



Information required at COSMOS manufacturer application inspection

This guide is designed to help you prepare for your application inspection visit. Please ensure the information is available for your inspection.

We understand that some of the records and procedures required may not be implemented yet, particularly if you are a start-up business, in this case you need to demonstrate to the inspector how you will meet the relevant standards once your licence is issued.

Your records must demonstrate how you will ensure that there is full traceability from receipt of raw materials to dispatch. If you plan to use already existing systems the inspector will carry out a traceability exercise on an existing product and undertake an input output balance on an ingredient used in one or more products to verify your systems meet the standards requirements.

To help meet requirements we provide various record sheets which are available on the Soil Association Certification website.

All information provided at inspection will remain confidential.

Input-output balance

The aim of this exercise is to demonstrate that total product despatched/sold is equal to the amount of product purchased and received, this is done on count, not on sales value (though sales records must match with goods out quantities).

The amount despatched/sold will depend on the amount of stock held at the beginning and end of the period audited so verifiable stock takes must be available to demonstrate opening and closing stock levels.

Input/output balance exercises are expected to cover a minimum period of three months.

- **Opening stock (OS)** - stock take records, annual stock take as minimum, if rolling stock takes are conducted it must be demonstrated how often these are done and how discrepancies are reconciled.
- **Stock received (SR)**- purchase orders, receipts, goods in records, supplier delivery notes and invoices for all goods received.
- **Quantities sold (QS)** - sales records, goods out records, invoices and delivery notes to customers for all sales.
- **Closing stock (CS)** - stock take records, annual stock takes as minimum, if rolling stock takes are conducted it must be demonstrated how often these are done and how discrepancies are reconciled, closing stock can be determined during the inspection.

- **Discrepancies** - you must be able to account for any discrepancies between opening stock, closing stock and sales.

OS+SR-QS=CS

Trace audit

The aim of this exercise is to demonstrate you have full traceability between goods in and goods out; wholesale products must be traceable from supplier to customer by batch number, direct sales (retail sales) must be traceable from supplier to point of sale by batch number.

- Product details for each certified product.
- Purchase orders for each batch of product.
- Goods in records/evidence of goods received including batch numbers, with evidence of organic/COSMOS verification check (confirming authenticity of organic and/or COSMOS certified goods)
- Supplier delivery notes/invoices for each batch received.
- Customer purchase orders.
- Goods out records/evidence goods have been shipped to customer with links to batch numbers.
- Sales invoices and delivery documents to customer linked to batch numbers.

Products – COSMOS standards 5, 6, 7

- Draft production/manufacturing and packing records
- Product specifications/working recipes for the products you want to certify.
- Confirmation of approval from SA for non-organic raw materials.
- Copies of your supplier certification documentation listing approved materials.
- Processing and/or packing records for each batch produced including quantities.
- Palm oil, palm, kernel oil and palm derivatives, organic, RSPO, SAN, RSB or UEBT certification documents.
- If water is used in certified products evidence the water meets COSMOS standard 6.1.1 (not required if you are UK based and use mains water).
- Goods in records demonstrating how goods in are checked including organic, and/or COSMOS status verification.

Labelling - COSMOS standard 10

- Examples of product labelling/packaging for all your licensed products.
- Examples of all materials where the SA COSMOS symbol is used and/or reference to COSMOS is made (website, stationery, marketing materials, etc).

Packaging materials – COSMOS standard 8.3

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- Packaging material specifications for all packaging used.
- Documentation showing amount of packaging used that can be recycled.
- Packaging review documents demonstrating that all packaging is reviewed at least once every three years.
- Completed COSMOS packaging forms for products approved against COSMOS Standard version 4 (and any subsequent versions).
- Records of packaging material quantities used against quantities of sales unit (in number or in weight) for products approved against COSMOS Standard version 4 (and any subsequent versions).

Cleaning and cleaning materials – COSMOS standard 9.2

- Full details of all cleaning materials used on contact surfaces.
- Soil Association approval of cleaning materials used on contact surfaces.
- Hygiene/cleaning procedures, schedules and records.

Environmental Management – COSMOS standard 9

- Environmental management plan, or ISO 14001 certification documentation.

Additional documentation

- Quality manual.
- Procedures and work instructions relevant to COSMOS.
- Staff training records.
- Complaints procedure and register detailing all complaints received, investigations and actions taken.