



**PUBLIC INSTITUTION EKOAGROS**

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APPROVED BY  
General Manager of  
Public Institution "Ekoagros"  
3<sup>rd</sup> of April, 2018 order No. V-44

**PROCEDURE  
FOR UNANNOUNCED INSPECTIONS  
ACCORDING TO UNITED STATES DEPARTMENT OF AGRICULTURE  
NATIONAL ORGANIC PROGRAM (USDA-NOP)  
PR-18**

**In accordance to:**

- United States of America Code of Federal Regulations 7 (C.F.R.) Article §205.403 (a)(2)(i)(ii) and (iii);
- Organic Products Control Procedure of the United States Department of Agriculture of National Organic Program (hereinafter – NOP) Scheme's (PR-12), approved by General Manager of Public Institution „Ekoagros“ (hereinafter – Ekoagros) 2016-05-26 order No. 54, articles 2.3.6 2 (iii);

Ekoagros develops this internal procedure for unannounced inspections according to United States Departments of Agriculture National Organic Program (hereinafter - Procedure)

1. Ekoagros will conduct (carry out) unannounced inspections of 5 percent of total certified operations per year.
2. If Ekoagros have less than 20 certified operations, it will conduct (carry out) at least one (1) unannounced inspection per year including different scope of operators;
  - 2.1. Inspections will not be limited to nearby operations or certain productions scopes;
  - 2.2. All applicants of Ekoagros will be checked unannounced within a certain (scheduled) time period;
3. Ekoagros will not accept applications for certification from locations where it is unable or unwilling to conduct unannounced inspection.

4. Ekoagros will choose operations for unannounced inspection randomly, based on risk, the results of complaints and in accordance to these criteria:

- 4.1. Previous noncompliance issues;
- 4.2. Complaints;
- 4.3. Organic and non-organic production, storing or handling on one site;
- 4.4. Risk of contamination;
- 4.5. Complexity of operation.

5. Ekoagros unannounced inspections may be limited in scope, depth, and breadth, and may cover only certain aspects of the operation, such as parcels facilities, products, etc. Ekoagros will direct the inspector to a portion of the operation (storing, handling, etc.) to review during an unannounced inspection.

6. Inspection report (form NOP-020) must be written by inspector and left (or sent) to the client after signing it according to United States of America Code of Federal Regulations 7 (C.F.R.) Article §205.403(e), §205.404(a) and internal protocols.

7. If the authorized representative is not present for the unannounced inspection, the report will be sent to him for review and signature to acknowledge what issues of concern were identified by the Ekoagros inspector. The inspector will also address the need for additional information at this time.

8. Ekoagros inspectors may conduct sampling during an unannounced inspection by evaluating the individual situation individually.

9. Ekoagros carries out unannounced inspections without prior notification of the inspector's arrival. In special cases, then circumstances makes impossible to conduct unannounced inspection without prior notification it is possibility to notify clients up to four (4) hours prior to the inspector arriving to ensure that responsible persons are present.

9.1. If responsible person is not present when the inspector arrives, the inspector will call the contact listed on the Organic System Plan (OSP), notifying them that the inspection will continue as planned.

10. Inspectors should not enter private property without explicit permission of the operation. Inspectors must have documents of identification.

11. If an operator refuses to allow an inspector access to any part of an operation, including the non-organic portions of the operation, during normal business hours, Ekoagros will promptly issue a Notice of Noncompliance to the operation.

12. Ekoagros ensures an appropriate, constantly updated staff qualification and competence.

13. Ekoagros will charge an operation for unannounced inspections in accordance to the approved fees valid for annual inspections.

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