

 <p>SAG Ministerio de Agricultura Gobierno de Chile</p>	<p>INSTRUCTIONS FOR THE REGISTRATION OF CERTIFICATION ENTITIES FOR ORGANIC PRODUCTS</p>	<p>Code: D-GF-CGP-PT-006 Version: 03</p>
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**INSTRUCTIONS FOR THE REGISTRATION OF CERTIFICATION
ENTITIES FOR ORGANIC PRODUCTS**

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1 OBJECTIVE AND SCOPE

The objective of this document is to provide information on the application procedure for registration in the National Organic Products Certification System of the Certification Entities that SAG administers and maintains for these purposes.

The provisions of these instructions are applicable to all legal entities that voluntarily apply for this registration and will be granted according to the type of area to be certified.

These instructions are a compilation of the necessary background information or requirements for the registry administered by the SAG. The obligations and duties indicated in this document are defined according to those established in Supreme Decrees N° 2 from the year 2016 and N° 3 from the year 2016, consequently. If such decrees undergo modifications this document will be likewise updated.

2 REFERENCES AND RELATED DOCUMENTS

- Law N° 18,755, Organic Law of the Agricultural and Livestock Service, as amended by Law N° 19,283.
- Law N° 20,089, which creates the National Organic Agricultural Products Certification System.
- Decree N° 2 from the year 2016, from the Ministry of Agriculture, which approves Technical Standard Law N° 20,089 and its future amendments.
- Decree N° 3 from the year 2016, from the Ministry of Agriculture, which approves Regulations of Law N° 20,089, which created the National Organic Agricultural Products Certification System and its future amendments.

3 DEFINITIONS

Entity of Certification or Certification Entity

Organisation in charge of verifying that agricultural and livestock production is carried out in accordance with applicable technical standards to obtain organic or organic transitional products, including Certification Bodies (OCs) and Organic Farmers' Organisations (OAEs).

Organic Agricultural Product

An agricultural product that has been harvested, produced, processed, handled and/or marketed in compliance with organic production standards and whose origin may be plant, livestock, bee or fungal.

SAG

Agricultural and Livestock Service

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4 REGISTRATION IN THE CERTIFICATION BODIES REGISTRY

4.1 REQUIREMENTS FOR REGISTRATION IN THE CERTIFICATION BODIES REGISTRY

Only legal entities may apply for registration in the registry of certification bodies for organic products.

To enter the registry, certification bodies must show that they comply with the formalities, requirements, and technical and professional protocols necessary for the execution of the certification tasks contemplated in Law 20,089, its regulations, technical standards, and supplementary rules.

These instructions are a compilation of the necessary background information or requirements for the registry administered by the SAG. The obligations and duties indicated in this document are defined according to those established in Supreme Decrees N° 2 from the year 2016 and N° 3 from the year 2016 consequently. If such decrees undergo modifications, this guide will be likewise updated.

4.1.1 Infrastructure and equipment requirements

To have adequate technical and administrative facilities for the correct development of activities related to the certification of organic products as stipulated in Law 20,089 in its corresponding regulations and supplementary rules.

4.1.2 Personnel requirements

The Certification Body must have at least the following personnel:

4.1.2.1 Technical manager:

The Certification Body must have at least one technical manager who complies with the profile defined by the SAG for this position, who will be the counterpart before the SAG in technical issues associated with its activity as Certification Body and will be directly responsible for the correct performance of the activities that the Certification Body carries out.

A Certification Body may designate more than one technical manager to act simultaneously if the diversity and development of the technical functions to which it is applying justifies it. If this is the case, the types of products for which each designated technical manager is responsible must be identified.

The technical manager(s) must comply with the following profile:

- i) An academic background compatible with the performance of the technical functions, obtained through a university degree in the forestry-agricultural area.
- ii) At least three (3) years of work experience in the organic product certification area.

4.1.2.2 Technical team:

Operational personnel in the matters to be certified, made up of professionals or technicians from the forestry-agricultural sector who can show verifiable experience in the certification of organic products and knowledge of the matters to be certified.

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In the case of foreign organisations, their personnel must have studies equivalent to those indicated above.

4.1.3 Special requirements

- i) Credentials in product certification according to NCh-ISO 17065:2013 or its international standard ISO/IEC N° 17,065, according to a certificate issued by the Instituto Nacional de Normalización (INN) or by another accreditation body, member of the International Accreditation Forum (IAF) or the Inter-American Accreditation Cooperation (IAAC) or certificate issued by another accreditation body that is accredited under ISO/IEC 17011:2004 or COPANT/ISO/IEC 17011:2004. Notwithstanding the above, the SAG may request additional documents or background information to verify compliance with this requirement
- ii) A current legal personality, granted in accordance with national or foreign legislation, as applicable
- iii) To ensure the performance of its obligations, it must provide a guarantee for an amount equivalent to 200 Unidades de Fomento (UF), which may be in the form of a voucher, insurance policy or bank bond made out to the Agricultural and Livestock Service (SAG).
- iv) Certificates appropriate to their activities
- v) A fee system
- vi) To notify the SAG about the distinctive seal that will be used, if applicable

4.2 APPLICATION AND REGISTRATION PROCEDURE FOR CERTIFICATION BODIES REGISTRY

The application and registration procedure for the Certification Bodies registry is described below.

4.2.1 Submission of the application

Organisations interested in applying for registration in the Certification Bodies registry must apply for registration to the Head of the SAG Department of Commercial Transactions and Third-Party Authorisation, identifying the agricultural product(s) to be certified (F-GF-CGP-PT-026).

This application must be submitted to the Head of the Department of Commercial Transactions and Third-Party Authorisation of SAG (140 Bulnes Av., 6th floor, Santiago), after payment of the current background assessment fee of the application (stage I fee).

The **application for registration** must be accompanied by the following documents:

- i) Photocopy of the applicant's Tax ID Number (Rol Único Tributario)
- ii) Photocopy of the ID card of the corresponding legal representative or official identification document in the case of foreigners
- iii) Authorised copy of the articles of incorporation of the organisation with their corresponding modifications, if any

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- iv) Photocopy of the publication of the corresponding extract, when applicable
- v) Certificate of validity of legal personality, not older than ninety (90) days, issued by the relevant authority and certificate of registration in the Commercial Registry
- vi) Document evidencing the legal capacity of the legal representative of the organisation
- vii) Individualisation form of the technical manager(s) and of the personnel that make up the technical operational team, filled out and signed by the applicant's legal representative (F-GF-CGP-PT-027)
- viii) Authorisation form for the publication of certification bodies' information before SAG (F-GF-CGP-PT-028)
- ix) Identification form for the control system manager of the certification body (F-GF-CGP-PT-030)
- x) Certificate of degree, in original or legalised photocopy, for the technical manager and the technical team, as described in point 4.1.2
- xi) Curriculum Vitae of the technical manager and of the certification team
- xii) Curriculum Vitae of the personnel listed in numbers vii and viii, along with documents demonstrating experience in the certification of organic products and expertise in the matters to be certified
- xiii) On the basis of the current technical regulations, the organisation must present a description of the process to be used in performing the certification and control of the different operators that its services require
- xiv) Organisational chart of the organisation identifying the name, title, and responsibilities of each member
- xv) An attached copy of the Quality Manual, containing at least the organisation's procedures for:
 - a. Training, evaluation, and supervision of personnel
 - b. Granting, upholding, cancelling, and suspending a certification
 - c. Re-assessing decisions regarding certification
 - d. Assessment and certification processes related to each type of certification of organic goods or products
 - e. Handling complaints and claims
- xvi) Fee system
- xvii) Templates of certificates issued by the Certification Body
- xviii) Template of the official seal to be used
- xix) Description of the technical and administrative facilities
- xx) Copy of the receipt (CORE) of payment of the stage I fee for the evaluation of the application background, in accordance with the current SAG fee system

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4.2.2 Review of the application

The Head of the Department of Commercial Transactions and Third-Party Authorisation of the SAG will entrust a professional they oversee to review each application received who will verify that it is signed by the legal representative of the interested legal entity, and that all the documents listed in point 4.2.1 of this guide are attached to subsequently qualify it as complete or incomplete.

If the application is qualified as incomplete, it will be returned to the applicant, indicating the missing information and/or documents. Persons who find themselves in this situation may resubmit their application without paying the fee again within the following **thirty (30) days**. To do so, they must resubmit the application accompanied by the receipt (CORE) showing the previous payment of the fee.

If the application has not been resubmitted within this period, the applicant must submit a new application and pay the corresponding fee again.

Any application resubmitted to SAG must do so with a new registration application form, attaching as additional background information the form that was submitted the first time.

4.2.3 Technical and legal assessment of the application

Any application that is qualified as complete will move on to the technical and legal assessment stage. To that end, the Department of Commercial Transactions and Third-Party Authorisation will divide the documents submitted by the applicant into the applicant's legal background, which will be sent to the Head of the Legal Division, and the applicant's technical background, which will be sent to the Head of the Renewable Natural Resources Protection Division.

The SAG Divisions will assess the background information to verify that the applicant complies with the documentary requirements established in number 4.1 of these instructions.

During the documentary assessment process, the applicant may be asked for clarification of the background information submitted, establishing a deadline for the response.

If the applicant does not technically and/or legally comply with the requirements, the assessing official will prepare a report detailing the non-conformities detected, which will be sent to the Department of Commercial Transactions and Third-Party Authorisation, who will inform the interested party of the rejection of the application for registration.

4.2.4 Technical verification visit of the application

The SAG may determine the need to conduct a technical evaluation of the applicant in the field to verify that it has the facilities and technical capability necessary to perform the certification of organic products, according to current regulations. To this end, the verification visit will be coordinated with the applicant.

As a result of the verification visit, the inspector(s) in charge will prepare a detailed and well-founded report on compliance and any non-conformities detected, which will be sent to the Department of Commercial Transactions and Third-Party Authorisation.

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4.2.5 Final resolution of the application

After receiving the reports resulting from the technical and legal assessments of the applicant, the Department of Commercial Transactions and Third-Party Authorisation will determine, based on the available background information, if registration in the Certification Bodies for Organic Products Registry is accepted, informing the applicant of the decision.

Acceptance of the application

If the application for registration is accepted, the Department of Commercial Transactions and Third-Party Authorisation will inform the applicant, who will have a **period of twenty (20) business days** to submit the following information:

- A document that certifies the constitution of a guarantee for an amount of 200 UF in accordance with the provisions in the Regulations of Law N° 20,089.
- A copy of the receipt (CORE) of the payment of the stage II fee for registration and maintenance in the registry in accordance with the current fee system.

Once the Department of Commercial Transactions and Third-Party Authorisation receives this information, it will process the signature of the corresponding resolution by means of which the applicant will be entered in the registry.

The SAG will provide the interested party with a copy of this resolution and of the corresponding agreement, recognising them as a certification body.

If the applicant does not submit the background information mentioned above within twenty (20) business days of the communication from SAG, the application will be rejected.

Rejection of the application

If the application is rejected in view of the available background information, the Department of Commercial Transactions and Third-Party Authorisation will notify the applicant in writing and in a well-founded manner of the rejection of the application, returning the documents submitted in the application.

4.3 OBLIGATIONS OF THE CERTIFICATION BODIES

- i) Allow for oversight, deliver the information, and comply with the requirements determined by the SAG as part of its oversight and supervision functions
- ii) Send to the SAG, by **June 30th of each year**, by a letter addressed to the Department of Organic Agriculture, an annual report on its activities which must include, at least, the following:
 - Management Summary of the certification body, highlighting the following aspects: Introduction, Executive Summary for the year, structure, and changes to the organisation
 - Results of audits, evaluations and training of inspectors and certification personnel

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- List of certified operators updated for the assessed period, featuring only the identification of the operator and their risk classification, according to the provisions of the SAG
 - Operator inspection programme
 - Conclusions on the work carried out during the period
- iii) Request to the SAG, **between January 2nd and 10th of each year**, by means of a letter addressed to the Department of Commercial Transactions and Third-Party Authorisation, the renewal of the authorisation to use the official seal and assignment of the annual numbering, paying the corresponding fee and informing the number of certificates issued with the corresponding official seal
 - iv) Keep information obtained from its operators confidential during their certification activities
 - v) Report the existence of pests or diseases of mandatory control to the SAG
 - vi) Adopt the appropriate measures when the SAG communicates the result of a sanctioning process affecting one of its operators
 - vii) Adapt its procedures to the guidelines established by the SAG
 - viii) Perform annual sampling of pesticide residues for at least 5% of the operators it certifies to the nearest integer. Samples may include collection and analysis of soil, water, wastes, plant tissues and samples of plant, animal, and processed products
 - ix) Make unannounced visits to at least 10% of its operators during the corresponding season
 - x) The certification bodies and their personnel in charge of certification work must permanently maintain the conditions that allowed for their registration and comply with any obligations this imposes on them
 - xi) The certification bodies must periodically inform the SAG of the results of activities carried out during the period in keeping with the deadlines and formats established by the SAG
 - xii) Perform at least one inspection visit to each of its operator's production units within a period of no longer than twelve (12) months
 - xiii) The certification body must transfer its control files when an operator reports a change of organisation. The information must be delivered to the new organisation within no more than fifteen (15) calendar days from the date of the communication of the change of organisation by the operator
 - xiv) In case of suspension or cancellation of the certification of an operator, the purchasers of the product must be informed in writing, to guarantee that the labels or tags related to the organic quality of the product are removed from said production
 - xv) When the operator withdraws from the System, the certification body must retain their control file for a period of at least five (5) years
 - xvi) Certification bodies must maintain the conditions that allowed for their registration

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xvii) The certification body must keep an updated record of its operations in the organic agriculture computer system, or the means determined by the SAG for these purposes

4.4 PERIOD OF VALIDITY OF REGISTRATION

Registration will be valid indefinitely from the date of issuance of the corresponding resolution of registration to the extent that it complies with the following:

- Complies with its obligations as a certification body
- Maintains a valid guarantee for an amount equivalent to 200 UF
- Renews the authorisation to administer the official seal on an annual basis

4.5 EXTENSION OF REGISTRATION

A certification body that is currently registered to certify the status of one or more organic products may request the extension of its registration to one or more additional products.

For this extension, the interested party must apply for extension of registration (F-GF-CGP-PT-029), which will follow the same procedure detailed in point 4.2 of these instructions and to which the following documents must be attached:

- i) Individualisation form for the technical manager(s) of the certification body and of the personnel in charge of the new area, filled out and signed by the applicant's legal representative (F-GF-CGP-PT-027)
- ii) If a new technical manager is needed for this area, a certificate of degree, in original or legalised photocopy, and Curriculum Vitae of the technical manager as stipulated in point 4.1.2 of this guide, which demonstrates their competence in the field of organic products certification systems, must be attached
- iii) Based on current technical regulations, the certification body must submit a description of the process to be used for certification
- iv) Copy of the receipt (CORE) of the payment of the stage I fee for the extension of registration, in accordance with the current fee system

The extension of the registration will be delivered through a new resolution, limited to the new products being applied to. This extension will also be valid indefinitely.

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5 REGISTRATION IN THE ORGANIC FARMERS' ORGANISATIONS REGISTRY

5.1 REQUIREMENTS FOR REGISTRATION IN THE ORGANIC FARMERS' ORGANISATIONS REGISTRY

Only legal entities may apply for registration in the organic farmers' organisations registry. For the purposes of the National Organic Agricultural Products Certification System, organic farmers' organisations are those organisations with a valid legal personality, whose annual sales do not exceed the equivalent of 25,000 UF.

Interested parties may apply for registration for one or more types of products, and must comply with the formalities, requirements, and technical and professional protocols necessary for the production and marketing of organic products under Law N° 20,089, in its corresponding regulations and supplementary rules, and must comply with the following requirements:

- i) A valid legal personality granted in accordance with national legislation
- ii) Compliance with the production requirements established in the regulations of the Law and the current official technical standards
- iii) A record of its production activities that allows for a trace system to be established
- iv) An internal control system with at least the following elements:
 - a. A list of members of the internal control system
 - b. Control methods and records of the control activities that indicate the level of supervision to members of the group
 - c. Updated information on the members of the group (name, Tax ID number, name or identification of the property, geographical location, total area of the property specifying the surface for organic farming, types of crops, destination of production, management plans, any subcontracts, among others)
 - d. Internal procedure manual. This manual must contain an outline of the structure of the group, the way in which the control of the members will be carried out and the confidentiality policy to follow. The manual should specify the rights and obligations of the members, technical standards to be used, procedure for appointing internal inspectors, procedures for decision making and risk assessment, periodicity of visits and procedure for infractions and application of sanctions for non-compliance with technical standards or other obligations, among others
 - e. Ensure compliance with the Chilean technical standards for organic production
 - f. Sworn Declaration or Letter of Commitment from each of its members to submit to the procedures of the group's internal control system

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- g. Designation of a person responsible for the internal control system who will be the counterpart before the SAG for the effects of the corresponding oversight
- h. Flow of the commercialisation process of the products in their corresponding registries and their control

5.2 APPLICATION AND REGISTRATION PROCEDURE FOR THE ORGANIC FARMERS' ORGANISATIONS REGISTRY

5.2.1 Submission of the application

The applicant must fill out and sign the registration application form (F-GF-CGP-PT-031). This form must be submitted to the SAG Regional Directorate or Sector Office corresponding to the applicant's domicile.

The applicant must pay the current fee corresponding to stage I, prior to submitting their application for registration, which will not be reimbursed in the event of rejection. This payment can be made at any SAG branch with a cashier's office.

The application form must be submitted along with the following documentation:

- i) Photocopy of the applicant's Tax ID
- ii) Photocopy of the corresponding legal representative's ID card or official identification document in the case of foreigners
- iii) Photocopy of the articles of incorporation, with their corresponding amendments, if any
- iv) Photocopy of the publication of the corresponding extract, when applicable
- v) Certificate of validity as a legal entity, no older than ninety days, issued by the relevant authority
- vi) Document evidencing the legal capacity of the legal representative of the organisation
- vii) Copy of the receipt (CORE) of payment of the stage I fee for the background evaluation of the application in accordance with the current fee system
- viii) List of producers that belong to the applicant organisation, according to form (F-GF-CGP-PT-033)
- ix) Identification form for the person(s) in charge of the control system and the work team filled out and signed by the applicant's legal representative (F-GF-CGP-PT-034)
- x) Control methods and records of the control activities that indicate the level of supervision to members of the group
- xi) Internal Procedure Manual, including at least:
 - a. Outline of the structure of the group and identification of responsibilities
 - b. The way in which the control of the members will be carried out

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- c. Obligations, rights, and sanctions of the members of the organisation
 - d. Technical standards to be employed
 - e. Criteria for excluding members of the group for non-compliance with the technical standards or other reasons
 - f. Confidentiality policy
 - g. Policy and procedures for decision making, risk assessment, periodicity of visits and appointment of "internal inspectors"
 - h. Identification of responsibilities and decision-making processes
- xii) Diagram showing the flow of the commercialisation process of the products with their respective records.
- xiii) Certificate issued by the Tax Administration (SII) evidencing annual sales
- xiv) Authorisation form for the publication of Organic Farmers' Organisations' information before SAG (F-GF-CGP-PT-032).

Each Regional Director will entrust their personnel to review and/or evaluate each application received in their region.

5.2.2 Document Review

The official in charge of reviewing the application must verify that it includes all the documents requested in point 5.2.1 of these instructions and then classify it as complete or incomplete.

If the application is qualified as incomplete, it will be returned to the applicant, indicating the missing information and/or documents. Persons who find themselves in this situation may resubmit their application without paying the fee again within the following **thirty (30) days**. To do so, they must resubmit the application accompanied by the receipt (CORE) showing the previous payment of the fee.

If the application has not been resubmitted within this period, the applicant must submit a new application and pay the corresponding fee again.

Any application resubmitted to SAG must do so with a new registration application form, attaching as additional background information the form that was submitted the first time.

Once the application is classified as complete, it will move to the background document assessment stage.

5.2.3 Document Assessment

The document assessment will be carried out by personnel from the technical area, along with the regional legal advisor, and its purpose will be to verify that the applicant complies with the requirements defined in these instructions.

During the assessment process, the SAG may ask the applicant for clarification of the background information submitted, establishing a deadline for the response.

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The result of this assessment will be an assessment report, which will be sent for the consideration of the SAG Regional Director. This report will be included in the same application form, in section III, provided for said purpose.

4.2.4 Technical verification visit of the application

The SAG may determine the need to conduct a technical assessment of the applicant in the field, to verify that it has the facilities and technical capability necessary to perform the certification of organic products, according to the current regulations. To this end, the verification visit will be coordinated with the applicant.

As a result of the verification visit, the inspector(s) in charge will prepare a detailed and well-founded report on compliance and any non-conformities detected which will be sent to the Department of Commercial Transactions and Third-Party Authorisation.

5.2.5 Regional Director recommendation

Based on the assessment reports, the Regional Director will issue a recommendation of acceptance or rejection of the application, which will be stamped in section IV of the application form itself.

When the Regional Director determines, in a well-founded way, the rejection of the application for registration, he/she will notify the interested party.

If the Regional Director considers that the interested party meets the requirements for registration, they will request that the Department of Commercial Transactions and Third-Party Authorisation approve the application for registration by sending:

- A photocopy of the corresponding registration application
- A copy of the identification forms of the technical manager and personnel in the case of legal entities
- An original authorisation form for the publication of organic farmers' organisations information

Final resolution of the application for registration

The Department of Commercial Transactions and Third-Party Authorisation will determine, based on the information presented by the Regional Director, the applicant's registration.

If the registration application is accepted, the applicant will be notified of this fact and informed that they will be required to pay the current stage II registration fee.

Once the applicant certifies payment of the current fee to the Department of Commercial Transactions and Third-Party Authorisation, the latter will issue the Registration Resolution.

Finally, the Department of Commercial Transactions and Third-Party Authorisation will send the Regional Director two (2) copies of the Registration Resolution, one to be delivered to the interested party and the other for the regional records office.

If the Commercial Transactions and Third-Party Authorisation Department

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determines that, based on the information sent by the Regional Director, the applicant's registration is rejected, they will communicate this decision to the Regional Director so that they may notify the interested party.

5.3 OBLIGATIONS OF ORGANIC FARMERS' ORGANISATIONS

- i) Provide SAG inspectors free access to their production, processing, and marketing units
- ii) Allow for oversight, deliver the information, and comply with the requirements determined by the SAG as part of its oversight and supervision functions
- iii) Deliver to the SAG, **by June 30th of each year**, by a letter addressed to the Department of Organic Agriculture, an annual report of its activities, which must include, at least, the following:
 - A Management Summary of the Organisation containing at least the following aspects: Introduction, Executive Summary for the year, structure, and changes to the organisation
 - Number of certified operators updated for the assessed period
 - Operator inspection programme
 - Conclusions on the work carried out during the period
- iv) Adopt the appropriate measures when the SAG communicates the result of a sanctioning process affecting one of its operators
- v) Adapt its procedures to the guidelines established by the SAG
- vi) Keep an updated record of its operations in the Organic agriculture computer system or the means determined by the SAG for these purposes

6 SUPERVISION AND OVERSIGHT

The SAG will supervise and oversee the certification bodies to verify compliance with the law and that they continue to meet all the conditions that allowed them to be registered in the Registry in accordance with the current legislation.

The supervisions will be subject to the payment of the fee established by Exempt Resolution N° 569 from the year 2007 of the SAG National Directorate.

Organic farmers' organisations will be subject to oversight and control by the SAG.

7 SANCTIONS

The SAG will be the relevant authority in charge of supervising compliance with Law 20,089 and its supplementary regulations, and of sanctioning any infractions indicated in Articles 9 and 10 of that law in accordance with the sanctions and claims procedure contained in Paragraph IV of Title I of Law N° 18,755.

8 FORMS

F-GF-CGP-PT-026	Application for registration in the certification bodies registry
F-GF-CGP-PT-027	Identification form for the technical manager and the certification body's work team
F-GF-CGP-PT-028	Authorisation for publication of certification body information
F-GF-CGP-PT-029	Application for extension of registration in the certification bodies registry
F-GF-CGP-PT-030	Identification form for the person responsible for the control system of the certification body
F-GF-CGP-PT-031	Application for registration in the organic farmers' organisations registry
F-GF-CGP-PT-032	Authorisation for publication of organic farmers' organisations information
F-GF-CGP-PT-033	List of members of the organic farmers' organisation
F-GF-CGP-PT-034	Identification form for the person responsible for the control system of the organic farmers' organisation.



APPLICATION FOR REGISTRATION IN THE CERTIFICATION BODIES REGISTRY

Code: F-GF-CGP-PT-026
Version: 02

Mr/Mrs/Miss Head of the Department of Commercial Transactions and Third-Party Authorisation of the Agricultural and Livestock Service, the undersigned, identified below, hereby submits to you for processing, an *Application for Registration in the Organic Products Certification Bodies Registry* for the following types of products:

(Mark with a cross)

Type of products	
1. Livestock	<input type="checkbox"/>
2. Agricultural	<input type="checkbox"/>
3. Poultry	<input type="checkbox"/>
4. Fungal	<input type="checkbox"/>
5. Wines	<input type="checkbox"/>
6. PROCESSED PRODUCTS	<input type="checkbox"/>

SECTION I: Identification of applicant's organisation.

Company Name:

Tax ID N°:

Address:

Street N° Flat Village, condominium, town or other.

District City Region

Contact telephone N°:..... Contact fax N°:

Contact e-mail:

This form consists of four (4) pages, and must be submitted completely, even though sections I, II and IV are for the exclusive use of the Agricultural and Livestock Service.

SAG personnel at the Oficina de Partes receiving this form submitted by the applicant must make a record of it in section II.



APPLICATION FOR REGISTRATION IN THE CERTIFICATION BODIES REGISTRY

Code: F-GF-CGP-PT-026
Version: 02

Legal Representative Information

Full name:

ID N°:

Nationality:..... Sex: -Male..... -Female.....

Address:

.....
Street N° Flat Village, condominium, town or other.

.....
District City Region

Contact telephone N°:..... Contact fax N°:.....

Contact e-mail:

Declaration

Through the present instrument, I,
....., on behalf of
....., Tax ID N°, declare
under oath that:

1. The applicant’s organisation I represent complies with all the requirements and conditions established by Law N° 20,089, its regulations, and respective technical standard, to be a certification body for organic products.
2. The applicant’s organisation I represent has full knowledge of the obligations and duties established by Law N° 20,089, its regulations, and respective technical standard, and undertakes to faithfully comply with them while it is registered as a certification body for organic products.
3. The applicant organisation I represent is not subject to the disqualifications established in Article 14 of the Regulations of Law 20,089.

I make this declaration to apply for registration before the SAG as a certification body for organic products.

.....
Signature of the legal
representative of the applicant’s
organisation

Date:



**APPLICATION FOR REGISTRATION IN THE
CERTIFICATION BODIES REGISTRY**

Code: F-GF-CGP-PT-026
Version: 02

SECTION II: Receipt of Application *(For the exclusive use of the Agricultural and Livestock Service)*

Date received:

Name of receiving SAG personnel:

Signature of receiving SAG
personnel:

SECTION III: Application Review

a) Indicate whether the application is sent with the following documents:	
1. Photocopy of the applicant's Tax ID	
2. Photocopy of the ID card of the corresponding legal representative or official identification document in the case of foreigners	
3. Authorised copy of the articles of incorporation of the organisation with their corresponding modifications, if any	
4. Photocopy of the publication of the respective extract, when applicable	
5. Certificate of validity of the organisation, not older than ninety days, issued by the relevant authority	
6. A document evidencing the legal capacity of the legal representative of the organisation, not older than ninety days	
7. Identification form for the technical manager and the certification body personnel, filled out and signed by the legal representative of the applicant	
8. An original or legalised photocopy of the certificate of degree of the identified technical manager in accordance with point 4.1.2	
9. Curriculum Vitae of the identified team, evidencing their competence in the field of product certification systems, as stipulated in point 4.1.2	
10. Identification form for the person responsible for the control system	
11. A document describing the process to be used in performing the certification and control of the different operators that its services require	
12. Authorisation form for the publication of registered certification bodies for organic products' information	
13. A copy of the receipt (CORE) of the payment made for the registration application, according to the current fee system	
14. Certificate of accreditation in product certification issued by the INN or by another accreditation body that is a member of the International Accreditation Forum (IAF) or the Inter-American Accreditation Cooperation (IAAC)	



APPLICATION FOR REGISTRATION IN THE CERTIFICATION BODIES REGISTRY

Code: F-GF-CGP-PT-026
Version: 02

15. Organisational chart of the certification body identifying the name, title, and responsibilities of each member	
16. Copy of the policies and/or procedures	
17. Document describing the fee system	
18. Template of the official seal to be used	
19. Templates of certificates issued by the organisation	
20. Documents evidencing at least three years of experience in the certification of organic products for the technical manager and two years for the rest of the team	
21. Description of the technical and administrative facilities	
b) This application is qualified as documentarily _____	
_____ (complete / incomplete)	

NOTIFICATION OF MISSING DOCUMENTS

In case the result of letter **b)** is an **incomplete application**:

Indicate the missing background information or details:

.....
.....
.....

Name of SAG personnel notifying the applicant's organisation of the missing documents:

.....

.....
Signature of notifying SAG personnel:

Date of notification:

RECEIPT OF MISSING DOCUMENTS

Name of SAG personnel receiving missing documents:

.....

Signature of receiving SAG personnel:

Date of receipt:

 <p>SAG Ministerio de Agricultura Gobierno de Chile</p>	<p>IDENTIFICATION FORM FOR THE TECHNICAL MANAGER AND THE CERTIFICATION BODY WORK TEAM</p>	<p>Code: F- GF-CGP-PT-027 Version: 02</p>
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Identification of certification body:

Company name:Tax ID N°:

Identification of technical manager and personnel of certification body

Name	ID N°	Work performed ¹	Type(s) of product(s) associated with your work	Signature

SIGNATURE OF LEGAL REPRESENTATIVE OF CERTIFICATION BODY

¹ In this column, the work of the personnel must be identified, for example, technical manager, inspector, administrative, certification committee member.

By means of the present document, I ,
 ID N°..... , on behalf of..... ,
 authorise the Agricultural and Livestock Service to publish in its registry, in case the application for registration of my represented party is accepted, the name of the organisation I represent and its e-mail address, as well as the information specified below during the period of validity of its registration:

Name of the certification body:

(Fill out with an X where appropriate)

Information:	Authorised for publication	
	YES	NO
Organisation Tax ID N°		
Organisation address		
Organisation phone number		
Organisation official website		
Organisation e-mail		
Name and ID N° of legal representative		
Name and ID N° of technical manager		

 Signature of the legal representative of the
 applicant's organisation

Date:

Mr/Mrs/Miss Head of the Planning and Strategic Development Division of the Agricultural and Livestock Service, the undersigned, identified below, hereby submits to you for processing, an Application for Extension of Registration in the Certification Bodies Registry to carry out activities associated with the certification of organic production of the following type(s) of products:

(Indicate additional product types to which you are applying).

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Section I: Identification of applicant (Fill out in block letters).

Company Name:

Tax ID:

Declaration:

Through the present instrument, I, on behalf of Tax ID N°, declare under oath that:

1. The applicant's organisation I represent complies with all the requirements and conditions established by Law N° 20,089, its regulations and corresponding technical standard, to be a certification body for organic products.
2. The applicant's organisation I represent has full knowledge of the obligations and duties established by Law N° 20,089, its regulations, and corresponding technical standard, and undertakes to faithfully comply with them while it is registered as a certification body for organic products.
3. The applicant's organisation that I represent is not subject to the disqualifications established in Article 14 of the regulations.

I make this declaration to apply for registration before the SAG as a certification body for organic products.

Signature of the legal representative of the applicant's organisation

Date,.....

 <p>SAG Ministerio de Agricultura Gobierno de Chile</p>	<p>APPLICATION FOR EXTENSION OF REGISTRATION IN THE CERTIFICATION BODIES REGISTRY</p>	<p>Code: F- GF-CGP-PT-029 Version: 02</p>
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Section II: Receipt of Application *(For the exclusive use of the Agricultural and Livestock Service).*

Date received: SAG office

Name of receiving SAG personnel:

Signature of receiving SAG
personnel:

SAG personnel at the Oficina de Partes receiving this form submitted by the applicant must make a record of it in section II.



**IDENTIFICATION FORM FOR THE PERSON
RESPONSIBLE FOR THE CONTROL SYSTEM
OF THE CERTIFICATION BODY**

Code: F- GF-CGP-PT-030
Version: 02

Company name:

Tax ID N°:

Identification of technical manager:

Full name:

ID N°:

Signature..... Half signature

Control system members

Name	ID N°	Work performed ²	Signature

Signature of Legal Representative of Certification Body

Date,.....

² Indicate work performed in the control system, for example: Internal Inspector.

	APPLICATION FOR REGISTRATION IN THE ORGANIC FARMERS' ORGANISATIONS REGISTRY	Code: F- GF-CGP-PT-031 Version: 02
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(These forms can be obtained for printing from the website www.sag.cl)

Instructions.

- All forms must be filled out in legible print.

Application request form.

1. In the first paragraph, indicate the region which the Regional Directorate or Sectoral SAG Office where the application is to be submitted belongs to.
2. In section I of the form, fill out all the information requested for both the organic farmers' organisation and its legal representative. Only the fax number is optional.
3. The signature must belong to the legal representative of the applicant's organisation.
4. Submit the complete form (5 sheets) to the SAG, even though sections II, III and IV are for the exclusive use of SAG.

Authorisation Form for the Online Publication of Information

1. In the first paragraph, enter the full name and ID number of the legal representative of the organic farmers' organisation applying for registration.
2. Fill out the table with an "X" where appropriate.
3. Signature of the legal representative of the organic farmers' organisation applying for registration.
4. Indicate the date on which the authorisation is issued.



APPLICATION FOR REGISTRATION IN THE ORGANIC FARMERS' ORGANISATIONS REGISTRY

Code: F- GF-CGP-PT-031
Version: 02

Mr/Mrs/Miss Regional Director of the Agricultural and Livestock Service of the region ofthe undersigned, identified below, hereby submits to you for processing, an Application for Registration in the Certification Bodies Registry for the following type(s) of products:

(Mark with a cross)

Type of products	
1. Livestock	<input type="checkbox"/>
2. Agricultural	<input type="checkbox"/>
3. Poultry	<input type="checkbox"/>
4. Fungal	<input type="checkbox"/>
5. Wines	<input type="checkbox"/>
6. PROCESSED PRODUCTS	<input type="checkbox"/>

SECTION I: Identification of the applicant organic farmers' organisation.

Company Name:

Tax ID N°:

Address:

Street N° Flat Village, condominium, town or other.

District City Region

Contact telephone N°: Contact fax N°:.....

Contact e-mail:.....

This form consists of four (4) pages, and must be submitted completely, even though sections I, II and IV are for the exclusive use of the Agricultural and Livestock Service. SAG personnel at the Regional Direction or Sectoral Office receiving this form submitted by the applicant must make a record of it in the next section.

Legal Representative Information

Full name:

ID N°:

Nationality: Sex: -Male..... -Female...

Address:

.....
 Street N° Flat Village, condominium, town or other.

.....
 District City Region

Contact telephone N°: Contact fax number:

Contact e-mail:.....

Declaration

Through the present instrument, I,
, on behalf of
, Tax ID N°, declare
 under oath that:

1. The organisation I represent and the organic farmers' who make it up comply with all the requirements and conditions established by Law N° 20,089, its regulations and the current official technical standards.
2. The applicant's organisation I represent has full knowledge of the obligations and duties established by Law N° 20,089, its regulations and corresponding technical standard, and undertakes to faithfully comply with them while it is registered as an organic products certification body.
3. The applicant's organisation I represent, and its members are not subject to the disqualifications established by Article 14 of the regulations.

I make this declaration to request registration with the SAG in the corresponding registry.

 Signature of legal representative of applicant's
 organisation

Date,.....

SECTION II: Receipt of the application

Date received: SAG office

Name of receiving SAG personnel:

Signature of receiving SAG
personnel:

SECTION III: Review and assessment of the application

a) Indicate whether the application is sent with the following documents:

i) Photocopy of the organisation's Tax ID	
ii) Photocopy of both sides of the legal representative's ID card or official identification document in the case of foreigners	
iii) Photocopy of the articles of incorporation with their corresponding amendments if any	
iv) Photocopy of the publication of the corresponding extract, when applicable	
v) Certificate of validity issued by the relevant authority, not older than ninety days	
vi) Document certifying the legal representative's capacity to act on behalf of the organisation applying for registration	
vii) Identification form for the control system manager(s) and the work team, filled out and signed by the legal representative of the applicant	
viii) Control methods and records of the control activities that indicate the level of supervision to members of the group	
ix) List of producers that belong to the applicant's organisation	
x) Internal procedure manual	
xi) Diagram showing the flow of the commercialisation process of the products with their respective records and control methods at each stage	
xii) Certificate issued by the Tax Administration (SII) showing annual sales	
xiii) An original authorisation form for the publication of organic farmers' organisations information	
xiv) A copy of the receipt (CORE) of the payment made for the registration application, according to the current fee system	

b) This application is qualified as documentarily _____

 (complete / incomplete)

NOTIFICATION OF MISSING DOCUMENTS

In case the result of letter **b)** is an **incomplete application**:
 Indicate the missing background information or details:

.....
 Name of SAG personnel notifying the applicant's organisation of the missing documents:

.....
 Signature of notifying SAG personnel: Date of notification:

RECEIPT OF MISSING DOCUMENTS

Name of SAG personnel receiving missing documents:

.....
 Signature of receiving SAG personnel:
 Date of receipt:

TECHNICAL AND LEGAL VALIDATION OF THE ASSESSMENT

In case the result of letter b) is YES:
 Does the applicant organisation meet the technical and legal requirements to qualify for registration in the registry?

YES NO

If the applicant's organisation does not comply with the requirements, indicate the cause:

Name and signature of technical area Name and signature of legal advisor
 personnel that performed the assessment

By means of the present document, I,
ID N°....., on behalf of, authorise the
Agricultural and Livestock Service to publish in its registry, in case the application for
registration of my represented party is accepted, the name of the organisation I represent and
its e-mail address, as well as the information specified below during the period of validity of
its registration:

Name of the organic farmers' organisation:
.....

(Fill out with an X where appropriate)

Information:	Authorised for publication	
	YES	NO
Organisation's Tax ID N°		
Organisation's address		
Organisation's phone number		
Organisation's website		
Organisation's e-mail		
Name and ID N° of legal representative		
Name and ID N° or the participant organic farmers		

Signature of legal representative of applicant's
organisation

Date:.....

Company name:

Tax ID N°:

Identification of technical manager:

Full name:

ID N°:

Technician Signature Half signature

Control system members

Name	ID N°	Work performed ³	Signature

Signature of Legal Representative of Organic
Farmers' Organisation

Date:

¹ Indicate work performed in the control system, for example: Internal Inspector.