



1 – Identify yourself

- **Retailer** – Not manufacturing or processing organic products. Simply purchase certified organic products and sell to consumer through own retail shop.
- **Retail Processor** – Retail shop with Café/Deli and makes prepared food. Butcher making sausages.

2 – Required documents to be assessed by ACO every year

- HACCP based plan outlining plans for management structure, pest control practices, product handling, storage and sale, staff education and labeling systems
- Activity records related to the above plans

If you are a Retail Processor

- Ingredient Declaration for each product and relevant documents such as a copy of the certificate of ingredients.
- Organic Handling Plan
- Labels

3 – Key objectives of certification

- ✓ Certified produce shall be sold in block sections, and/or shall not be mixed in with conventional or uncertified products.
- ✓ Clear segregation, both physically and visually, shall be done to avoid risk of co-mingling with non conventional or uncertified products.
- ✓ Labels (tags) shall clearly define “Certified organic” from certified “In Conversion to Organic”. This shall be accompanied by colour coding or other visibly obvious means of differentiation, including information for consumers regarding labeling systems used.
- ✓ Trace documents need to be kept.
- ✓ Copy of up to date organic certificate for products shall be kept as a part of trace documents.

4 – Retail Chains (Multi-store outlets)

BFA Fact Sheet

- Retail chains or Multi-store retail outlets require an umbrella management structure.
- Organic Management system is controlled by single ownership.
- Regular internal audits shall be taken by the ownership management and the result shall be recorded and documented.

Frequently asked questions

Can I repack dry goods at the back of my store and label under my Retailer certification number?

Yes, you can. Simple dry goods repacking can be included them under your Retailer certification. You need to include the repacking detail in your Organic Management Plan and this will be audited at your annual audit.

I have Deli/café in my shop. Can it be included in Retailer certification?

If you are making prepared food, you will be classified 'Retail Processor'. To become a "Retail Processor", you need to follow the criteria of both "Retailer" (Section 8.1) and "Processor" (Section 6.1).

End of the Fact Sheet