



**Livestock and Seed Program
Audit, Review, and Compliance Branch
Quality System Audit Report**

Applicant: Pennsylvania Certified Organic (PCO)
Program/Audit Type: National Organic Program/Accreditation for Organic Certification Organizations- Annual Update
Location(s): PCO Office-Centre Hall, PA
Audit Date(s): July 7-10, 2003
Audit File Number: NP3188BA
Action Required: No
Auditor(s): Martin Friesenhahn
Contact: Leslie Zuck-Executive Director

AUDIT ACTIVITIES

On July 7-10, 2003, a representative of the USDA, AMS, LS Audit, Review, and Compliance (ARC) Branch conducted a review of annual update documents submitted by the Pennsylvania Certified Organic (PCO) Certification Program, Centre Hall, PA, to verify continued compliance to the USDA, AMS 7 CFR Part 205, National Organic Program (NOP).

OBSERVATIONS

The following changes were submitted:

- New office location:
PCO
406 S. Pennsylvania Ave.
Centre Hall, PA 16828
- Office phone number is incorrectly listed on the NOP website list of accredited certifying agents. Correct phone number is: 814-364-1344

The following information and updates were also included:

- Administrative Procedures Manual and Quality Manual (April 28, 2003)
- PCO Certification Manual (2002-2003) and fee schedule
- Completed Annual Conflict of Interest Disclosure Reports List- (Individual signed copies verified during on-site ISO Guide 65 Audit conducted July 8-9, 2003)
- PCO Certified Directory (April 28, 2003)- Approximately 260 certified operations
- Estimated certification for 2003: Crops=207, Wild Crops=7, Livestock=96, and Handling=45
- Performance evaluations- (Certification Director, Certification Assistants, 11 Certification Committee members, 6 inspectors)
- Updated training and qualifications information
- 12 certification files (3 from each accreditation area)
- Updated staff, Advisory Board, Managing Board, Certification Committee, Finance Committee, other PCO committees (as of April 25, 2003-included in PCO Certification Manual)
- Annual Internal Audit Report (May 23, 2003) completed by Patricia Kane (progress charts of corrective actions verified during on-site ISO Guide 65 Audit conducted July 8-9, 2003)
- Minutes of Board Meeting conducted April 9, 2003 (Verified during on-site ISO Guide 65 Audit conducted July 8-9, 2003)
- ISO Guide 65 Certificate-USDA, and CAQ Conformity Recognition Attestation Certificate

- Updated conflict of interest forms and procedures

FINDINGS

The files and information submitted by PCO for the annual update complies with NOP requirements. No non-compliances were found during the review.

RECOMMENDATIONS

I recommend that PCO's accreditation be continued with surveillance by appropriate members of the USDA.