

NOP Assessment Criteria

The National Organic Program

Accreditation & International Activities Division

Objective:

- Review Assessment Checklists and Worksheets
- Understand Auditor Criteria



Review of NOP Assessment Checklists and Worksheet

Witness Assessment Checklist includes :

NOP 2005

NOP 2005-1

NOP 2005-2

NOP-2005-3

NOP-2005-4

NOP-2005-5

All documents can be found online in the NOP Handbook

- The purpose of the checklists and worksheet is to provide a standard format for auditors to record evidence of compliance during on-site assessments.
- NOP 2005 summarizes all aspects of the accreditation assessment, and the other forms are supplemental and allow for the recording of gathered information of specific areas.



NOP- 2005 Assessment Checklist Sections

- I. General Information on Certification Process
- II. General Requirements, Application, & Review
- III. Certification File Worksheets
- IV. Granting Certification
- V. Denial of Certification
- VI. Continuation of Certification
- VII. Assessment of ACA
- VIII. Applicant Information



NOP 2005-1 Certification Worksheet

File Review Worksheet

- Tables 1 – 3 are used to record information gathered from full certification file reviews
- Tables 4 – 7 are used to record information gathered from partial certification file reviews.

File Review Worksheet Tables

- 1** - General Certification File Review Info.
- 2** - Summary Certification File Review Info.
- 3** - Grower Group Information
- 4** - Personnel Information Worksheet
- 5a** - NoNc / Adverse Action Worksheet
- 5b** - NoNc / Denial of Certification
- 6 a, b, c** - Label Review Worksheets
- 7a & b** - Sample Testing Worksheet



NOP 2005-2 Certification Checklist

This Checklist is used in conjunction with Table 1 – 3 of the Certification File Review Worksheet. The Checklist is used only to record the overall evaluation of files where a full file review was conducted

Certification Checklist:

- Fees and other charges for certification
- Certificate -required components
- Application- required components
- Organic system Plan
- Continuing Certification
- General Assessments
- Overall Determination Statement



NOP 2005-3 Supplement for Grower Groups Certification Checklist

This Checklist is used in conjunction with the Tables 1 – 3 of the Certification File Review Worksheet. The Checklist is used only to record the overall evaluation of Grower Group files where a full file review was conducted

Grower Group Certification Checklist:

- Organic System Plan
- Requirements Specific to NOSB Recommendation, November 2008
- Requirements Specific to NOSB Recommendation, October 2002
- Criteria and guidance for Annual Sampling Percentage Rate
- Auditor assessment of what should have been inspected by the ACA's inspector
- Overall Determination Statement.



NOP 2005- 4 Witness Audit Checklist

This Checklist is used in conjunction with Tables 1 -3 of the Certification File Review Worksheet. The Certification File Review Worksheet and a full file review shall be completed prior to conducting the witness audit. This Checklist is used to record evaluation information for each witness audit with exception to Grower Groups.

Witness Audit Checklist:

- Witness Audit - General Information
- Did the OSP adequately address the requirements for: Crops, Wild Crops Livestock, Handler
- Sampling
- Labels
- Exit Interview
- Questions for the inspector
- Questions for the Applicant / Certified Operation
- Overall verification of compliance



NOP 2005-5 Witness Audit Checklist for Grower Groups

This Checklist is used in conjunction with the Tables 1– 3 of the Certification File Review Worksheet. The Certification File Review Worksheet and a full file review shall be completed prior to conducting the witness audit. This Checklist is used to record evaluation information for Grower Groups

Witness Audit Checklist for Grower Groups:

- Witness Audit - General Information
- Did the OSP adequately address the requirements for: Crops, Wild Crops, Livestock, Handler
- Sampling
- Labels
- Exit Interview
- Questions for the inspector, info received by inspector
- Additional Questions
- Criteria & guidance for Annual Sampling Percentage Rate
- Assessment of what should have been inspected by the ACA's inspector
- Questions for the Applicant / Certified Operation
- Overall verification of compliance



Questions?

