



# Suppliers Approval Guide

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## Verifying your suppliers

You will need to verify the certification documents of your suppliers to ensure they

- a) identify your supplier,
- b) cover the type or range of products you are purchasing,
- c) are valid at the time you are making the purchase,
- d) clearly reference that the ingredient is certified to organic Food & Drink standards.

You must make a record of these checks. The system you have in place to verify the certification documents of your suppliers and record these checks will be verified at inspection.

This guide will show you how to verify the certification documents of your suppliers yourself.

## Understanding the difference between GB Organic Standards and Soil Association Organic Standards

Soil Association certifies businesses to two separate standards, you will need to know to which standard your product can be certified to, and which suppliers have equivalent organic standards.

- [The GB organic standards](#) as laid out in retained regulation 834/2007 & 889/2008 are the baseline organic standards all organic products must meet in GB.
- [Soil Association higher organic standards](#). This certification means the product has met both the baseline GB requirements and the additional requirements or 'higher standards' set out in the Soil Association standards.

Soil Association has higher organic standards in relation to:

- Meat, animal and fish products including poultry and eggs
- Ingredients from endangered species
- Palm Oil
- GMO's
- Packaging materials
- Wine
- Use of additives, flavourings, processing aids

If you wish for your product to be certified to Soil Association higher standards and carry the Soil Association symbol, and your product contains any of the ingredients listed in the [Sourcing Organic Ingredients Annex](#) please submit the supplier certificates

for review to [food.drink@soilassociation.org](mailto:food.drink@soilassociation.org).

Once you have read the following guidance on how to approve your suppliers, please use the Verifying your Suppliers Checklist at the end of this guide to ensure you have made the requisite checks.

## Checking organic certificates and control bodies

### Bio C - [BIO C](#)

This website is a register of organic businesses from countries around the world, you can use the search function within Bio C to check the validity of an organic certificate by searching the business name, postcode and country. Please note this is not an exhaustive list and does not include all organic businesses or countries and the search function can be sensitive so ensure you use correct capital letters, spacing and spellings.

### Organic register of approved UK control bodies - [UK approved Control Bodies](#)

This is a government website listing all the organic certification bodies within the UK. You can check your supplier is certified by an approved UK certification body using this website.

### OFIS - [Control Bodies from Member States](#)

This page allows you to check the control bodies which are registered with the EC for organic certification within the EU. You can search by the certification code found on the supplier certificate or by country or city.

The EU has a [website](#) where you can check certification of companies within the EU and EEA countries.

### Annex III) Recognised Non-UK countries and territories - [Organic Register of Equivalent Countries](#)

This list provides details of countries or territories outside the UK that can certify organic food for import into Great Britain.

The list shows:

- categories of food that you can import from each country or territory.
- any restrictions that apply for each product category – these are listed under 'Limitations' and 'Notes'.
- Names, code numbers and websites of the control bodies and authorities that can certify food for import from each country or territory.

Simply select the country your supplier is from on the cover sheet and use the page

references to navigate to the list of approved certification bodies for that country.

**Annex IV) Recognised Non-UK control bodies and control authorities - [Organic register of equivalent certification bodies](#)**

This list provides details of the **non-UK control bodies and control authorities** that can certify organic food for import into Great Britain.

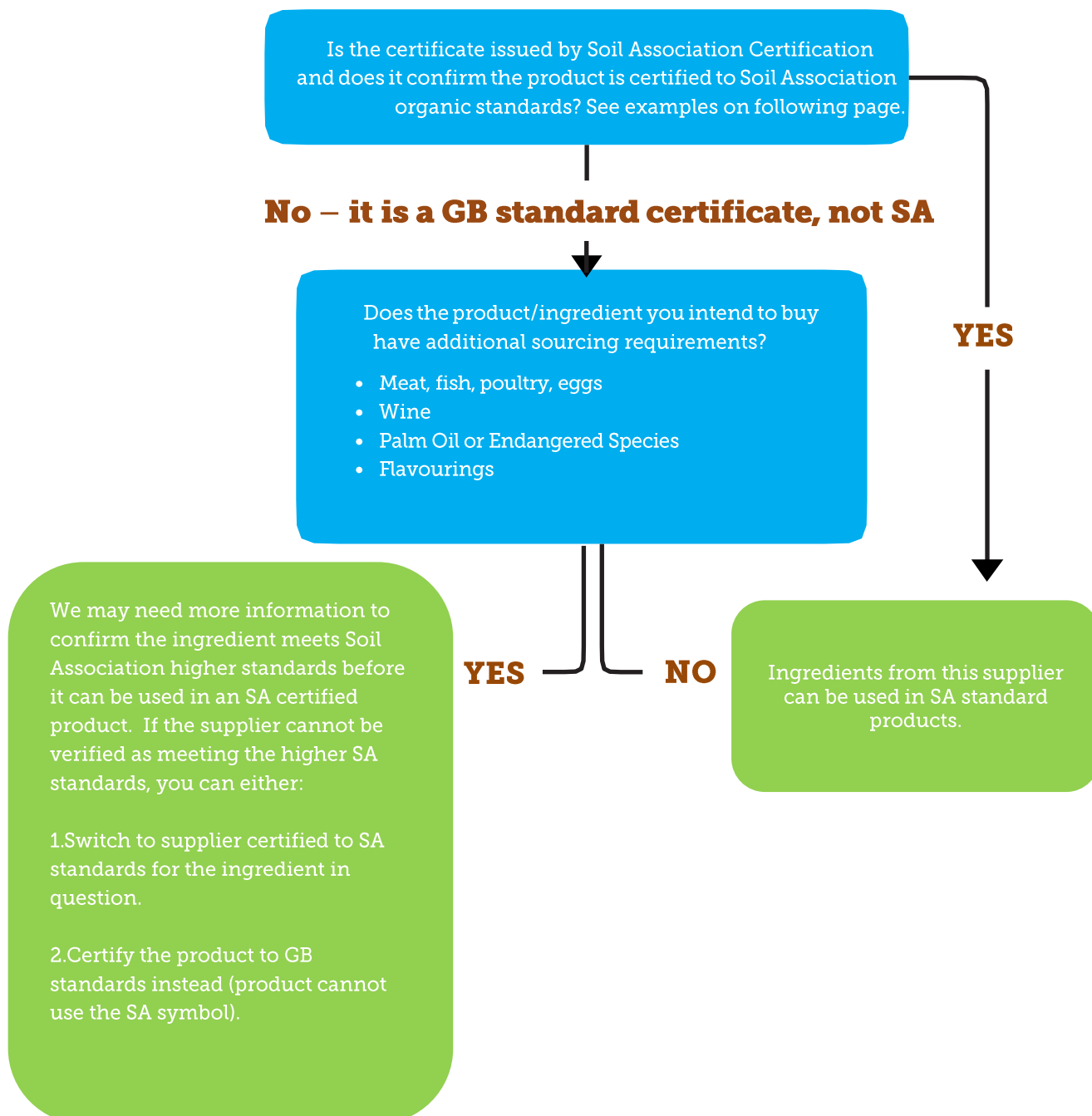
The list shows:

- addresses, codes numbers and websites of the control bodies and authorities.
- countries or territories where the control bodies and authorities can certify organic food.
- categories of food that the control bodies and control authorities can certify in each country or territory.
- any restrictions that apply – these are listed under 'Exceptions' and 'Notes'.
- how long the control body or authority will be recognised as equivalent to a UK control body.

If you'd like further guidance or to double check your supplier's certificate, please contact [food.drink@soilassociation.org](mailto:food.drink@soilassociation.org).

## Section 1: Soil Association Certified Suppliers (GB)

Can I use this supplier for organic ingredients in products certified to Soil Association organic standards?



Please see the [Sourcing Organic Ingredients Annex](#) for more details on which ingredients have additional sourcing requirements to be suitable for use in SA standard products.

Soil Association Certification Limited, Spear House, 51 Victoria Street, Bristol BS1 6AD  
T 0117 91411 E [cert@soilassociation.org](mailto:cert@soilassociation.org) W [www.soilassociation.org/certification](http://www.soilassociation.org/certification)

# Soil Association Certificate examples

\*Please note, all the company names on certificate examples have been redacted.

Soil Association Certification issues both a certificate and a trading schedule.

## Certificate for a business certified to Soil Association standards

The Soil Association Symbol will be present on certificates where the products are certified to Soil Association higher standards. This does not appear on GB standard certificates issued by Soil Association Certification.

SADA20356190523GB\_SA\_Proc-2111-CD22



Presence of Soil Association symbol means they are certified to Soil Association higher standards.

### CERTIFICATE OF REGISTRATION

Name of company

Address of operator

This document certifies that the above named operator has been inspected and satisfies the requirements of the Soil Association organic standards. The named operator is certified as meeting the requirements as laid down in Retained Regulations No 834/2007 and 889/2008. This document has been issued on the basis of Article 29 (1) of Retained Regulation No 834/2007 and 889/2008.

This certificate is valid for marketing organic products only when accompanied by a current trading schedule. To verify the current validity of this document, contact Soil Association Certification directly, or visit the online directory at [www.soilassociation.org/certification/find-a-licensee](http://www.soilassociation.org/certification/find-a-licensee) Valid until the date stated, unless surrendered, suspended or revoked. This certificate remains the property of SA Certification Ltd and must be returned on request.

**GB-ORG-05**

Issue date: **19.05.2023** Expiry date: **31.05.2024**

Check certificate is in date at point of purchase.

## Trading Schedule for a business certified to Soil Association standards

'The business has been inspected and satisfies the requirements of the Soil Association organic standards.'

Page 1:

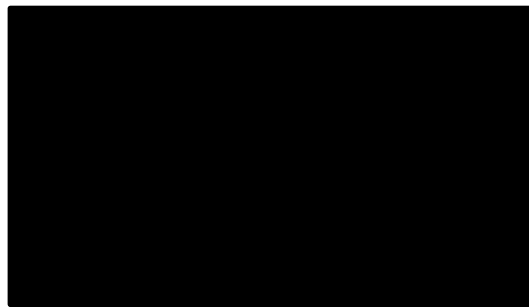
### Soil Association Certification

#### Trading Schedule

Company Name:

Address:

Licence No:



The business above has been inspected and satisfies the requirements of the Soil Association organic standards. ~~The named operator is certified as meeting the requirements as laid down in retained Regulations No 834/2007 and 889/2008. This document has been issued on the basis of Article 29 (1) of Retained Regulation No 834/2007 and 889/2008.~~

This document lists the enterprises and products that have been licensed by Soil Association Certification Limited and is valid until the date stated, unless surrendered by the business or suspended or revoked by Soil Association Certification Limited.

Reference to  
Soil Association  
organic  
standards and  
correct organic  
regulation



**Valid until 31/05/2024**

**This document may be used to market the following licensed products only:**

<b>Enterprises</b>	<b>Status</b>
Contract packing	Organic
Exporting	Organic
Importing	Organic
Importing from EU countries	Organic
Processing/manufacturing	Organic

<b>Product Name</b>	<b>Status</b>
7 Blend Mushroom Capsules	Organic
7 Mushroom Powder (Reishi, Maitake, Shiitake, Cordyceps, Chaga, Coriolus, Lion's Mane)	Organic
70% Dark Chocolate Drops	Organic
70% Dark Chocolate Drops with Chia Seeds	Organic
70% Dark Chocolate Drops with Turmeric and Maca	Organic
Açaí Berry Capsules	Organic
Acerola Powder	Organic
Apricot Kernels - Sweet	Organic
Ashwagandha Capsules	Organic
Ashwagandha Powder	Organic
Banana Flakes	Organic
Banana Powder	Organic
Banana Powder (Freeze Dried)	Organic
Baobab Powder	Organic
Barley Grass & Wheatgrass Capsules	Organic

Page 2 lists activities/enterprises and products.



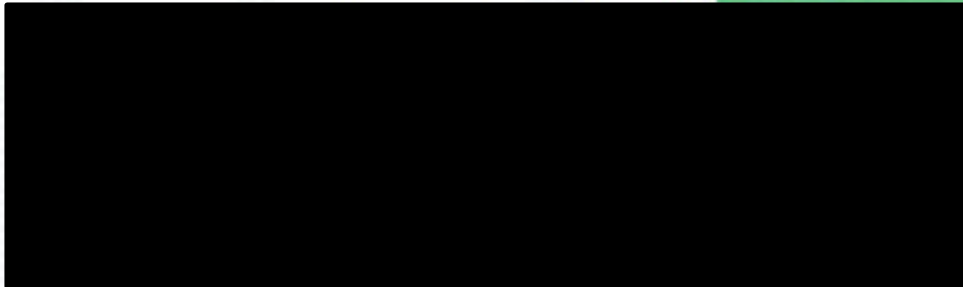
# Certificate for a business certified to GB standards by Soil Association

SADC20356190523GB\_Proc-0578-CD22



Note how the GB standard certificate does not feature the Soil Association Symbol

## CERTIFICATE OF REGISTRATION



The named operator is certified as meeting the requirements as laid down in retained Regulations No 834/2007 and 889/2008. This document has been issued on the basis of Article 29 (1) of Retained Regulation No 834/2007 and 889/2008.

This certificate is valid for marketing organic products only when accompanied by a current trading schedule. To verify the current validity of this document, contact Soil Association Certification directly, or visit the online directory at [www.soilassociation.org/certification/find-a-licensee](http://www.soilassociation.org/certification/find-a-licensee) Valid until the date stated, unless surrendered, suspended or revoked. This certificate remains the property of SA Certification Ltd and must be returned on request.

**GB-ORG-05**

Issue date: **19.05.2023** Expiry date: **31.05.2024**

  
**Stephen Smith**  
Senior Certification Manager



# Trading Schedule for a business certified to GB standards by Soil Association

'The named operator is certified as meeting the requirements as laid down in retained Regulations No 834/2007 and 889/2008.'

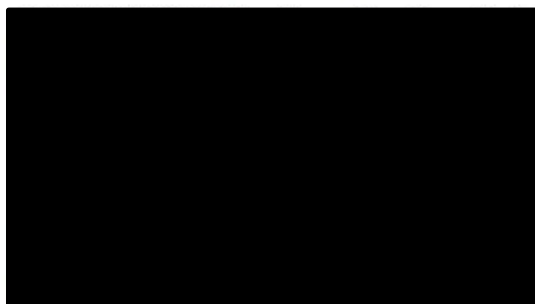
## Soil Association Certification

### Trading Schedule

Company Name:

Address:

Licence No:



The named operator is certified as meeting the requirements as laid down in retained Regulations No 834/2007 and 889/2008. This document has been issued on the basis of Article 29 (1) of Retained Regulation No 834/2007 and 889/2008.

Reference to correct organic regulation.

This document lists the enterprises and products that have been licensed by SA Certification Limited and is valid until the date stated, unless surrendered by the business or suspended or revoked by SA Certification Limited.

Valid until 31/05/2024

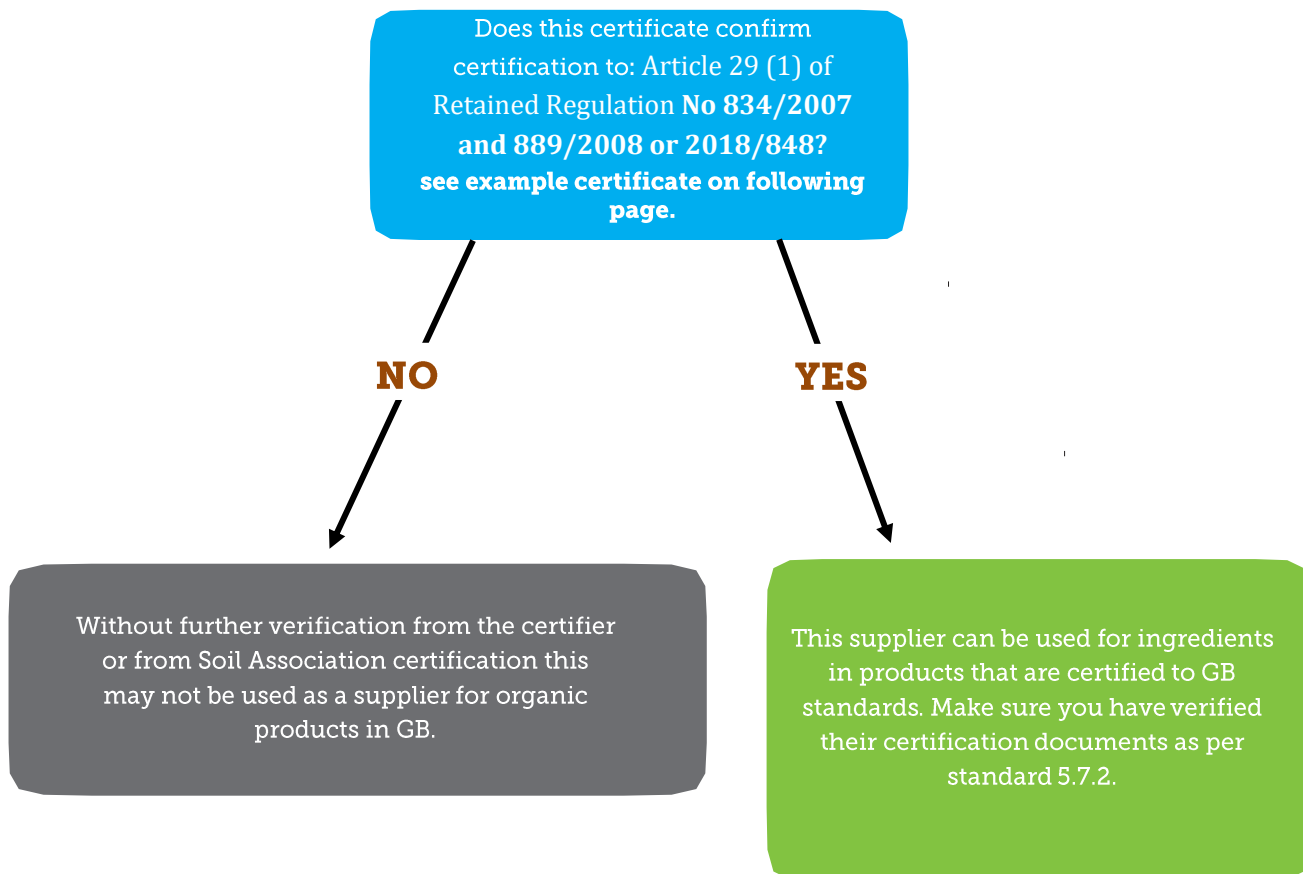
This document may be used to market the following licensed products only:

Enterprises	Status
Exporting	Organic
Importing	Organic
Processing/manufacturing	Organic

Product Name	Status
7 Blend Mushroom Capsules	Organic
Barleygrass Powder (EU)	Organic

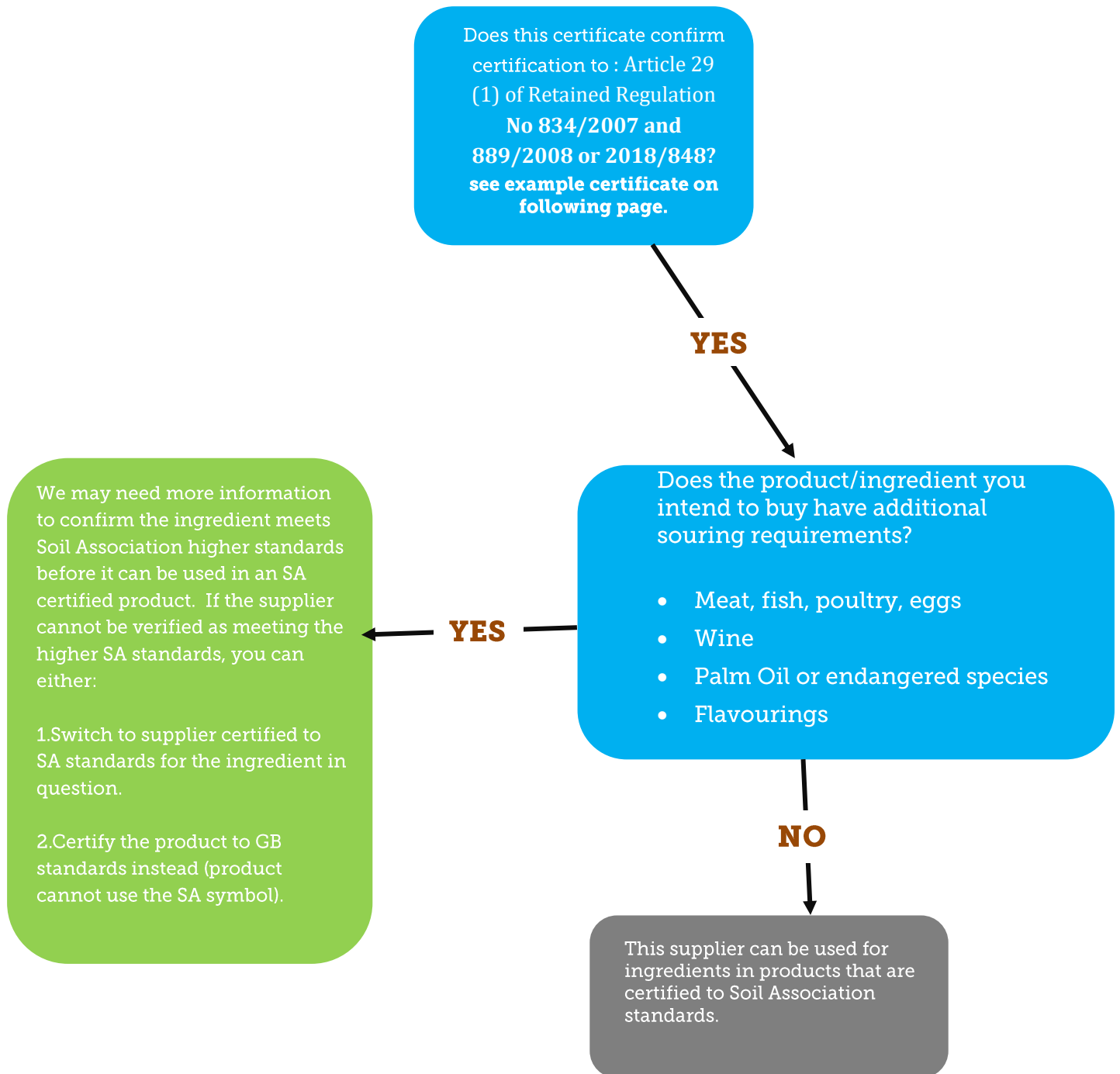
## Section 2: Non-SA certified GB, and EU Suppliers

Can I use another GB/EU supplier for organic ingredients in products intended to be certified to GB standards?



## Non-SA certified GB, and EU Suppliers cont.

Can I use another GB/EU supplier for organic ingredients in products intended to be certified to **Soil Association higher standards**?



Please see the [Sourcing Organic Ingredients Annex](#) for more details on which ingredients have additional sourcing requirements to be suitable for use in SA standard products.

# GB certificate example

Certificate for a GB supplier certified by another certification body, to GB standards.

**OF&G**  
ORGANIC

**Certificate of Compliance**  
**GB-ORG-02**

This certificate has been issued on the basis of Article 29(1) of Regulation (EC) 834/2007 and Regulation (EC) 889/2008. The declared operator has submitted his activities under control, and meets the requirements laid down in the named regulations, and the OF&G Certification system:

[Redacted]

is certified for the following organic enterprise/s:

- Pasteurising
- Packing
- Bottling
- Retailing
- Transport

Packing of various NRC and returnable containers

and the following organic products:

- Double Cream
- Milk - Whole; Semi Skimmed; Skimmed
- Whipping Cream
- Raw Milk

Registration No: UKP1417      Date Issued: 21 April 2022  
Document No: GB-ORG-02-1417-2022-111      Certificate Expires: 30 April 2023

Signed by: [Redacted]

This Annual Certificate remains at all times the property of OF&G  
Old Estate Yard, Shrewsbury Road, Albrighton, Shrewsbury SY4 3AG.  
Enquiries: 01939 291800 Fax: 01939 291250 Email: info@ofgorganic.org  
Registered Office as postal address. Co. Reg. No. 1202852 (England). VAT Reg. No. 282 7266 37

UKAS  
0271

Certification code is that of the certification body.

Correct legislation referenced.

Certificate must be in date at point of purchase.

Please note the key statement:

*"This certificate has been issued on the basis of Article 29(1) of regulation (EC) 834/2007 and Regulation (EC) 889/2008"*

Soil Association Certification Limited, Spear House, 51 Victoria Street, Bristol BS1 6AD  
T 0117 91411 E cert@soilassociation.org W [www.soilassociation.org/certification](http://www.soilassociation.org/certification)

# EU Certificate Example

Certificate for an EU/NI supplier certified to the EU Standards (recognised as equivalent to GB standards).

## Certificate pursuant to Article 35(1) of Regulation (EU) 2018/848 on organic production and labelling of organic products

Part I: Mandatory elements	I.1 Document number <b>NL-BIO-01.528-0003859.2023.003</b>			I.2 Operator type <input checked="" type="checkbox"/> Operator <input type="checkbox"/> Group of operators	
	I.3 Operator or group of operators Name [Redacted] Address [Redacted] Country <b>Netherlands</b> ISO Code <b>NL</b>			I.4 Competent authority or Control authority / Control body Authority <b>Stichting Skal Biocontrole (NL-BIO-01)</b> Address <b>Postbus 384, 8000, Zwolle</b> Country <b>Netherlands</b> ISO Code <b>NL</b>	
	I.5 Activity or activities of the operator or group of operators <ul style="list-style-type: none"> <li>• Preparation</li> <li>• Distribution/Placing on the market</li> </ul>				
	<b>I.6 Category or categories of products as referred to in Article 35 (7) of Regulation (EU) 2018/848 of the European Parliament and of the Council and production methods</b> <ul style="list-style-type: none"> <li>• (d) Processed agricultural products, including aquaculture products, for use as food              Production method:              - Production of organic products</li> <li>• (g) Other products listed in Annex I to Regulation (EU) 2018/848 or not covered by the previous categories              Production method:              - Production of organic products</li> </ul>				
	This document has been issued in accordance with Regulation (EU) 2018/848 to certify that the operator or group of operators complies with that Regulation.				
I.7 Date, place Date <b>20 April 2023 16:43:26 +0200 CEST</b> Place <b>Zwolle (NL)</b>		Name and signature <b>Stichting Skal Biocontrole</b> I.8 Validity Certificate valid from <b>12/03/2023</b> to <b>30/12/2024</b>			

Certification code is that of the certification body.

Correct legislation is referenced.

Certificate must be in date at point of purchase.

**Certificate pursuant to Article 35(1) of Regulation (EU) 2018/848 on organic production and labelling of organic products**

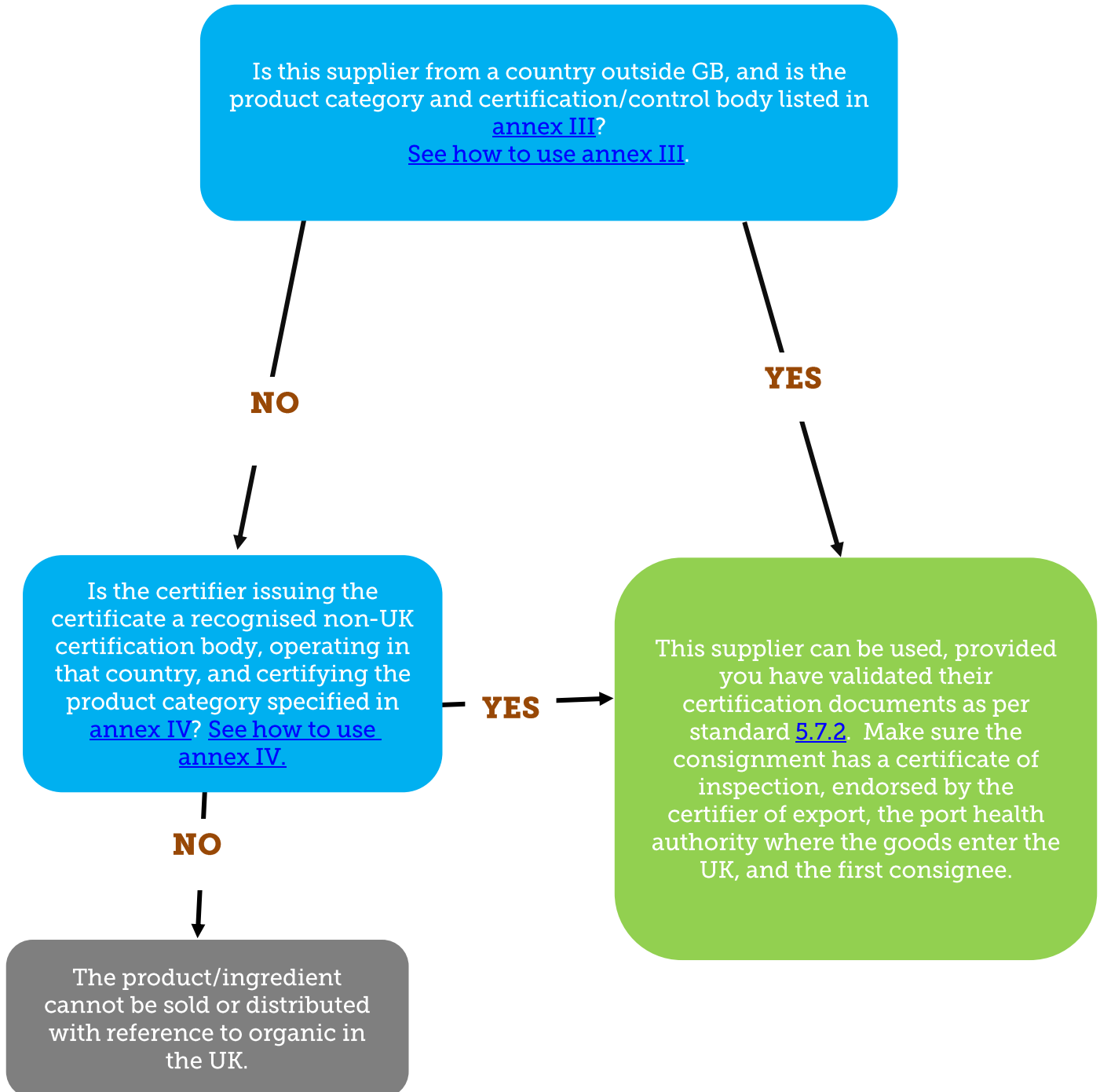
II.1 Directory of products		
Name of the product	Combined nomenclature (CN) code as referred to in Council Regulation (EEC) No 2658/87 for products within the scope of Regulation (EU) 2018/848	
<b>Part II: Specific optional elements</b>	BIO Destillaat	Organic
	BIO Destillaat	Organic
	BIO Destillaat	Organic
	BIO Destillaat	Organic
	BIO Destillaat	Organic
	The Stillery's Most Floral Gin	Organic
	The Stillery's Ouwe	Organic
	Jonge Jenever BIO	Organic
	Deciao Moscow Mule	Organic
	Deciao Citrus	Organic
	Limoncello Bio	Organic
	Bio Bier Borstel	Organic
	Deciao Fall	Organic
	Biologische Spelt wodka	Organic
	Hard Seltzer	Organic
	Limoncello BIO 2	Organic
	Gember 0%	Organic
	Jeneverbess destillaat laag alcohol	Organic
	BIO Gin	Organic
	BIO Gin	Organic
BIO RTD	Organic	
Esprit BIO	Organic	
Esprit BIO	Organic	
Bio Gin	Organic	
Bio Gin	Organic	
Esprit Bio	Organic	
BIO Gin	Organic	
II.2 Quantity of products		
II.3 Information on the land		

Please note, it is no longer compulsory for EU certificates to list individual products. However, many certification bodies continue to do so. You will need to ensure the product or product category you intend to buy is listed on the certificate.



## Section 3: Third country suppliers (Outside GB and EU)

- Non-UK countries recognised as having equivalent organic standards to GB, and the certification bodies that operate in these countries, as listed in the government online register [recognised Non-UK countries and territories annex III](#).
- Non-UK control bodies/ certifiers recognised as having equivalent organic standards to GB, who operate in countries which do not have equivalent organic standards, as listed in the online government register [recognised Non-UK control bodies and authorities annex IV](#).





## How to use annex III

**This annex** lists **countries and territories** which have been recognised by DEFRA as having equivalent organic standards to GB.

1. Is the supplier certified in a country listed in annex III (**Recognised non- UK countries and territories?**) \*Check the 'Table of contents' page to see if the country is listed. Then, go to the corresponding numbered tab.
2. Does the supplier certificate show the name of a certifying body that is listed in annex III under the numbered tab for that country/area?
3. If the supplier certificate shows a certification code, does this correspond to the code in annex III? (as listed under the country/area's numbered tab, next to the corresponding certification/control body)? \*Please note, not all certificates will show the certification code.
4. Is the category of product you intend to buy listed as 'recognised' for that country? \*At the top of each numbered tab for the country/area, the recognised categories for that country/area are listed, e.g., A,B,C,D,E,F. For definitions of each category, go to the 'Cover\_sheet'.
5. If the certificate has an expiry date, is the certificate in date at the point of purchase? \*Certificates from some countries do not have expiry dates e.g., Japan and United States.
6. Does the trading schedule/annex list the ingredient/product/product category (s) which you intend to buy?

## How to use annex IV

**This annex** lists **control bodies** which operate in third countries and have been recognised by DEFRA as having equivalent organic standards to GB.

1. Is the supplier certified by a certification/control body listed in annex IV (**Recognised non- UK control bodies and control authorities?**) \*CTRL+F to search for the certification/control body on the 'Control bodies' tab.
2. Is the country of the supplier listed under that certification/control body in annex IV? \*Go to the 'codes' tab and find the certification/control body in question. Then check that the supplier's country is listed underneath.
3. If the organic certificate displays a certification code, does this match the code listed in annex IV under the 'codes' tab. Check the code is listed under the correct certifying body and next to the correct corresponding country? \*CTRL+F to search for the code straight away.
4. Is the category of product you intend to buy listed as 'recognised' for that certification body in that country? Details of the categories are listed on the 'cover sheet'.
5. If the certificate has an expiry date, is the certificate in date at the point of purchase? \*Certificates from some countries do not have expiry dates e.g., Japan and United States.

6. Does the trading schedule/annex list the ingredient/product/product category (s) which you intend to buy?

## Third Country Certificate Example



Certification body is listed in Annex IV as an approved certification body operating in that country with equivalence to GB standards for certain categories of products.



PROGRAM

STANDARDS / REGULATIONS



(USDA NOP)

Certified to the **United States Department of Agriculture (USDA) National Organic Program (NOP) 7 CFR Part 205**  
Accreditor: United States Department of Agriculture  
**Scope:** Handling, Wild Crops

Effective Date:  
05 Apr 2018  
Anniversary date:  
21 Jul 2023

Once certified, a production or handling operation's organic certification continues in effect until surrendered, suspended or revoked.  
However an annual Certificate is issued as the operation's Anniversary date will change  
**Certified in accordance with the terms of the U.S.- Canada Organic Equivalency Arrangement**



(EU)

Certified in accordance with **NASAA Organic and Biodynamic Standard and EU Plant and Plant Products Additional Requirements (International)**  
Accreditor: IDAS (Reg#: 11) - ISO/IEC 17065 & EU Equivalence  
**Scope:** Category A: Unprocessed Plant Products, Category D: Processed Agricultural Products For Use As Food

Valid Until Date:  
30 Sep 2023  
Date of Control:  
21 Aug 2022

EU recognised Certification Body: **CN-BIO-119**  
Equivalent to Council Regulation (EC) 834/2007 Article 19(1) & (EC) 889/2008  
This document has been issued in accordance with Regulation (EU) 2018/848 to certify that the operator (or group of operators - see Annex) meets the requirements of this Regulation.

Check certificate is in date and not passed expiry.

Equivalent product categories listed.

Correct EU legislation referenced.

Certification code matches the code listed in annex IV for this certification body operating in that country.

Authorised Signature

Carolin Möller

Carolin Möller  
Certification Manager



Certificate Issue Date  
26 Sep 2022

**NASAA Certified Organic P/L (NCO)**  
ACN 101 829 163 Unit 7B, 3 Mount Barker Road, Stirling in the State of South Australia 5152  
T: +61 8 7231 7700 / F: +61 8 8370 8381  
E: [info@ncocertifiedorganic.com.au](mailto:info@ncocertifiedorganic.com.au)  
W: [ncocertifiedorganic.com.au](http://ncocertifiedorganic.com.au)