

ANNEX B — GUIDANCE FOR THE SUBMISSION OF REQUESTED DATA FOR EACH OPERATOR IN QUEBEC

The certification bodies have obligations in relation with the *internal regulation pertaining to accreditation for certification bodies, Accreditation Reference Manual, Accreditation Agreement* and any laws or standards linked to their accreditation.

The accredited certifier must declare to the CAEQ all operators which are registered to obtain a product or a service included in its scope of accreditation and attached to one of those categories:

- A. individual operators to which the certifier has granted a certificate for the products they sell ;
- B. Operators registered as an organisation with « multiple-sites * » and an internal control system ;
- C. Operators with an attestation of pre-certification ;
- D. Operators with an attestation for services or inputs approval ;

* Refer to the definitions and criteria from the Accreditation Reference Manual

Data to provide

A – General information on the operator
1. Business name of operator which can be a legal person, partnership or individual. The name must be the same as in the <i>Quebec Entreprise Register</i> , if recorded.
2. Name of person (in charge of organic production)
3. Full address of operator's head office
4. Phone number of operator's head office
5. Fax number of operator's head office
6. Operator's e-mail address
7. Operator's website
8. All codes used to identify the operator: internal code from the certifier (8.1) and the <i>Québec Entreprise Number</i> (8.2)
9. Type of operator: <ul style="list-style-type: none"> a) Individual licensed operator ; b) Subcontractor or operator affiliated exclusively with another operator; c) Operator operating on numerous sites (multiple-sites) according to an internal control system
10. Date of the decision of pre-certification by the certifier (attestation)
11. Date of the first certification of products by the certifier
12. Other type of activities from the operator's sites (different from the products) <ul style="list-style-type: none"> a) Approved services ; b) Approved inputs.
13. Date of the withdrawal of the certificate of conformity (13.1) and the reason (13.2) <ul style="list-style-type: none"> a) Cancellation by the operator; b) Cancellation by the certification body; c) Change of certification body.

B – Data per operator’s site

14. Location (address, municipality, province, country, ZIP code) of each operation site on the certificate
15. Registration date of each operation site on the certificate
16. Date of most recent annual inspection on each operation site
17. Date of the withdrawal of the operation site from the certificate
18. Type(s) of operation(s) from which certified products on each operation site come from. One site can have one or several type : a) Crops Production; b) Livestock Production; c) Maple Production; d) Wild crops and non-timber forest products; e) Preparation and processing; f) Alcoholic beverages; g) Packaging and labelling;
19. Total area (in hectares) of each site used for crops production or wild crops
20. Exercise area for livestock (m ²) per site
21. Number of taps included in the certification of a maple operation site

C – Data on products

22. Generic name of the certified or pre-certified product(s) for each identified operation site
23. All certified product trademarks (including those belonging to distributors under contract with the operator). <i>If no distinct trademark exists then the name of the operator will be considered as the standard trademark.</i>
24. For crops production, cultivated area (in hectare) per production and per site (annually)
25. Average quantity or observed amount of livestock (dairy cows, laying hen...) or the number of hives per site
26. Date of pre-certification per product and per site
27. Date of the first certification of a product or crops/livestock on the certificate and per site
28. Date of withdrawal or suspension of a product or crops/livestock from the certificate and per site
29. Standards or Specification references for certification: Specification reference manual for organic in Québec and/or Canada Organic Regime.

Data transmission to CAEQ

All the mentioned data on the previous list must be consolidated by the certification body and transmitted to the CAEQ. An exception for services and inputs where just general information (Section A) is needed. Data concern operators based in Quebec.

All the data can be enter directly in the IT system (SIPAB) through an interface instead of being transmitted by email in the requested format. If you need further information concerning the option of data entry, please contact the CAEQ.

Each certifier must provide an update of the modified data regarding its clients and their products at the **beginning of each month**. The sequence (above) must be respected. An Excel file is attached as an example.

He shall also provide the CAEQ with information about all new granted, suspended or cancelled certification and any change of certification body, **every two weeks**.

A complete list of all the operators must be provided **once per year** with the Annual Report during the 1st trimester of the year.

The certifier must maintain and keep up-to-date all those data and information. It's its responsibility.

The CARTV reserve the right to use those data for statistics or to respond to specific questions from bodies while maintaining the confidentiality and the protection of personal information.