



**Quality Welsh Food Certification Ltd.  
Ardystio Bwyd Cymreig Safonol**

**Welsh Organic Assurance Scheme**

# **Producer Manual**

**QWFC Ltd**

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## INTRODUCTION

The Welsh Organic Scheme has been set up to enable Welsh farmers, growers and processors to achieve Organic Certification status by conforming to requirements of the Scheme. Quality Welsh Food Certification Ltd (QWFC), a company operating to internationally recognised standard for bodies providing certification services ISO17065, will monitor the Welsh Organic Scheme. QWFC will issue Certificates of Conformity to those producers or processors that comply with the requirements of the Scheme.

### Who Is Eligible To Join?

Any producer or processor in Wales is eligible to join but can only be certified if, on assessment, the farm is seen to comply with the requirements of the Scheme.

### What Is In This Manual

This Manual contains information that you must read before you decide to join the Scheme. The procedures for becoming certified, how we conduct assessment visits, the Rules Governing Certification, and most importantly, the Scheme Standard are all contained in this booklet. Please be sure to read it in full before you make your application for certification.

## OBTAINING CERTIFICATION

### Overview

The process involves making your application to the Scheme on the QWFC Application Form provided. You must then have your first assessment visit and rectify non-conformances, if any. Once conformance with the Scheme has been verified, a Certificate of Conformity will be issued which will specify the areas of operation and their status. A Schedule will also be supplied in the case of land-based enterprises which will detail the fields and their status.

### How to Apply

**It is essential that you read the Scheme Standard, Scheme Rules and other information in this manual very carefully before you decide to join.**

Please complete the application form fully and, if required, provide additional information on a separate piece of paper.

The annual fee schedule is included with your application form. Please complete the Direct Debit Mandate and return it with your application. Your fee will be debited from your account on or after the 28<sup>th</sup> of the month in which your application anniversary falls.

Fees are not refundable

You will be contacted within 14 days of our receiving your application to make arrangements to visit your farm. If you cannot agree a suitable date for assessment within a reasonable period of time, then we will write to you to ask you to contact us when you are ready for a visit.

## Preparing For Assessment

Please read the relevant sections of the Standard carefully before making your application. Some non-conformances may require a further assessment to verify corrective action and this may incur a cost to you. To avoid this, you should attend to any matters at variance with the Standard *before* assessment.

## Gaining Certification

Once your farm is found to conform to the Scheme Standard you will be sent a Welsh Organic Scheme Certificate of Conformity specifying the areas of operation and their status and, in the case of land-based enterprises, a Schedule detailing the fields and their status. This entitles you to sell your produce as assured by the Welsh Organic Scheme. You are also permitted to use the appropriate Scheme mark and QWFC logo on products, literature, stationery, and advertising.

## ASSESSMENTS

We check whether or not farms are complying with the Scheme standard by a system of assessments

You will have an assessment on application and then a surveillance visit at least once every year to assess your continuing compliance with the Scheme Standard. Further re-assessments may be required to verify corrective action following non-conformances found on assessment.

Under EU Reg 889/2008 (as amended), DEFRA, the Competent Authority responsible for monitoring EU organic regulations in the UK require all UK certification bodies to make unannounced visits to a proportion of all premises certified by them. **Consequently, we may have to visit your premises with little or no prior warning.**

### Assessors

Assessments are undertaken by our nominated assessor or assessment body who look for conformance with the Scheme Standard. The assessor will contact you when your assessment is due. If you are unable to agree an appointment for a surveillance or random assessment by the due date, **your certification may be suspended pending the assessment.**

Certification suspension means that you cannot sell your produce as 'Organic'.

### Assessment

The assessor will need access to all facilities including records, buildings, equipment or stock. If the assessor is unable to access all that is required to complete a full assessment, then a further visit may be necessary which will be charged for. **No certificate will be issued until an assessment has been fully completed.**

## Non-conformances

If any non-conformances were found during assessment, they will be recorded by the assessor on the Non-Conformance Form and agreed by the Client, who retains one copy. This form is to provide information only and is not indicative of whether certification will be awarded.

A copy of the Non-Conformance Report plus a full assessor's report will be forwarded to QWFC, the body appointed to certify the Scheme, for consideration. We will notify you within 14 days of the results.

If QWFC requires verification of any corrective action, we will explain to you what you have to do before you can be re-considered for certification and, on surveillance assessments, the date by which the verification must be completed. In other circumstances, re-assessment may be necessary which may incur a fee, you will be contacted to agree to this before we proceed.

Fees are not refundable.

If you are unable to verify conformance by the due date, you must contact us immediately so that we can discuss the matter with you. **Certificates may be suspended if corrective action is not completed on time.**

Certification suspension means that you cannot sell your produce as 'Organic'

Once you are found to comply with the Scheme Standard, you will be awarded your certification.

## FEES

The annual fee schedule is included with your application form.

Should some members fail to submit a direct debit mandate, we reserve the right to charge higher fees to cover the higher administration costs of collecting subscriptions by cheque.

Fees are not refundable

## CERTIFICATION

### The Certificate

QWFC Certificates of Conformity are not transferable to another person, farm, or holding and are the property of QWFC. Certificates are valid until the expiry date stated on them, subject to the terms of the Rules Governing Certification as amended from time to time.

QWFC's certificates, marks or logos can only be used in relation to activities that are covered by the Scheme. Details of the Conditions Governing the use of Certification Marks may be found on our website [welshorganic.co.uk](http://welshorganic.co.uk) or upon request to QWFC Ltd, Gorseland, North Road, Aberystwyth, Ceredigion, SY23 2WB You must not make any claims that the certificate applies to business activities; products or locations that were not part of your original application.

### Withdrawal

Your QWFC Certificate of Conformity may be **withdrawn**, at our absolute discretion, if it is found that you no longer conform to the Scheme Standard or Scheme Rules (this list is neither exclusive nor exhaustive) or if there is sufficient evidence that a member of the Scheme has breached the standards or operating procedures and is bringing the Scheme into disrepute.

Certification withdrawal means that you cannot sell your produce as 'Organic'.

In certain circumstances you will be able to restore your certified status. For example, you may need to attend to non-conformances found at assessment and once the required verification is carried out you will once again be 'assured'.

Permanent withdrawal of certification means that you must re-apply as a new applicant if you wish to once again be assured. Your QWFC Certificate of Conformance and any scheme marks must be returned to QWFC and you must cease forthwith to make any claims that you are certified under the Welsh Organic Scheme by QWFC. In cases of serious breaches of the standard, you will have to wait three months before you can re-apply.

### **Suspension**

Situations that may require suspension of a QWFC Certificate of Conformity include when a subscription payment is not made by the due date. If no payment is received within three months, your certificate may be withdrawn and should you wish to re-apply you will have to do so as a new applicant.

**Certification suspension means that you cannot sell your produce as 'Organic'.**

You will be notified of what you must do to regain certification and the due date for the action. If you comply, certification status may be reinstated. Otherwise, your certification may be withdrawn.

### **Termination**

You may terminate your certification by notifying us in writing at QWFC Ltd, Gorseland, North Road, Aberystwyth, Ceredigion, SY23 2WB stating the date you wish certification to be terminated from. Your QWFC Certificate of Conformance and any scheme marks must be returned to QWFC.

Certification termination means that you cannot sell your produce as 'Organic' after the date stated

### **Change of Circumstance**

You should inform us of any change in your circumstance that may affect your ability to conform with the requirements of the Scheme Standard, including changes to facilities and management. Certificates are not transferable and a change of ownership requires a new application.

The scope of certification will only cover that activity or activities assessed and detailed on the certificate issued. If you wish to change or increase the scope of activity, you will need to notify us immediately.

### **Legal Action**

It is a condition of certification that you inform us immediately if you are subject to any legal action concerning food safety, animal welfare, environmental issue, trades description, or any other action relating to your operating activity. This will include prosecution by or the issue of a statutory notice from a statutory body. Your certification status **may be suspended while your situation is being considered.**

Certification suspension means that you cannot sell your produce as 'Organic'

## **SCHEME RULES**

### **CONFIDENTIAL INFORMATION**

All information will be treated in the strictest confidence. We will however respond to queries from third parties that wish to confirm the status of any producer. The only information divulged will be the member's name, address, number, and current certification status. No other details whatsoever will be divulged without your prior, written approval.

As a condition of your membership, you provide consent for your details to also be passed to the relevant Public Sector Organic Registrar. We may also be required by DEFRA as the Competent Authority for organic regulation in the UK to release information collected during an assessment to them, if that is so, we will inform you.

### **APPEALS PROCEDURES**

If you wish to appeal against any decision made, please write to us at QWFC Ltd, Gorseland, North Road, Aberystwyth, Ceredigion, SY23 2WB within 14 days of receiving notice of the decision giving the reasons why you believe the decision to be wrong.

Details of the Appeals Procedure are available upon request to QWFC Ltd, Gorseland, North Road, Aberystwyth, Ceredigion, SY23 2WB

### **COMPLAINTS**

Any complaint regarding the operation of the Certification system by QWFC should be forwarded to QWFC Ltd, Gorseland, North Road, Aberystwyth, Ceredigion, SY23 2WB for investigation.

It is a condition of the Scheme that you record any complaints received from your customers regarding condition of produce provided or any other issue covered by your certification. This record and actions taken will form part of the QWFC assessment.

### **FALSE OR MISLEADING STATEMENTS**

Any false or misleading statements made on an application form, during assessment, or other time may lead to withdrawal of certification and even exclusion from future participation in the Welsh Organic Scheme.

Certification withdrawal means that you cannot sell your produce as 'Organic'

### **Assessment Bodies**

QWFC may, from time to time, contract an external assessment body to carry out assessments. Any such body will be accredited to ISO17065. All decisions on certification will remain with QWFC. By agreeing to the rules of the scheme, you are implying your consent to being assessed by one of these other bodies as well as QWFC assessors. If you do not consent, please notify us, in writing, at QWFC Ltd, Gorseland, North Road, Aberystwyth, Ceredigion, SY23 2WB prior to assessment.

## **RULES GOVERNING CERTIFICATION**

### **Approved Producers shall:**

- At all times comply with these rules as amended from time to time;
- Comply with the requirements of the Welsh Organic Scheme. Repeated failure to comply with any of the specified requirements of the Scheme Standard will be the cause of withdrawal of the Certificate of Conformity;
- Retain a copy of the most recent Scheme Regulations and Scheme Standard;
- Give representatives of QWFC access during normal working hours to production establishments.
- Nominate a management representative and one or more deputies authorised to act in the main nominee's absence (and replacement nominees as may be necessary) who shall be responsible for all matters in connection with the requirements of the Certificate of Conformity;
- Correct any deficiencies identified during continuing assessments;
- Not deliver or knowingly permit the delivery or sale of downgraded products as products conforming to the Scheme Standard;
- Use a Mark of Conformance or issue a Statement of Conformance only in respect of products which are subject to the Certificate of Conformity, produced at the address stated on the Certificate, and strictly in accordance with the conditions for its use;
- Discontinue any use of a Mark of Conformance which is outside the scope of the conditions for its use, or which is unacceptable to QWFC, and any form of statement with reference to the authority of the Producer to claim compliance with a Certification Scheme which in the opinion of QWFC might be misleading;
- Upon withdrawal of the Certificate of Conformance (however determined) forthwith discontinue use of any Mark of Conformance for which a licence has been issued and all advertising matter which contains any reference thereto. In addition, any other documents in possession of the Producer which bear reference to the Certificate of Conformance shall, if QWFC requires, be so treated;
- Not conduct operations in a manner which may affect the confidence of buyers and consumers in the reliability of QWFC's Certification Schemes.

### **Having regard for QWFC administrative costs, Approved Producers and Applicants shall pay:**

- the relevant annual fee for assessment and Certification;
- the cost of any additional assessment deemed to be necessary;
- the cost of any additional sampling or testing deemed to be necessary;
- any additional costs incurred by QWFC due to non-conformance with these Rules.

### **QWFC shall:**

- Undertake continuing assessments periodically at the production establishments of Approved Producers for the purpose of verifying that the obligations defined by the Certificate of Conformity are being observed;

Notify Approved Producers of any changes to the Standard for the Welsh Organic Scheme and give them such time as, in the opinion of the Board, is reasonable in which to adjust their processes and relevant procedures to meet the revised requirements;

Not disclose any information concerning an Approved Producer obtained during the course of its assessment and certification activities, other than that which is in the public domain, unless otherwise required to do so by the law, or requested/permitted to do so by the Approved Producer.

Notify Approved Producers of any complaints it received relating to products to which the Certificate of Conformity applies.

If an Approved Producer is temporarily unable to comply with the requirements of these Rules, as amended from time to time, the Board may require the Approved Producer to discontinue any claim of compliance with the Scheme and use of any associated Mark of Conformance, with immediate effect until it is satisfied that compliance is again achieved, subject to the provisions of the Appeals Procedure.

If an Approved Producer fails to comply with these Rules, as amended from time to time, QWFC, may subject to the provisions of the Appeals Procedures, as appropriate:

withdraw the Certificate of Conformity or reduce its scope;

or refuse to grant a Certificate of Conformity or extend its scope.

Such decisions, and the grounds for them, shall be communicated to the Producer in writing.

## **BEHAVIOUR**

If an approved producer or applicant has been abusive or behaved threateningly or inappropriately towards any person who is part of the organic certification process, or if the approved producer is bringing the Scheme into disrepute, **certification can be withdrawn at our absolute discretion**. In such circumstances, you may have to wait for a designated period of time before you can re-apply.

QWFC may, at its sole discretion, subject to the provisions of the Appeals Procedures, withdraw or refuse to grant a Certificate of Conformance if an Approved Producer's business is likely to be disbanded and be unable to pay its debts.

**Certification withdrawal means that you cannot sell your produce as 'Organic'**

## **AMENDMENTS**

These rules may from time to time be altered by QWFC. No alterations shall affect the right of Approved Producers to claim compliance with a particular Certification Scheme, use an associated Mark of Conformance or issue a Statement of Conformance unless they have been given notice in writing of such alterations by the General Manager or Executive Director who will give the date by which the altered Rules



come into force. This shall not normally be less than six months from the date of notification of the alteration.

## **REGISTER**

A register of Approved Producers and Products shall be kept by QWFC and it shall be open to assessment at the registered office of QWFC. A list of Approved Producers and Products shall be published from time to time.

## **NOTICE**

Any notice under these Rules shall be in writing and be signed by or on behalf of the party giving it and it may be served by leaving it, or sending it by pre-paid post, at or to the recipient's address for the time being. (Registered office where applicable). Any notice served by post shall, unless the contrary is proved, be deemed to have been served forty-eight hours from the time of posting; and in proving such service it shall be sufficient to prove that the notice was properly addressed and was posted in accordance with this clause

## **STATEMENT OF POLICY**

QWFC undertake to administer the Welsh Organic Scheme and its certification facilities effectively and efficiently at all times. However, we cannot be held responsible for any losses that arise from including without limitation, any industrial action or the failure of any machine, data, processing system, transmission link or any other event outside our reasonable control.

The Welsh Organic Scheme reserves the right to alter the Scheme Standards and operating procedures where, at its absolute discretion, it considers it necessary to do so, for example in response to new or amended legislation. You will be informed of any changes to the Scheme Standards and the timeframe for their implementation, and you must ensure full compliance with any changes to the Scheme Standards and relevant legislation to retain assured status. N

Nothing in the Scheme Standards or Scheme Regulations shall be deemed to provide any exemption from the legislation and you must comply with all legislation relevant to the scope of the Welsh Organic Scheme at all times.

Under no circumstances shall QWFC, their employees or agents be liable for any losses, damage, charges, costs or expenses of whatever nature (including consequential loss) which you may suffer or incur by reason of, or arising directly or indirectly from the administration by QWFC, their employees or agents or the performance of their respective obligations in connection with the Welsh Organic Scheme save to the extent that such loss, damage, charges, costs and/or expenses arise as a result of finally and judicially determined gross negligence or willful default of such persons.

The Scheme Standards, Scheme Regulations and Producer Manual represent the entire understanding between you and QWFC and you acknowledge that you have not relied upon any other statement (written or oral) in applying to be certified to the Scheme Standards.



**Quality Welsh Food Certification Ltd.  
Ardystio Bwyd Cymreig Safonol**

**Welsh Organic Assurance Scheme Standard**

# **ORGANIC PROCESSING**

**Welsh Organic Scheme**

**QWFC Ltd**

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## Organic Processing Standards - General Principles.

It is illegal for a processor or retailer to market any produce or manufactured product as organic without full compliance with these QWFC processing standards.

7.01	<b>Scope</b>	The QWFC organic processing standards will apply to all those operators that process agricultural products with the intention of placing them on the market. A processing operation is one that uses organic agricultural crop ingredients or organic livestock to create a product for the marketplace. This includes livestock slaughter and meat cutting, repackaging of produce.	834 - A1 2,3 834 - A28.1, 28.2
7.02	<b>Principle</b>	There are four main principles that apply to the production of organic food and organic animal feeds:- <ol style="list-style-type: none"> <li>1. Production from organic agricultural ingredients except where that ingredient is unavailable in organic form and cannot be readily substituted with a similar organic ingredient.</li> <li>2. Restriction on the inclusion of food additives, non-organic ingredients, micronutrients and processing aids so that their use is minimal and only where necessary for a particular technological or nutritional purpose.</li> <li>3. Exclusion of any substance or processing method that might be misleading to the true nature of the product.</li> <li>4. Careful production with preference given to biological, mechanical and physical methods.</li> </ol>	834 - A6, A7
7.03	<b>Application</b>	An application for organic processing certification must be made to QWFC with a full description of the facilities used for reception, processing, packaging, labelling and storage of agricultural produce and the procedures for the transport of the products.	Application forms are available from QWFC. 889 - 63, 70, 74, 88
7.04	<b>Verification</b>	All operators will be subject to an annual verification by QWFC. Full access to the facility and any associated sites must be granted together with access to all relevant documentation. More frequent or spot inspections may also be necessary.	834 – A27.3, 889 - 65
7.05	<b>HACCP</b>	A document must be drawn up that analyses the production process to identify any stages where the integrity of the product could be compromised HACCP	889 - 26.2, 26.4, 63.1c
7.06	<b>Statutory Control</b>	Organic processing operations must comply with all statutory legislation and codes of good practice. Proof of registration with the appropriate authority must be supplied to QWFC.	e.g. Statutory authorities:- Defra, EHO, MHIS, Trading Standards.
7.07	<b>Input</b>	Stock and financial records must be kept of all brought in raw	

	<b>Records</b>	materials, including the source and organic registration details of the supplier. A full product stock take must be done at least once per year. These records must be retained for at least three years. Records kept must be of sufficient detail to enable QWFC to carry out mass balance calculations of all inputs and outputs.	889 – 66, 834 – A29
7.08	<b>Output Records</b>	Stock and financial records must be kept of all organic output. The quantity of waste product must be recorded. A full product stock take must be done at least once per year. These records must be retained for at least three years.	889 66
7.09	<b>Ingredients</b>	All products sold as organic must contain only organic ingredients unless the non-organic ingredients are from the approved list of ingredients and processing aids in Annex J and within the permitted inclusion rates. At least 95% of the agricultural ingredients must be organically produced.	834 -A19.2, 19.3, 23.4
7.10	<b>Non-Dedicated Facility</b>	Processing operations that handle both organic and non-organic materials for production or retail must have adequate separation procedures during intake, storage, processing, packaging, display and transport. The risk of contamination with unauthorized substance or substitution with non-organic ingredient must be addressed in the HACCP document.	889 - 26.5, 35.4 834 - A19.1
7.11	<b>Equipment</b>	The processing facility and all plant and equipment must be appropriate for the type of production and must be well maintained and kept clean and tidy.	
7.12	<b>Hygiene</b>	Organic processing operations must use only cleaning chemicals and procedures that are appropriate to the industry. All traces of cleaning chemicals must be removed with a final rinse of potable water. Cleaning records must be kept. A high standard of cleanliness is required.	889 -26.4, 35.4c
7.13	<b>Pest Control</b>	A pest control policy must be drawn up using procedures that are appropriate to the industry. The emphasis must be on prevention of infestation rather than treatment..	.
7.14	<b>Staff Training</b>	All staff who are involved with the organic process must be fully trained to understand the organic requirements. Records must be kept of the training.	
7.15	<b>Production Processes</b>	All the processes involved in the production must be approved and follow good manufacturing practice. Ionising radiation is not permitted. Only materials listed in Annex J may be used as processing aids.	834 - A9, A10, 889 - 26.1.
7.16	<b>Packaging</b>	Packaging should be recyclable or biodegradable where possible and must be of food grade quality if appropriate. Packaging must be closed to avoid the possibility of substitution without damaging the seal.	889 - 31.1
7.17	<b>Labelling</b>	Organic produce must be clearly labelled as organic at the point of sale. Printed packaging and labels for processed	See Section X

		products must comply with the QWFC labelling standards and must be approved by QWFC before use.	
7.18	<b>Waste Product</b>	Waste product of the processing operation should be recycled or reprocessed on site to minimize their impact on the environment. The quantity of waste produced must be documented.	
7.19	<b>Storage</b>	The storage of organic product must be done so that the identity is maintained, it does not come into contact with contaminating substances and is subject to appropriate stock control.	889 - 35
7.20	<b>Transport</b>	Organic products may only be transported in appropriate sealed packaging, vehicles or containers. They must be accompanied by identification documents with batch identity marks. Packaging need not be sealed if moving from one registered operator to another.	889 - 30, 31, 32

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## Section 8 Organic Labelling

8.01	Organic Product	A food product that is marketed as organic must contain at least 95% of its agricultural ingredients that have been produced and certified to the organic standards. The balance of up to 5% must be from the approved list in Annex J	Annex J contains a list of approved agricultural ingredients, additives and processing aids. Percentage calculations are not made on a dry matter basis. They are calculated on an 'as used' basis. 834 – A23.4
8.02	Label Detail	A product label must be clear and accurately describe the product. It must comply with EU regulations and include the following details. <ol style="list-style-type: none"> <li>1. The name of the product.</li> <li>2. The weight or volume in the pack.</li> <li>3. A list of ingredients in descending order.</li> <li>4. A 'use by' date or 'best before' date. A batch code may also be used to provide traceability.</li> <li>5. Usage or storage instructions.</li> <li>6. The name and contact details of the processor</li> </ol>	834 – A23
8.03	Use of EU Logo and CB code.	An organic product label for a product supplied by a producer or processor Certified by QWFC Ltd must also bear the following details. <ol style="list-style-type: none"> <li>1. The EU Logo</li> <li>2. The statement 'organic certification GB-ORG-013' beneath the EU Logo.</li> <li>3. A clear reference in the product description to the</li> </ol>	834 - A24.1

		<p>organic production methods for the ingredients. E.g. 'Organically produced.'</p> <p>4. A clear distinction between the organic ingredients and those that are from Annex J.</p> <p>5. The place of origin of all ingredients. I.e. EU or non EU, or more specific if desired.</p>	
8.04	In-Conversion	Single crop products may be marketed as 'product under conversion to organic farming' where the crop has been harvested at least 12 months after the land conversion began.	889 – 62a
8.05	In – Conversion Labelling	The labelling of an in conversion product must not mislead the consumer by using the word 'organic' more prominently than the rest of the product description. The EU Logo must not be used on products containing in conversion ingredients.	889 - 62
8.06	Part Organic Products	Products that contain only a proportion of the agricultural ingredients that are organic may describe the individual ingredients as organic only in the ingredient list and not more prominently than the rest of the ingredients listed.	834 – A23.4
8.07	Sample Label	A sample of all product labels must be submitted to QWFC for approval before use.	
8.08	Ingredient Changes	QWFC must be notified in advance of any changes to the ingredients or composition of a product.	

## **Annex J Permitted non-organic ingredients and processing aids.**

The use of non-organic ingredients and processing aids in the manufacture of organic or part organic food products must be within the constraints of QWFC labelling standards x.01 and x.02 and of this Annex J.

### **Permitted Ingredient Categories:-**

1. **Agricultural ingredients** are single animal or vegetable products that have been grown or reared in an agricultural environment or are ingredients derived from such products. Permitted products are listed in Table 1.
2. **Non-agricultural ingredients** are not derived from an agricultural production system and are divided into five categories:-
  - a. **Food additives** (including their carriers). Permitted products are listed in Table 2.
  - b. **Flavourings** which must be natural (as defined in Article 1 (2) of Council Directive 88/388/EEC of 22/6/88).
  - c. **Water and salt.** Both are permitted. The water must be potable and chlorination must not exceed statutory guidelines. The salt should be from a conventional and natural source where possible.

- d. **Micro-organism preparations.** (Yeasts, yoghurt and cheese cultures) These must be non-GM. Yeast should be 'organic'
- e. **Minerals** (including trace elements) and **vitamins.**
3. **Processing aids** are used during the manufacture of the food product but do not have a function in the end product. Permitted products are listed in Table 3.

**Table 1 Permitted non-organic agricultural ingredients.**

Unprocessed vegetable products.

Edible fruits and nuts:-		<i>COS Annex VI C 1.1</i>
Acorns	<i>Quercus spp</i>	
Cola nuts	<i>Cola acuminata</i>	
Gooseberries	<i>Ribes uva-crispa</i>	
Maracujas (Passion Fruit)	<i>Passiflora edulis</i>	
Raspberries (dried)	<i>Rubus idaeus</i>	
Red Currants (dried)	<i>Ribes rubrum</i>	
Edible spices and herbs:-		<i>COS AnnexVI C 1.2</i>
Pepper (Peruvian)	<i>Schinus molle L.</i>	
Horseradish seeds	<i>Armoracia rusticana</i>	
Lesser galanga	<i>Alpinia officinarum</i>	
Safflower flowers	<i>Carthamus tinctorius</i>	
Watercress herb	<i>Nasturtium officinale</i>	
Miscellaneous:-		<i>COS Annex VI C 1.3</i>
Algae, including seaweeds permitted in conventional foodstuffs preparation.		

**Table 1 continued.**

Vegetable products that are processed i.e. derived from agricultural ingredients.

Fats and oils derived from any plant <b>except</b> those listed below.	May be refined, but not chemically modified and not extracted by means of solvents	<i>COS Annex VI C 2.1</i>
Cocoa	<i>Theobroma cacao</i>	
Coconut	<i>Cocos nucifera</i>	
Olive	<i>Olea europaea</i>	
Sunflower	<i>Helianthus annuus</i>	
Palm	<i>Elaeis guineensis</i>	
Rape	<i>Brassica napus, rapa</i>	
Safflower	<i>Carthamus tinctorius</i>	
Sesame	<i>Sesamum indicum</i>	
Soya	<i>Glycine max</i>	
Sugars, starches and other products from cereals and tubers:-		<i>COS Annex VI C 2.2</i>

Fructose Rice paper Unleavened bread paper Starch from rice and waxy maize	Not chemically modified	
Miscellaneous:-		<i>COS Annex VI C 2.3</i>
Coriander, smoked Pea protein Rum Kirsch	<i>Pisum spp</i> Only from cane sugar juice Prepared on the basis of 2b above	

**Table 2 Permitted Food Additives, (including carriers).**

	Name	Specific Conditions
E170	Calcium carbonates	All authorised functions except colouring
E270	Lactic acid	-
E290	Carbon dioxide	-
E296	Malic acid	-
E300	Ascorbic acid	-
E306	Tocopherol-rich extract	Anti-oxidant in fats and oils
E322	Lecithins	-
E330	Citric acid	-
E333	Calcium citrates	-
E334	Tartaric acid (L(+)-)	-
E335	Sodium tartrate	-
E336	Potassium tartrate	-
E341(i)	Mono-calcium phosphate	Raising agent for self-raising flour
E400	Alginic acid	-
E401	Sodium alginate	-
E402	Potassium alginate	-
E406	Agar	-
E407	Carrageenan	-
E410	Locust bean gum	-
E412	Guar gum	-
E413	Tragacanth gum	-
E414	Arabic gum	-
E415	Xanthan gum	-
E416	Karaga gum	-
E422	Glycerol	Plant extracts
E440(i)	Pectin	-
E500	Sodium carbonates	-
E501	Potassium carbonates	-
E503	Ammonium carbonates	-



E504	Magnesium carbonates	-
E516	Calcium sulphate	Carrier
E524	Sodium hydroxide	Surface treatment of Laugengebäck
E551	Silicon dioxide	Anti-caking agent for herbs and spices
E938	Argon	-
E941	Nitrogen	-
E948	Oxygen	-

**Table 3 Processing aids.**

Name	Specific conditions
Water	-
Calcium chloride	Coagulation agent
Calcium carbonate	-
Calcium hydroxide	-
Calcium sulphate	Coagulation agent
Magnesium chloride (or nigari)	Coagulation agent
Potassium carbonate	Drying of grapes
Sodium carbonate	Sugar production
Citric acid	Oil production and hydrolysis of starch
Sodium hydroxide	Sugar production, oil production from rapeseed ( <i>Brassica spp</i> )
Sulphuric acid	Sugar production
Carbon dioxide	-
Nitrogen	-
Ethanol	Solvent
Tannic acid	Filtration aid
Egg white albumen	-
Casein	-
Gelatin	-
Isinglass	-
Vegetable oils	Greasing, releasing or anti-foaming agent
Silicon dioxide gel or colloidal solution	-
Activated carbon	-
Talc	-
Bentonite	-
Kaolin	-
Diatomaceous earth	-
Perlite	-
Hazelnut shells	-
Rice meal	-
Beeswax	Releasing agent
Carnauba wax	Releasing agent



**Quality Welsh Food Certification Ltd.  
Ardystio Bwyd Cymreig Safonol**

## **Welsh Organic Assurance Scheme Standard**

# **Annexes**

Welsh Organic Scheme

QWFC Ltd

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Annex A: Non Organic Feed Materials of Plant Origin (Green List)

Pigs and Poultry only.

Where a full 100% organic diet cannot be sourced, it may be permitted to feed a limited proportion of the diet of non-herbivores from any of the following non-organic ingredients. (See 6.28, 5.20)

A prior derogation must be sought before sourcing any of these raw materials using Record Sheet RS1. However, approved compound and blended feedstuffs containing non-organic ingredients may be used without completing the derogation record sheet RS1, but a feed label must be retained for each consignment.

**1. Non-organic feed materials of plant origin**

*1.1. Cereals, grains, their products and by-products:*

- Oats as grains, flakes, middlings, hulls and bran
- Barley as grains, protein and middlings
- Rice germ expeller
- Millet as grains
- Rye as grains and middlings
- Sorghum as grains
- Wheat as grains, middlings, bran, gluten feed, gluten and germ
- Spelt as grains
- Triticale as grains
- Maize as grains, bran, middlings, germ expeller and gluten
- Malt culms
- Brewers' grains

*1.2. Oil seeds, oil fruits, their products and by-products:*

- Rape seed, expeller and hulls
- Soya bean as bean, toasted, expeller and hulls
- Sunflower seed as seed and expeller
- Cotton as seed and seed expeller
- Linseed as seed and expeller
- Sesame seed as expeller
- Palm kernels as expeller
- Pumpkin seed as expeller
- Olives, olive pulp
- Vegetable oils (from physical extraction).

1.3. *Legume seeds, their product and by-products:*

- Chickpeas as seeds, middlings and bran
- Ervil as seeds, middlings and bran
- Chickling vetch as seeds submitted to heat treatment, middlings and bran
- Peas as seeds, middlings, and bran
- Broad beans as seeds, middlings and bran
- Horse beans as seeds middlings and bran
- Vetches as seeds, middlings and bran
- Lupin as seeds, middlings and bran

1.4. *Tuber, roots, their products and by-products:*

- Sugar beet pulp
- Potato
- Sweet potato as tuber
- Potato pulp (by-product of the extraction of potato starch)
- Potato starch
- Potato protein
- Manioc.

1.5. *Other seeds and fruits, their products and by-products:*

- Carob
- Carob pods and meals thereof
- Pumpkins,
- Citrus pulp
- Apples, quinces, pears, peaches, figs, grapes and pulps thereof
- Chestnuts
- Walnut expeller
- Hazelnut expeller
- Cocoa husks and expeller
- Acorns.

1.6. *Forages and roughages:*

- Lucerne
- Lucerne meal
- Clover

- Clover meal
- Grass (obtained from forage plants)
- Grass meal
- Hay
- Silage
- Straw of cereals
- Root vegetables for foraging

*1.7. Other plants, their products and by-products:*

- Molasses
- Seaweed meal (obtained by drying and crushing seaweed and washed to reduce iodine content)
- Powders and extracts of plants
- Plant protein extracts (solely provided to young animals)
- Spices
- Herbs

**Annex B: Permitted Feed Additives of Mineral Origin**

**2.1 Sodium:**

- unrefined sea salt
- coarse rock salt
- sodium sulphate
- sodium carbonate
- sodium bicarbonate
- sodium chloride

**2.2 Potassium:**

- potassium chloride

**2.3 Calcium:**

- lithothamnion and maerl
- shells of aquatic animals (including cuttlefish bones)
- calcium carbonate
- calcium lactate

- calcium gluconate
- 2.4 Phosphorus:
- defluorinated dicalcium phosphate
  - defluorinated monocalcium phosphate
  - monosodium phosphate
  - calcium-magnesium phosphate
  - calcium-sodium phosphate
- 2.5 Magnesium:
- magnesium oxide (anhydrous magnesia)
  - magnesium sulphate
  - magnesium chloride
  - magnesium carbonate
  - magnesium phosphate
- 2.6 Sulphur:
- sodium sulphate.

## Annex C: Permitted feed additives, binders, preservatives and processing aids

### 1. **Feed additives**

Additives listed must have been approved under Regulation (EC) No 1831/2003 of the European Parliament and of the Council on additives for use in animal nutrition

#### 1.1 *Nutritional additives*

- (a) Vitamins:
- Vitamins derived from raw materials occurring naturally in feeding stuffs;
  - Synthetic vitamins identical to natural vitamins for monogastric animals;
  - Synthetic vitamins A,D, and E identical to natural vitamins for ruminants with prior authorisation of QWFC based on the assessment of the possibility for organic ruminants to obtain the necessary quantities of the said vitamins through their feed rations.

(b) Trace elements.

E1 Iron:

ferrous (II) carbonate

ferrous (II) sulphate monohydrate and/or heptahydrate

ferric (III) oxide;

E2 Iodine:

calcium iodate, anhydrous

calcium iodate, hexahydrate

sodium iodide;

E3 Cobalt:

cobaltous (II) sulphate monohydrate and/or heptahydrate

basic cobaltous (II) carbonate, monohydrate;

E4 Copper:

copper (II) oxide

basic copper (II) carbonate, monohydrate

copper (II) sulphate, pentahydrate;

E5 Manganese:

manganous (II) carbonate

manganous oxide and manganic oxide

manganous (II) sulfate, mono- and/or tetrahydrate;

E6 Zinc:

zinc carbonate

zinc oxide

zinc sulphate mono- and/or heptahydrate;

E7 Molybdenum:

ammonium molybdate, sodium molybdate;

E8 Selenium:

sodium selenate

sodium selenite.

1.2. *Zoo-technical additives:*

Enzymes and micro-organisms

1.3. *Technological additives*

(a) Preservatives

E 200 Sorbic acid

E 236 Formic acid\*

E 260 Acetic acid\*

E 270 Lactic acid\*

E 280 Propionic acid\*

E 330 Citric acid.

\*only when weather conditions do not allow for adequate fermentation.

(b) Antioxidant substances

E 306 - Tocopherol-rich extracts of natural origin used as an antioxidant

(c) Binders and anti-caking agents

E 470 Calcium stearate of natural origin

E 551b Colloidal silica

E 551c Kieselgur

E 558 Bentonite

E 559 Kaolinitic clays

E 560 Natural mixtures of stearites and chlorite

E 561 Vermiculite

E 562 Sepiolite

E 599 Perlite.

(d) Silage additives

Enzymes, yeasts and bacteria can be used as silage additives

The use of lactic, formic, propionic and acetic acid in the production of silage are 'restricted products' and shall only be permitted when weather conditions do not allow for adequate fermentation



**2. Certain substances used in animal nutrition**

Substance listed must have been approved under Council Directive 82/471/EEC concerning certain products used in animal nutrition<sup>1</sup>

Yeasts:

Saccharomyces cerevisiae

Saccharomyces carlsbergiensis

**3. Substances for silage production**

- sea salt
- coarse rock salt
- whey
- sugar
- sugar beet pulp
- cereal flour
- molasses

Annex D: Permitted cleaning and disinfecting materials

<p>Only the following products are permitted for the cleaning and disinfecting of livestock buildings. A branded product may contain more than one permitted active ingredient:-</p>	
	<p>Potassium and sodium soap.  Water and steam.  Lime and milk of lime.  Quicklime.  Sodium hypochlorite.  Caustic soda.  Caustic potash.  Hydrogen peroxide.  Natural essences of plants.  Citric, peracetic, formic, lactic, oxalic and acetic acid.  Alcohol  Nitric acid (dairy equipment)  Phosphoric acid (dairy equipment)  Formaldehyde.  Cleaning and disinfection products for teats and milking facilities.  Sodium carbonate.</p>

Annex E: Permitted fertilising materials of plant and animal origin

<p>The following soil improvement materials of non-organic plant and animal origin are 'Restricted Products' and must be approved by QWFC before use . (Compound products or products containing only the materials listed)</p>		
1	<p>Farmyard manure.  Dried farmyard and poultry manure.  Composted animal excrements.</p>	<p>Must derive from systems practicing extensive husbandry and able to declare no GM or medicated feeds. (1.46)</p>
2	<p>Liquid animal excrements (slurry, urine etc.)</p>	<p>Use after controlled fermentation and/or appropriate dilution.  Must derive from systems practicing extensive husbandry and able to declare no GM or medicated feeds. (1.46)</p>

3	Composted household waste	<p>Product obtained from source separated household waste, which has been submitted to composting or to anaerobic fermentation for biogas production</p> <p>Only vegetable and animal household waste</p> <p>Only when produced in a closed and monitored collection system.</p> <p>Maximum concentrations in mg/kg of dry matter: cadmium:0,7; copper: 70; nickel: 25; lead: 45; zinc: 200; mercury: 0,4; chromium (total): 70; chromium (VI): 0</p>
4	Composted mixture of vegetable matter.	Product obtained from mixtures of vegetable matter, which have been submitted to composting or to anaerobic fermentation for biogas production
5	Peat	Use limited to horticulture (market gardening, floriculture, arboriculture, nursery)
6	Guano	
7	Blood meal, hoof, horn and bone meal. Fish meal, meat meal, feather hair and chiquette meal. Wool, fur and hair. Dairy products.	<p>Application must follow UK regulations on disposal of animal by-products.</p> <p>Maximum concentration in mg/kg of dry matter of chromium (VI): 0</p>
8	Seaweed and seaweed products.	<p>As far as directly obtained by:</p> <p>(i) physical processes including dehydration, freezing and grinding</p> <p>(ii) extraction with water or aqueous acid and/or alkaline solution</p> <p>(iii) fermentation</p>
The following products may be used without prior approval of QWFC :-		
9	Mushroom culture wastes.	Providing the initial composition of the substrate was of this list.
10	Dejecta of worms and insects	
11	Untreated sawdust and wood chips. Composted bark. Wood ash.	Wood not chemically treated after felling.
12	Products and by-products of plant origin for fertilizers	Examples: oilseed cake meal, cocoa husks, malt culms

Annex F: Permitted fertilisers of mineral origin

The following mineral fertilisers are 'Restricted Products' and may only be used following prior approval of QWFC:-		
1	Potash sources:- Natural potash. (sylvinite, kainit, meadow salt) Potassium sulphate.(possibly containing magnesium salt)	
2	Basic slag.	
3	Industrial lime from sugar production.	By-product of sugar production from sugar beet
4	Industrial lime from vacuum salt production	By-product of the vacuum salt production from brine found in mountains
5	Commercial organic fertilisers and liquid feeds.	Must be approved for use in organic production.
6	Calcium Chloride solution.	Foliar treatment of apple trees only after identification of Ca deficit.
7	Elemental Sulphur	
The following mineral fertilisers may be used without prior approval of QWFC :		
8	Phosphate sources:- Soft ground rock phosphate. Aluminium calcium phosphate. (Redslaag) Only on soils of pH >7.5	Cadmium content must be less than 90mg/kg of P2O5.
9	Stillage and stillage extract.	Ammonium stillage excluded.
10	Gypsum. (Calcium Sulphate) Ground chalk and limestone. Magnesium rock. (Including Kieserite) Clays (eg perlite, vermiculite) Calcareous magnesium rock. (Dolomitic Limestone)	Only of natural origin.
11	Magnesium and Calcium carbonate	Only of natural origin e.g. magnesian chalk, ground magnesium limestone
12	Stonemeal, Clays and Diatomaceous Earth	
13	Sodium Chloride.	Mined salt only
14	Trace elements. (Boron, copper, iron, manganese, molybdenum, cobalt selenium and zinc)	

## Annex G: Permitted products for plant protection

### 1. Substances of crop or animal origin

	Name	Description, compositional requirement, conditions for use
1	Azadirachtin extracted from <i>Azadirachta indica</i> (Neem tree)	Insecticide
2	Beeswax	Pruning agent
3	Gelatine	Insecticide
4	Hydrolysed proteins.	Attractant, only in authorized applications in combination with other appropriate products of this list
5	Lecithin	Fungicide
6	Plant oils (e.g. mint oil, pine oil, caraway oil).	Insecticide, acaricide, fungicide and sprout inhibitor.
7	Pyrethrins extracted from <i>Chrysanthemum cinerariaefolium</i>	Insecticide
6	Quassia extracted from <i>Quassia amara</i> .	Insecticide, repellent
8	Rotenone extracted from <i>Derris spp.</i> and <i>Lonchocarpus spp.</i> and <i>Terphrosia spp.</i>	Restricted Product (requires prior derogation) Insecticide

### 2. Micro-organisms used for biological pest and disease control

	Name	Description, compositional requirement, conditions for use
1	Micro-organisms (bacteria, viruses and fungi)	

### 3. Substances produced by micro-organisms

	Name	Description, compositional requirement, conditions for use
1	Spinosad	Restricted Product (requires prior derogation) Insecticide Only where measures are taken to minimize the risk to key parasitoids

4. Substances to be used in traps and/or dispensers

	Name	Description, compositional requirement, conditions for use
1	Diammonium phosphate	Attractant, only in traps
2	Pheromones	Attractant; sexual behaviour disrupter; only in traps and dispensers
3	Pyrethroids (only deltamethrin or lambda-cyhalothrin)	Insecticide; only in traps with specific attractants; only against <i>Bactrocera oleae</i> and <i>Ceratitis capitata</i> Wied.

5. Preparations to be surface-spread between cultivated plants

	Name	Description, compositional requirement, conditions for use
1	Ferric phosphate (iron (III) orthophosphate)	Molluscicide

Annex H. Livestock Nitrogen production data and record sheet (NB: Nitrogen = N)

Livestock on the registered unit.	A No producing 170kg. N	B Kg.N produced per animal per year or per crop.	C No of animals.			B x Total C Kg.N produced.
			Organic	Conver. Breeding Stock	Non- Organic	
Dairy cow (600kg)	2.0	85.0				
Dairy cow (500kg)	2.2	77.3				
Dairy heifer (500kg), Cattle over 24 months, Suckler cows, Bulls.	2.9	58.6				
Calf (0-6 months)	12.0	14.2				
Store cattle (6-12 months)	7.0	24.3				
Store cattle (12-24 months)	3.8	44.7				
Ewes and goats (65kg)	19.0	9.0				

Lambs and kids (0-6 months)	140.0	1.2				
Gimmers/hoggets and rams.	16.6	10.2				
Sow and litter (0-7kg)	9.0	18.9				
Weaner pigs (7-18kg)	60.0	2.8				
Grower pigs (18-35kg)	28.0	6.1				
Cutter pigs (35-85kg)	18.0	9.4				
Baconer pigs (35-105kg) Gilts and boars	16.0	10.6				
Horses over 6 months old.	2.0	85.0				
Laying hens	260.0	0.65				
				D Birds	E Crops	BxDxE
Layer pullets ( to 20 weeks)	1400.0 per crop	0.12 per bird per crop				
Table birds ( to 2.2kg)	2030.0 per crop	0.08 per bird per crop				
Turkeys- male. ( to 13.5kg)	252.0 per crop	0.67 per bird per crop				
Turkeys-female ( to 6.5kg)	624.0 per crop	0.27 per bird per crop				
Total Kg Nitrogen Produced..... F						
Total Registered Hectares on Holding.....G						
Total Kg Nitrogen applied per Ha per year. .... H (Divide F by G)						
Imported Manure.		Kg N/Tonne	Tonnes			
Poultry manure		17.00				
Farmyard manure		6.00				
Horse manure		7.00				
Total Imported Nitrogen ..... J						
Total Nitrogen applied to holding.... K (Sum of F & J)						
Total Nitrogen applied per hectare per year. (Kg) ..... L (Divide K by G)						
Total Permitted Kg N per hectare per year.						170.00