



APPLICATION FORM



OF&G (Scotland) Evaluation & Approval Scheme for non-certified Inputs to the SOPA Standards








OF&G (Scotland) Ltd, operate this certification scheme on behalf of SOPA.

Please return this completed Application Form with payment to:

SOPA, PO Box 5, Golspie, KW10 6AA

Tel: 0300 772 9795 Fax: 01939 291250 Email: info@sopa.org.uk

Guidance Notes for Completing this Application Form

-  This form must be completed with reference to current issue of the SOPA Organic Standards.
-  All products must be compliant with the SOPA Standards and only contain active ingredients permitted in the Standards. Additional ingredients such as carriers and synergists will be assessed on a case by case basis.
-  If completed by hand, please write clearly in block capitals throughout.
-  A copy of the SOPA Organic Standards must be available to those persons involved in the manufacture of products approved for use in organic systems. If you require additional copies, or are unsure of the current issue, please contact us as per details above.
-  The SOPA Standards, Record Sheets & Guidance notes are also available via the Members Download area on the SOPA website - www.sopa.org.uk. Your unique login details to access the Member's Portal of the website will be issued to you on approval of your application to join the SOPA Evaluation Scheme.
-  Please ensure the declaration at the back of this form is deleted and signed accordingly.
-  Please return application fee **£65.00** (£50.00 & VAT & £5.00 SOPA share capital) with your completed application form. Can be paid by cheque, BACS or DD.

Contact Details

Company Name:					
Contact Name:	Title:		Initials:		Surname:
Job Title:					
Address:				Business Entity e.g. sole trader, partnership:	
Postcode:					
Telephone number:					
Fax number:					
Mobile number:					
E-mail:				Website:	
Preferred correspondence method:	Post <input type="checkbox"/> or Email <input type="checkbox"/> (please tick as appropriate)				

Company Details

Give a brief description of the company and the type of processing carried out. List all actives, organic or non-organic, that the company carries out:

Previous Approval

If you have previously applied for organic Approval list all the bodies to which an application has been made	
If you have been previously Approved give the name of the certification body	
Did you leave voluntarily or was your Approval terminated?	
Date the Approval expires/expired or was terminated	
Give reasons why you left or the approval was ended/terminated:	

Transfer from another certification body

Are you applying for Dual Approval (with both SOPA and another Certification Body) or for a transfer to SOPA?	
If there are any non-compliances or other disputes outstanding with the other certification body provide details.	
For dual Approval, has a copy of the current certificate been enclosed?	
For a transfer, has your current certification body been instructed to supply your certification file to us?	
Give reasons for the application/ transfer:	

Where did you hear about this product approval certification scheme?
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Products for Evaluation

PLEASE MAKE A COPY OF THIS PAGE FOR EACH PRODUCT OR USE SEPARATE NEW PRODUCT SHEET

Describe the product below and supply the following for each (where applicable):

- Product Label
- Product specifications/ingredients
- Instructions for Use
- Chemical Analyses
- Efficacy Trial results
- COSHH Safety Data Hazard Sheets
- Declaration that the product does not contain nor derived from genetically modified products
- Sales Literature

Product Name:

Purpose (describe the use):

Product Category e.g. Minerals & Trace Elements, Animal Feed Additive, Soil Conditioners, Fertilisers, Foliar Treatment, Slurry Treatment, Silage Additive, Bedding Material, Insect Control, Fungicide, Pest Control, Disinfectant/Cleaning Agent:

Manufacturing process:

Composition (List all ingredients) and technical specifications:

Declaration & Registration Agreement

It is a condition of the Scheme that all applicants must sign the following declaration to confirm that they will abide by the terms and conditions of the OF&G (Scotland) SOPA Evaluation Scheme.

I declare that:	
1. General	
1.1	The information given in the Application/Renewal Application is, to the best of my knowledge, accurate and forms the basis of an agreement with OF&G (Scotland).
1.2	I agree to notify OF&G (Scotland) of any changes of ownership or management or changes to the products, composition and labelling of products, which take place after these have been approved as part of the SOPA Evaluation Scheme.
1.3	I understand that organic regulations do not override other statutory regulations but are in addition to them. I confirm that my enterprise is registered with the appropriate statutory authority (or authorities) and that I comply with all relevant regulations and codes of good practice.
1.4	I undertake to make available to OF&G (Scotland), upon request, inspection reports, recommendations, discharge licenses etc. from Statutory Authorities.
1.5	I agree to inform OF&G (Scotland) immediately I become aware of any current, recent (within the last 12 months) or pending investigations or prosecutions.
2. Data Protection and Use of Information	
2.1	I agree, on behalf of my organisation, to permit OF&G (Scotland) to hold and supply to government departments and other relevant statutory bodies, information obtained for the purposes of product approval. These bodies may publish this data as a Public List. OF&G (Scotland) treats this data in confidence and will not disclose it to any other third party except where required or permitted to do so by law. Your signature on this declaration constitutes consent to this use of data. OF&G (Scotland) holds a record of applicants and licensees who consent to their name, address, telephone number and enterprises being published in a list which can be supplied to third parties, (eg other licensees, research or commercial organisations, educational establishments), that we consider would be of benefit to our members.
2.2	OF&G (Scotland) is required to maintain an updated list containing the names and addresses of all registered operators under our control. We are further required to make this list available to any interested parties. Your signature on this declaration constitutes consent to this use of data.
2.3	OF&G (Scotland) maintain a list of operators and their address and enterprise details, which we can supply to enquirers for the purposes of marketing and research. Please tick this box if you DO NOT want to be included on this list.
<div style="border: 2px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> <input type="checkbox"/> </div>	
3. Access	
3.1	I agree to provide access during normal working hours, for either arranged or unannounced visits, to Inspectors appointed and/or contracted by OF&G (Scotland) or Defra for the purpose of carrying out surveillance inspections and to provide access to any areas or information deemed necessary for the purposes of the inspection.
4. Sampling	
4.1	I agree to permit OF&G (Scotland) to take samples for testing of products or for checking production techniques or for detecting possible contamination by

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	unauthorised products and to submit the results of our own voluntary inspection and sampling programmes where required.
5. Use of Licence and OF&G (Scotland) and/or SOPA Approved/Restricted Product Logos	
5.1	I will make claims regarding approval only in respect of the enterprises and products for which approval has been granted.
5.2	I will not use the product approval in such a manner as to bring OF&G (Scotland) or SOPA into disrepute.
5.3	I will endeavour to ensure that no certificate or any part thereof is used in a misleading manner and will not make any statement regarding approval, which OF&G (Scotland) or SOPA may consider misleading or unauthorised.
5.4	I will ensure that references to approval on packaging and marketing materials, comply with the requirements of the SOPA Evaluation Scheme by submitting them to OF&G (Scotland) for approval before use.
6. Cancellation or Suspension of Certification	
6.1	Upon cancellation or suspension of SOPA Evaluation Scheme membership, I will discontinue the use of all advertising matter that contains any reference thereto and return my SOPA Evaluation Scheme documents as required. I will not produce or market products as approved for use in organic systems thereafter using the OF&G (Scotland) logo or any reference to SOPA or OF&G (Scotland) without the approval of OF&G (Scotland). I will inform buyers of the product/s in writing and in good time, in order to ensure that the indications referring to the product's suitability for use in organic systems are no longer used.
7. Payment of Fees	
7.1	I will pay all fees and costs related to the SOPA Evaluation Scheme as determined and published by the SOPA Board, in accordance with their credit terms.

Signed:	Name:	Date:
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- 1) Please note that under Article 28(5) of the Council Regulation (EC) 834/2007 and article 92a of Commission Regulation (EC) 889/2008, as amended by regulation 426/2011, together with ISO 17065, OF&G (Scotland) Ltd are required to publish names, addresses, products and dates of certification of certified operators.**

For office use only		
Date application received:	Application Fee (£65.00) received: Y/N	
Preliminary Evaluation comments:		
Application approved by:		
Number of Approved Products:	Membership Fee: £	Invoice Issued: Y/N