



PCO Contingency Inspection Verification Form

Use this to document verification procedures for any inspections that were not conducted completely onsite. Upload to this document to the inspector portal along with the completed Inspection Reports and attachments for each file.

Definitions:

Hybrid inspection: An inspection conducted partially onsite and partially through virtual inspection or desk audit, both of which are defined below.

Virtual / remote inspection: A complete inspection performed using real-time software such as GoTo Meeting, Facetime, or other video conferencing application. (Physical elements of the OSP, such as facility or farm tour, must be completed in real time, though paperwork can be exchanged via email or other means.) Typically consists of a pre-meeting to outline expectations along with a separate inspection meeting. If additional paperwork review happens afterward, the Exit Interview will need to occur separately.

Desk audit / records audit: A partial inspection that addresses paperwork and elements of the OSP that do not require a site visit. Ideally, all sections of the OSP are verified through review of paperwork or via phone interview. In limited circumstances, such as with low-tech or no-tech clients, the inspector may instead opt to conduct a mass balance and traceback audit, along with an audit of at least two OSP focus areas as determined by the Initial Review Report or inspector discretion. Desk Audits typically consist of a pre-meeting on the phone to outline expectations and documentation needed, along with an interview meeting to go over documentation and OSP details, and Exit Interview Meeting if it cannot be conducted at the same time as the interview meeting.

Note: For initial certifications, an onsite inspection must be conducted before an Organic Certificate will be issued.

File Number 821000 _____

Operation Name _____

How would you characterize the inspection?	Hybrid	Virtual / remote	Records audit / desk audit		
Verification of OSP and Records	Verified onsite	Verified virtually	Verified via records audit	Not viewed	Not applicable
Crops					
Seed invoices					
Seed search records (if non-organic seed purchased)					
Field records (planting, input applications, etc.)					
Harvest records					
Storage records					
Sales records					
Shipping records					
Fields					
Facilities					
Materials					
Equipment					
Livestock	Verified onsite	Verified virtually	Verified via records audit	Not viewed	Not applicable
Milk slips or egg sales					
Herd list or flock records					
Field history sheet					
Birth records or flock source documentation					
Medical Treatments					

Feed records, including organic certificates and purchase documentation					
Sales records for livestock sold for slaughter					
For ruminants, DMI and pasture rule verification					
Livestock					
Facilities					
Materials					
Equipment					
Handling	Verified onsite	Verified virtually	Verified via records audit	Not viewed	Not applicable
Current SOPs					
Receiving logs					
Pest log					
Sales records					
Batch records					
Organic certificates for purchased ingredients					
Inventory records					
Facilities					
Equipment					
Storage areas					
Materials					
Import documentation (see International Trade Policies chart)					

For major OSP addition/modifications, describe methods used for verification. At least one of the following must be checked in order for the OSP update to be approved. For scope additions and facility relocations, time-stamped photos alone will not be sufficient to confirm the OSP addition.

Type of OSP addition/change	Viewed onsite	Video conference	High quality time-stamped video	High quality time-stamped photo	Other (explain below)
New land					
New farm facilities (such as new storage units, greenhouses, etc.)					
New production lines					
New OSP scopes or livestock types (for example, a crop producer adding dairy)					
Facility relocation					
Other: _____					

Provide a description of any records or OSP components that were not verified and explain why.

Provide recommendations for increased scrutiny or follow-up at a later time

For additional OSPs not described above (wild crops, mushrooms, maple, etc.), provide a narrative description of OSP details verified and methods used.

Important note: For inspections that do not occur onsite, be sure to state this in the Exit Interview.