RETROACTIVE RECOGNITION REQUEST

*By submitting this application your operation seeks retroactive recognition of conversion period. Retroactive recognition for cultivated plots/ fallow/ virgin areas may be granted according to A Cert Organic Standard Art.12*

*Please fill in chapters 1-4 of this form and attach the mandatory annexes. The inspector will fill in chapter 5 during inspection. A decision about retroactive recognition may only be taken after on-site inspection of the plots has taken place. Processing of your application will be charged according to our price list.*

*Please note that verification of the application might take additional inspection and certification time as follows: all concerned plots must be visited by the inspector, and in case of previously cultivated areas, respective records have to be cross-checked on-site. In case of operations with products/ in countries requiring increased control measures by the EU a full check of the records for the period to be considered for retroactive recognition must be done.*

*After evaluating the facts collected in this request form by the inspector, the final decision is taken by the certification committee/Certifier*.

*Please attach all necessary documents according to chapter 4 of this form. Please keep documents and production records such as use of inputs, yield quantities, invoices, GMO free declarations, non-treatment declarations for seeds, or other information giving evidence of production during previous years ready for inspection.*

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| --- | --- |
| **Operator’s Name** | Type |
| **Operator’s Code***(N/A for initial submissions)* | Type |
| **Name, Surname** | Owner or legal representative |

|  |  |
| --- | --- |
| 1 | Applicable conditions for the recognition of the conversion period |
| 1.1 | **Condition A:** The parcels were natural or agricultural areas that were not treated with products not authorized for organic production. This condition applies to the below sub-conditions, ***(section 3 is mandatory)*** | [ ]  |
| 1. *Virgin land (land that has not been cultivated in the past).*
 | [ ]  |
| 1. *Fallow/uncultivated land of a specified time period.*
 | [ ]  |
|  | 1. agricultural areas that has no use products not authorized for organic production
 | [ ]  |
| 1.2 | **Condition B:** The land parcels were subject organic certification schema or measures defined in an official national organic standard. | [ ]  |
| Name of Official national organic standard | Type |
| Name of the Control Body/ Authority | Type | Website | Type |
| Date of the initial contract with the Control Body/ Authority | Click to enter a date |
| 1.3 | *Have the organic production rules according to the AOS been applied?** *how were weeds, pests and diseases managed during the last 3 years?*
* *how was soil fertility managed during the last 3 years?*
* *have you used treated seeds/ planting material during the last 3 years*?
 | *Self-assessment:* |

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| 2 | Farm/ parcel details in correlation with the submitted List of Fields *(ICS-BIO3C-D1.8)* |
| Parcel code/ name | Applicable to condition | Requested period, if **A** | Date of registration, if **B** | Satellite map link |
| Type | Choose | Choose | Click to enter a date. | Type |
| Type | Choose | Choose | Click to enter a date. | Type |
| Type | Choose | Choose | Click to enter a date. | Type |
| Type | Choose | Choose | Click to enter a date. | Type |
| Type | Choose | Choose | Click to enter a date. | Type |
|  |  |  |  |  |
| 3 | Details of plots for which retroactive recognition of conversion period is sought. |
| *Year* | *Parcel code/ name* | *Area [ha]* | *Crop* | *Name/ variety seeds used/ planting material* | *Source/manufacturer of seeds/ planting material* | *Name of all used inputs (fertilizers, plant protection agents)* | *Source/ manufacturer of fertilizers/ plant protection agents* |
| *This year:*20 |  |  |  |  |  |  |  |
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| *Last year:*20 |  |  |  |  |  |  |  |
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| *Two years ago:* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| *Three years ago:* |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |
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***Note:*** *If there is not enough space, please add additional lines to list all plots.*

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| 4 | Documentation  |
| 4.1 | Documentation for the parcel(s) applicable to **Condition A**, |
| a. | Ownership/ renting contract | [ ]  |
| b. | Satellite maps that indicate the farm borders and the neighboring risks | [ ]  |
| c. | A recent declaration from a local competent authority that visited and identified that the land has not been cultivated for the requested period *(dated not more than 30 days from the date of request)* | [ ]  |
| d. | Photos of the virgin/ uncultivated land/ cultivated land *(with date of picture)* | [ ]  |
| e. | Soil laboratory analysis *(herbicides/ pesticides)* | [ ]  |
| j. | Other | [ ]  |
| 4.2 | Documentation for the parcel(s) applicable to **Condition B**, |
| a. | Ownership/ renting contract | [ ]  |
| b.  | Satellite maps that indicate the farm borders and the neighboring risks | [ ]  |
| c. | Copy of the initial contract with the Control Body/ Authority | [ ]  |
| d. | Copy of the certificate obtained by the Control Body/ Authority | [ ]  |
| e. | Copies of the certification decision(s) applicable to the requested period *(e.g. for 3 years, the decisions of the last 3 years)* | [ ]  |
| f. | Copy of the last inspection report | [ ]  |
| g. | Crop program of the previous period | [ ]  |
| i. | List of inputs and active substances used in the previous years *(provide substances used for seed treatments)* | [ ]  |
| j. | Photos of the land(s) *(with date of picture)* | [ ]  |
| k. | Laboratory analysis *(herbicides/ pesticides)* | [ ]  |
| l. | Other | [ ]  |

*\* Documents in local language must be submitted also with an English translation.*

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| --- | --- | --- |
| Date: Date | Name/ Surname: Owner or legal representative  | Signature:  |
|  |  |  |

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| 5 | ***Inspector’s findings To be filled in by A CERT******A description must be added whenever there is a text field!*** |  |  |
| 5.1 | ***Evaluation of the project region*** | Yes | No |
| a. | *Is agriculture the primary source of livelihood for the farmers in the region?**The common farming practice is mainly:* *high mechanization level, use of chemicals*[ ] *extensive (low mechanization level, use of chemicals is rarely found*[ ] *Listing of the typical crops grown in the region:* | [ ]  | [ ]  |
| b. | *Are there official agriculture management measures conducted in the region (government/ state management and inspection etc.)?**If yes, indicate dates of order and results of inspection and type of the suggested inputs:**requirements (government/ state) in the region for the type of production done by the operator?**If yes, indicate common time and inputs:* | [ ]  | [ ]  |
| c. | *Plots have been under the management of the applicant.*If yes: *Name(s) and address(es) of former responsible(s) of the land:*

|  |  |
| --- | --- |
| *Name* |  |
| *Address* |  |
| *Country* |  |
| *Phone/E-mail* |  |

 | [ ]  | [ ]  |
| d. | *Are chemical fertilizers, pesticides etc. easily available in the project area*? | [ ]  | [ ]  |
| e. | *Do the farmers get support and free supply of pesticides from government or NGO’s?* | [ ]  | [ ]  |
| f. | *How easy is the access to dealers selling pesticides and seeds?* | [ ]  | [ ]  |
| 5.2 | ***Characteristic of the farm*** | Yes | No |
| a.  | *Has the operator good knowledge of organic farming practices?**Where did the operator get his knowledge from (training, consultant, self-study)?* | [ ]  | [ ]  |
| b. | *Does the operator keep own animals?**Animal number and species:* | [ ]  | [ ]  |
| c. | *Was manure of the animals used on fields?**If yes: Where did it come from?* | [ ]  | [ ]  |
| d. | *If plots have not been under management of the applicant:**Written statement of land use and records about management practices (ref. paragraph “documentation”) by former owner/ manager have been checked and are attached:**Interview with the former owner/ manager has been done:**Is there plausible proof that the former owner/ manager did not use any prohibited inputs (e.g. treated or GMO seeds, fertilizers, plant protection agents)?**Land purchase contracts/ land rental contracts have been checked. If there is no purchase/ rental contracts/ other evidence, but the operator claims that the plots have been under their management in previous years, there must be a confirmation about this by the land owner, including evidence (e.g.contract between the owner and manager, organigram, etc.)* | [ ]  | [ ]  |
| 5.3 | ***Documentation* of previous cultivation** | Yes | No |
| a. | *Production records, purchase invoices, yield records or other documents regarding the farm management, use of any (allowed and/ or prohibited) inputs, planting materials for the last 3 years (name of input, applied quantity, date of application, purchase invoices) have been cross-checked (fully checked for high risk countries and high risk products).* *Please describe what records have been checked and what are the findings (list all kind of available documents and records, and add for which year they are available; upload to the Intact Platform examples of documents from all years):* | [ ]  | [ ]  |
| b. | *Are yields plausible for the cultivation practices declared (include information about usual yield for the crop in the region, comparing it with the announced cultivation practices)?* | [ ]  | [ ]  |
| c. | *If yield data before starting organic practices are available, was there a decline in yield when organic practices started?* | [ ]  | [ ]  |
| 5.4 | ***Farm visits*** | Yes | No |
| d. | *Have any prohibited inputs been found on the farm (storage, fields, etc.)?**If yes, please mention name, active substance, manufacturer, add pictures and explanation of operator:* | [ ]  | [ ]  |
| e. | *Do spraying equipment/ fertilizer application machines/ tools show any hints that chemicals have been used (by smell, appearance, rests etc.)?**If yes, please describe and attach pictures.* | [ ]  | [ ]  |
| f. | *Have all plots proposed for retroactive recognition been physically visited (Single/ICS)?* | [ ]  | [ ]  |
| g. | *A photo of each plot visited must be attached (indicate the plot number photo wise(relevant only for single operators)!**If no, indicate here which plots could not be visited and name the reason (unvisited plots can not be granted retroactive recognition):* | [ ]  | [ ]  |
| h. | *Is there evidence that the declared crops have been grown in the previous year (e.g. stubbles, grains*)? | [ ]  | [ ]  |
| j. | *Is there evidence that the agricultural measures declared in chapters 1- 3 have been implemented?**Please include your plausibility considerations (e.g. dryland farming, irrigated farming; income fetched by the culture, incentives for applying/ not applying unallowed inputs, etc.).* | [ ]  | [ ]  |
| m. | *In case of “organic by neglect”, is there evidence for the neglection? Please include your plausibility considerations (e.g. describe the vegetation in the plot and compare with typical vegetation for the region; describe whether e.g neglected orchards are usual in the region; no profitable cultivation possible in past years, now the market situation changed; incentives for applying/ not applying unallowed inputs; etc.).* | [ ]  | [ ]  |
| n. | *In case of fallow/ virgin land, is there evidence in the vegetation of the plot that it was fallow/ virgin for the period declared? Please include your plausibility considerations (e.g. describe the vegetation in the plot and compare it with typical vegetation for the region and, in case of fallow land, considering the time period for which the plot is claimed to have been fallow, etc.).* | [ ]  | [ ]  |
| o | *For groups with internal control system (ICS)* *Is there a system describing the procedure for retroactive recognition in the ICS?* | [ ]  | [ ]  |
| p | *Does the procedure described in the ICS meet the requirements to submit satisfactory proof for no use of unallowed input in the past 3 years in plots for which ones retroactive recognition is required?* | [ ]  | [ ]  |
| q | *Is there documentary evidence in the farm files of the information collected for each farm about the plot history* | [ ]  | [ ]  |
| r | *Are the plots (all proposed farmers/ plots) physically visited by the internal inspectors and are the visits documented in internal inspection reports? If no, indicate here which farmers/ plots and the reasons:* | [ ]  | [ ]  |
| s | *Are the ICS decisions for proposed farmers/ plots matching with existing information and findings of internal inspections?* | [ ]  | [ ]  |
| t | *Does the information obtain during external farm visits match with the information of the ICS?* | [ ]  | [ ]  |
| u | *In case of doubts, the following actions were taken to ensure complian*ce:* *Interview with seed/ chemical shops in the region (do they know the farmer? Did they sell chemicals to him?*
* *Interview with neighbors (what farming practices could be observed during the last 3 years?*
* *Interview with village leader (what farm- ing practices could be observed during the last 3 years?*

*The interview(s) led to the following conclusion:* | [ ]  | [ ]  |
| v | *samples on soil and/or plant from each land parcel in line with the results of the risk analysis, including those land parcels identified as presenting the risk of being contaminated.* | [ ]  | [ ]  |

***Confirmation inspector***

……………………………………….

*Signature & Name*

…………………………………………. *Place/ Date of inspection*

**TO BE FILLED BY A CERT CERTIFICATION DEPARTMENT**

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**Evaluation of the Retroactive Recognition Request**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evaluation results** | [ ] Accepted | [ ] Insufficient information | [ ]  Insufficient documentation | [ ]  Rejected |
| Explanation *(if not accepted)* | Type |

|  |  |  |
| --- | --- | --- |
| dd/mm/yyyy |  | Type |
| DATE | NAME, SIGNATURE |

**Regulatory Framework**

A CERT ORGANIC STANDARD

The European Regulations allow the shortening of the conversion period when specific conditions are met. Under this framework, and with respect to the equivalent provisions of A CERT Organic Standard article 12, point 2.1.2, A CERT defines the procedure and the relevant guidelines for the cases where the plant producers request for the retroactive recognition of the conversion period. In particular, the approval of the conversion period may be decided upon the operator’s request under specified conditions. Hence, the operator, after having signed the Certification Agreement (ICS-BIO3C-D1.36), may submit (i) the request for the retroactive recognition of the conversion period for a specific time period (from DD/MM/YYYY- to DD/MM/YYYY (date of the contract), presenting the justification of this request; and (ii) relevant documentation for this request.

***The request and the respective desk and onsite physical assessment shall take place before any work is done by the operator, including ploughing, installation of irrigation equipment, use of fertilizers, soil conditions nutrients, etc.***

1. A CERT may decide to recognize retroactively as being part of the conversion period any previous period in which the parcels were natural or agricultural areas which were not treated with products not authorized for organic production only where satisfactory proof has been furnished to A CERT allowing it to satisfy itself that the conditions were met for a period of at least three years. . This case applies at the following conditions:
	1. Fallow/uncultivated land of at least 3 years
	2. Virgin soil (land that has not been cultivated in the past)
	3. Agriculture area not treated with non-authorised inputs were used for the requested period
	4. Areas that were classified as forest and was deforested in order to be cultivated are excluded.
2. The land parcels were subject of measures defined in an official programme for the protection of environment or in another official equivalent programme, provided that the measures concerned ensure that products not authorised for organic production have not been used on those parcels. This case applies at the following conditions:
	1. The operator was subject of an official public/national programme oriented to the organic production and the protection of the environment.
	2. The programme was supervised by the public organization in the Third country (e.g. Ministry of Agriculture).
	3. The operator was under the control and received at least one physical control by
		1. the public organization (e.g. Ministry of Agriculture) which supervises the above programme;
		2. an Organization that is Accredited and is supervised and licensed by the relevant Competent Authority of the aforementioned national programme.

The organization must provide to A CERT the list of the products that used in the time period as defined in the operator’s request for the retroactive recognition of the conversion period. A CERT personnel [[1]](#footnote-1)shall assess the products that were used in the pre-defined time period and identify whether are authorized for use or not in accordance with the provisions of A CERT Organic Standard

**When the operator’s request meets the above conditions, the below documents must be submitted along with the explanatory and justified request for each case:**

|  |  |
| --- | --- |
| Documentation for the parcel(s) applicable to **Condition A** / **Case 1** | Clarification |
| Ownership/ renting contract | **Mandatory** |
| Satellite maps that indicate the farm borders and the neighbouring risks | **Mandatory**Coordinates of the land that will allow the personnel of A CERT to identify the field with satellite maps (e.g. Google maps, Apple maps, USGS earth explorer, Land viewer, Copernicus open access hub, Sentinel hub, NASA earth data search, Baidu maps, etc.) |
| A recent declaration from a local competent authority that visited and identified that the land has not been cultivated for the requested period *(dated not more than 30 days from the date of request)* | **Mandatory**Important proof from third party that has information on history and no conflict of interest (local authority can be also the head of village/district or responsible extensionist from agriculture departments. Official sign |
| Photos of the virgin/uncultivated land or cultivated land *(with date of picture)* | **Mandatory** |
| Soil laboratory analysis *(nutrients/ herbicides/ pesticides)* | **Mandatory**Sample during inspectionLaboratory analysis on a soil sample (per request). The scope of the laboratory analysis must include all the risk-based substances that are used as herbicides (e.g. Glyphosate) and pesticides |
| Crop program of the previous period | **Mandatory**If relevant section 3 is mandatory  |
| List of inputs and active substances used in the previous years (fertilizers, soil conditions, pesticides, herbicides, *substances used for seed treatments etc)* | **Mandatory**If relevant section 3 is mandatory |
| Other  | **Optional**Any other information from the Organization that will enable the personnel of A CERT to assess if the condition is met. |
| Documentation for the parcel(s) applicable to **Condition B / Case 2** | Clarification |
| Ownership/ renting contract | **Mandatory** |
| Satellite maps that indicate the farm borders and the neighboring risks | **Mandatory**Coordinates of the land that will allow the personnel of A CERT to identify the field with satellite maps (e.g. Google maps, Apple maps, USGS earth explorer, Landviewer, Copernicus open access hub, Sentinel hub, NASA earthdata search, Baidu maps, etc.); |
| A recent declaration/confirmation from the control body or control authority *(dated not more than 30 days from the date of request)* | **Mandatory**(A CERT contacts the control authority)Additional to be check Information about the Organization that controlled the operator during the pre-defined period, including the Accreditation Certificate and the license of the Organization from the Public/Competent Authority |
| Copy of the initial contract with the Control Body/ Authority | **Optional** |
| Copy of the certificate obtained by the Control Body/ Authority | **Mandatory** |
| Copies of the certification decision(s) applicable to the requested period *(e.g. for 3 years, the decisions of the last 3 years)* | **Mandatory** |
| Copy of the last inspection report | **Optional** |
| Crop program of the previous period | **Optional** |
| List of inputs and active substances used in the previous years *(provide substances used for seed treatments)* | **Mandatory**List of products used during the pre-defined period for the plant production (fertilizers, soil conditions, pesticides, herbicides, etc.) |
| List of cultivation practices that were applied by the operator in the past  | **Optional**To be verify during A Cert inspection  |
| Photos of the land *(with date of picture)* | **Mandatory** |
| Laboratory analysis *(nutrients/ herbicides/ pesticides)* | **Mandatory**Sample to be taken during inspection.Laboratory analysis on a soil sample (per request). The scope of the laboratory analysis must include all the risk-based substances that are used as herbicides (e.g. Glyphosate) and pesticides |
| Other | **Optional**Any other information from the Organization that will enable the personnel of A CERT to assess if the condition is met. |

**Upon receiving the above documentation with the respective request, A CERT shall assess the request and the provided documentation. The assessment consists of four phases as described below:**

**1st phase: Document assessment**

At this phase, the personnel of A CERT shall assess whether the request includes all information that is required and in particular:

1. Request: Name of the operator, address, contact details, the condition that concerns the request and the requested time period that will be assessed during the assessment.
2. Documentation: All documents for each condition are submitted and match the criteria as defined above.

**2nd phase: Content assessment**

The personnel of A CERT will assess the content and the validity of the submitted documentation.

In particular for the 1st condition, the assessment include:

1. **The review of the provided satellite maps for the last 3 years:** the maps must identify the borders of the land. In case the borders of the land are not defined, the personnel will reject the application accordingly. In case it is identified with cultivation marks that the land was cultivated, the application will be rejected accordingly).
2. **A declaration from a public Authority:** The personnel of A CERT shall assess the level of the public authority (e.g. if the declaration is signed by a non-relevant authority, the declaration will be classified as “invalid”); the date of issuance of the authority; and the content of the declaration (the declaration shall mention whether the land was cultivated in the last **3 years** or not).
3. **Photos of the uncultivated land:** in case it is identified that works have been done on the land, the request will be rejected accordingly. The photo shall demonstrate all the surface of the land. In case the request concern large land where one photo does not capture the whole area, more photos will have to be submitted.
4. **Coordinates of the land:** the personnel of A CERT will assess the coordinates through a satellite electronic (e.g. Google maps, Apple maps, USGS earth explorer, Land viewer, Copernicus open access hub, Sentinel hub, NASA earth data search, Baidu maps, etc.) by identifying the farm, the marks of cultivation (if any), and the borders as defined in the submitted satellite maps. A CERT shall crosscheck the finding of this assessment with the submitted satellite maps. In case there are findings of cultivation marks or the field cannot be identified with the coordinates, the request shall be rejected accordingly.
5. **Laboratory analysis on a soil sample (per request):** the personnel of A CERT shall review the results of the laboratory residue report and the scope of analysis. In some countries such us in China, there are not national Accreditation rules for the scope of herbicides and pesticides on soil samples. At these cases, the sample of soil will have to be taken by A CERT personnel and sent to a Laboratory with an Accredited Scope of Analysis on soil samples (herbicides/and or pesticides).

For the 2nd condition, the assessment include:

1. **A copy of the official national programme in English:** the personnel of A CERT shall assess the measures of the national programme in terms of the protection of the environment as well as the substances which are authorized for use at the national programme.
2. **Information about the Public/Competent authority that manages the national programme (name, structure, website, contact details, etc.):** the personnel of A CERT shall assess the validity of the submitted information.
3. **Information about the Organization that controlled the operator during the pre-defined time period, including the Accreditation Certificate and the license of the Organization from the Public/Competent Authority:** the personnel of A CERT shall assess the website, the accreditation certificate of the organization and any other useful information including the organization’s policy.
4. **Results of the annual physical controls:** the personnel of A CERT shall assess the results of the results (e.g. decisions, inspection checklists, evaluations, etc.). The material must be translated in English. In case there are findings that question the integrity, the protection of the environment (e.g. burning the crop leftovers or the weeds) and/or there are indication that non-authorized substances have been used, the request will be rejected accordingly.
5. **List of products used during the pre-defined time period for the plant production (fertilizers, soil conditions, pesticides, herbicides, etc.):** The personnel of A CERT shall validate firstly the submitted list with the organization. Furthermore, A CERT shall assess the products that were used during the defined period. In case there are products used for the plant production that are not authorized for use under the A CERT Organic Standard, the request will be rejected accordingly.
6. **List of cultivation practices that were used by the operator in the past and may have harmed or endangered the protection of the environment:** the personnel of A CERT shall assess any information that is obtained by the operator, from the organization or from any other source. In case the findings reveal the violation of this conditions, the request will be rejected accordingly.
7. **Possible results of laboratory residue analyses:** the personnel of A CERT shall review the results of the laboratory residue report and the scope of analysis. In case non-authorized substances are identified, the request will be rejected accordingly.
8. Any other information from the Organization that will enable the personnel of A CERT to assess if the condition is met.

**3rd phase: Onsite assessment**

An onsite physical assessment shall take place prior to any work is done at the land. In case the operator has done any work on the land, the request will not be able to be assessed. During the onsite assessment, the inspector of A CERT shall crosscheck all the information provided during the previous phases, take a representative soil sample for laboratory residue analysis and obtain evidences (including photos) and information with regard to the condition of the field. For the second case, the inspector shall also review the operator’s diaries and registries, any information/documentation issued by an interesting organization (public or private) and collect any necessary information for the purposes of the assessment of the request.

The sample shall be analysed in an accredited laboratory. The scope of analysis shall be defined by a risk-based approach, including herbicides on soil (high risk category for the 1st condition) and/or pesticides (high risk category on plant parts for the 2nd condition). In case the laboratory residue analysis identifies non-authorized substances and/or the onsite inspection collects findings that are opposite to the submitted information/documentation, the request will be rejected through the next phase.

**4th phase: Final assessment**

Once all the above criteria are met, the personnel of A CERT shall approve the retroactive recognition of the predefined conversion period. In case, there are not enough evidences in part of the requested time period, A CERT may approve the retroactive recognition for the period where there are enough evidences that the above conditions are met. In case the findings of all 4 phases reveal inconsistencies with the provided information or there are findings that the conditions are not met, A CERT shall reject the request accordingly.

Ιστορικό Ανασκοπήσεων

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| --- | --- | --- | --- |
| **Έκδοση**  | **Ημερομηνία** | **Περιγραφή Αλλαγής** | **Ανασκόπηση & Έγκριση** |
| 01 | 01/03/2021 | Αρχική έκδοση | K. Ναλμπάντη |
| 02 | 18/10/23 | Πλήρης αντικατάσταση του εντύπου. Η προηγούμενη έκδοση διατηρείται στο ιστορικό αρχείο.  | K. Ναλμπάντη |

1. Personnel=Competent Person with respect to the scope. [↑](#footnote-ref-1)