

yes no n/a

			1. General information
			1.1 Inspection body:
			1.2 Last inspection (Date): <u>Attach certificate, inspection report and certification decision</u>
			1.3 List of all importers resident in Switzerland which wish to place the registered products on the market in Switzerland:
			1.4 Activities registered for checking of compliance with Bio Suisse Standards: <input type="checkbox"/> Trade in (<input type="checkbox"/> pre-packaged goods <input type="checkbox"/> bulk goods) <input type="checkbox"/> Storage of (<input type="checkbox"/> pre-packaged goods <input type="checkbox"/> bulk goods) <input type="checkbox"/> Simple processing (incl. cleaning of raw materials, mixing) <input type="checkbox"/> Processing of compound products <input type="checkbox"/> Packaging (<input type="checkbox"/> Bulk containers <input type="checkbox"/> Retail packages)
			2. Bio Suisse conditions imposed in previous year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have the Bio Suisse conditions imposed in the previous year been met? <u>Outline in detail:</u>
			3. Products
			3.1 List of organic products (<u>list here or attach list</u>):
			3.2 List of all products registered for checking of compliance with Bio Suisse Standards (<u>list here or attach list</u>):

yes no n/a

			4. Formula, raw materials, processing process		
			4.1 Current formula for all registered products, to include 100 % of ingredients incl. additives (list here or attach list):		
			4.2 Suppliers of raw materials for all registered products:		
			Raw material	Producer/Processor/Supplier (Name/location)	Written approval by Bio Suisse available (yes/no)
		
		
		
		
		
		
			4.3 Detailed description of processing process for all registered products including information on all processing aids and on the following process parameters: pressure, duration, temperature (attach flowchart):		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.4 Use of cultures of micro-organisms and/or critical additives and processing aids?		
			If yes, attach confirmation of freedom from GMOs using Bio Suisse form: www.bio-suisse.ch/en/library/import/forms.php		

yes no n/a

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>6.6 Products are analysed for residues of substances prohibited in organic farming</p> <p><input type="checkbox"/> Yes, by the inspection body <input type="checkbox"/> Risk-based analysis/sampling strategy in place</p> <p><input type="checkbox"/> Yes, by the company <input type="checkbox"/> Risk-based analysis/sampling strategy in place</p> <p><input type="checkbox"/> No</p> <p><u>If yes, please submit analyses of Bio Suisse products!</u></p> <p>Notes:.....</p> <p>.....</p>
			<p>6.7 To be completed by the company:</p>
			<p>Are all direct suppliers visited personally?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Partly; number of visits during the past year:.....</p>
			<p>Are trade relations with the direct suppliers of a long-term nature?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Partly; Proportion of new suppliers in the past year in %:</p>
			<p>Most important criterion in the procurement of raw materials:</p> <p><input type="checkbox"/> Price</p> <p><input type="checkbox"/> Quality</p> <p><input type="checkbox"/> Supplier</p> <p><input type="checkbox"/> other:.....</p>
			<p>Pricing structure</p> <p><input type="checkbox"/> Suppliers get organic premium: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Partly</p> <p><input type="checkbox"/> Suppliers get an additional Bio Suisse premium: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Partly</p> <p><input type="checkbox"/> Premium can be passed on to the buyer: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Partly</p>
			<p>Employees receive training in organic production and handling of organic products</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Partly</p>
			<p>Reference samples</p> <p><input type="checkbox"/> No reference samples are kept</p> <p><input type="checkbox"/> Reference samples are kept for all goods received</p> <p><input type="checkbox"/> Reference samples are kept for all goods sold</p> <p>How long are reference samples kept for?months</p>

yes no n/a

			7. Pest control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>7.1 Pest control measures applied <u>directly to the product</u> (during the last 12 months prior to the inspection)?</p> <p>If yes, please list type of infestation / pest species, date, quality of the products treated (conv., organic, approved by Bio Suisse; outline processes/substances/active ingredients used:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>7.2 Pest control measures / treatments used in/on <u>premises/appliances/equipment</u> during the last 12 months prior to the inspection)?</p> <p><input type="checkbox"/> Stationary bait/traps only (please mark on site map and attach)</p> <p><input type="checkbox"/> Only localized treatments using sprays / treatment of hiding places (please list type of infestation / pest species, date, location of application, procedure used / active ingredients / formulations; note whether Bio Suisse approved products were present in the same room:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><input type="checkbox"/> Fogging and/or fumigations have been carried out (please list type of infestation / pest species, date, location of application, procedure used / active ingredients, waiting period to re-storage of products; include confirmation from inspection body that Bio Suisse approved products were not present in the room during fogging/fumigation, that a 24 hour waiting period was adhered to and that the first production batch following treatment was not Bio Suisse approved)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>7.3 Are the export containers fumigated?</p> <p>If yes, please list fumigation product:.....</p>
			<p>Pest control system (A pest control system is compulsory for high-risk holdings)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>7.4 Are fogging and/or fumigation carried out on the holding?</p> <p>If yes, the holding is classified as a high-risk holding.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>7.5 Does the company store or process cereal products or dried products (dried fruit, nuts, spices, herbs, tea, cocoa, coffee, oilseeds)?</p> <p>If yes, the holding is classified as a high-risk holding.</p>

yes no n/a

			<p>7.6 For high-risk holdings: What type of pest control system is being used at the holding?</p> <p>1. <input type="checkbox"/> BRC-certified or <input type="checkbox"/> IFS-certified</p> <p>or</p> <p>2. <input type="checkbox"/> Cooperation with a professional firm Integrated Pest Management (IPM) : <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>or</p> <p>3. <input type="checkbox"/> Internal pest control system: Is there a cleaning plan? <input type="checkbox"/> No <input type="checkbox"/> Yes Is there a monitoring plan? <input type="checkbox"/> No <input type="checkbox"/> Yes Is there a defined strategy in case of an infestation? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>In case of an infestation, who is responsible for the measures to be taken?</p> <p>Name:</p> <p>Function:</p>
			<p>8. Separation</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>8.1 Does the company or a contracting company process or trade in GMO products?</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>8.2 Does the company or a contracting company process or trade in conventional products?</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>8.3 Separation of conventional and organic products during processing (incl. cleaning, mixing, packaging)?</p> <p><input type="checkbox"/> spatially <input type="checkbox"/> temporally <input type="checkbox"/> separation batch</p> <p>Description:..... </p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>8.4 Separation of Bio Suisse-approved products during processing (incl. cleaning, mixing, packaging)?</p> <p><input type="checkbox"/> spatially <input type="checkbox"/> temporally <input type="checkbox"/> separation batch</p> <p>Description:..... </p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>8.5 Separation of Bio Suisse-approved products during storage (raw materials, semi-finished products, and finished products)?</p> <p><input type="checkbox"/> separate storage facilities <input type="checkbox"/> separate freezer units <input type="checkbox"/> If stored in the same room, how is separation guaranteed: </p> <p><input type="checkbox"/> Where bulk goods are stored: Give details on previous use of storage facility: </p>

yes	no	n/a	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.6 Separation of Bio Suisse approved products in book-keeping?
			9. Packaging / Labelling / Marking
			9.1 Type of packaging? (attach specifications of material where retail packaging is concerned):
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.2 Declaration of Bio Suisse-approved products on containers, delivery notes, and invoices as „approved by BIO SUISSE“? (attach samples)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.3 Retail packaging? If yes, please attach draft labels

Compulsory attachments:

- Current inspection report
- Notification of approval conditions / notification of certification
- Current certificate of holding / decision on certification
- Samples delivery notes, and invoices
- Samples declaration on containers

Other attachments:

- Bio Suisse Checklist processing and trade of contracting companies
- List of organic products (range)
- List of all products registered for checking of compliance with Bio Suisse Standards
- Current formula for all registered products, to include 100% of ingredients incl. additives
- List of suppliers
- Detailed description of processing process for all registered products including information on all processing aids and on the following process parameters: pressure, duration, temperature (flowchart)
- For cultures of micro-organisms and critical additives and processing aids: Confirmation of freedom from GMOs
- Residue analyses
- Documentation pest control measures/treatments
- (only for retail packaging) Draft labels and specifications of packaging material
- Companies in Spain/Italy/Turkey: Residue risk analysis