

Technical Criteria of Certifying Domestic or Overseas Production Process Managers
of Organic Processed Foods and Organic Feeds (limited to those processed)
(Notification No.1831 of the Ministry of Agriculture, Forestry and Fisheries of November 25, 2005)
(Preliminary Translation)

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I. Facilities for Production and Storage

Facilities for manufacturing, processing, packaging, storage and other processes for organic processed foods and organic feeds (limited to those processed; hereinafter the same) shall comply with the criteria of “Management concerning manufacturing, processing, packaging, storage and other processes” in Article 4 of the Japanese Agricultural Standard of organic processed foods (Notification No. 1606 of the Ministry of Agriculture, Forestry and Fisheries of October 27, 2005; hereinafter referred to as the “JAS for organic processed foods”) and “Management of slaughter, selection, processing, cleaning, storage, packaging and other processes” in Article 4 of the Japanese Agricultural Standard for organic feed (Notification No. 1607 of the Ministry of Agriculture, Forestry and Fisheries of October 27, 2005; hereinafter referred to as the “JAS for organic feeds”) respectively, and shall be provided with such broadness, structure and brightness not as interfering the management and shall be cleaned appropriately.

II. Methods for Management and Control of Production Processes

1. Production process management directors prescribed in III. 2 of these criteria shall conduct as follows:
 - (1) Drafting and promoting a plan of managing controlling production processes (including a subcontract management (i.e. subcontracting a part of production process management to others; hereinafter the same);
 - (2) Drafting and promoting a plan of managing controlling a subcontract such as on selection criteria of subcontractor, description of subcontract and subcontract procedures, where a subcontract management is made; and
 - (3) Handling and providing guidance on troubles occurred in production processes.
2. Internal rules of the following items shall be practically and systematically provided:
 - (1) Acceptance and storage of ingredients and confirmation of grading labels;
 - (2) Mixture rate of ingredients;
 - (3) Management of the manufacturing, processing, packaging, storage and other processes;
 - (4) Machines and tools for manufacturing, processing, packaging, storage and other processes;
 - (5) Dealing with complaints
 - (6) Establishment an annual production plan and notification of it to a certifying body (registered Japanese or overseas certifying body; hereinafter the same); and
 - (7) Matters necessary for a certifying body to properly conduct services such as confirmation of management or control of production processes.
3. The production process shall be properly managed or controlled in accordance with the internal rules. Records of management or control and supporting documents for them shall be kept for no less than one year from a shipment of graded organic processed foods or organic feeds.
4. The internal rules shall be reviewed properly and periodically, and fully notified to the employees.

III. Qualification and Number of Persons in Charge of Management and Control of Production Process

1. Production Process Administrator

No less than one person who satisfy(ies) any of the following requirements shall be assigned as a person(s) in charge of management or control of production processes (hereinafter referred to as “production process administrator”) (where the mentioned production process manager manages or controls a number of facilities for production and storage, no less than the necessary number of staff to properly manage or control production processes shall be assigned depending on the number and the degree of scattering of the mentioned facilities):

- (1) Those who graduated from a university under the School Education Law (Law No.26 of 1947) or a school equal to or higher than a professional school under the Former Professional School Ordinance (Imperial Ordinance No.61 of 1903) with credits of school subjects on production or processing of food, beverage or feed; or whose qualifications are equivalent to or better than the above; and who have experiences in production or processing of food, beverage or feed or providing guidance, conducting survey or research on production or processing of food, beverage or feed for no less than one year;
- (2) Those who graduated from a high school or a secondary education school under the School Education Law or a secondary school under the Former Secondary School Ordinance (Imperial Ordinance No.36 of 1943); or whose qualifications are equivalent to or better than the above; and who have experiences in production or processing of food, beverage or feed or providing guidance, conducting survey or research on production or processing of food, beverage or feed for no less than two years; or
- (3) Those who have experiences in production or processing of food, beverage or feed or providing guidance, conducting survey or research on production or processing of food, beverage or feed for no less than three years.

2. Production Process Management Director

- (1) Where one person is assigned as a production process administrator, the person shall complete a curriculum on management or control of production processes of organic processed foods or organic feeds in a course designated by a certifying body (hereinafter referred to as “course”) as a production process management director.
- (2) Where no less than two persons are assigned as production process administrators, one of them who completed the curriculum on management or control of production processes of organic processed foods or organic feeds in the course shall be selected as a production process management director.

IV. Method for Grading

1. Rules on grading (hereinafter referred to as “grading rules”) shall be practically and systematically provided for the following items:

- (1) Inspections of production processes;
- (2) Labeling as graded;
- (3) Shipping or disposing a lot after labeling as graded.
- (4) Making and keeping a record of grading; and
- (5) Matters necessary for a certifying body to properly conduct services such as confirmation of grading.

2. Services concerning grading and labeling as graded shall be properly conducted in accordance with the grading rules, and consequently grading labels shall be recognized as attached to products without fail.

3. Names and names of ingredients of organic processed foods shall be properly labeled by the method prescribed in Article 5 of the JAS for organic processed foods. Names of organic feeds shall be properly labeled by the method prescribed in Article 5 of the JAS for organic feeds.

V. Qualification and Number of Persons in Charge of Grading

1. Qualification and number of grading staff

No less than one person who satisfy(ies) any of the requirements of III. 1. (1) to (3) above and completed the curriculum on grading of organic processed foods or organic feeds as the staff in charge for grading (hereinafter referred to as “grading staff”) shall be assigned. Where a production process manager manages or controls a number of facilities for production and storage, no less than the necessary number of persons for proper grading shall be assigned depending on the number and the degree of scattering of the facilities.

2. Grading manager

Where there are no less than two grading staff, one among them shall be selected as a grading manager.