

Technical Criteria for Certifying Domestic or Overseas Production Process Managers  
of Organic Plants and Organic Feeds (limited to those unprocessed)  
(Notification No.1830 of the Ministry of Agriculture, Forestry and Fisheries of November 25, 2005)  
(Preliminary Translation)

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## **I. Facilities for Production and Storage**

### **1. Production facilities**

- (1) Fields, cultivation sites or collection areas shall comply with the criteria of “Fields”, “Cultivation sites” or “Collection areas” in Article 4 of the Japanese Agricultural Standard of organic plants (Notification No.1605 of the Ministry of Agricultural, Forestry, and Fisheries of October 27, 2005; hereinafter referred to as the “JAS for organic plants”). Where perennial grasses are produced, “no less than three years before the first harvest of perennial plants” in 1. of the criteria of “Fields” shall read “no less than two years before the first harvest of perennial grasses.”
- (2) Places for raising seedlings shall comply with the criteria of “Fields” and “Management of seedlings” in Article 4 of the JAS for organic plants.

### **2. Storage facilities**

Facilities shall be provided with such broadness, structure and brightness not as interfering the management in accordance with the criteria of “Management concerning transportation, selection, processing, cleaning, storage, packaging, and other post-harvest processes” in Article 4 of the JAS for organic plants and shall be cleaned appropriately.

## **II. Methods for Management and Control of Production Process**

### **1. Production process management directors prescribed in III-2 of these criteria shall conduct as follows:**

- (1) Drafting and promoting a plan of managing or 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 or 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 on the following items shall be practically and systematically provided (where organic plants or organic feeds are harvested in collection areas, (1) and (2) are excluded):**

- (1) Obtainment of seeds, seedlings, etc. (full bodies or parts of seedlings, nursery stocks, scions, stocks, and other plant bodies other than seeds used for propagation) or fungus spawn;
- (2) Manuring practice, cultivation management, control of noxious animals and plants, general management and management of raising seedlings;
- (3) Machines and tools used for production;
- (4) Harvest, transportation, selection, processing, cleaning, storage, packaging and other post-harvest processes;
- (5) Dealing with complaints
- (6) Establishment an annual production plan and notification of it 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 plants or organic feeds.**

4. The internal rules shall be reviewed properly and periodically, and fully notified to 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 subjects on agricultural production; or  
whose qualifications are equivalent to or better than the above; and  
who have experiences in agricultural production or providing guidance, conducting survey or research on agricultural production 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 agricultural production or providing guidance, conducting survey or research on agricultural production for no less than two years; or
- (3) Those who have experiences in agricultural production or providing guidance, conducting survey or research on agricultural production 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 plants 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 plants or 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) Inspection of production process;
  - (2) Labeling as graded;
  - (3) Shipping or disposing a lot after 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 of products shall be properly labeled by the methods prescribed in Article 5 of the JAS for organic plants or in Article 5 of the Japanese Agricultural Standard for organic feeds (Notification No. 1607 of the Ministry of Agriculture, Forestry and Fisheries of October 27, 2005).

## **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 plants or organic feeds as the staff in charge of 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.