naturland Standards. The parties shall cooperate with a view to ascertaining the cost of such consultation in advance, provided that the PRODUCER shall bear such cost unless agreed otherwise on a case-by-case basis.
- 2.2 NATURLAND agrees to deliver to the PRODUCER an annual certification, issued by the Certification Committee of NATURLAND, confirming - to the extent applicable – that the cultivation of the Agricultural Site of the Cultivation Project is in accordance with the Naturland Standards.

3. Naturland Trademark

- 3.1 NATURLAND is the owner of the trademark and logo "Naturland" as set forth in Exhibit III hereto (hereafter referred to as the "Naturland[®] Trademark"). The Naturland[®] Trademark is registered as a trademark in the Federal Republic of Germany, other European countries and _____.

The PRODUCER shall use the Naturland[®] Trademark for products produced by it in accordance with the Naturland Standards and promoted with reference to Organic Agriculture in accordance with a license agreement to be separately entered into with the Naturland[®] Zeichen GmbH.

- 3.2 The PRODUCER and the Farmers shall be entitled to use the Naturland[®] Trademark only as may be expressly permitted by a separate license agreement to be entered into with the Naturland[®] Zeichen GmbH. The Producer agrees to refrain from any other use of the Naturland[®] Trademark as well as of the "Naturland" mark, either as a name or corporate name or part thereof or as an indication to this Agreement or to the certification of NATURLAND on printed matter or packaging.

4. Catalogue of Sanctions

In case the PRODUCER violates any of its obligations under this Agreement, NATURLAND may impose unilaterally, by written notice, sanctions pursuant to the catalogue of sanctions contained in Exhibit IV to this Agreement, without prejudice to any claims for damages which NATURLAND may have.



5. Term and Termination

- 5.1 This Agreement shall become effective upon signing by all parties and shall supersede any former agreement between the parties governing the object of this Agreement, in particular any former conversion, admission or producer agreement and all amendments thereto. This Agreement shall remain in force for an indefinite period. Each of the parties may terminate this Agreement observing three-months notice to expire at the end of any calendar month. Both parties reserve the right to give notice of termination of this Agreement for serious cause.
- 5.2 This Agreement shall terminate without further act or deed in the event that the PRODUCER shall cease to be a NATURLAND member, irrespective of the ground of such termination.
- 5.3 The PRODUCER agrees to return to NATURLAND upon termination of this Agreement all information, documents, data, notes, books, samples, and models which the PRODUCER may have obtained from NATURLAND relating to the cooperation under this Agreement, whether such materials be in written, electronic or any other form. The PRODUCER shall not be entitled to exercise a right of retention regarding any such materials and information.

6. Data Protection Statement

The PRODUCER hereby authorizes NATURLAND to

- **store all data collected by the PRODUCER and the Agricultural Site of the Cultivation Project under this Agreement for the purpose of performing this Agreement;**
- **submit such data to national and international Associations, in particular without limitation to the Arbeitsgemeinschaft ökologischer Landbau e.V. (AGÖL), to the International Federation of Organic Agricultural Movements (IFOAM) and, to the extent necessary, to third parties, for the purpose of evaluating and accrediting NATURLAND;**
- **submit such data to Naturland® Zeichen GmbH or to any third party entrusted with the control of observance of the Naturland Standards;**
- **submit such data to the members of the Certification Committee of NATURLAND for the granting of the annual certification of NATURLAND;**
- **submit such data to Naturland® Zeichen GmbH for the conclusion and implementation of a license agreement regarding the use of the Naturland® Trademark.**



7. General

- 7.1 This Agreement fully reflects the parties' agreement with respect to the object hereof. Any modification of as well as any amendments or attachments to this Agreement, in particular modifications of or amendments to the Naturland Standards, shall only be valid if they are in writing. This shall also apply to waivers of any provisions of this Agreement, including this form requirement.
- 7.2 This Agreement shall be subject to the laws of the Federal Republic of Germany.
- 7.3 Should one or more of the provisions of this Agreement be or become invalid or unenforceable, the validity and enforceability of the other provisions hereof shall not be affected. In such case, the parties shall negotiate a replacement provision which is valid and enforceable and reasonably takes into account the object of this Agreement and the interests of the parties. Same shall also apply in the event that this Agreement should be incomplete.
- 7.4 The following Exhibits shall be deemed integral parts of this Agreement; **the PRODUCER confirms the receipt of one copy of each of the following Exhibits:**
- Exhibit I: Naturland Standards
 - for Organic Agriculture (version 05/00)
 - for Organic Horticulture (including Mushroom Cultivation) (version 05/99)
 - for Organic Viniculture (version 11/00)
 - for the Certification of Wild Grown Products (version 12/93)
 - for Natural Bee-Keeping (version 11/00)

 - General Processing Standards (version 08/99)
 - Exhibit II: Agricultural Site Description
 - Exhibit III: Naturland® Trademark
 - Exhibit IV: Catalogue of Sanctions in the version of October 1996
 - Exhibit V: Criteria for Internal Control Systems (version 10/99)

Munich, this _____ 2001

NATURLAND

PRODUCER



Annex III: List of internal inspectors



LIST OF INTERNAL INSPECTORS

List for internal inspectors:

Name and surname of the inspector	Identification	Profession	Years of experience in organic farming	Date last time he/she participated in a training course	Place of residence	Place of inspection



Annex IV: Internal inspection report



INTERNAL CHECKLIST

Farmers' Association	
Community (exact location):	Area:
Name of Farmer:	Farmer's Code:
Internal Inspector:	Date of inspection:
Farmer already certified last year <input type="checkbox"/> yes Certification status <input type="checkbox"/> no (new farmer)	

Characteristics of the Production Unit

Total land farmed by the farmer (ha):.....	Total number of plots:
--	------------------------

Please list all plots managed by the farmer, including plots of crops for local sale/home consumption, fallow fields, new plots, etc.

Plot N° According Map	Surface ha	Major Crop	Side crops	Last application unallowed inputs date & product (unallowed fertiliser, pesticide, herbicide, treated seeds, etc.)

No. and species of animals:
Fodder used:
Housing or pasture:

Field history (of all new plots)

Plot N°	Crops 2003	Crops 2004	Crops 2005	Last application unallowed inputs

Plant Protection :

Product applied	Home made (Yes/ No*)	Amount (kg/ha)	For which crop?	Reason / Disease

*For off farm inputs, please give clear specification of product.

Other Activities for plant protection (preventive measures):

.....

Fertilisation:

Product incl. Green manure, compost, etc.	Origin / Comments / Quantities (if off-farm product)

**Preservation of the Soil and Ecosystem, Diversification**

Measures adopted in crop cultivation:
Soil erosion problems: <input type="checkbox"/> yes <input type="checkbox"/> no
Type of weed control:
Evaluation of preservation: <input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> acceptable <input type="checkbox"/> not acceptable

Seeds/seedlings:

- own propagation/seeds seeds from neighbours (conventional/untreated)
 commercial conventional seeds untreated commercial conventional seeds treated

Contamination Risks:

Aspect	Answer	Comments
Risk of drift from conventional crops	<input type="checkbox"/> yes <input type="checkbox"/> no	
Application devices are only used in organic production	<input type="checkbox"/> yes <input type="checkbox"/> no	
Storage of unallowed inputs on the farm	<input type="checkbox"/> yes <input type="checkbox"/> no	Which ones?
Other contamination risks (water, deposited waste, environmental damage by processing, etc.)	<input type="checkbox"/> yes <input type="checkbox"/> no	
Risk of contamination / mixing during on-farm processing, storage or transport	<input type="checkbox"/> yes <input type="checkbox"/> no	
Observation /Comments (e.g. counter measures already taken)		
Evaluation of contamination risks: <input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> acceptable <input type="checkbox"/> not acceptable		

Training of the farmers

No. of visits received:	Date of last visit:
Field officer / Advisor:	Courses/theme
Is the farmer familiar with the internal standards? <input type="checkbox"/> yes <input type="checkbox"/> no	
Evaluation of training: <input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> acceptable <input type="checkbox"/> not acceptable	

Social responsibility

Aspects	Answer	Comments
How many permanent workers do you have employed?		
How many seasonal workers and/or day-labourer have you employed?		
The minimum wage for <u>permanent</u> workers is (indicate amount in USD)		
The minimum wage is paid for <u>permanent</u> employees?	<input type="checkbox"/> yes <input type="checkbox"/> no	
The minimum wage for seasonal workers and/or day-labourers is (indicate amounts in USD)		
The minimum wage is paid for seasonal workers and/or day- labourers?	<input type="checkbox"/> yes <input type="checkbox"/> no	
The education of children is no put at risk, even if the children are assisting on the operation.	<input type="checkbox"/> yes <input type="checkbox"/> no	
Security on the job is ensured?	<input type="checkbox"/> yes <input type="checkbox"/> no	



Recommendation for certification (to be filled in by the inspector)

Crop	ha	Harvest estimation	Organic quality
<input type="checkbox"/> <i>Approved without conditions</i> <input type="checkbox"/> <i>Approved with conditions</i> <input type="checkbox"/> <i>Not approved</i>			
Conditions for current year: (measures to be taken by the farmer)			
Still not fulfilled conditions of last year:			

CONFIRMATION: *The undersigned farmer understands and agrees with the contents of this form and declares he/she did not use any product or procedure not described herein.*

.....
Place and date:

.....
Farmer

.....
Internal inspector

Decision of the Internal Approval Committee

<input type="checkbox"/> <i>Approved without conditions</i> <input type="checkbox"/> <i>Approved with conditions</i> <input type="checkbox"/> <i>Sanctioned</i> <input type="checkbox"/> <i>Rejected:</i>
Reason for the sanction and definition of the sanction: Beginning and duration of sanction: <div style="text-align: right;">Stamp /Signature/Date</div>

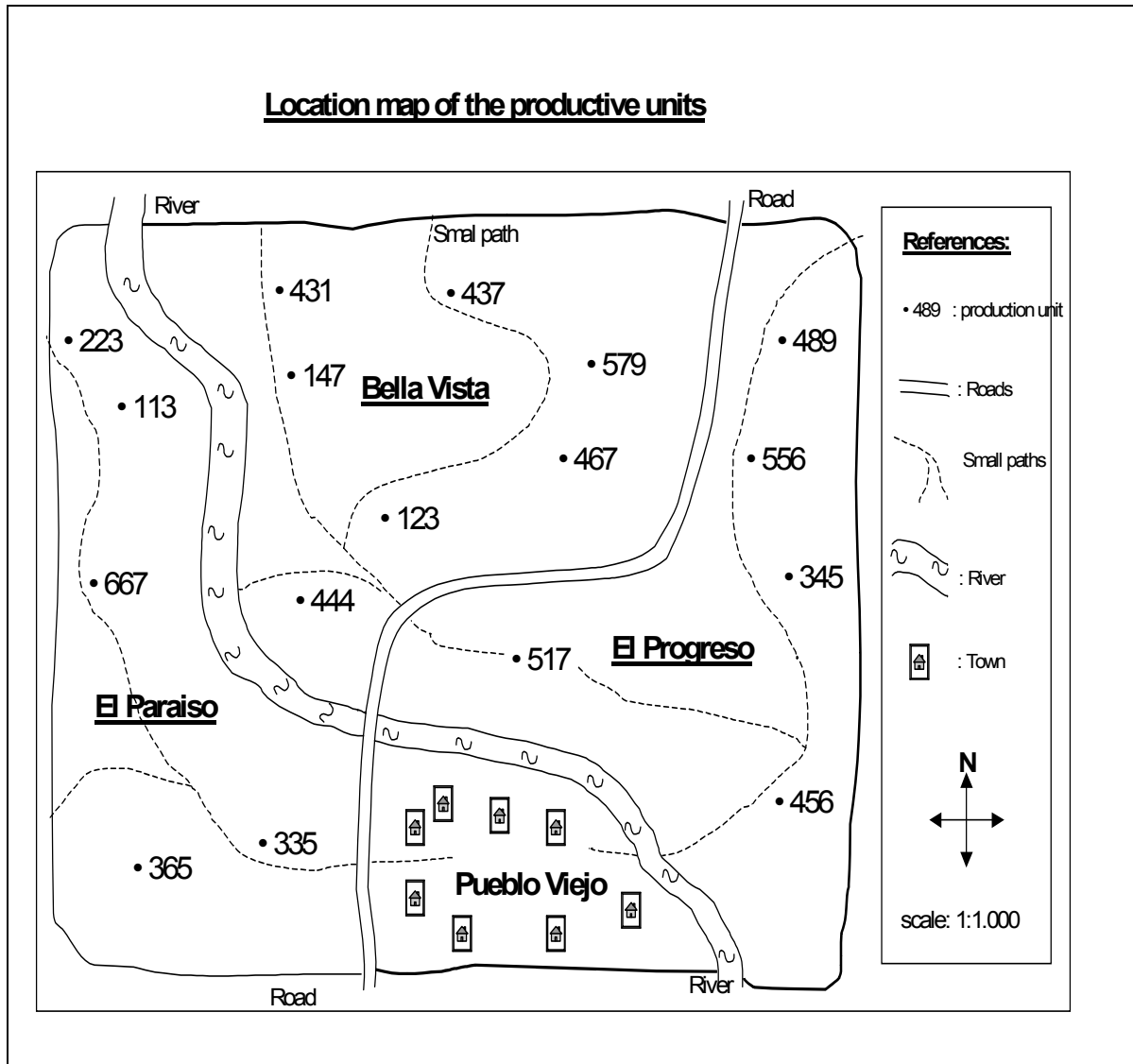


Annex V: Example of farm map



Farm maps

Example:





Annex VI: Farmers list (example)



Farmers List 200_____

Name of organisation: _____

Farmer's Code	Name and surname of the farmer	Location (address)	Entrance date to organic programme	Date of last use of agrochemicals	Total surface of the farm (ha)	surface organic (ha) cash-crops last year	surface organic crops present year (product and ha)					surface conventional crops (ha)	harvest amount (kg) delivered in the past season		Estimation of the organic crop for the up-coming year (kg)				Name (Code) of internal Inspector	Result of Internal control (Organic, not organic.)	external inspection (filled in by the inspector)	Permanent workers on farm?*	Seasonal and/or day-labourers on the farm?*		
							product	organic	U2	U1	UO		product	total kg	organic	U2	U1	UO							
1	Smith Eduard (EXAMPLE)	Village 1, downhill	01.01.2000	15.10.1999	5	5	coffee	4				1(mais)	coffee	3500	3500					Mr Miller	approved				yes
							cacao	1					cacao		300										
2																									



Annex VII: Minimum requirements for an ICS



Minimum requirements of an Internal Control System (ICS) within grower groups (smallholder groups)

This document is part of the Naturland producer contract for smallholder groups (Annex V). In addition to this Annex V all smallholder groups applying for Naturland certification will receive the 'Manual for Quality Assurance – A Guideline for INTERNAL CONTROL SYSTEMS (ICS) in Smallholder Organisations' published by Naturland to support implementation of the Internal Control System (ICS).

Criteria for participation:

A group of farmers that wishes to be certified according to the Naturland standards based on an ICS must meet following minimum requirements in respect to their size and organisational status:

1. The group has to be large enough to make an Internal Control System (ICS) reliable and financially feasible.
2. There should be a certain homogeneity of members in terms of geographical location and/or production systems and/or marketing systems.
3. The organisation needs to have a defined and documented structure (in written).
4. The largest farmer member of an organisation should not deliver more than 50 times of the amount delivered by the smallest.
5. Individual farmers that cultivate more than 25 ha must be inspected by the external control body on an annual basis. These farmers should keep their own farm documentation. The limit of this maximum surface may vary according to the cultivation conditions and farming structures of the respective country and needs to be determined by the inspection body in co-ordination with Naturland for each case.
6. The organisation must prove to be in the position (resources-, staff- and infrastructure-wise) to implement an ICS as described in the Naturland manual for Internal Control Systems, within a one year's period.
7. The group shall have co-ordinated marketing in order to enable oversight of the product flow (in this context it is important to recognize that only the smallholder group is allowed to market products with reference to the Naturland certification not the individual farmer registered in the smallholder group).

Contractual relationships

It is important that each step of the production process (stocking, transport, storing, processing and exporting) is backed by contracts committing each party involved to comply with the Naturland standards. These same contracts grant Naturland and the inspection body an unrestricted access to all information. Following contracts have to be signed:

1. between the smallholder group and Naturland (Naturland® producer contract)
2. between the smallholder group and the Inspection body (inspection contract)
3. between the smallholder group and its members (agreement that proves that the member has agreed to comply with the internal regulation of the organisation)
4. between the smallholder group and service entities (subcontracted processors and/or exporters)

Minimum staff requirements for the ICS

Qualified personnel is needed in order to implement the Internal Control System (ICS). The following persons have to be appointed:

1. A qualified person as Quality Manager. The Quality Manager accounts for the ICS.
2. Qualified personal as internal inspectors. Internal Inspectors carry out the annual, internal inspections.
3. An approval committee.



Minimum training requirements for members of the smallholder group and Internal inspectors

1. Members: One training course on organic agriculture has to be offered to the members at least once a year.
2. Internal inspectors: Internal inspectors have to participate in a training course at least once a year.

Internal Inspections

- Every operator has to be inspected once a year by the internal inspector.
- The main purpose of on site farm inspections is to prove whether all farmers registered in the organic programme are working according to the production standards set up as part of the internal regulation (see below). In case of serious violations, the system has to make sure that farmers, who are violating these production standards are immediately removed from the programme and that their products are separated and not mixed with those of certified organic farms.
- The internal inspections and the results have to be documented (see minimum requirements on the documentation system).

Minimum requirements on the documentation system of the ICS

1. Internal regulation

The organisation has to elaborate an Internal Regulation with following content:

- Organic production standards in compliance with Naturland standards or adopting Naturland standards
- Rules of participation for farmers in the organisation, including a procedure for conversion to organic farming (to handle new operators)
- Internal standards have to include a procedure for excluding individual operators in case of violations of the standards/ requirements as well as a procedure for sanctions
- Every operator has to be informed about the internal standards in written form. In case this is not possible regular meetings with all operators have to be organized to inform them about the internal standards and requirements for certification

2. Structure of the smallholder group:

- Organisation chart of the organisation
- Statutes or constitution of the organisation
- Other activities of the organisation

3. Training courses:

A summary of the training courses offered by the organisation has to be made available to the external inspector.

4. Staff members:

- Actual and dated list of the internal inspectors with basic qualification
- Actual and dated list of all members in the approval committee
- Name of quality manager
- Clear assignment of the responsibilities within the ICS

5. Internal farm inspections

- Annual report
- Farmers list which includes at least following information:
 - Location (community, colony, field)
 - Farmer's code
 - Name and surname of the farmer
 - Entrance date of the farmer to the respective organic programme
 - Total surface of each farm



Surface cultivated with organic cash crops
Surface used for cash crops in conversion
Conventional surface
Amount delivered to the organisation last year
Crop estimation for next year
Name or code of the internal inspector
Date of internal inspection (at least one, could be several)
Result of the internal inspection (approved or sanctioned)

- List of farmers being sanctioned together with respective sanction
 - Completely filled in inspection report forms of 100% of the farmers registered in the organic programme
 - Updated farm maps
6. Product flow
- Documented purchase system with samples of all documents (i.e. delivery notes; reception notes etc.)
 - Product entrance and exit receipts from the warehouses
 - Reports on processing activities (output ratio)
 - List of realised sales.

External Inspection

Please see document "Inspection of grower Groups"