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| 1. Frame of reference and instructions. |
| The Organic Standards under JAS require certified operators to submit each batch to a review process, called "grading," before applying the JAS seal for sale. Grading means verifying the conformity of the product through the documents related to the batch. For more details, refer to the corresponding "Technical Criteria" (See <http://www.maff.go.jp/e/policies/standard/jas/specific/criteria_o.html> ).  The grading system has to be described in a corresponding Standard Operating Procedure (SOP). If you fill out this form in detail, MAYACERT will accept it as your POE for Grading. We ask you to fill in the corresponding yellow spaces. Where necessary, you can enter additional lines in the corresponding part. |
| 1. Instructions |
| 1 Please write an "x" in the respective column for each entity.  2 Grading can be done, for example: after finishing production, before packing, before storing, before labels, before the sale. If necessary, please specify for each product/entity.  3 A **batch** can be a small package, a sack, a pallet, a container, or several containers. If the definition of "batch" is different at different levels of the production chain, please specify.  4 For example, printed on bags, printed on cartons, printed on a label on paper to be fixed in a bag, printed on documents accompanying a bulk shipment, etc.  5 For products that carry a minimum expiration date, the documents must be archived until the respective date, but not less than one year. For products with no expiration date, the documents must be archived three years after the sale (Unless they are supposed to be damaged in less than a year - in that case, one year also applies). |

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| 3 | SOP for the JAS “Grading” | | | | | | | | | | |
| 3.1 | Name of the company or farm: | | | |  | | | | | | |
| 3.2 | Direction: | | | |  | | | | | | |
| 3.3 | Person providing the information: | | | |  | | | | | | |
| 3.4 | Date: | | | |  | | | | | | |
| 4 | Entities for which grading will be performed: | | | | | | | | | | |
|  | Entity | Products | | | Agricultural production[[1]](#footnote-1) | Food processing | | | (Re)Packaging1 | | Feed processing1 |
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| 5 | Scores of the responsible personnel | | | | | | | | | | |
|  |  | | Name | | Score | | | **Date of participation in JAS seminar** | | Who gave the seminar? | |
| 5.1 | Grading Manager: | |  | |  | | |  | |  | |
| 5.2 | Grading assistant (if applicable): | |  | |  | | |  | |  | |
| 5.3 | Production Manager: | |  | |  | | |  | |  | |
| 6 | Please explain how you ensure the independence of the grading manager from the general management (Not applicable to small farms): | | | |  | | | | | | |
| 7 | Please explain, **at what point**of the production or sale the **grading**takes place:[[2]](#footnote-2) | | | |  | | | | | | |
| 8 | Grading must be done for each batch. Please explain your definition of a "batch" to be graded:[[3]](#footnote-3) | | | |  | | | | | | |
| 9 | Please list the **control points**and reference documents that are used for grading. Also explain which specific aspects (**critical points**) will be controlled for each point: | | | | | | | | | | |
|  | Control point | | | Reference document | | | Critical points to consider | | | | |
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| 10 | If you have already received the JAS Logo and Certificate Number, please present here in this space a copy of your JAS label, as you intend to use it on your organic products after Grading: |  |
| 11 | Where will you present the labels?[[4]](#footnote-4) |  |
| 12 | For how long do you keep the grading documentation? [[5]](#footnote-5) |  |

**13. Please explain: what do you do when you, one of your clients, or the certifier finds that a product already sold with the JAS label does not meet the requirements? This refers, for example, to pesticide residues found in organic products**

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| 13.1 | How would you know which batches could be affected by the problem? |  |
| 13.2 | Information to the respective customer about the problem: |  |
| 13.3 | Information to MAYACERT about the problem: |  |

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| 14 | All certified operators must submit an annual grading report to MAYACERT, that is, a summary of the quantities of product sold with the JAS label between April 1 and March 31. This report must be sent to MAYACERT no later than June 30 of each year.  Who is responsible for this report in your company, and how do you ensure that this is not forgotten? |  |

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)