

JONA Certification Program 2022

This program is open to the public in principle and kept by JONA members, inspectors, Certification officers and Standard Committee members.

Japan Organic and Natural Foods Association

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Preface

Policy of certification activities and purpose of this program

JONA, active basically in Japan, but wherever it is needed in the world, is a nonprofit organization which is aimed at preventing and sustaining the ecosystem as a whole including natural environment and the living condition of people.

One of the main activities of JONA is to establish the management system for certification based on the international standard (ISO17065) as a third party to inspect and certify an entire production chain (producing, processing, distribution, sales) of products such as organic foods and GLOBALG.A.P.

JONA is convinced that these certification activities will lead to popularization of food and goods safer for natural and social environment and further to conservation and preservation of the whole ecosystem, which is the mission of JONA.

JONA believes the certification must be achieved only by clarifying the three principles stated as follows.

1. to establish the certification system as a third-party certification body capable of making adequate inspections
2. to clarify procedures of certification process
3. to clarify the standards which applicants for certification shall have to follow

The following documents are documented to achieve the three principles respectively.

1. Statute of JONA
2. *JONA Certification Program*
3. *JONA Organic Standards* and other standards.

In essence, it is necessary for an applicant to demonstrate that their production and handling are compliant with standards by application documents, actual production sites, explanation at an on-site inspection, records and slips, and so forth. JONA evaluates compliance of their application with the standards. JONA conducts the certification operation in the fair, just and prompt manner. In order for JONA to conduct proper evaluation, this Certification Program addresses structural requirements of JONA and “rules” with applicants on inspection and certification. It is necessary for an applicant to fully understand this Certification Program.

Procedures for revision of this program

Moreover, for revision (amendment, addition, and subtraction of clauses) of *JONA*

Certification Program, the Administration Office proposes in its communication letter a draft based on the proposals made by JONA members and past decisions by the Certification Committee after approval by the Board. A thirty (30)-day period is given for the members for question and answer by document. After a thirty (30)-day evaluation period, the board decides the revised program. It is to be reported at the General Assembly.

I. Definition of terms

Certification: To prove, through inspections, that an applicant maintains the management system of its production to be in line with applicable management standards of production.

JONA International Certification: Certification JONA conducts based on regulations of international bodies and foreign governments such as IFOAM Accredited certification, COR certification and EU certification.

JONA Original Certification: For JONA to prove, through inspections, that an applicant has the management system of the production to be in line with *JONA Organic Standards*. The details are prescribed in *JONA Certification Program*.

JAS Certification: To prove that an applicant is line with “Technical Criteria for Production Process Management Director” and so forth. The scope of JAS certification is organic agricultural products, organic processed foods, organic livestock, and organic feed. The details are prescribed in *JONA Certification Program*.

JAS Law: A common name of “The Law Concerning Japan Agricultural Standards, etc. (Law No.175 in 1950)”

COR Certification: Certification based on Canadian Organic Regime of Canada

EU Certification: Certification based on EC 834/2007.

Swiss Certification: Certification based on Swiss Organic Farming Ordinance.

Production Process Management Director (P.P.M.D.): A controlling body of production of organic agricultural product, organic agricultural feed, organic processed food, organic livestock and/or organic aquatic products (including organic algae).

Processor: A controlling body of manufacturing products outside the scope of organic JAS.

Re-Packer: A body to sub-divides and/or repacks organic agricultural products, organic agricultural feed, organic livestock, organic aquatic products (including organic algae) and/or organic processed food.

Importer: A body to attach organic JAS marks on the products (organic agricultural product and organic agricultural processed food) certified in the country or regions that the Japanese government evaluates as having as equivalent labeling regulations as Japan, based on a certificate of the body that the Minister of Agriculture, Fishery, and Forestry designates.

Cosmetics Marketing Authorization Holder: A controlling body of manufacturing and/or distributing organic cosmetic products

Food Handler and Warehouse/Transporter: Categories certified for JONA IFOAM Certification, JONA Original Certification and EU Certification according to *JONA Certification Program*. These can be certified according to COR Certification.

Inspector: A qualified person who makes an on-site inspection (by visiting sites and/or remotely) for organic certification and/or certification of JAS with Production Information. Qualification, works, and so forth of an inspector are prescribed separately in *JONA Organic Inspection & Certification Manual*.

Certification officer: A qualified person to make a certification decision to report it to the Chairperson.

Qualified person: A person who is qualified to evaluate operators by *JONA Organic Inspection & Certification Manual*.

Split Production: A production where organic and non-organic productions are done by a certain operator (e.g. organic tomato and conventional cabbage)

Parallel Production: A type of split production where the same products produced in organic and non-organic productions (e.g. organic non-glutinous rice and conventional non-glutinous rice)

IFOAM (International Federation of Organic Agricultural Movement): A worldwide, private organization, established in 1972, that promotes organic movements.

IOAS (International Organic Accreditation Service): The international organization that, under contract with IFOAM or evaluation by foreign government agency, audits whether a certification body is capable of doing appropriate certification business. IOAS mainly audits certification bodies.

IACB (International Accredited Certification Body): A certification body accredited by IOAS.

FAMIC (Food and Agricultural Materials Inspection Center): independent administrative institution that conducts inspection, analysis and monitor labeling related to safety of food chain. In the area of organic certification, it conducts audits of certification bodies and certified operators as requested from MAFF under JAS Law.

II. Organization

1, Japan Organic and Natural Foods Association (JONA)

1.1 JONA

The organization is named as Japan Organic and Natural Foods Association, abbreviated as “JONA”. It was established in 1993 to implement organic certification. It is located at, 3-5-3 Kyobashi, Chuo-ku, Tokyo, Japan. It is registered as a non-profit organization since 1999 at the Metropolitan Government of Tokyo. It has been operating as an organic registered certification body since organic JAS regulation became implemented in 2000. It obtained IFOAM-accreditation in 2002 and was registered as a certification body for COR in 2009 and EU certifications in d 2011.

1.2 Purposes

The purpose of JONA is to prevent environmental contamination caused by agricultural, forestry, and fishery production, distribution, food manufacturing and to maintain and improve the living condition of people and ecosystem by providing the certification services and promoting proper labeling of the products.

1.3 Field of the non-profit activities.

JONA conducts the under-mentioned activities to achieve its purposes stated above

- a) Conservation of environment
- b) International cooperation
- c) Assisting the organizations involved in such activities as a) & b)

1.4 Category of the activities

JONA operates the following non-profit activities to achieve its purpose of 1.2.

- a) inspecting and certifying the process of and /or handling of organic agricultural, livestock and aquatic products and those processed food
- b) inspecting and certifying the process of and /or handling of agricultural and aquatic products other than organic products, and its proper labeling
- c) providing information, educating, outreaching by having seminars, and other services about environmental issues, organic agriculture, organic aquaculture, organic processed products and other products.
- d) conducting other activities to accomplish its purpose

1.5 Office hours

The office hours of JONA is 9:00 – 17:30 (including an one-hour break) except Saturday, Sunday and public holidays. The details of rules for working for the hours other than the above are prescribed in the rules of employment. JONA office is closed on Saturday, Sunday, public holidays and the Year-end and New Year holidays (from 29 December to 3 January in general).

2 Organizational structure of JONA

2.1 Full member

A full member is an individual or an organization that joins JONA and supports its purpose.

2.2 Associate member

An associate member is an individual or an organization, contracted with a full member, that joins JONA and supporting its purposes.

2.3 Supporting member

A supporting member is an individual or an organization that joins JONA to help its activities.

2.4 Board

JONA full members elect board members, and board members execute management of JONA. Their duty and terms and other details are prescribed in *JONA Statute* separately.

2.5 Chairperson

Chairperson, selected by board members, manages operations of JONA. In order to manage operations appropriately, Chairperson is responsible for securing of resources, development of management policy, supervision of promotion and certification activities, granting, maintenance, expansion, reduction, suspension and revocation of certification, contractual agreement, delegation of authority to committees or personnel, , and personnel competence requirements. Chairperson

2.6 Auditor

Auditors are elected by JONA full-members. Auditor supervises the Board and financial situation of JONA. The auditor's duty, terms and other details are stated in *JONA Statute*.

2.7 Document reviewer

A document reviewer is a qualified person who chairperson executes document review about Organic certification. He or she is appointed by the Chairperson. Their qualification, duties, and other details are stated in *JONA Organic Inspection and Certification Manual*.

2.8 Inspector

An inspector is a qualified person who is appointed by the chairperson and executes on-site inspections about Organic certification. Their qualification, duties, and other details are stated in *JONA Organic Inspection and Certification Manual*.

2.9 Certification officer

The Certification officer reviews the result of on-site inspection and makes a decision of organic certification and sampling analysis. Their qualification and duties are stated in *JONA Organic Inspection and Certification Manual*. Some certification decision may be made by the Certification Committee composed of certification officers.

2.10 Reinvestigation Committee

Reinvestigation Committee is called for reinvestigation when an appeal against JONA's certification is made by an applicant or a certified operator according to *JONA Certification Program*, VI-4. The detailed procedures are prescribed in *Reinvestigation Policy*.

2.11 Dispute Settlement Committee

Dispute Settlement Committee is called for settling a dispute. When a JONA member or a certified operator is called to appear at the settlement meeting in order to defend his/her violation according to *JONA Certification Program* VI-6, the committee makes its decision after hearing from the suspected person. The detailed procedures are prescribed in *Dispute settlement manual*.

2.12 Standard Committee

Standard Committee drafts *JONA Organic Standards*. In addition, it makes decisions on confirming of input materials, and residue testing as long as the issues are related to interpretations of *JONA Organic Standards*. This Committee is formed by three (3) experts in organics, who are recommended by the Chairperson and appointed by the Board. The detailed procedures are prescribed in *Standard Committee operation manual*.

2.13 Impartiality Committee

Impartiality Committee evaluates the impartiality and transparency of the certification processes at JONA. This committee consists of members who are academic experts, representatives from the groups of consumers, environment, agriculture or food industry, certified operators, and so on. The Chairperson calls the committee of presence of at least three (3) members at least once a year. The detailed procedures are prescribed by *Impartiality Committee operation manual*.

2.14 Administration Office

Administration Office manages JONA's operations, which includes promotion and administrative certification services. Employment and release of office personnel and staff and the procedures to manage the Administration Office are prescribed in *JONA Statute* and *Working rules* (separated)..

2.15 Office personnel

Office personnel is engaged in the work pertained to promotion and certification

operation such as acceptance of application documents and issuance of certificates.

2.16 Secretary General

Secretary General controls financial, labor, and other general overall activities. He or she is responsible for implementation of certification plans based on annual plan and makes a statement in the Board. In addition, he or she manages Impartiality Committee and corresponds to the MAFF and external audit agencies.

2.17 General Manager

General Manager controls promotion and certification operation. He or she is responsible and authorized to manage the overall progress of the project and the resources required for the work, and to advise the Board of Directors. In addition, he or she responds to management reviews.

2.18 Certification Manager

In order to maintain the standard of inspection and judgment work on a daily basis, Certification Manager will maintain a collection of precedents, train and evaluate inspectors and certification officers based on such precedents and interact with external organizations. In addition, he or she collects information and shared when abnormal situations of certified operators are discovered. In addition, the committee shall operate the Reassessment Committee, the Dispute Resolution Committee, and the Standards Committee, and respond to external and internal audits.

2.19 Quality Manager

A person to maintain and control documents for the quality system. In addition, he or she revises and makes corrective actions based on external and internal audits. .

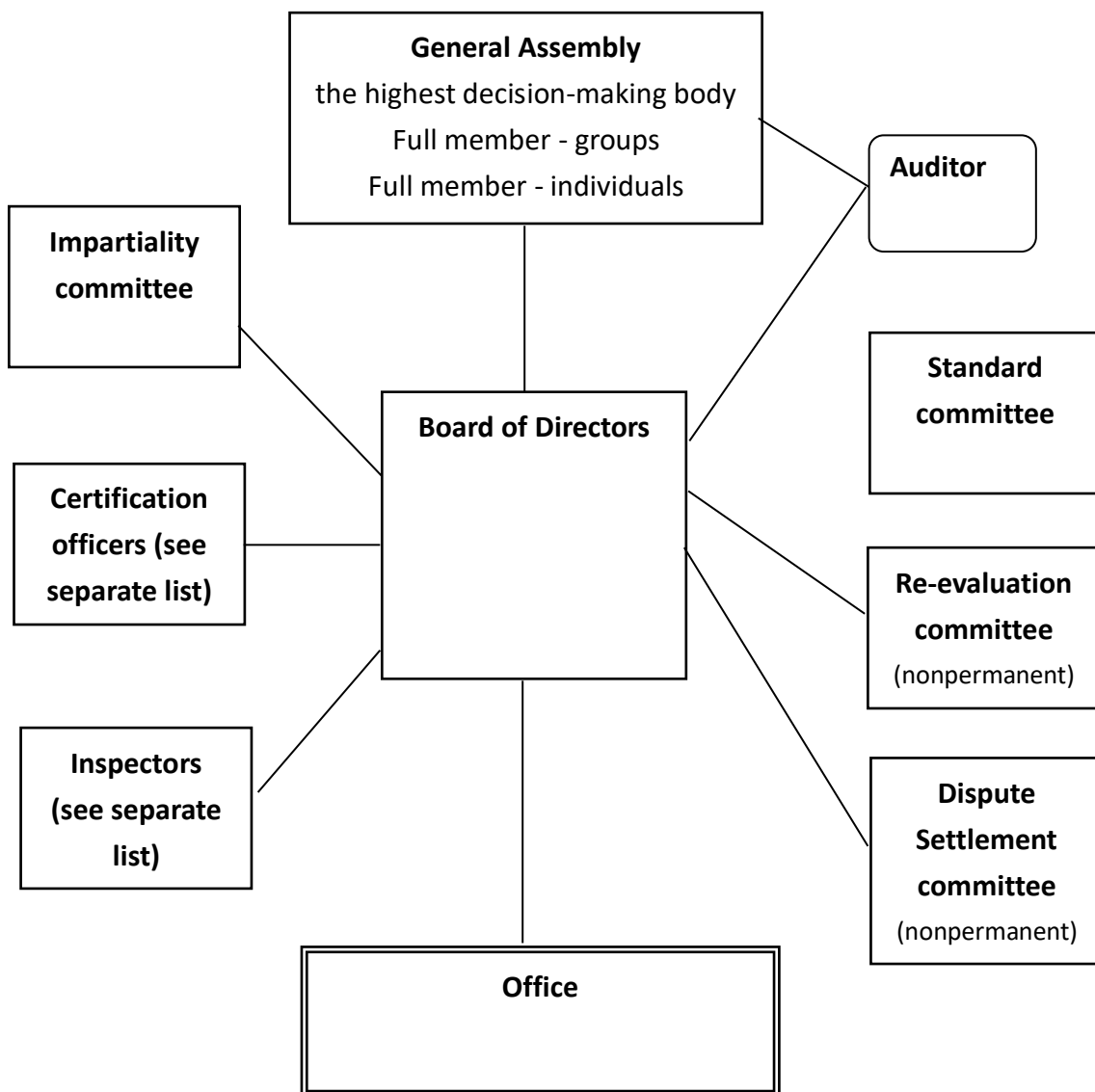
2.20 International Certification Manager

A person in the Administration Office to control certification of the operators outside Japan. His or her duties include exchanging information with overseas certification bodies and evaluate their certification personnel. In case that irregularities of certified operators occur, he or she will collect and share information.

2.21 Sub-manager

A person to assist managers of JONA.

Organization Chart



III. Process of Certification Procedures

How to read Section III

Section III describes procedures of organic certification by JONA. The name of program in the right-hand side column indicates that a procedure applies only to the specific certification program. If it is blank, it means that a procedure applies to all certification programs. The certification programs in the right-hand side column are abbreviated as below.

JAS=Organic JAS Certification

ResJAS=JAS certification for restaurants that serve organic food

IFOAM=JONA-IFOAM Certification

Org=JONA Original Certification

COR=COR Certification

EU=EU Certification

Swiss = Swiss Certification

1 Scope and objects for Organic JAS Certification

1.1 Scope of Certification

1.1.1 Type of products (including services)

- JONA's JAS certification covers operations for “JAS organic plants”, “JAS organic processed foods”, “JAS organic livestock products”, “JAS organic feed”, “JAS organic algae”, which are regulated under JAS Regulations (hereafter “JAS Organic Products”).
- JONA non-organic JAS certification covers a service to “Management methods of restaurants that serve organic food”.
- JONA IFOAM Certification covers “organic plants”, “organic agricultural products processed foods”, “organic alcoholic beverages (limited to the products that are made from organic raw materials certified by an ACB under IFOAM-Accredited Program)”.

JAS
ResJAS
IFOAM

<ul style="list-style-type: none"> • JONA Original Certification covers “organic livestock” (in line with JAS), “organic feeds” (in line with JAS), “organic seed and seedling”, “organic processed foods (excluding JAS organic agricultural products processed foods)” (in line with JAS), “organic alcoholic beverages (limited to the products whose raw materials are certified as organic JAS only)”, “organic aquatic products”, “organic apiculture products”, “organic micro-algae products”, “organic hydroponics cultural products”, “Organic Cosmetics” and “Organic Restaurants”. 	Org
<ul style="list-style-type: none"> • JONA’s COR Certification, EU Certification and Swiss Certification covers “Organic Agricultural Products”, “Organic Feed (except Organic Processed Feed* under EU Certification)” and “Organic Processed Food” (including organic alcohol beverages other than wine). JONA includes “Organic Aquatic Products” and excludes products containing less than 95% of organic ingredients from the scope of EU Certification. *Organic Processed Feed is defined as feed such as silage and compound fertilizer solely processed for sales purpose. 	COR EU Swiss
1.1.2 Category	
<ul style="list-style-type: none"> • Organic operators to be certified by JONA under organic JAS Regulations are “Production Process Management Director (of agricultural products, organic processed foods, and organic livestock)”, “Re-packer” and “Importer”. Refer to <i>JONA Certification Program III- 3.1.1</i> for the details. 	JAS
<ul style="list-style-type: none"> • Operators to be certified by JONA under JAS regulations are “handler” of management methods of restaurants that serve organic food” 	ResJAS
<ul style="list-style-type: none"> • Organic operators to be certified are “Production Process Management Director”, “Processor”, “Re-packer”, “Cosmetics Marketing Authorization Holder” (only for cosmetics), “Food handler” and “Warehousing/Transporter”. Refer to <i>JONA Certification Program III-3.1.1</i> for the details. 	IFOAM Org EU
<ul style="list-style-type: none"> • Operators to be certified to COR certification are “Producer” and “Handler (processing)”, “Hanlder (repacking)”, and Handler (trading)”. Refer to <i>JONA Certification Program III-3.1.1</i> for the details. 	COR
1.2 Geographical areas for certification	
<ul style="list-style-type: none"> • Organic JAS certification, JAS certification, JONA-IFOAM certification, and JONA-Original certification cover all over Japan and foreign countries where organic operators apply for certification. 	JAS IFOAM Org
<ul style="list-style-type: none"> • COR certification covers Japan, China, and Taiwan. 	COR

- EU certification and Swiss certification cover Japan, China, and Taiwan. EU certification for organic aquatic products is limited to Japan.
- JONA can refuse the evaluation in case the area the production unit is located has a danger that may be harm to the body and mentality of person involved in evaluation.

EU, Swiss

1.3 Language accepted in certification process

The official language of JONA is Japanese. Applications written in English or in Chinese are acceptable. Other languages should be translated. Refer to *JONA Certification Program* III-5 for the costs of evaluation in non-Japanese language.

1.4 Personnel engaged in evaluation for certification

- 1.4.1 A document reviewer shall satisfy the qualifications specified in *JONA Office Operation Manual*. Personnel involved in inspection and certification decision shall satisfy the qualifications specified in *JONA Organic Inspection and Certification Manual*.
- 1.4.2 Person who has conflict of interest with an applicant must not engage in the evaluation process of the applicant.
- 1.4.3 The staff and board member of JONA, inspectors, certification officer and other committees must not give advice nor consultation to a potential applicant for solving non-compliance for certification. This shall not apply to explanation about certification in general.

2 Prior to submitting the application

2.1 Applicant

2.1.1 Eligible applicant

- An operator prescribed in *JONA Certification Program* III-1.1.2
- A member of JONA, a sub-contracted operator who can manage on its own production process, and an operator who is engaged in organic business and wishes to get JAS organic certification. An applicant can be a non-member of JONA.
- An applicant who understands JAS regulation and/or the certification scheme for certification, JAS Organic standards, Technical Criteria, *JONA Organic Standards*, and *JONA Certification Program*.
- An operator who does not fall under *JONA Certification Program* III-3.2.5

JAS

2.1.2 Qualification for an applicant

An applicant for organic JAS certification shall have a system to carry out proper management of production, quality control and grading. At the same time, qualification and the number of those who are engaged in production, quality control and grading management shall meet the technical criteria. All persons in charge of each assignment of work shall have completed a JAS course that JONA designates before a certification decision is made, or preferably before submission of the application,

Persons in charge who must finish the JAS training course are:

1. for PPMD (both for production and processing operation): production process manager, grading manager, and grading staff(s).
2. for Re-packer: Re-packing manager and labeling staff(s) for grading
3. for importer: acceptance/storage manager and labeling staff(s) for grading

2.1.3 Certification fee

- Fees for organic certification of JONA is provided in III-5 of this program.
- In case of the consignment of operation, JONA charges a consignor for the certification cost of the consignee.
- The applicant who is a member of JONA, a part of certification fee is covered by a membership fee.
- The cost pertained to access to facilities, use of facilities and activities such as transfer of goods to ensure execution of inspection shall be shouldered by an applicant.

2.2 Provision of information

2.2.1 Provision of information to an applicant

JONA provides the summary of JONA Statute and this program, the information on the procedures and fees of application for certification and other information necessary for certification.

2.2.2 General explanation on organic regulations and certification system

JONA administration office will be open to explain certification procedures in general and so forth prior to acceptance of the application. This is for explaining the details of standards and certification processes but does not include advising and/or consultation for identifying and resolving non-compliance for certification. It also does not include consulting or advising about certification decision.

2.3 Basic Agreement prior to Application

JAS

2.3.1 Basic agreement

All operators who apply to JONA for organic certification must agree on *Agreement on Certification of Organic Operation* with JONA prior to application.

The agreement must be made between an operator who applies for an organic certification to produce for a full member (i.e. associate member) and JONA.

In case an applicant applies for EU certification, COR certification and/or JONA-IFOAM certification, a legal corporation or individual must agree on *Agreement on Certification of Organic Operation* with JONA.

EU
 COR
 IFOAM

2.3.2 Contents of basic agreements and how to make the agreement

Agreement on Certification of Organic Operation prescribes the rights and duties of certified operators, applicant and subcontractor, JONA's obligation for confidentiality, and other basic agreements. Both parties must sign and keep this agreement.

An operator who applies for organic certification to produce for a full member (i.e. associate member) and the full member must sign *Declaration of Parties to Subcontracting Requirements* to attach to their agreements with JONA.

3 Certification Process

3.1 Categories of applicants

3.1.1 Categories of operation

Applicants and certified operations are categorized into the following three categories. An applicant should follow JONA's instruction if necessary.

- Production Process Management Director (P.P.M.D)

JAS

An individual or an organization that operates the management system for organic foods production. Three (3) technical criteria for certification are set by type of operations.

- a) P.P.M.D. of Organic Agricultural Products and Organic Feeds (Limited to those prepared or selected only): An individual, a farmer group, a corporation, and an agricultural group that produce organic agricultural products can be a PPMD of agricultural products and/or feed. A foreign operator is called as a foreign P.P.M.D.
- b) P.P.M.D of Organic Processed Foods and Organic Feeds (Excluding those prepared or selected only): A manufacturer who processes the organic agricultural products/feed and/or organic processed products/feed

- can be a P.P.M.D. for organic processed food and/or organic feed. A foreign operator is called as a foreign PPMD. Refer to *JONA Certification Program I* for terming this category as “processor” in *JONA Certification Program I*.
- c) P.P.M.D. of Organic Livestock: An operator who produces organic livestock products can be a P.P.M.D. of livestock. A foreign operator Foreign is called as a foreign P.P.M.D. A foreign operator is called as a foreign P.P.M.D.
- d) P.P.M.D. of Organic Algae: An individual, a producer group, a cooperation, or a group that produce organic agricultural products.
- Repacker (Repacker of organic agricultural products, organic processed food, organic processed food, organic feed, organic livestock products and organic algae) : An operator who sub-divides, and/or re-packs organic raw products, organic processed products, and organic processed food, and so forth. A foreign operator is called as a foreign repacker.
 - Importer (Importer of organic agricultural products and organic agricultural processed food) : A certified importer can label JAS marks on organic products (limited to the specified agricultural and forestry products. i.e. organic agricultural products and organic agricultural processed food) by verifying the certificate issued by a foreign government or semi-governmental organization authorized by the government of the country (limited to those countries that the Minister of Agriculture, Forestry and Fisheries of Japan has the equivalency agreement with). A certified importer may label JAS marks only on organic agricultural products or organic agricultural products processed foods.
 - Handler: Restaurants that serve organic food
 - Production Process Management Director of Organic Agricultural Products: A management body of an organization producing organic agricultural products in line with *JONA Organic Standards*. A management body includes a leader or a representative of a group, a farmer group, and a farmer corp.
 - (EU only.) Production Process Management Director of Organic Aquatic Products: A management body of an organization producing organic aquatic products in line with the IACB Standard.
 - Processor of Organic Agricultural Products Processed Foods : A manufacturer of organic foods (including organic processed alcohol) processed from primary products and semi primary products in line with

	ResJAS
	IFOAM EU Swiss

JONA Organic Standards.

- Re-packer of Organic Foods: An operator to subdivide or repack products with JONA IFOAM marks.
- Food Handler of Organic Foods: An operator to retail, distribute, or import organic foods. Processing or repacking is not included in handling operations. Direct sales stores neighboring fields or plant facilities are not required to have food handler certification.
- Warehousing/Transporter of Organic Foods: A warehousing or transporting operator of organic foods. The operator must have re-packer certification if s/he opens containers or packages of organic foods.

- Production Process Management Director of Organic Livestock Products: A management body of an operator producing organic livestock products in line with *JONA Organic Standards*.
- Production Process Management Director of Organic Aquatic Products: A management body of an operator producing organic aquatic products in line with *JONA Organic Standards*,
- Production Process Management Director of Organic Crop Feeds: A management body of an operator producing organic crop feeds in line with *JONA Organic Standards*.
- Processor of Organic Processed Foods (excluding organic agricultural products processed foods and including organic alcohol beverages): A manufacturer producing organic processed foods (excluding organic agricultural products processed foods) in line with *JONA Organic Standards*.
- Processor of Organic processed feed : A manufacturer producing organic processed feed in line with *JONA Organic Standards*.
- Production Process Management Director of Organic Seed and Seedling: A management body of an operator producing organic seed or seedling in line with *JONA Organic Standards*.
- Repacker of Organic agricultural products, Organic Processed Foods (excluding organic agricultural products processed foods and including organic alcohol beverages), Organic Livestock Products, Organic Aquatic Products, organic seed and seedling, and organic feed: An operator to repack organic products with JONA Original Marks
 - Food handler of Organic Foods: An operator to retail and distribute organic agricultural products, organic aquatic products, organic



processed foods (excluding organic agricultural products processed foods and including organic alcohol beverages), organic livestock products, organic seed and seed and organic feeds with organic JAS marks or JONA Original Marks. Processing or repacking is not included in handling operations.

- Warehousing/transporter of Organic Foods: A warehousing or transporting operator of organic agricultural products, organic aquatic products, organic processed foods (excluding organic agricultural products processed foods and including organic alcohol beverages), organic livestock products, and organic feeds with organic JAS marks or JONA original marks. The operator must have repacker certification if s/he opens containers or packages of organic foods.
- Marketing Authorization Holder of Organic Cosmetics: A marketing authorization holder of organic cosmetics with JONA Original Marks, mainly distributor of organic cosmetics.
- Processor of Organic Cosmetics: An operator that processes or repack organic cosmetics in line with JONA Organic Standards.
- Operator of Organic restaurant certification: An operator that runs a restaurant in line with JONA Organic Standards.
- Producer : An individual farmer, an agricultural company, a farmer group that produce organic agricultural products
- Handler (Processing) : An operator that process organic food from organic agricultural products, organic livestock products, organic feed, and/or organic processed food.
- Handler (Repacker- Packing & Labeling) : An operator that repacks organic agricultural products, organic livestock products, organic feed, and/or organic processed food.
- Handler (Trader – Packaging & Labeling) : An operator that does not open organic food container but owns organic food (e.g. distributor).

COR

3.1.2 Points for farmer group certification

It is a JONA's policy that JONA will certify an operator as a P.P.M.D. as long as it keeps adequate internal control system and satisfies the requirements listed below. In this case, P.P.M.D. should be registered as a legal person and can be a group of farmers or distributing enterprises.

- The members of a group practice basically same production system.
- The members jointly sell the products.
- The size of the operation including the production method, its facilities, and its use of inputs is manageable for the P.P.M.D.
- The P.P.M.D. can continuously ensure the entire group members comply with the Standards and follow their internal regulations by such ways as visiting fields (in case of organic aquaculture, culturing site and collection site) (internal inspection) and checking records as often as necessary, at least once year. This is verified by witness audit(s) by JONA at on-site inspection.
- The P.P.M.D. and its members (farmers) make agreements that ensure compliance with organic standards and certification programs, production that meets their internal regulations, and cooperation with JONA's inspection and audit.
- The P.P.M.D. of grower group, regardless of certification program, shall assign the managers to control production, described in 2.1.2, and they shall complete adequate training by JONA.
- It is desirable if the managers mentioned above do not have conflict of interest. Even if they do, they shall check compliance of farmers objectively. JONA shall check this objective check in their internal audit at on-site inspection.

COR
EU
Swiss

3.1.3 Points for subcontracted farmer and processor

A certified P.P.M.D can sub-contract a part of its operation with an operator, which is not certified on its own right. Where a certified P.P.M.D. includes a sub-contractor in its certification, a certified P.P.M.D. and a certified processor have to manage its sub-contracted operation as follows

- The main P.P.M.D./processor has to check and assure the production method and facilities of sub-contractor.
- The main P.P.M.D./processor can instruct the sub-contractors about organic operation (newly added sub-contracted producers and processors cannot be included in certification of the P.P.M.D. until they are inspected and certified by JONA)
- The main P.P.M.D./processor periodically verifies that the subcontractors operation is in line with *JONA Standards* and *JONA Certification Program*
- The main P.P.M.D./processor has the sub-contractors keep records of its operation
- The main P.P.M.D./processor carries out auditing verification of organic operation of the sub-contractor by inspecting manuals and records.
- The main P.P.M.D/processor binds the sub-contracted parties not to market the products.
- The main P.P.M.D. shall take full responsibility for the sub-contracted operation and be subject to sanctions in the event of non-compliance of the subcontracted parties.
- The main P.P.M.D. shall have a contract with subcontracted parties for the matters below:
 - Sub-contracted parties shall comply with applicable standards
 - Sub-contracted parties shall provide JONA and other bodies such as IFOAM, IOAS, ISO audit agency with necessary information and accept control visits to their facilities.
 - Sub-contracted parties shall own and understand the current version of JONA Organic Standards, JONA Certification Program and applicable standards.

3.2 Submitting application documents

3.2.1 Application documents

- *Application for certification, Required Attachment and Statement of Applicant's Operation* shall be submitted as instructed by JONA. Those documents are termed as "*Application Documents*" hereafter. Applicants are responsible for those documents by collecting all of the necessary information.
- When we receive an application from an operator that is certified or was certified, we take their application as an initial certification and evaluate it according to JONA Certification Program III 3.3 to 3.5. However, this does not apply to "succession" of JAS Law.

3.2.2 Categories of certification

Applicants shall fill out application documents that responds to each certification categories that they seek and send them to JONA office. Please refer to Chart 1 to 3, starting in the next page, for the details of certification categories and application documents.

3.2.3 Attachment of the agreement on sub-contract

In case that a sub-contracted operator is applied for certification, a document that clarifies a subcontracting relationship must be submitted with its application documents.

3.2.4 Submission of application documents

The applicant should submit the application to JONA Administrative Office. If any required documents are missing or the contents of application is not filled in well enough, the application cannot be processed for document review.

COR

JONA Certification Program 2022
III. Certification Procedures

Chart 1 : Organic JAS certification category and application documents

Type	Operations	Category of Organic JAS Certification	Application document
Producer/processor	An individual farmer, a farming corp, a farmer group that produce organic agricultural products	P.P.M.D. of Organic Agricultural products	Application form for Organic Agri(Feed)-PPMD
	An individual farmer, a farming corp, a farmer group that produce organic crop feed	P.P.M.D. of Organic Crop Feed	
	An operator that processes organic processed food	P.P.M.D. of Organic Processed Food	Application form for Organic Processing(Feed)- PPMD
	An operator that processed organic processed feed	P.P.M.D. of Organic Processed Feed	
	An individual farmer, a farming corp, a farmer group that produce organic livestock products	P.P.M.D. of Organic Livestock Products	Application form for Organic Livestock- PPMD
	An individual, a corporation, and a group that produces organic algae	P.P.M.D. of Organic Algae	Application form for Organic Algae
Operators and retail store to sort or repack	An operator and retail store to sort or repack organic agricultural products with Organic JAS mark	Repacker of Organic Agricultural Products	Application form for Organic Repacker
	An operator and retail store to sort or repack organic processed food with Organic JAS mark	Repacker of Organic Processed Food	
	An operator and retail store to sort of repack organic feed with Organic JAS mark	Repacker of Organic Feed	
	An operator and retail store to sort or repack organic livestock products with Organic JAS mark	Repacker of Organic Livestock Products	
	An operator and retail store to sort or repack organic algae products with Organic JAS mark	Repacker of Organic Algae	

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Operator to attach JAS logo on imports	An importer to import organic agricultural products with a certificate from an equivalent country and attach Organic JAS marks in Japan	Importer of Organic Agricultural Products	Application form for Organic Importer
	An importer to import organic processed food with a certificate from an equivalent country and attach Organic JAS marks in Japan	Importer of Organic Processed Food	
	An importer to import organic livestock with a certificate from an equivalent country and attach Organic JAS marks in Japan	Importer of Organic Livestock	

Chart 2 : JONA Private certification category and application documents

Type	Operations	Category of JONA Certification	Application document
Producer/processor	An individual farmer, a farming corp, a farmer group that produce organic agricultural products	Ifoam, Original: PPMD. of Organic Agricultural products	Application form for Organic Agri(Feed)- PPMD
	An individual farmer, a farming corp, a farmer group that produce organic crop feed	Ifoam, Original: PPMD of Organic Crop Feed	
	An operator that controls processing of organic processed food	Ifoam, Original: PPMD. of Organic Processed Food	Application form for Organic Processing(Feed)-PPMD
	An operator that controls processing of organic processed feed	Ifoam, Original: PPMD. of Organic Processed Feed	
	An operator that produces organic seed or seedling	Original: PPMD of Organic Seed and Seedling	Application form for Organic Agri(Feed)- PPMD
	An individual farmer, a farming corp, a farmer group that produce organic livestock products	Original: PPMD. of Organic Livestock Products	Application form for Organic Livestock- PPMD
	An operator that produces organic apiculture products	Original: PPMD. of Organic Apiculture Products	Application form for Organic Apiculture-PPMD
	An operator that produces organic aquatic products	Original: PPMD of Organic Aquatic Products	Application form for Organic Aquatic-PPMD
	An operator that produces organic micro-algae products	Original: PPMD. of Organic Micro-algae Products	Application form for Organic Micro-algae Products-PPMD
	An operator that controls processing of organic cosmetics products	Original: Processor of Organic Cosmetics Products	Application form for Organic Cosmetics Processor
+	An operator and a retailer to sort or repack organic agricultural products with JONA Certification Mark	Ifoam, Original: Repacker of Organic Agricultural Products	Application form for Organic Repacker

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	An operator and a retailer to sort or repack organic processed foods with JONA Certification Mark	IFOAM, Original: Repacker of Organic Processed Food	
	An operator and a retailer to sort or repack organic feed with JONA Certification Mark	IFOAM, Original: Repacker of Organic feed	
	An operator and a retailer to sort or repack organic seed or seedling with JONA Certification Mark	Original: Repacker of Organic Agricultural Products	
	An operator and a retailer to sort or repack organic livestock products with JONA Certification Mark	Original: Repacker of Organic Livestock Products	
	An operator and a retailer to sort or repack organic aquatic products with JONA Certification Mark	Original: Repacker of Organic Aquatic Products	
	An operator and a retailer to sort or repack organic cosmetics products with JONA Certification Mark	Original: Processor of Organic Cosmetics Products	
Handler	An operator to distribute organic food with JONA Certification Mark	IFOAM, Original: Organic Food Handler	Application Form for Organic Food Handler
	An operator to distribute organic cosmetics products with JONA Certification Mark	Original: Organic Cosmetics Marketing Authorization Holder	Application Form for Organic Cosmetics Marketing Authorization Holder
	An operator to distribute organic seed or seedling with JONA Certification Mark	IFOAM, Original: Organic Food Handler	Application Form for Organic Food Handler
nsportiqat using/Tra	An operator to store or transport organic products with JONA Certification	IFOAM, Original: Warehousing/Transporter of Organic Foods	Application Form for Warehousing/Transporter of Organic Foods

Chart 3: COR Certification, EU and Swiss Certification Category and application document

Type	Operations	Category of JONA Certification	Application document
Producer/processor	An individual farmer, a farming corp, a farmer group that produce organic agricultural products	COR: Producer	Application form for Organic Agri(Feed)- PPMD
	An individual farmer, a farming corp, a farmer group that produce organic crop feed	EU, Swiss: PPMD of Organic Agricultural Products	
	An individual farmer, a farming corp, a farmer group that produce organic aquatic products	EU: PPMD of Organic Aquatic Products	Application form for Organic Aquatic Products - PPMD

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	An operator that controls processing of organic processed food	COR: Handler (Processing)	Application form for Organic Processing(Feed)- PPMD
	An operator that controls processing of organic processed feed	EU, Swiss: Processor of Organic Processed Food	
Operators and retail store to sort or repack	An operator and a retailer to sort or repack organic agricultural products	COR: Handler (repacking) EU, Swiss: Repacker of Organic Agricultural Products	Application form for Organic Repacker
	An operator and a retailer to sort or repack organic processed food	COR: Handler (repacking) EU, Swiss: Repacker of Organic Processed Food	
	An operator and a retailer to sort or repack organic feed	COR: Handler (repacking) EU, Swiss: Repacker of Organic Feed	
	An operator and a retailer to sort or repack organic aquatic products	EU: Repacker of Organic Aquatic Products	
Handler	An operator to distribute or handle organic products	COR: Handler (trading) EU, Swiss: Organic Food Handler	Application Form for Organic Food Handler

Chart 4: Organic restaurant certification, Organic food identification for restaurants

Type	Operations	Category of JONA Certification	Application document
Organic restaurants	An operator who runs organic restaurant, organic friendly restaurants	Org: Organic restaurant certification	Application Form for organic restaurant
Handler	An operator who supplies organic dishes	JAS: Organic food identification for restaurants	

3.2.5 Reception by JONA Administration Office

JONA shall not refuse application except for the cases below. JONA notify the reason of refusal to the applicant by letter.

- a) the applicant who had violated JAS law, and it was executed in punishment of the fine or imprisonment within the past one (1) year, or
 - b) the applicant whose previous organic certification was cancelled within the past one (1) year, or
 - c) the applicant that is organized by the person who was responsible for cancellation of organic certification within the past one (1) year, or
 - d) the applicant who refuses to conclude “Agreement on Certification of Organic Operation”
 - e) the applicant who refuses to pay the fees related to certification services, or has unpaid invoice for the fees of a previous year.
 - f) the applicant that has turned out to be anti-social party or an operator that is related to it
- When JONA receives an application, it shall check if the application (operator, address, contact, and products) is in the scope of JONA’s certification activities. When there is a shortage and/or unclarity in the contents of application form, JONA contacts the applicant and confirm that.
 - JONA issues an invoice for application fee immediately after JONA office receives application documents.
 - A foreign applicant shall, in principle, apply for and be certified according to its domestic organic regulations prior to its application to JONA if the country where the applicant locates has an organic legislation.
 - The manuals and procedures of JONA is written in Japanese. JONA can deal with application from foreign applicants in English and Chinese.
 - The detailed procedures for receiving application are prescribed in *JONA Office Operation Manual*.
 - If an applicant has received a certification from other certification bodies within one year, JONA shall obtain information on evaluation contents of the past. This shall include the most recent inspection

JAS

EU
COR

report in case of EU-equivalent certification and Letter of Good Standing in case of COR.

3.3 Acceptance and document review

3.3.1 Acceptance

- An office staff after receiving the application documents makes sure if there is not insufficient material, data, report or an omission. He or she may request additional information or documents, if needed. When this confirmation by the office is over, application for certification can be considered “accepted”.
- An applicant may withdraw its application at any stage of evaluation. However, JONA shall not return an application fee once JONA verify all documents necessary are submitted.
- If acceptance is not expected to be completed in six months, Certification Manager decide cancellation of the evaluation and the chairperson informs the applicant of it by document.
- The detailed procedures for acceptance are prescribed in *JONA Office Operation Manual*.

3.3.2 Document Review

- The Administration Office requests a qualified person as described in III-1.4 (inspector, Certification officer or document reviewer) to carry out document review of an application that has been accepted.
- In a document review, a qualified person will review the application documents without a delay whether it meets the requirements of applicable standards. Procedures of this review are prescribed in Organic JAS operation manual for JONA office.
- It will be decided whether an on-site inspection (physical inspection and/or remote inspection) can be done and what more information and evidence is necessary to identify during an inspection.
- The office informs the applicant of a result of document review.
- When the contents of application do not conform to the standards, further procedure of inspection and certification is denied, and the office informs the applicant of the reasons.
- If JONA finds that an applicant has intentionally written false information on application, JONA has the right to stop the evaluation or issue a certificate.

3.3.3 Reexamination of the document review

<ul style="list-style-type: none"> • The applicant can object to a result of the first document review. An objection can be raised in line with the procedures of appeals, prescribed in JONA Certification Program VI-4.. • The inspector or certification officer who engaged in the first document review cannot be assigned to make a certification decision 	
<p>3.3.4 evaluation of input</p> <ul style="list-style-type: none"> • JONA accepts the allowed substance list published at MAFF's website for an evaluation on conformity of some inputs that are applied by a new applicant or certified operators. 	JAS
<p>3.3.5 Approval of derogations</p> <ul style="list-style-type: none"> • If an operator wishes that a derogation addressed in JONA Organic Standards be permitted, it shall apply to JONA in advance. A qualified person in the office shall evaluate its rationales in document review (if necessary, on-site inspection). If a derogation can be accepted, JONA shall inform it and when the derogation will be evaluated again. The accepted derogations will be reported to all certification officers. 	EU
<p>3.4 On-site inspection (physical or remote)</p>	
<p>3.4.1 Planning an inspection</p>	
<ul style="list-style-type: none"> • JONA decides assignment of an inspector, inspection schedule, and frequency of inspections. • Refer to <i>JONA Inspection Manual and Agreement between Inspector and JONA</i> about qualifications of an inspector, inspection procedures, inspection report, confidentiality, manual for settlement of dispute, and so forth during on-site inspection. • On-site inspection shall be done at least once a year for all operators. (However, the frequency of inspections may exceed one year according to JONA Certification Program III-3.7.3.) • On-site inspection, including that of subcontracted operation, shall be conducted at least once a year 	
<p>3.4.2 Schedule of an inspection</p>	
<ul style="list-style-type: none"> • The inspection is carried out in general in the period described below. <ul style="list-style-type: none"> • P.P.M.D. for organic agricultural products, organic feed and organic aquatic products: the season for sowing or transplanting, season when damage by disease and/or insects happens frequently, harvesting season, and the season of shipment. • Processor: when the raw materials are received, at the busy time 	

<p>of processing, or shipment or storing.</p> <ul style="list-style-type: none"> • Re-packer: when the raw materials are received, when it operates the subdividing, when it ships the products, or when it stores the products. • Importer: when the raw materials are received, at the port or stored at the warehouse near to the custom house or port, at the time of shipment from the port or at the importer’s warehouse. 	
<ul style="list-style-type: none"> • An inspection of processor of organic processed food shall be conducted during processing of organic food in case that non-organic food is handled in the same facility. 	COR
<ul style="list-style-type: none"> • For bivalve mollusk production of organic aquaculture, an inspection shall be carried out during maximum biomass production. 	EU
<p>3.4.3 Assigning the inspector</p>	
<ul style="list-style-type: none"> • JONA selects an inspector from the list of the qualified inspectors, following the <i>JONA Organic Inspection & Certification Manual</i>. • The administration office sends <i>inspection instructions</i> about the outline of the application to an assigned inspector. • If an assigned inspector finds any conflict of interest with the applicant on <i>inspection instructions</i>, the inspector shall excuse him/herself from the assignment. • The contract for an inspection comes into effect when the inspector receives the instructions. • Guidelines for selecting an inspector is as follow <ul style="list-style-type: none"> • The inspector shall satisfy the qualifications provided in <i>JONA Organic Inspection & Certification Manual</i>. • Any inspector should not inspect the same operator for more than three last successive years. Another inspector should be assigned for the fourth year. • The inspector shall have professional knowledge and experience about the types of products the operator produces and/or handles • An applicant in principle cannot reject an inspector assigned by JONA. In case reasons for a clear and understandable objection are submitted in a proper way, JONA assigns another inspector by the following rule: <ul style="list-style-type: none"> Procedure as an exemption to the afore-mentioned basic rule <ul style="list-style-type: none"> a) The applicant submits to JONA a written paper to clarify 	

the reasons for the objection.

b) JONA decides whether the objection is acceptable by checking the past records or hearing from the inspector about the applicant's claim.

c) The following claims will be taken into consideration for assigning another inspector.

Ex.

1. The inspector did not know nor study basic knowledge of the relevant production or processing at the time of the last inspection. JONA shall review if his/her competence and knowledge has been improved.
2. The inspector was not punctual. The inspector spent unreasonably too much time for inspection. JONA shall make sure of his/her punctuality and efficiency of work.
3. The inspector had inspected another company in the the same industry with applicant before. If the applicant feels strongly uneasy for confidentiality, it should be taken into consideration. JONA checks whether the applicant's know-how is true and worthwhile.

- If an applicant has consulted the inspector for getting certification by a different certification body, the following procedures must be taken to avoid conflict of interest. The inspector who has engaged or engages in consultancy business may not declare conflict of interest to JONA due to the contract of confidentiality with that other organization and applicant. Therefore, this fact which JONA has not been notified of would be revealed as information from the applicant after notification of the inspector by JONA. If the information is submitted to JONA, JONA, after confirming this fact, will notify the assigned inspector of cancellation of inspection on the relevant applicant.
- In case that an inspector withheld information on interests including consultancy and relationship by blood and marriage and this fact was revealed so after certification, JONA shall promptly inspect and make a certification decision again.

3.4.4 Preparation for an inspection

- After the inspector received *inspection instructions*, JONA shall provide all information needed for the inspection.

- The detailed schedule such as inspection date should be decided between the inspector and the operator.
- At least seven (7) days prior to the inspection date, the inspector shall inform the applicant and JONA by sending Inspection Plan (prescribed in Organic Inspection Manual) about the date and time of inspection, persons who should be interviewed and preparation of applicant's documents, records, and points for inspection.
- An inspector reviews the application documents. If it is an annual inspection, the inspector should be prepared for checking the comments from the previous inspection, which are important.

3.4.5 On-site inspection (physical and/or remote)

- An inspector carries out on-site inspection according to the procedures prescribed in *JONA Office Operation Manual* and *Organic Inspection and Certification Manual*.
- A remote inspection can be conducted if JONA evaluates the inspection is as effective as a physical inspection from findings from a previous inspection or the conditions for remote connections are good enough. The detailed procedures are prescribed in *Remote Inspection procedures*. It will be taken into account whether an applicant can accept it. The initial inspection shall be conducted physically.
- An inspector shall have an opening meeting and notify them of an objective, scope, applicable standards, inspection schedule, confidentiality policy and other issues necessary. In case of COR certification, a representative shall have to be present at the opening meeting.
- At the on-site (at a farm, at a factory, and at other facilities) inspection, the inspector checks whether the information from submitted documents, contents by observation and interviews meet JAS regulation, JAS Organic standards, JONA Organic Standards, and the technical criteria and identify compliances and non-compliances.
- If a group of P.P.M.D. of organic plant or organic feed is controlled or grasped by Production Process Manager appropriately, JONA may be able to inspect some of the parcels and facilities related to them (more than the higher number of 10 or square root of the total number of parcels) identified from the risks (neighboring conditions, product, inputs, production methods, non-compliances raised in the past, years

of certification of a member, and so on.)

Controlling and grasping appropriately will meet the following conditions.

1. Production Manager or personnel who completed a course designated by JONA on controlling and grasping production process of organic plant or feed visits all parcels and facilities periodically (at least once a year) and confirms control of production process (parcels and facilities for confirmation are directly controlled by a member) and Production Manager grasps its result.
 2. If a non-compliance is raised in 1, appropriate measure are taken.
 3. The groups keeps records on 1&2.
 4. Procedures on 1 to 3 are documented.
- An inspector interviews about their problems and policies for the solutions.
 - When a split production takes place, the operator should well keep records on separate handling of organic products and non-organic products through crop production, processing, storage, and shipment due to higher risk of contamination. The inspector shall verify whether organic products and non-organic products are well separately handled and its risk is well understood throughout all levels of the organization.
 - When a parallel production takes place, the following points will be especially inspected due to much higher risk of contamination and co-mingling.
 1. Organic products and non-organic products are visually distinguished.
 2. An accurate estimated amount of production is recorded and shall be checked against the shipment records.
 3. Non-organic farms, post-harvest processing facility, and storage
 - At the closing meeting, the inspector must present his/her observations on compliance with JAS Law, Organic JAS Standards, *JONA Standards*, and Technical Criteria and let the operator have a chance to question about the notified non-compliances, and then the inspector must receive operator's signature on the inspector's exit report which includes the inspector's observation and the operator's comments.
 - The applicant responds in their comments to the observations raised at

the closing meeting by presenting a plan of corrective actions and the date of its completion.

- The standard deadline for the response to the observations are within 7 days to complete and report in case of major non-conformity after the inspection and in case of minor non-conformity to report within 12 days after the inspection and completion of them can be decided by the nature of non-compliance (in case of COR, within 90 days). The applicant responds to recommendation within the period they can.
- An inspector confirms contents of the inspection check sheet verbally with the applicant. Both parties must sign and stamp on inspector's comments of the inspection check sheet. The operator should keep a photocopy of the signed comments and, at the same time, the inspector shall send a copy of the comments to JONA. If a major non-compliance is found, office staff shall immediately informs the chairperson.
- An inspector must not give guidance for certification to an operator. JONA regards such guidance as conflicts of interest. In case conflict of interest is found out, the re-inspection is made by another inspector.
- In case that the contents of the application are included in the scope of other operation already certified by JONA or the contracted CBs, the on-site inspection can be partially or fully omitted based on the document review by using the inspection report and the information on certification of the other operation. In case that the inspection is omitted, the reason shall be specified in the result of the document review. JONA explains the reason upon request of the operator. The inspection report and the information on certification can be used within a year since it was made.
- In case of wild harvest, an inspector shall check documents, interview with the collectors or a representative sample, visit to an appropriate proportion of the certified area, visit to and interview with an appropriate proportion of middlemen, and gather relevant information about the area of collection from interviews of landowners and other parties (environment agencies, NGOs, etc.).
- Where an operator of aquaculture animal production has both organic and non-organic units, non-organic unit shall also be inspected.

IFOAM

EU

3.4.6 Procedures after inspection

- An inspector submits an inspection report within ten (10) days from the

on-site inspection.

- An “inspection report” includes 1. inspection report, 2. inspection memo, 3. attachments and photographs/pictures, which are supporting documents.
 - 1. The inspector should use *inspection report* provided by JONA
 - 2. Attached documents are evidences to support the inspection findings
 - It is recommended to attach photographs/pictures.
- An inspector may ask the operator to submit additional documents, which are not available or inadequate at the time of inspection.
- An inspector includes all the information necessary for certification in an inspection report.
- When an inspection report arrives, a qualified person of the office (meaning inspector, certification officer, and document reviewer hereafter) checks the closing meeting report given at the on-site inspection.
- If necessary, the qualified person can ask the operator to make corrective actions to the condition before certification process. When the operator responds to the request for corrective actions, the qualified person forward them to certification officer. The certification officer decides the necessity of re-inspection to verify corrective actions.

3.4.7 Plural inspections within a year

- Where the inspection is not carried out in the period indicated in III-3.4.2 of this program, additional inspection is carried out depending on the risk. In this case, the scope of inspection can be limited to a part of operation.
- JONA sees that the operation has a potential risk if the operation falls into the following conditions:
 - P.P.M.D. group is organized with more than thirty (30) farmers
 - P.P.M.D., processor, and/or repacker who produce, process, or handle and grade a lot of items
 - P.P.M.D. who also produces conventional crop (especially in parallel production)
 - Processor, Repacker and Importer who frequently purchase

- ingredients.
- An operator who was questioned about their operations in the past
 - Warehouse or Transportation operator who frequently receives and ships out the products
 - P.P.M.D. (Producer and Processor) who produce or process the products in which people hold a keen interest
 - Operation where non-compliances were found at previous inspection
 - Operation who received complaints
- JONA shall test soil and chemical residue and/or conduct an additional inspection based on what factors the operator falls into or the number of factors.
 - JONA shall test product or soil if contamination risk is high
 - JONA shall conduct an additional inspection if production system has risk. The additional inspection is conducted with or without prior announcement.
 - Certification officer does the comprehensive assessment on a level of the risk, and Certification Manager selects the operations with high risk. Based on the above evaluation, JONA can make on-site inspections to the same operation more than once within a year. In this case, JONA shall not bill application fee but inspection fee according to JONA Certification Program III-5.
 - For EU equivalent program, additional inspection shall be carried out for 10% of all certified operators.
- 3.4.8 Subcontracting inspection to the bodies inside and outside Japan
- JONA may entrust all or some part of evaluation processes, including on-site inspection, by contracting with a certification body (CB). The contracted certification body shall meet the conditions as follow
 1. They must be a body accredited under ISO17065 or a body confirmed its conformity to ISO17065 (for the programs other than EU). The latter assessment on conformity with ISO 17965 may refer to the registration with MAFF of Japan as a registered organic certification body.
 2. They must have an agreement on entrusting inspection of organic operation or evaluation with JONA, which includes

EU

<p>clauses of confidentiality and exclusion of conflict of interest. JONA makes sure that the CB and the personnel that the CB uses are not involved in any way of compromise credibility of the result.</p> <ul style="list-style-type: none"> • JONA should annually check if the CB satisfies the afore-mentioned qualifications (1&2 above), and also evaluates the CB by examining the inspection reports and etc. of the entrusted cases <ul style="list-style-type: none"> ● In case of a breach of contract by the contracted CB, JONA shall request corrective measures and re-evaluate or cancel the contract. ● If necessary, JONA re-evaluate the certification in the past. • JONA provides the contracted foreign CB with updated information and technical support on domestic and international certifications that JONA conducts. • JONA gives training to the contracted CB once or more a year. • The contracted CB shall assign an inspector who is trained on certification schemes that JONA contracts an inspection to. • JONA makes a list of the contracted CBs. When a foreign applicant is certified by the contracted CB, JONA entrusts inspection or some part of inspection to the contracted CB with the consent of the applicant. • For these contracted inspection, JONA is responsible for its management. The JONA certification officer makes a certification decision of the applicant. 	
<p>3.4.9 Inspection in case of parallel production</p> <p>If an operator has a parallel production, JONA shall make an inspection at least twice a year. Either an annual inspection or an additional inspection shall occur during harvest or during processing.</p>	<p>IFOAM EU</p>
<p>3.4.10 Unannounced Inspection</p> <p>JONA shall make unannounced inspections to all operators except for those in JONA Original Certification in addition to annual normal inspections for the following operators. In case of non-JAS operators, the following shall be targeted:</p> <ul style="list-style-type: none"> ● 5% of all certified operators of JONA-IFOAM certification ● 10% of all annual inspections and additional random control visits of EU equivalent program ● 5% of all certified operators of COR certification. <p>Unannounced inspections are conducted randomly in order to assess the</p>	<p>IFOAM EU COR</p>

effectiveness of inspections and as scheduled according to the risk evaluation of each operation prescribed in 3.4.7 of this program. Fees of an unannounced inspection are subject to *JONA Certification Program III-5*. When it comes to fees for unannounced inspections, JONA shall charge not application fee but inspection fee to the operator. However, in case of random sampling, JONA shall not charge either application fee or inspection fee to the operator.

3.5 Certification

3.5.1 Qualification of member of certification officer

- Certification officer meets the qualification criteria of *JONA Organic Inspection & Certification Manual*.
- Certification officer shall be assigned by the Chairperson. A member of the board and an auditor cannot be a certification officer. The Chairperson should choose certification officers from different specialties (such as farmer, processor, handler, consumer, a person of knowledge and experience)
- By an order from the Chairperson, Certification Manager evaluates periodically performance of a certification officer and report it to the Board.

3.5.2 Certification

- A certification officer reviews the application and the inspection report to determine compliance with *JONA Organic Standards*, JAS Law, applicable JAS Organic Standard, applicable certification standards and Technical Criteria and whether a certification can be granted to the applicant. This decision is reported to the Chairperson.
- Certification shall be done by an individual certification officer or a certification committee that consists of certification officers. A qualified person of the office shall comprehensively determine which way a certification decision is made by taking application contents and an inspection result into account.
- The C.C. consists of the groups for different categories described below, and each group must have more than three officers. Each group must have one chair. The chair is chosen by the members of the group for every committee meeting.
 - [C.C. group for Agricultural products] for certification of P.P.M.D., Re-packer, and importer of organic agricultural

products and organic non-processed feed (limited to those prepared or selected only).

- [C.C. group for Processed products] for certification of processor, Re-packer, importer and restaurant operators of organic processed products and organic processed feed.
 - [C.C. group for Livestock products] for certification of P.P.M.D and Re-packer of organic livestock products.
 - [C.C. group for Aquatic products] for certification of P.P.M.D and Re-packer of organic aquatic products (including organic algae).
 - [C.C. group for Cosmetic Products] for certification of processor and marketing authorization holder of organic cosmetic product.
 - Certification decision of food handler and transportation/warehouse operator can be made by either of the group.
- Any Certification officer who has vested interest with the applicant, or processed the document review of the application, or did the onsite inspection, shall not join in the certification meeting of the relevant application.
 - The C.C. can request the inspector for additional explanation if the submitted inspection report does not provide enough information.
 - After receiving response for the conditions (Ref 3.4.6) from the operator, office personnel submit the necessary documents to a certification officer. The inspector of the on-site inspection attaches his/her comments on the response, and a certification officer or the C.C. assesses its conformity.
 - Certification officer decides if re-inspection should be done in order to check improved condition of the operator.
 - A certification officer shall directly report its evaluation result to the Chairperson. In case of C.C., each chair of the C.C. group presides and coordinates the certification meeting and report a evaluation result to the Chairperson.
 - The Chairperson can order re-investigation to the certification officer for re-approval if the Chairperson judges the C.C.'s decision is inappropriate.

3.5.3 Notification of a certification decision by the Certification committee

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- The Chairperson, after receiving the certification officer's or CC's certification decision, notifies a result of the certification, if any, recommendation, and so on.
- If certification is denied, reasons for it are informed to the applicant.
- An organic certificate and its certification number shall be issued to each newly certified operator.
- JONA shall notify an already certified operator of continuation of certification with Notice of Continuing Certification.
- JONA office shall keep the records of certification decisions.
- JONA shall not issue a certificate to any contracted operator.
- In case of organic JAS certification and COR certification (except for repacker (i.e. labeling and packaging certification) , there is not an expiry date for certification.

JAS
 COR
 (except for
 repacking)

- In case of JONA-IFOAM Certification, JONA Original Certification, EU Certification, Swiss Certification and COR (only repacker), certification starts from the beginning of certification date of the 1st year.

IFOAM
 JONA Org
 EU
 Swiss
 COR
 (repacking)

- COR certificate will not be issued unless ingredients are certified to COR.
- If a newly COR-certified operator is certified by a different certification body, JONA shall inform them of its certification with 5 days from issuance of certification.

COR

3.5.4 Corrective measurement

- If there are any corrective actions imposed., the Chairperson shall request corrections to the applicant. The re-certification can be done if the answers are submitted from the applicant in a timely manner. If a re-certification is conducted, an inspector of the operator makes comments. In case the C.C. considers an additional on-site inspection needed, it must be done to make sure the proposed corrective actions have been implemented.

3.5.5 Appeal against a decision

- An applicant can make an appeal against the decision made by the C.C. Appeals shall follow procedures prescribe in *Reinvestigation Policy* (Refer *JONA Certification Program IV-4*).
- Even if an applicant has been rejected for certification, the same operator can re-apply for certification again with correction of the cause for the rejection.

3.6 Agreement after approval of certification

- The certified operator shall observe *Agreement on Certification of Organic Operation*.
- All of the certified operators (regardless of a membership status) shall report to JONA on the articles from 3.6.1 to 3.6.10 after approval of certification.

3.6.1 Labeling evaluation

- Labeling of a certified product must be evaluated by JONA before shipment.
- A certified operator must submit to JONA *Application for Label Evaluation* a with proof of labeling carrying certification logos and organic claims such as “有機 XX” (Organic XX) , “オーガニック XX” (Organic XX), “有機認定” (Certified as Organic), “JONA 認定” (JONA Certified), “有機 JAS マーク” (Organic JAS Mark), the name of JONA, “JONA ロゴマーク” (JONA Logo Mark) , USDA Organic seal, Canada logo, EU organic logo and others before shipment.
- A qualified person of JONA office evaluates a draft of labeling.
- JONA Label Evaluation Form confirms compliance of the labels with labeling rules of JONA Organic Standards §11-1, Organic JAS Standards, and other applicable standards. JONA shall request correction if deficiencies are found.

3.6.2 Grading report. Report on compliance labeling

- All of the certified operators shall annually sum up the amount of graded products (April to March) and submit the grading report to JONA by the end of June. JONA shall report a result to MAFF by the end of September annually.
- All of the certified operators shall annually sum up the amount of compliance labeling from April to March and submit it to JONA by the end of June. JONA shall report a result to MAFF by the end of September annually.

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3.6.3 Report on addition and/or change

- A certified operator shall notify JONA in advance of any addition and/or change of contents of certification such as ingredients, input materials, equipment, facilities, distribution channel, items for certification, and/or responsible persons.
- A qualified person conducts a document review on the changes and addition based on record of past approval and categorize them to (1) significant change/addition, (2) minor change/addition.
 - (1) Significant change/addition is a content that could increase risk of contamination and co-mingling drastically from currently certified operations and clearly needs an on-site inspection. In this case, the Chairperson shall instruct an on-site inspection.
 - (2) Minor change/addition is a content that could increase risk of contamination and co-mingling from currently certified operations but needs a decision from the certification officer whether on-site inspection is necessary. In this case, office personnel asked certification officer to make a decision. The certification decision would include an approval of change/addition by reviewing documents and a request of on-site inspection. In the latter case, the Chairperson instructs an on-site inspection.
- If an on-site inspection is carried out after reviewing documents or certification decision above, JONA shall inspect them in line with Certification Program, III-3.4 and make a certification decision in line with 3.5.
- An application may be denied. In that case, JONA shall inform the result and its reasons to the application.
- When new members are added, the new member shall be inspected after verification of compliance of their operation by Production Process Manager. The operator has to report the addition to JONA for confirmation.
- The operator shall not release certified products resulting from such changes / additions until JONA has approve them.

3.6.4 Sales report

- The operator shall submit JONA sales (including expense such as fee for repacking and processing) report every three (3) months.
- There are two kinds of sales report format. One for consumer packaged

products to retailers and wholesalers, and the other for raw materials to processors and packers. The sales must be reported to JONA in either or both formats according to types of transaction.

- JONA request payment of “User’s Fee” calculated on the sales report. Refer to JONA Certification Program III-5 for the details.
- A certified operator should pay a requested amount within one (1) month from the date of issuing the bill.
- The user’s fee is charged to use of “Organic JAS mark”, “JONA logo”, a name “JONA” and/or the code number of JONA as a certification body on the products.

3.6.5 Issue of Transaction Certificate

- A certified operator, when it sells organic foods certified by JONA, may need *Transaction Certificate (T/C)*, which can be requested by submitting *Transaction Certification Application (T/C. A)* and *The Information of the Products* to JONA office.
- JONA will issue an original *Transaction Certificate* to the buyer of the products and a photocopy to the applicant after confirming that the transaction is in line with certification of the applicant.
- “Transaction certificate” can be issued if it meets the following conditions.
 - 1.The operator is not being requested for voluntary withdrawal of grading or subject to a sanction imposed in line with Conflict Resolution of Vi-6 of JONA Certification Program.
 - 2.If there is a valid period of certification, the certification of the operator is valid.
 - 3.There is no unpaid payment that should have been made within 3 months from its issuance

3.6.6 Issue of Certification of Inspection (to EU, Swiss, and GB)

- JAS/EU/Swiss-certified operators, exporting organic products to EU and Swiss and GB, can apply for certificate of inspection to JONA. JAS-certified operators must meet the conditions agreed between European Union/Swiss/GB and Japan.
- A JAS/EU/Swiss -certified operator fills out *Application for Certificate of Inspection* and submits it to JONA office along with attachments.
- A person issuing certificates shall be knowledge for issuing certificates.
- After A person to issue certificates verifies application contents, he or

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 Swiss

she issues a certificate of inspection and sends it to the applicant. Upon the agreement with the applicant. JONA is able to send it to a third party (e.g. exporter) and send a photocopy of it to the applicant.

- JONA shall verify the contents of *Application for Certificate of Inspection* basically with documents. If necessary, JONA may conduct an irregular surveillance. Moreover, JONA shall evaluate on a regular annual inspection if application of certificate of inspection are correctly issued.
- “Certificate of Inspection” can be issued if it meets the following conditions.
 1. The operator is not being requested for voluntary withdrawal of grading or subject to a sanction imposed in line with Conflict Resolution of Vi-6 of JONA Certification Program.
 2. If there is a valid period of certification, the certification of the operator is valid.
 3. There is no unpaid payment that should have been made within 3 months from its issuance.

3.6.7 Application and issuance of import certificate for US

- JAS-certified operators, exporting organic products to US, can apply for import certificate to JONA if they meet the conditions agreed between US and Japan.
- A JAS-certified operator fills out *Application for Import Certificate* and submits it to JONA office along with attachments.
- If JONA office verifies application contents, it issues an import certificate and sends it to the applicant. Upon the agreement with the applicant. JONA is able to send it to a third party (e.g. exporter) and send a photocopy of it to the applicant.
- JONA shall verify the contents of *Application for Import Certificate* basically with documents. If necessary, JONA may conduct an irregular surveillance. Moreover, JONA shall evaluate on a regular annual inspection if application of import certificate are correctly issued.
- Import certificate can be issued if it meets the following conditions.
 1. The operator is not being requested for voluntary withdrawal of grading or subject to a sanction imposed in line with Conflict Resolution of Vi-6 of JONA Certification Program.
 2. There is no unpaid payment that should have been made within 3 months from its issuance.

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3.6.8 Application and issuance of export certificate for Canada

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- JAS-certified operators, exporting organic products to Canada, can apply for export certificate to JONA if they meet the conditions agreed between Canada and Japan.
- A JAS-certified operator fills out *Application for Export Certificate* and submits it to JONA office along with attachments.
- If JONA office verifies application contents, it issues an export certificate and sends it to the applicant. Upon the agreement with the applicant. JONA is able to send it to a third party (e.g. exporter) and send a photocopy of it to the applicant.
- JONA shall verify the contents of *Application for Export Certificate* basically with documents. If necessary, JONA may conduct an irregular surveillance. Moreover, JONA shall evaluate on a regular annual inspection if application of export certificate are correctly issued.
- Export certificate can be issued if it meets the following conditions.
 1. The operator is not being requested for voluntary withdrawal of grading or subject to a sanction imposed in line with Conflict Resolution of Vi-6 of JONA Certification Program.
 2. There is no unpaid payment that should have been made within 3 months from its issuance.

3.6.9 Certificate of commercial names of certified products

- Upon an application, JONA office shall issue “Commercial name certificate” to an operator. An operator has to draft a list of certified commercial product list and submit it to JONA office. JONA office shall issue a certificate after it checks if the products in question are within its certification contents and label evaluation is completed.
- “Commercial name certificate” can be issued if it meets the following conditions.
 1. The operator is not being requested for voluntary withdrawal of grading or subject to a sanction imposed in line with Conflict Resolution of Vi-6 of JONA Certification Program.
 2. If there is a valid period of certification, the certification of the operator is valid.
 3. There is no unpaid payment that should have been made within 3 months from its issuance.

3.6.10 Products of nonconformity

- When fields or facilities for organic production, raw material, seed or seedling becomes nonconforming with Organic JAS Standards, applicable certification standards, and/or *JONA Organic Standards* even due to inevitable reasons, the operator shall report to JONA the items, the amount of production and the place, the reasons and the time and date of non-conformity.

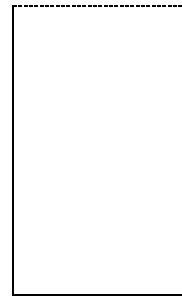


Chart 4 : Report after certification

What to submit?	When?	Who?
<ul style="list-style-type: none"> • Labeling evaluation application • Packages of each product 	<ul style="list-style-type: none"> • By shipment 	All certified operators
<ul style="list-style-type: none"> • Sold products and brand name • Sales turnover • Sales amount, period 	<ul style="list-style-type: none"> • Quarterly (January, April, July, and October) 	All certified operators
<ul style="list-style-type: none"> • Customer • Shipped amount • Date of transaction • Lot number • Certification number 	<ul style="list-style-type: none"> • When an applicant needs a transaction certificate 	All certified operators
<ul style="list-style-type: none"> • Production amount of each product 	<ul style="list-style-type: none"> • At an annual surveillance or whenever JONA decides necessary 	All certified operators
<ul style="list-style-type: none"> • JAS-Graded amount of each product 	<ul style="list-style-type: none"> • Amount from April of the preceding year to March of this year • By the end of June 	All JAS certified operators
<ul style="list-style-type: none"> • Item and amount of non-compliance • Date and place that non-compliance occurs • Reasons of non-compliance 	<ul style="list-style-type: none"> • When a non-compliance occurs or when requested by JONA 	All certified operators

3.7 Term of Certification Period and Continuation of the certification	
3.7.1 Certification Period	JAS COR (except labelling and packaging)
<ul style="list-style-type: none"> • There is no expiration date of organic JAS certification and COR certification (excluding labelling and packaging). However, a certified operator must receive an annual audit by JONA within one (1) year from the certification date. And also as long as certification continues, a certified operator must receive an annual audit by JONA at least once a year from the 1st certification date. • In case of JONA-IFOAM Certification, JONA Original Certification, EU Certification, COR Certification (labelling and packaging), certification period is one year after certification is made. 	IFOAM JONA Original EU Swiss COR (only labelling and packaging)
3.7.2 Continuation/renewal of certification	
<ul style="list-style-type: none"> • Prior to an annual audit, JONA shall issue an operator <i>Notification of Annual Audit</i>. If the certified operator is willing to continue their certification, the operator must submit application for continued certification, which is evaluated in the same manner as the initial application. If an operator does not submit an application after an excessive time has passed after the deadline, JONA shall request for a voluntary stoppage of shipment. If the operator does not submit it afterwards, JONA shall deal with it in line with V.6 Dispute Settlement Policy. • <i>Agreement of Certification of Organic Operation</i> made between an operator and JONA is automatically renewed for one (1) year if the certification is continued. • If an applicant wishes to continue or renew COR certification, they shall inform us of its intention of do so by the date written in the notice of the previous year (by the date of 6 months before the date of next scheduled inspection). • Renewing certification is not sometimes decided before the term of validity expires for such reasons as delaying inspections and not returning the inspection report. If the reason is clear and in line with purposes of organic certification, JONA shall notify the operator of extension of certification period under the conditions to renew certification as results of operator's fulfillment of the required corrections. Extension of certification period is within three (3) months, provided that contents and information 	COR IFOAM Org EU Swiss

on which the previous certification has been approved remain the same.

3.7.3 Procedures for continuing/renewing certification

- The procedures of renewal of certification are operated just as those of the initial certification.
- Annual surveillance shall be conducted at least once in the period within about one year after the date of certification or previous inspection
- JONA shall notify continuance of certification with *Notice of Continuing Certification*.
- Inputs shall be verified in principle annually whether they have any change or, if there is a change, compliance of them (please refer to JONA Certification Program III-3.6.8 in case that a producer uses an input whose content has been changed). However, even if JONA is to decide it is not necessary to verify if there would be any change, JONA shall verify compliance at least once every 3 years.
- An on-site inspection for continuing or renewing certification shall be done within 12 months its previous inspection. If justifiable, an inspection can be done within 15 months. However, in any case, the number of certification years shall be as many as the number of inspections conducted.
- Annual inspection of organic food handler, organic cosmetics marketing authorization holder, and warehousing and transporters can be waived if a qualified person decides an inspection is not necessary because of such factors as traded amount, previous inspection results, and product type and its decision is approved by a certification officer.
- In the case above, an inspection shall be conducted at least once in three years. In addition, in case of JONA-IFOAM certification program, the number of inspection at least equals the total number of the certifications and, therefore, JONA may need to inspect organic food handler and warehousing/transporter inspections.

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3.7.4 Response to major non-compliances at the time of continuing/renewing certification

- When an annual inspection finds a certified operator violates required criteria, certification officer proposes temporary stoppage of claiming organic or revocation of certification to the Chairperson.
- If the Chairperson accepts that offer on temporary stoppage of claiming organic or cancelation of certification, a sanction will be determined according to *Certification Program V-6*.

3.7.5 Irregular inspection

- In addition to inspections for continuing certification on *JONA Certification Program III- 3.7.3*, an extra inspection might be conducted if...

- A certified operator report changes or additions of their certified operation, or
 - General Manager and/or Certification Manager judges an extra inspection is needed upon request from the competent authorities and relevant ministries and agencies, for a verification of implementation of corrective actions, and/or for responding to a rumor about questionable operation which is provided with the reliable information source., or
 - General Manager and/or Certification Manager judges an extra inspection is needed from a certain request from a third party and/or for responding to a rumor about questionable operation which is provided with the reliable information source. (It may be carried out without prior notice to an operator.)
- An extra inspection is executed by the procedures of annual inspection. But it might be conducted without announcement. In case of inspection to verify the changes and additions to the certification contents, on-site inspection can be omitted if the conformity to the standards can be verified as a result of document review.
 - The certification decision and its notification is made according to the procedures prescribed in III-3.5 of this program.
 - Basically, a certified operator bears expense of an extra inspection. Refer to *JONA Certification Program* III-5 for the details.

3.7.6 Discontinue the certification

- If a certified operator intends not to continue the certification, it must notify JONA of the discontinuation of grading operation in writing in the format of JONA.
- JONA shall report it to an authority or an organization applicable to certification.
- If certified operators do not wish to continue organic JAS certification, they need to inform JONA of it in advance. JONA discloses the information of this operator to the public. (See *JONA Certification Program* VI-2 on disclosure of information.)
- If a certified COR operator changes the certification body from JONA, it shall notify JONA of its intent to change the certification body. Once the certificate is issued by a new certification body, the operator must inform JONA, return the certificates to JONA, and stop the use of any labels or advertising indicating JONA on product it markets. JONA shall immediately cancel the certification and report it to CFIA.
- Organic products in inventory at the time of cancellation can shipped as organic with the name of JONA once the amount in stock is reported to both certification body and if it is agreed by JONA. The operator may be able to hold the certificate as long as they have the organic products in stock.

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3.8 Keeping the documents relating to certification

- The related documents include Application for Certification, Required Attachment and

Statement of Applicant's Operation and other relevant documents submitted to JONA. Slips or records shall be kept no earlier than the next inspection.

- All documents concerning an application for certification should be kept in preparation for a request to submit from JONA, other certification body, or the competent authorities.
- The operator shall keep complaint records on organic products and make them available to JONA when necessary.
- A certified operator must keep the related documents for certification for a period between date of grading and expiry date for consumption or best before date (in case that it is within a year, it shall be at least one(1) year from shipment. if there is no expiry date or best before date, it is three (3) years from shipment).
- A certified operator must keep the related documents for certification for at least five (5) year from creation.

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3.9 Handling and disposal of nonconformity items

- When fields(in case of organic aquaculture, culturing site or collection site), production facilities, raw materials, seeds/seedlings etc do not conform with Organic JAS Standards and *JONA Organic Standards*, these products are regarded non-conformable.
- The operator must report to JONA items, quantity of products of nonconformity, where, why and when they were produced whenever requested by JONA (Please refer to III-3.6.10 of *JONA Certification Program*.) The operator shall also inform its buyers that organic label of the products of non-conformity shall be removed or void.
- Items and quantity, time and date of noncompliance, ways of disposal, the methods of labeling must be recorded and the related documents must be kept in the period set by III-3.8.
- Crops in a buffer zone, raw materials used for purging etc. are included in non-conformable products.
- In the case of parallel production, it is recommended to keep the records of non-organic products in order to present that there is no mixture of organic and non-organic products.
- It is not permitted to label and sell or distribute non-conformable products as organic.
- The non-conformable products must be handled as non-organic products, and the disposing methods and quantities must be recorded.

- An operator must make rules concerning disposal of non-conformable products and state it clearly in manuals. The operator must educate their personnel how to handle non-conformity products.

3.10 Handling the Certification documents

3.10.1 Reissue of Certification documents

- JONA shall not reissue organic certificate (hereafter called “certificate”) and documents of notification regarding certification in principle. The certificate issued by JONA can be re-issued only in the following cases. If they are re-issued, JONA shall collect the old copies.
 1. Addition and change of contents of the certification
 2. Loss or damage of the issued certificate for a legitimate reason
- The reissue of a certificate with a change of contents on the certificate needs to be approved by the Chairperson with the verification by certification officer.
- In case of the loss of the certificate, an operator is billed for 1,000 yen.

3.10.2 Reproduction of the certification documents

- If an operator provides copies of the certification documents to others, the documents shall be specified as a reproduction and reproduced in their entirety.

3.10.3 Returning the certification documents

- An operator who gets certification cancelled, temporary stopped its certification or withdraw certification must return its certificate back to JONA. The suspension is lifted, JONA returns the certificate to the operator.

4 Supervision Under Organic Regulations

4.1 Reports to the Applicable Authorities

4.1.1 Report

- JONA shall report, to the Minister of Agriculture, Forestry and Fisheries via FAMIC, name and address of an operator, their products, fields or facilities relevant to the certification and its contents when JONA grants a JAS certification.
- JONA shall report the following issues when we decided a case fall into one of them.
 - If products with organic JAS marks or handling methods of organic materials do not comply with JAS standards and it has not been corrected immediately
 - If JONA decides that products mandatory for certification is not labelled correctly and, therefore, it conflicts consumers’ interest.

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<ul style="list-style-type: none"> ● If JAS labeling is false, contrary to the fact and JONA decides that use of JAS standards can be troubled due to losing credibility and the false label cannot be corrected immediately. 	
<ul style="list-style-type: none"> • JONA shall collect grading reports and parcel size report (parcels size in case of (overseas) P.P.M.D of organic plant, organic feed, organic livestock, and organic algae and compliance report in case of handling operation) of each year (April to March) by the end of June annually and report it to the minister of MAFF by the end of September. 	
<ul style="list-style-type: none"> • JONA shall report on certificates for exports in a previous year by the end of January. 	
<ul style="list-style-type: none"> • JONA shall report on the amount of exported amount under equivalence agreements each year (January to the end of December) to the minister of MAFF. 	
<ul style="list-style-type: none"> • JONA shall report to FAMIC under the control of Secretary General for the issues that JONA office decides to be reported to the authorities and the ministries applicable. 	
<ul style="list-style-type: none"> • JONA shall send a list of COR certified operators to IOAS and COO by the end of December. 	COR
<ul style="list-style-type: none"> • JONA shall make an annual report to EU commission by the end of February. 	EU
<ul style="list-style-type: none"> • JONA shall make an annual report to Swiss Federal Office for Agriculture by the end of March. 	Swiss
<p>4.1.2 Withdrawal of JAS Organic Certification</p>	JAS
<ul style="list-style-type: none"> • As it is stated in <i>JONA Certification Program VI-6.3</i>, when JONA temporarily stops shipment by a certified operator or cancel certification of them, JONA shall report to MAFF information of the relevant organic operation including the name and address of the operator, category of products, the address of fields (in case of organic aquaculture, culturing site or collection site) and facilities, certification number, the date of taking measures, the reasons for the decision. 	
<ul style="list-style-type: none"> • JONA shall report canceled and suspended certification by the 25th of each month. If requested by IOAS, JONA shall report it more frequently. 	COR
<ul style="list-style-type: none"> • JONA shall submit an annual report to EU commission by the end of February. 	EU
<ul style="list-style-type: none"> • JONA shall make an annual report to Swiss Federal Office for Agriculture by the end of March. 	Swiss
<p>4.1.3 Seminar</p>	
<ul style="list-style-type: none"> • JONA shall educate and train the people concerned for effective management of JAS system. 	
<ul style="list-style-type: none"> • JONA holds seminars for certified operators to improve their understanding of Organic JAS regulations and technical skills according to Seminar Manual. 	
<ul style="list-style-type: none"> • Seminars are held based on the annual plan developed in the beginning of the 	

fiscal year (January). When Secretary General, General Manager, or Certification judges seminars are needed, they can be held separately from the planned ones.

- JONA may recognize the seminars held by other bodies after the contents are confirmed. JONA makes it public the list of seminars it recognizes.

4.1.4 Monitoring

- JONA shall conduct a surveillance of the market and monitor implementation of the regulations properly.
- JONA shall communicate with the authorities whenever necessary and cooperate with them by conducting a surveillance of the marker and reporting it to them.

4.1.5 Cooperation with other bodies

- JONA shall communicate with registered overseas certification bodies and other certification bodies whenever necessary and cooperate with the authorities on surveillance of certification activities overseas and reporting it to them.
- These policy apply to our members.

4.1.6 Document control

- The statute, JONA Certification Program and other manuals (JONA Organic Standards etc), data (financial statements, list of certified operators etc) and records etc shall be kept according to Document Control Program properly.
- JONA shall keep records and slips on certification activities, application control log, financial statements and so forth for 5 years. Electric data on certification will be kept as long as the applicable operator are certified. Once their certification becomes invalid, JONA shall keep them for another 5 years. However, the minutes of certification committees shall be kept as long as the applicable certification are valid.

4.1.7 Control of label

- JONA shall have certified operators properly control the use organic certificates JONA issues and organic JAS marks.
- JONA's certified operators, inspectors, certification officers, and Board members shall promptly report to the Chairperson improper expression on organic JAS certification on advertisements, catalog, or other media or misuse of JONA certificates and organic JAS marks.
- The Chairperson shall process the report above in line with JONA Certification Program III-3.7.4. She or he will decide how to respond to other cases by

communicating with MAFF.

4.1.8 Management resources

- JONA shall reserve management resources for stable operation of certification body. As a protective measure to unexpected debts that are caused by certification operations, it shall have “liability insurance for specialized operations”.
- Financial statements (inventory, balance sheet, P/L, and annual report) shall be created within 3 months from the end of business year annually and kept for 5 years.

4.1.9 Audit and corrective action to non-compliant operation

- The Chairperson assigns a person to conduct an internal audit of certification operations at least once a year and periodically. The operations of internal audits are prescribed in “Internal Audit Policy”.
- If non-compliance operation with JONA Certification Program is found in an audit, regardless of internal or external, JONA shall identify what it is, assess a cause of the non-compliance, implement corrective actions, and decide preventive actions. The Chairperson shall order a irregular audit to the internal audit department on efficiency of corrective and preventive measures a while after those measures start to get implemented. Non-compliances and corrective actions shall be recorded in “Non-compliance and Corrective Action Record”.

4.1.10 Management review

The Chairperson shall check suitability of certification operations and methods and appropriateness of management resources at least once a year and periodically. Its procedures are prescribed in “Management Review Policy.”

4.1.11 Change of requirements

- JONA shall notify operators of changes of organic standards of its certification scope and other related requirements in a timely manner (in case of COR, within 2 months from notification).
- JONA shall confirm that certified operators respond to the changes as necessary in an annual surveillance and a irregular surveillance of the operators in the transitional period (in case of COR, within one year unless regulated otherwise).

4.2 Audit by the authority

4.2.1 Registration as certification body

- JONA applied to MAFF, is registered as an Organic Certification Body at MAFF under

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<p>current JAS Law and will renew its registration continuously.</p> <ul style="list-style-type: none"> • JONA shall operate certification works as a registered certification body in line with organic JAS regulations. • JONA shall apply for COR accreditation to CFIA and is registered as a COR certification agency. • JONA shall conduct certification activities as a COR certification body. • JONA applied to EU commission for registration as a control body under EC Reg 834/2007 with an evaluation from IOAS and is registered. • JONA shall conduct certification activities as a EU-equivalent certification body. • JONA applied to Swiss government for registration as a control body under Swiss Organic Farming Ordinance and is registered. • JONA shall conduct certification activities as a registered certification body under Swiss Organic Farming Ordinance. <p>4.2.2 Audit of a registered certification body</p> <ul style="list-style-type: none"> • JONA shall undertake an audit by an applicable authority on the certification operation. • JONA shall undertake an audit of the execution of certification and the related activities upon a request of Governmental Authorities concerned. • JONA shall undertake an audit by MAFF and FAMIC for its operation. The scope of acceptance of audit is as follows: <ul style="list-style-type: none"> ● Manuals and records of the operation for Organic JAS Certification ● Qualifications and so forth of inspectors and certification officers involved in the operation of Organic JAS Certification ● Operation plan and its implementation of Organic JAS Certification ● Organizational structure of board members and staff ● Financial basis 	<p>COR</p> <p>EU</p> <p>Swiss</p> <p>JAS</p>
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5 Fees and expenses (*Initial fee and annual fee are not taxed. All fees and expenses are free of tax for overseas operators.)

Abbreviation in this section: gr=group, ind: individual

◆JONA Membership Fee in yen (tax excluded)

Item	JONA Full Member (1)	JONA Associate member (2)	Non-Member
Initial Fee (for the 1 st year)	2,000	2,000	0

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Annual Membership	20,000 (gr)	6,000 (gr)	0
Fee	2,000 (ind)	2,000 (ind)	

(1) A JONA full member is a group or an individual who supports purposes of JONA as a non-profit organization and voluntarily engages or is planning to engage in organic production, processing, distribution, and such. JONA shall not exclude them for nationality, region, race, religion, and so forth but JONA may reject those who have engaged in an illegal, organic operations.

(2) An associate member is an organization or an individual who is contracted with a full member

(3) A non-member is an applicant (group and individual) that does not join JONA. In addition, operators contracted with a non-members are called consigned operators (groups and individual).

◆ Pre-application fee in yen (tax excluded)

Item	JONA Full Member	JONA Associate Member	Non-Member
System Use Fee	0	0	(gr) 1 st year, 22,000 yen 2 nd year and on, 20,000 yen (ind) 1 st year, 4,000 yen 2 nd year and on, 2,000 yen (consigned gr of a non-member) 1 st year, 8,000 yen 2 nd year and on, 6,000 yen (consigned ind of a non-member) 1 st year, 4,000 yen 2 nd year and on, 2,000 yen

◆ Organic Certification Fee (for the initial year) in yen (tax excluded)

Item	Full member	Associate member	Non-member	Consigned operator of non-member	Fee from 2 nd facility (per facility)
JAS, IFOAM, Org application fee per application	(gr)20,000 (ind)10,000	(gr)20,000 (ind)10,000	(gr)20,000 (ind)10,000	(gr)20,000 (ind)10,000	(gr)20,000 (ind)10,000
COR, EU, Swiss application fee per application	(gr)30,000 (ind)15,000	(gr)30,000 (ind)15,000	(gr)30,000 (ind)15,000	(gr)30,000 (ind)15,000	(gr)30,000 (ind)15,000
Inspection fee	Refer to inspection fee	Refer to inspection fee	Refer to inspection fee	Refer to inspection fee	Refer to inspection fee
Certification operation fee	(gr)100,000 (ind)10,000	(gr)50,000 (ind)15,000	(gr)100,000 (ind)10,000	(gr)50,000 (ind)15,000	(gr)50,000 (ind)15,000

4. Regardless of whether it is a full member, associate member, non-member, or consigned operator of non-member, certification is charged on a facility-by-facility basis. In the case of multiple certification categories for the same facility, please refer to 5 below.

5. Regardless of whether it is a full member, associate member, non-member, or consigned operator of non-member, if a single operator applies for multiple certification categories for the same facility, the application fee, inspection fee, and certification operation fee (in this case, the certification service fee is 50,000 yen for a group and 15,000 yen for an individual) will be added to the second certification category. For the third and subsequent certification categories, an application fee and inspection fee (daily inspection fee and inspection report fee if the number of days increases) will be charged, but no certification service fee will be charged. Note that one certification category is counted as one when there is only one main inspection report (e.g., when a repacker or importer applies for two categories of organic agricultural products and organic processed foods, or when a production process manager of organic agricultural products applies for JAS and JONA-IFOAM certification)

6 If a JONA-IFOAM applicant also applies for EU certification, the difference between the IFOAM certification application fee and the EU certification application fee (10,000 yen for corporations and 5,000 yen for individuals) will be charged in addition to the IFOAM certification application fee.

7 If an applicant for Swiss certification applies for EU certification at the same time, an additional application fee of ¥10,000 will be charged. If a business that has already obtained either of the certifications applies for the other certification and it can be judged that all of the inspections for either of the certification criteria can be omitted based on the past certification results in this Program III-3.4.5, ¥10,000 will be charged]

8 For organic cosmetic certification (original certification), ¥10,000 per item will be added to the inspection fee for the evaluation of non-organic raw materials.

◆Organic Restaurant Certification Fee (for the initial year)

Item	Full member	Non-member	Fee from 2 nd facility
Application fee (Original, JAS respectively)	(gr, ind) 10,000	(gr, ind) 10,000	(gr, ind) 10,000
Inspection fee and certification operation fee (Original, JAS as a whole)	(gr, ind) 80,000	(gr, ind) 100,000	(gr, ind) 50,000

◆Post-certification fee in yen (tax excluded)

Item	JONA Full Member	JONA Associate Member	Non-Member

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User's fee (for use of marks and names of JONA)	0.4% of sales of products which bear the name of JONA, certification code and so on (up to 450,000 yen a year)	Charged to full member	0.4% of sales of products which bear the name of JONA, certification code and so on (up to 450,000 yen a year) Charged to the consigning non-member in case of consigned operator
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9 No user's fee is charged to organic restaurant certification operators.

◆ Fee regarding certification (every year from the second year) in yen (tax excluded)
Same with the 1st year.

◆ Irregular Surveillance Fee (9) in yen (tax excluded)

Item	JONA Full Member	JONA Associate Member	Non-Member
Irregular surveillance by on-site inspection	20,000 (group) 10,000 (individual) + Inspection Fee	20,000 (group) 10,000 (individual) + Inspection Fee	20,000 (group) 10,000 (individual) + Inspection Fee

◆ Inspection fee (tax excluded)

JONA's inspection fee is classified into daily allowance for days for inspections, fee for document review, and fee for inspection report.

■ Daily allowance in yen

Item	Fee	Note
Inspection daily allowance for one inspector	25,000	Maximum 8 hours/day. However, in case of an inspection for part of certification contents or an inspection of multiple days, 15,000 yen shall apply for a Max 4 hour inspection
Transportation fee for one inspector	5,000	Applicable to a day only for transportation due to inspection schedule or an inspection that needs more than 7 hours transportation.

■ Document review fee in yen

Item	Fee	Note
Document review	5,000	Per certification category and certification scheme. However, for the same certification category of multiple certification schemes, 2,500 yen shall be added from the 2 nd certification scheme. e.g. In case of JAS crop PPMD + EU- Producer + COR-Production, it is 5,000 yen + 2,500yen + 2,500yen. If a producer's application exceeds 20 fertilizer or soil conditioner, an evaluation of each additional input shall charge 2,000 yen. This does not include inputs registered in MAFF's website.

※Organic restaurant of JONA Original Certification or JAS Organic food identification for restaurants shall be evaluated by certification activity fee.

◆ Inspection Report Fee in yen (tax excluded)

- Certification category I

PPMD of plants/EU-producer (including unprocessed feed)/COR-production

Category 1	JAS(plant), Original
Category 2	IFOAM, EU, COR

Inspection report fee	Category 1 (either or both)	10,000 yen
	One from Category 2	15,000 yen
	Category 1 & one from Category 2	15,000 yen
	Category 1 & two from Category 2	18,000 yen
	Category 1 & all from Category 2	21,000 yen
	Two from Category 2	18,000 yen
	All from Category 2	21,000 yen

Note 1: Report fee of the sub-contracted facilities (facilities, warehouses, etc) under an applicant's certification is 3,000 yen.

Note 2: Apiculture certification, aquaculture certification and microalgae certification of JONA original are categorized in Category 1.

- Certification category II

JONA Certification Program 2022
III. Certification Procedures

PPMD of organic processed food/manufacturer of organic processing food(including liquor) EU- Handler (Processing) /COR-Processing		NOP
Category 1	JAS(plant), Original	COR
Category 2	IFOAM, EU, COR	

Inspection report fee	Category 1 (either or both)	10,000 yen
	One from Category 2	15,000 yen
	Category 1 & one from Category 2	15,000 yen
	Category 1 & two from Category 2	18,000 yen
	Category 1 & all from Category 2	21,000 yen
	Two from Category 2	18,000 yen
	All from Category 2	21,000 yen

Note: If there are facilities in multiple sites, 3,000 yen is added for each of additional site from the 3rd site.

Note: If an operator has a subcontracted facility (working facility, warehouse, etc), 3,000 yen will be added for each.

- Certification category III

PPMD of organic feed/ COR-Production

Category 1	JAS(feed), Original(feed)
Category 2	COR-Production (feed)

Inspection report fee	Category 1 (either or both)	10,000 yen
	Category 2	15,000 yen
	Category 1 (either or both) & Category 2	15,000 yen

Note: If there are facilities in multiple sites, 3,000 yen is added for each of additional site from the 3rd site.

Note: If an operator has a subcontracted facility (working facility, warehouse, etc), 3,000 yen will be added for each.

Note: The same fee even if the operator applied for both crop feed and processed feed.

- Certification category IV

PPMD of organic livestock / COR-Production (Livestock)

Category 1	JAS(livestock), Original(livestock)
Category 2	COR-Production (livestock)

Note: The inspection report fee may increase due to size of the operator (if there are facilities in multiple sites, 3,000 yen is added for each of additional site from the 3rd site).

Note: If an operator has a subcontracted facility (working facility, warehouse, etc), 3,000 yen will be added for each.

● Certification category V

Repacker / EU- Handler (repacking) / COR- Packaging and Labelling

Category 1	JAS, Original
Category 2	IFOAM, EU, COR

Inspection report fee	Category 1 (either or both)	10,000 yen
	One from Category 2	15,000 yen
	Category 1 & one from Category 2	15,000 yen
	Category 1 & two from Category 2	18,000 yen
	Category 1 & all from Category 2	21,000 yen
	Two from Category 2	18,000 yen
	All from Category 2	21,000 yen

Note: If there are facilities in multiple sites, 3,000 yen is added for each of additional site from the 3rd site.

Note: If an operator has a subcontracted facility (working facility, warehouse, etc), 3,000 yen will be added for each

Note: If the operator repacks multiple types of product category, the same fee will apply. E.g. If the operator repacks organic JAS plant and organic processed food, it is 10,000 yen.

● Certification category VI

Importer / Food handler / Warehousing / EU- Handler (Trading) / COR- Trading

Category 1	JAS, Original
Category 2	IFOAM, EU, COR

Inspection report fee	Category 1 (either or both)	10,000 yen
	One from Category 2	15,000 yen
	Category 1 & one from Category 2	15,000 yen
	Category 1 & two from Category 2	18,000 yen
	Category 1 & all from Category 2	21,000 yen
	Two from Category 2	18,000 yen

	All from Category 2	21,000 yen
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Note: If there are facilities in multiple sites, 3,000 yen is added for each of additional site from the 3rd site.

Note: If an operator has a subcontracted facility (working facility, warehouse,etc), 3,000 yen will be added for each

Note: If the operator repacks multiple types of product category, the same fee will apply. E.g. If the operator repacks organic JAS plant and organic processed food, it is 10,000 yen.

● Certification category VII

JONA Original Restaurant/JAS Organic food identification for restaurants

Inspection report fee	Either of the two above	10,000
	Both of the two above	15,000

Note: If there are facilities in multiple sites, 3,000 yen is added for each of additional site from the 3rd site.

Note: If an operator has a subcontracted facility (working facility, warehouse,etc), 3,000 yen will be added for each

Note: Certification Activity Fee covers JONA Original Restaurant or JAS Organic food identification for restaurants.

● Certification category VIII

JONA Original Cosmetics

Inspection report fee	JONA Original Certification	10,000
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Note: If there are facilities in multiple sites, 3,000 yen is added for each of additional site from the 3rd site.

Note: If an operator has a subcontracted facility (working facility, warehouse,etc), 3,000 yen will be added for each

● Certification Category IX

JONA Input confirmation

Inspection report fee	JONA input confirmation	10,000
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Note: If there are facilities in multiple sites, 3,000 yen is added for each of additional site from the 3rd site.

Note: If an operator has a subcontracted facility (working facility, warehouse,etc), 3,000 yen will be added for each

● Irregular inspection

Inspection report fee	Irregular inspection report fee	3,000
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- The applicant bears in principle such expenses as those for traveling and accommodation of the inspector.
- Report fee in principle includes such expenses as those for correspondence and consumables.
- Traveling cost is in principle charged as departing from the address where the inspector registers JONA that s/he resides.
- Accommodation fee shall not exceed 8,000 yen per day if circumstances do not allow.
- The inspector shall pay for his/her own meals in principle.
- Inspection fee shall be requested from the inspector to JONA, which shall request the applicant.
- In case of on-site inspection outside Japan, daily allowances for on-site inspection and inspection trip shall apply but JONA determines report fee with non-Japanese environments taken into account.
- JONA shall charge translation fee (not applicable for English translation) at an on-site inspection outside Japan.
- If a translator must be provided at an on-site inspection outside Japan, the applicant must bear the expense of it.
- In case of an on-site inspection carried out by a contracted CB based on III-3.4.8 of this program, JONA has the right to charge the inspection fee. However, JONA may assign the right to the contracted CB

◆ Other fees (tax excluded)

Item	JONA Full Member	JONA Associate Member	Non-Member
Transaction certificate	1,000	1,000	1,000
Certificate of Inspection (EU)	1,000	1,000	1,000

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Import certificate (USA)	1000	1000	1000
Certificate of Inspection (GR)	1,000	1,000	1,000
Export certificate (Taiwan)	1,000	1,000	1,000
Export certificate (Canada)	1,000	1,000	1,000
Commercial name certificate	3,000	3,000	3,000
Course Fee	15,000 (1 program)*1,2 20,000 (2 programs) *1,2	15,000 (1 program) *1,2 20,000 (2 programs) *1,2	15,000 (1 program) *1,2 20,000 (2 programs) *1,2

• In principle, JONA shall not reimburse the fee received.

(*1) Only JONA members or employees of JONA members may be exempted from paying the fee for the second and subsequent times when the same person takes a program again that he/she has taken in the past.

(*2) 15,000 yen for one program, 20,000 yen for two or more programs to be taken (applied for) at one time.

IV. Confirmation of input substance

JONA has a program to confirm that a specific input is in line with the materials allowed in *JONA Organic Standards* (including those in Attached Tables of JAS Standards). The manufacturer of the product can apply for confirmation of compliance. The product confirmed as compliant is called “confirmed product”, use of which could be applied by the operator or applicant without submission of materials on the product. This confirmation is not intended to insist that use of the product suits organic production. When the certified operator or applicant wishes to use a confirmed product, they have to get an approval from JONA regarding purpose, reasons, and usage of it.

The procedures to apply for confirmation of product are prescribed in the following.

1 *Scope and objectives for the confirmation*

1.1 Scope of the confirmation

An applicant for confirmation is a producer, P.P.M.D., fertilizer manufacturer/distributor, manufacturer/distributor of materials for agricultural use, manufacturer/distributor of materials for food processing, and so forth. They manufacture and distribute fertilizers, soil conditioners, agricultural products, additives, and so forth.

1.2 Geological area for the confirmation

Geographical areas for confirmation is within Japan and any other country.

1.3 Qualification for the staff of confirmation process

Pursuant to *JONA Certification Program* III-1.4 and Standard Committee member

2 *Prior to submitting the application*

2.1 Applicant

2.1.1 Eligible applicant

- Operator who are categorized in *JONA Certification Program* III-d-1.
- An applicant can be member of JONA or non-member
- Applicant who wish to have the materials to be confirmed. The material should be on the material lists within *JONA Organic Standards* (including those in Attached Tables of JAS Standards).
- Applicant who understand *JONA Organic Standards*, *JONA Certification Program*, and related regulations.

2.2 Hearing prior to application

Pursuant to *JONA Certification Program* III-2.2 with organic food and “certification” replaced by “confirmed product” and “confirmation” respectively.

2.3 Basic agreement prior to submitting the application

Pursuant to *JONA Certification Program III-a-2.3* with organic food and “certification” replaced by “confirmed product” and “confirmation” respectively.

3 Confirmation Process

3.1 Submitting the document

- An applicant has to submit “JONA Confirmed Product Application Form”.
- An applicant must fill out “JONA Confirmed Products Application Form” and attach necessary documents.
- An applicant must collect the information to attach to the application.

3.2 Acceptance of application and the document review by JONA administration office

- The office receives the application documents to make sure if there is insufficient material, data, report or an omission.
- After checking them, the office requests additional requirements or documents, if needed.
- When confirmation by the office is completed, application for certification is accepted.
- The office may request a member of Standard Committee first processing of the application document.
- In the first processing, a Standard Committee member evaluates compliance of the product with JONA Organic Standards.
- In the initial processing, it will be decided whether an on-site inspection can be done or whether more information is necessary.
- A result of the first processing is notified to the applicant by JONA Office.
- The applicant can object to a result of the first processing. An objection can be raised through the procedure of appeals (*JONA Certification Program IV-3* apply with “certification” replaced by “confirmation”.)
- It is prohibited to be engaged in the review of the said processing for a member of the office or Certification Committee who has interests (such as investment, business deals, consultation or employment) with the applicant for the past 2 years from the day the said application is received.

3.3 Appointing the inspector and assigning the on-site inspection

- Pursuant to *JONA Certification Program III-3.4*.
- An on-site inspection should be carried out approximately at the time of receiving ingredients, right before or after production, during busy days of shipment, when products are stored, and so forth.

3.4 Confirmation by Standard Committee

- Standard Committee evaluates, with Inspection Report and Application Documents, conformity to *JONA Organic Standards*, Organic JAS Regulations and technical criteria, decides certification and determines, if any, conditions for certification.
- If the committee can't make a decision only by the inspection reports, additional explanation should be called for to the inspector.
- JONA notifies the operator of a confirmation decision by document. It may include minor conditions to be improved.
- Confirmation Notice and a confirmation number are granted to a certified applicant.
- In case that improvement of conditions is necessary, the notice of conditions for confirmation is given. The applicant must submit an affidavit to improve the conditions and its related documents (Refer to *JONA Certification Program IV-3* with "certification" replaced by "confirmation".)
- Standard Committee confirms improvements and decides whether or not confirmation is given.
- However, when JONA recognizes the necessity to verify improvement of conditions, the office should carry out the confirmation work such as inspection.
- In case of denial or objection against submitted conditions, the applicant has the right to make an appeal against the decision. Appeal should be made under *Reinvestigation Policy*.

3.5 Agreement after approval of the confirmation

- It is allowed to label JONA logo mark and indicate confirmation by JONA on the containers, packages, and so forth of confirmed products.
- The labeling and indication must be approved by JONA before it is used. In order to get an approval from JONA, *JONA Labeling Evaluation Form* with a drafted sample must be submitted before sale.
- JONA Administration Office evaluates labels.
- The confirmed operator shall notify JONA in advance of any change of contents of certification such as ingredients, inputs, processing equipment, facilities, distribution channel and/or items. JONA decides whether or not another inspection or certification is needed by those changes.
- The confirmed operator shall notify JONA without delay of a stoppage of confirmed production, processing, handling, etc.
- The confirmed operator must submit documents and records to verify

improvements of the conditions given from JONA. If they are not submitted, the confirmation will be canceled.

3.6 Term of Confirmation Period and Continuing/Renewing the confirmation

- A confirmation period is as long as one year after the decision.
- It is necessary for a confirmed operator to get inspected for renewal within one (1) year from the confirmation date.
- The operator should notify JONA of her/his intention to renew confirmation one (1) month at the latest before the expiration of the term of validity.
- The operator shall send the application for renewal to JONA. The application documents include same contents of the initial application.
- The schedule of renewal inspection is decided between the operator and JONA.
- In some cases, decision of renewal confirmation might not be decided within the term of validity expires, due to the delay of inspections, delay of the inspection report submission, or by not holding the Standard Committee. If the reason is clear and in line with purposes of confirmation, JONA shall notify the operator of confirmation extension period under the conditions to improve the conditions and to renew confirmation.
- Extension of confirmation period is effective only with the condition that the contents of confirmed material remain the same.

3.7 Keeping the documents relating to the applications

- The confirmed operator should keep the related documents for confirmation for at least three (3) years.
- The related documents include *Application Form*, *Attached Documents*, conditions, production records, the reports handed in to JONA, confirmation notice and etc.

3.8 Handling and disposal of non-approved items

- When fields, production facilities, raw materials, seeds/seedlings, etc. do not conform with materials allowed in *JONA Organic Standards*, these products are regarded non-conformable.
- Non-conformable products cannot be labeled and sold as confirmed products.
- The names and quantity of non-conformable products, the time and date, reason, and a way of disposal should be reported to JONA and recorded.
- The operator should make rules concerning disposal of non-conformable products and state it clearly in manuals, etc. S/he should indicate the handling to workers and persons concerned.

3.9 Reissue of Certificate

Pursuant to *JONA Certification Program* III-a-3.10 with “certification” replaced by “confirmation” and “certification committee” replaced by “standard committee”.

4 Fee

Pursuant to *JONA Certification Program* III-5. As far as inspection report fee is concerned, that of processor applies.

V. GLOBALG.A.P.

There has been an increasing tendency to seek farming that controls sanitation on the farm and that is financially and environmentally and sustainable in and outside Japan. JONA has decided to move to Global GAP certification (hereafter GGAP certification) after taking the international trend into account. Section V of JONA Certification Program prescribes procedures of GGAP certification.

1 Scope of Certification

1.1 Applicant

An applicant shall be a person that is responsible for its own products such as a producer, a production cooperative or a producer group. Collection or processing is not subject to GGAP certification.

1.2 Geographical scope of certification

JONA covers Japan as a geographical scope of the certification.

1.3 Language used for evaluation

The language used for evaluation is Japanese in principle.

2 Evaluation

- Personnel involved in evaluation

Personnel who meet the following qualification up to the type of operation will do the evaluations.

- On-site inspection without QMS audit: Inspector
Meeting Annex III.1 of General Regulations III
- On-site inspection of Option 1-3 and Option 2 and certification decision of all options: QMS auditor
Meeting Annex III.2 of General Regulations III
- Any other operations: certification staff
Shall have adequate knowledge to do operations.

In this program, inspector and QMS auditor shall be called “evaluator”.

- Personnel involved in evaluation shall have excluded an interest with an applicant for the past 2 years (see JONA Certification Program VI).

3 Evaluation procedures

3.1 Self-assessment

An applicant, before application, shall do a self-assessment to verify conformance with GGAP standards. The applicant shall conduct the self-assessment in the following

conditions and submit its result at the application.

The conditions that the applicant meet are...

- All parcels, products, and processes for certification are subject to the assessment.
- The assessment shall be done by the applicant itself or anybody else as long as the applicant can be responsible for its contents.
- The self-assessment shall be done based on GGAP CPCC checklist (prescribed by GGAP). This checklist shall be available anytime for JONA for verification.
- All non-applicable and non-conformity points shall have comments on objective evidence in GGAP CPCC checklist.
- An applicant that fall under Option 1-3 or Option 2 shall do a QMS internal audit based on GGAP QMS checklist.

3.2 Application

- An applicant shall understand GGAP standards.
- An applicant shall fill out application form and submit it to JONA together with the documents listed.
- An applicant shall not have their products for certification registered by a different certification body or under a different option (see JONA Certification Program V-2.3.1).
- An applicant shall be an individual person or a legal person and shall not be any non-legal person such as a private organization.

3.2.1 Certification category

The applicant shall be classified to the following category. The applicant shall make clear which option the applicant like to apply for.

Option 1 : Individual producer

Option 1-1 An individual producer that has one production site

Option 1-2 An individual producer or organization that has multiple production sites (without QMS)

Option 1-3 An individual producer or organization that has multiple production sites (with QMS)

Option 2 : Group producers

Producer group that applies for group certification

3.3 Acceptance of application and registration

- JONA shall check if the application falls under the scope of certification when it receives application documents.
- JONA shall check if all documents necessary are submitted to accept an application.
- If the application is accepted, JONA send *Global GAP Certification and Inspection Agreement, Sublicense and Certification Agreement* and an invoice.
- JONA shall issue an invoice for 80% of the total evaluation fee, excluding actual expense, and GLOBALG.A.P. registration fee. JONA does not guarantee issue of the GLOBAL GAP certificate just because an applicant paid for the fee.
- JONA shall register the applicant on the database of Global GAP within 28 days after the date of acceptance when it verifies the agreement of the contract and the payment of the invoice. GGN number shall be informed to the applicant.
- JONA shall not accept an application if an agreement on contract is not made or if a payment is not made and return application documents or, if agreed by the applicant, disposed of them.
- The product scope is linked to the location where that product is produced. Products produced in a non-registered location cannot be certified, and likewise products that are not registered but are grown on a registered location cannot be certified.
- JONA shall inform the applicant if the applications is not in the scope of certification.

3.4 selection of inspectors/auditors

- After confirming all documents necessary are submitted, Scheme Manage shall designate inspectors and auditors of the application. If there are multiple evaluators, Scheme Manage will choose the chief among them.
- Chief inspector/auditor shall communicate with Scheme Manager on acceptance of evaluation within 3 days from the date of the designation.
- JONA shall send Evaluation Doc data to inspectors/auditors who accepted an inspection/audit.
- Inspector/auditor shall communicate with other inspectors/auditors and an applicant, decide evaluation date and meeting place, and make an evaluation plan within 7 days from the date of receiving of Evaluation Doc and send it in pdf format.
- One inspector can conduct the same operator up to no more than 3 consecutive years (not 4). However, an inspector can do an operator of Option 1-3 and Option

2 for more than 4 years.

- One auditor may audit the same operator no more than 4 years (not 5).

3.5 On-site inspection, on-site audit

- Inspection/audit shall be done in line with initial meeting manual, evaluation manual, & exit meeting manual.
- The timing of on-site inspection/audit shall be designed for the evaluator(s) to verify compliance with all requirements necessary.
- If an inspection is done after the harvest of the crop items for certification, JONA may be able to evaluate after an additional inspector or additional information. If all the control points cannot be verified, the crop items cannot be listed on the certificate.
- If harvest has already taken place at the time of inspection, the evaluator(s) can verify compliance according to the records kept by the applicant. However, in that case, JONA shall allocate a subsequent inspection or an unannounced inspection at the timing of harvest.
- The inspectors shall inspect all production sites of an applicant under option 1-1 or 1-2 based on 'GGAP CPCC checklist'.
- For an applicant under option 1-3 and 2, inspector(s) shall inspect farms based on 'GGAP CPCC checklist' and QMS auditor shall audit members or sites based on 'GGAP QMS audit checklist'. The inspector(s) shall inspect more than root square of the number (rounded upwards if there are any decimals) of members for certification. The inspector shall decide which members will be chosen. QMS auditor may do an inspection of farms and QMS audit alike.
- The post-harvest facilities used collectively shall be inspected for more than square root of their total numbers.
- The number of members subject to on-site inspection in case of option 1-3 or 2 is determined based on the risk of operators and shall be notified within 48 hours (2 working days) from the beginning of the inspection. The risk assessment takes the following factors into account.
 1. Failure to comply with significant QMS and/or product handling requirements affecting the producer member's compliance
 2. Customer complaints; e.g. illegal pesticide residue detection
 3. Significant inconsistencies between the internal audit/inspection reports and the CB inspection/audit findings
 4. The possible need to determine if the NC is structural or not

5. Number of products

- The evaluator(s) may stop the evaluation upon an agreement with the applicant if either of the following conditions is met.
 1. Untruthful conduct on compliance with CPCC is confirmed.
 2. Integrity on food safety, workers safety, environment, consumers, and/or product is seriously bleached.
 3. There are more than 20 non-compliances for “Major Must” or “Minor Must” issues and they cannot be expected to be resolved by the deadline.
- The evaluator(s) shall agree with the applicant on a summary of the inspection at the end of the inspection. The representative of an applicant shall confirm or sign the summary.
- The evaluator(s) shall identify non-compliances found during the evaluation on *Evaluation report* and send it along with *Non-compliance report* to the applicant. They shall be corrected within no more than 28 days from the end of inspection. If the applicant needs to comply with 100% of Major Must or more than 95% of Minor Must control points to get certified. Otherwise, the applicant shall be given a warning.
- An applicant shall present corrective actions, cause analysis, and preventive actions to the auditor.
- The chief inspector/auditor shall evaluate the report from an applicant are addressed to check if they don't fall into non-conformance. If non-conformance cannot be resolved in the assigned period, sanctions will be given.
- Information on certification shall be disclosed to the accreditation body or Global GAP if it is requested from them.

3.6 Review and certification

- Scheme Manager shall designate a certification officer for the application whose inspection report has been completed.
- A certification officer shall make a certification report within one week from receiving accepting a certification operation and report it to JONA Chairperson.
- For certification, an applicant must meet 100% of Major Must control points and more than 95% of Minor Must control points. If an applicant does not meet it, they are given a warning (see JONA Certification Program IV-3.5). If they don't satisfy it, , JONA shall register “Open Non-conformance” in Global GAP database. If an applicant does not resolve causes of the warning within 3 months, JONA shall re-inspect them to check the compliances. If the compliances are verified, JONA

shall issue a certificate.

- For an applicant of option 1-1 & 1-2, a certification officer who meets all qualification for QMS auditors but QMS training conducted by Global GAP and more than 10-day management audits makes a certification decision.
- For an applicant of option 1-3 & 2, a certification officer who meets QMS auditors makes a certification decision.

3.7 Notification

- The Chairperson shall confirm the certification decision and, if it is appropriate, notify it to the applicant.
- If the certification decision is “certification”, JONA shall issue a certificate.
- If the certification decision is “decertification”, JONA shall inform the applicant of the result along with reasons by document.
- The certification period is 12 months.
- JONA shall register them in Global GAP database.
- In case of an applicant that consist of multiple farmers, the certificate shall be sent only to an applicant. They may not market any product under their name with reference to the certificate.

3.8 Additional inspection (second visit) (only for option 1-3 & 2)

- For the operators certified under option 1-3 or 2, JONA shall make an additional inspection for more than 50% of $\sqrt{\text{the number of certified producers}}$.

3.9 Unannounced inspection, unannounced audit

- JONA shall make unannounced inspections to 10% (minimum 1 inspection) of all operators certified under option 1-1&1-2 (see V-2.3.1) and unannounced audits of QMS to 10% (minimum 1 audit) of all operators under option 1-3 & 2.
- JONA shall take into account geography, crop type, compliance history, etc when we select operators subject to unannounced inspections.
- An unannounced inspection can be done with a notification within 48 hours on working days prior to the inspection in principle. The inspection can be extended if it is an exceptional and justifiable case such as medical reason but the operator will receive a warning from JONA. JONA shall make another inspection plan, notify them of it within 48 hours on working days before the planned inspection date, and carry out an unannounced inspection. If the 2nd inspection cannot be carried out due to unjustifiable reasons, JONA shall issue a suspension of all

products.

- An unannounced inspection for option 1-1 & 1-2 operators shall be carried out for the Major Must and Minor Musts of GGAP CPCC checklist, or shortened lists.
- An unannounced audit for option 1-3 & 2 operator shall be carried out with GGAP QMS audit checklist.

3.10 Unannounced Reward Program

- If an applicant applies for “Unannounced Reward Program”, they can waive an additional unannounced inspection by having an annual inspection in an unannounced manner. However, if JONA has justifiable reasons, it can conduct an unannounced inspection in addition to annual inspections.
- An annual inspection in an unannounced manner shall cover all check lists.

3.11 Renewal surveillance (subsequent inspection)

- JONA shall issue *notification of surveillance for renewing certification* to certified operators 3 months prior to the expected timing of inspection to inform the timing of inspection
- If an applicant wishes to renew certification, it would need to submit application documents by the date written in *notification of surveillance for renewing certification*.
- JONA shall determine the timing of inspection/audit for renewing.
- Procedures of renewal surveillance would follow V.3.1 to 3.9 except for the following.
- The timing of on-site inspection shall be in the period of 8 months, from 4 months before the expiry date of certification to 4 months after the expiry date. If certification period is expected to become expired, the operator may request an extension of the certification period. JONA can grant the extension up to 4 months from expiration of the certification period.

3.12 Label evaluation

- In GGAP certification, Global GAP Logo cannot be labeled on the products but used for business communication. On the other hand, Global GAP QR code can be labeled on products only if directly conned to the products and used for business communication.
- The certified operators shall need to apply for label evaluation for use of those logos, the name of JONA, and any advertisement and publication of Global GAP

certification and get an approval from JONA before use.

3.13 Notification of changes in certification requirements

JONA shall notify certified operators of any changes in standards and procedures related to Global GAP certification, including the date of application and, if applicable, transitional period, in a timely manner.

3.14 Change of certification body

- All producers or producer groups registered to the Database may change certification body.
- All producers or producer groups that transfer to JONA shall have to resolve an unresolved sanction prior to application. It goes same if when they transfer from JONA to a different certification body.
- JONA shall check if an applicant has been certified by a different certification body and, if they have, their certification status on the Database.
- In transferring certification body, the existing GGN of the producer or producer group is transferred.
- Producers or producer groups cannot be registered by different certification bodies simultaneously. If they have “Global GAP Sublicense and Certification Agreement” with a different certification body and JONA, the agreement will be valid when a previous certification body, whichever it is, releases GGN number.
- JONA shall close the registration process, including entering into “Global GAP Sublicense and Certification Agreement” with producer or producer group. The transfer takes place even after the producer or producer group’s certificate got expired and there is no binding service contract between the producer or producer group and the previous certification body.
- There is a period when the producer does not have a valid certification if the “Date of Acceptance” (signing of the ‘GLOBALG.A.P. Sublicense and Certification Agreement’) and “Date of Audit” are after the outgoing CB’s certificate expiry date.
- If “Date of Acceptance” and perhaps also “Date of Audit” of JONA takes place before the previous certification body’s certificate expiry date, JONA’s certification shall be valid after certification by the previous certification body gets expired. JONA shall keep the certification cycle of the previous certification body.

4 Fee (indicated without tax)

4.1 Initial and annual evaluation

● In case of Option 1-1&1-2

Item		Fee (in yen)	Comments
Farm Evaluation Fee		250,000	Up to the size of 30ha. 50,000 yen is charged for each additional 30ha.
Post Harvest Unit Evaluation Fee		40,000	Per one unit. This excludes PHU located in the same site with a farms.
1 st Year Evaluation Fee		50,000	Only for the 1 st year
External Subcontractor Evaluation Fee		20,000	Per one unit. This applied only to the facilities the evaluator(s) actually visit (in most cases, post-harvest units)
Multisite Evaluation Fee		70,000	Applicable only to each site additional to the 1 st site of multi-site operators without QMS.
Sub-scope evaluation fee		50,000	Applicable only to each sub-scope additional to the 1 st sub-scope of an operator with multi sub-scopes.
Multi-product Evaluation Fee		20,000	Applicable if an applicant has more than 3 products for the same sub-scope.
Additional evaluation/ re-evaluation fee	On-site inspection	100,000	Applicable if an additional evaluation or re-evaluation requires an on-site inspection
	Document Review	30,000	Applicable if an additional evaluation or re-evaluation requires only document review without an on-site inspection
Organic JAS certification deduction		-50,000	Subject to having organic certification from JONA or EFRN.

● In case of Option 1-3 & 2

Item		Fee (in yen)	Comments
Office Evaluation Fee		350,000	

Farm Evaluation Fee		100,000× <i>√All producers</i>	
Post Harvest Unit Evaluation Fee		50,000	Per one unit. Applicable to the units that are actually visited.
1 st Year Evaluation Fee		100,000	Only for the 1 st year
External Subcontractor Evaluation Fee		20,000	Per one unit. This applied only to the facilities the evaluator(s) actually visit (in most cases, post-harvest units)
Sub-scope evaluation fee		100,000	Applicable only to each sub-scope additional to the 1 st sub-scope of an operator with multi sub-scopes.
Multi-product Evaluation Fee		50,000	Applicable if an applicant has more than 3 products for the same sub-scope.
Additional evaluation/re-evaluation fee	On-site inspection	200,000	Applicable if an additional evaluation or re-evaluation requires an on-site inspection
	Document Review	80,000	Applicable if an additional evaluation or re-evaluation requires only document review without an on-site inspection
Organic JAS certification deduction		-100,000	Subject to having organic certification from JONA or EFRN.

Notes

- The amounts above are indicated without tax.
- Expenses for travel and accommodation shall be charged separately.
- The chart includes the fee for surveillance to OP 1-3 & 2. Travelling and accommodation fee for the surveillance will be charged.
- Organic JAS certification of Option 2 deduction is applicable if at least one of the members is certified to organic JAS.
- Please refer to the fee chart regarding Registration fee and Certification License Fee.

VI. Common matter for each certification programs

1 **Confidentiality and exclusion of conflict of interest**

- Inspectors, certification officer, document reviewers, certification staff, members of committees, other JONA staff including the directors and office staff and concerned parties ought to ensure confidentiality. They ought to avoid conflict of interest. All personnel should sign on the written oath such as *Agreement of Inspector* for inspector, *Affidavit for Certification officer* for Certification officer, and *Affidavit* for board members and *declaration* of administration office staff.
- The inspector, Certification officer, board members and office staff shall report the most updated conflict of interest annually.
- The following clause describes rules of disclosure of information.

2 **Disclosure of information**

2.1 Disclosure Information about certified operator

- JONA completes a list of certified operators (name, address, category of products, location of its fields (in case of aquaculture, culturing site and collection site) and facilities and the date of certification). If someone requested to peruse information about certified operators, JONA disclose the information only at the JONA office (the place stated in *JONA Statue*). If it is needed, JONA might provide the requested information by FAX or e-mail. This information is accessible only before the day of an abolition of grading or a cancellation of certification.
- Once JONA receives a notification for withdrawal of certification from operators, JONA discloses information (the name of the operator, its address, category of certified products, location of its fields (in case of aquaculture, culturing site and collection site) and facilities, date of withdrawal) at the JONA office and on its website for one (1) year from the date of the withdrawal.
- When JONA orders to stop the shipment temporary, or cancels the certification, JONA discloses information about the operator (name, address, category of certified products, location of its facilities, date of the order or cancellation) at the JONA office and on the website for one (1) year from the date of cancellation or while stopping the shipment.

2.2 Obligation of JONA about other information and its confidentiality

- JONA shall not disclose in principle information of certification procedures and any information regarding certification except for that of 2.1 above. In requesting

such information, one shall in writing request it to JONA with reasonable reasons stated with the request. JONA may disclose information to the reasonable extent if the Chairperson decides so.

- JONA shall be responsible to an applicant and inspectors to keep information regarding certification confidential, but JONA may be able to disclose and present information to applicable parties with a consent from those whom it concerns in the following cases. Meanwhile, if requested from MAFF, a government agency of equivalent foreign country, FAMIC, and IOAS, JONA may be able to present information to them only by notifying it to a certified operator in question.

- If JONA is requested by a different certification body to disclose information on the products from a JONA-certified operator for use by an operator certified by the body, JONA may disclose application documents and inspection report of the said operator to the body under contract between the body and JONA.
- If an operator certified by JONA sells their products to a party that intends to obtain organic certification by a different certification body, the certified operator may request JONA to present application documents and inspection report of the said operator under contract between the body and JONA.

- JONA shall provide information regarding certification promptly and adequately to authorities and control bodies concerned in the following cases to the extent which are regulated by respective organic regulations below:

EU Certification

- Where operators and/or their subcontractors are certified according to the programs that is controlled by organizations other than JONA.
- Where operators and/or their subcontractors change their control body
- Where operators and/or their subcontractors withdraw certification
- Where irregularities or infringements affecting the organic status of products are found

COR Certification

- If requested from a certification body an operator is switching from JONA to, JONA shall issue 'Letter of Good Standing' after verifying there is not any unresolved non-compliance on certification or contracts.
- In case operators and/or their subcontractors change their certification bodies to JONA for EU Certification, JONA shall request their previous certification bodies to provide the information concerning the non-conformities raised in the last inspection, the corrective measures, the evaluation result of those measures and the reasons of

withdrawing certifications.

- JONA and a certified operator, if agreeing, shall accept an surveillance/inspection of applicable governments, FAMIC, or other controlling body (an auditor from IFOAM, IOAS, or ISO audit agency).
- As for operators certified to Global GAP, JONA prescribe how to handle information below.
 - A photocopy of inspection report, objective evidence of corrective actions, and completed inspection and audit check lists shall be provided only with a consensus with the operator when requested to national legislations, Foodplus, IOAS, and other CBs.
 - If a producer or producer group is included in the certification JONA sanction and if they are also certified by other certification body, JONA shall communicate on the scope of sanction, if necessary, the details on sanction. Likewise, JONA also received information necessary on sanction from other certification bodies.
 - Communications between certification bodies shall be done on information necessary. A sanction issued from a different certification body is valid and JONA shall respect a sanction.

3 Impartiality Policy

- The Chairperson shall identify the risk to the impartiality on an ongoing basis and attempt to eliminate and minimize the identified risk. The elimination of the identified risk or the identification of the risk to impartiality and the result of its management is registered to the list of impartiality analysis.
- The Chairperson calls for the impartiality committee on the impartiality of the operation at JONA once or more a year.
- The procedure for the previous clause is provided in *Impartiality Committee Operation Policy*.
- The impartiality committee discusses the impartiality of the certification activities of JONA and offers an opinion on the result of its discussion to the chairperson.

4 Reinvestigation Policy

- Applicant can make an appeal for reinvestigation when he is dissatisfied and have an objection to evaluation result.

4.1 Request of appeal

- An appeal should be filed by submitting a document on issues and reasons of the appeal within thirty (30) days from a notice of decision.
- The administration office notifies its receipt of the request of appeal to the applicant, reviews the contents of appeal and reports by document the outcome to the applicant within two (2) weeks.
- In the case of further dissatisfaction or objection with the report, the applicant can make an appeal directly to the Reinvestigation Committee within thirty (30) days.
- An appeal against the decision made by the Reinvestigation Committee can be made no more than twice for one case.
- An appeal can be received only if it is made by document. The document has to state date of appeal and name of appellant with her/his signature and stamps.

4.2 Reinvestigation Process

The Administration Office reviews the contents of appeal. The office shall inform the appellant if it will take more than two (2) weeks for the office to answer. The office collects additional information or hearings from the inspector. An outcome of the review is to be informed by documents of within thirty (30) days.

- The reinvestigation should be carried out by the committee and a decision is made within thirty (30) days on acceptance of appeal. An outcome of the reinvestigation shall be reported to the chairperson and the appellant.
- When the Reinvestigation Committee decides it necessary, JONA can conduct an on-site inspection. The inspection shall be conducted in accordance with JONA Certification Program. Articles on drafting and notification of inspection plan, conduction on-site inspection, and making and reporting an inspection report are applicable.
- The decision is one of the followings.
 - Approving the legitimacy of the contents of appeal (fact and rationale). The reinvestigation committee instructs the certification officer to re-judge.
 - As the facts and records in the appeal against the decision are not complete, a decision will be held until more detailed information shall be revealed by further investigation by the Administration Office.
 - Denial of the appeal as there is not justification in appeal (fact and rationale)
- JONA shall keep logs and documents related to reinvestigations properly/
- JONA shall conduct preventive measures and retroactive measures if necessary.

4.3 Reinvestigation Committee

- The Reinvestigation Committee consists of one (1) chairperson and two (2) members.

- The Reinvestigation Committee consists of a member from the Standard Committee, a certification officer who was not involved in the evaluation, and a full member of JONA having no interest in the matter or the trade. The chairperson is chosen by the 3 members.
- The members shall be recognized by the board of directors recognize that they have sufficient knowledge for JONA Organic Standards, JONA Certification Program, organic system and related regulations.
- The members shall sign *Agreement of Reinvestigation Committee Member* and report the conflict of interest so as to ensure the confidentiality and avoid conflict of interest.
- JONA can give training to the members to provide necessary information for reinvestigation. The chairperson appoints the trainer.
- The JONA chairperson evaluates the performance of the members in each case of reinvestigation.

4.4 Expenses of reinvestigation

- A person or firm that filed appeals should bear a whole expense for reinvestigation in principle. Meanwhile, if the appeal turn out to be approved fully after reinvestigation, JONA shall bear the whole expense for reinvestigation.
- Expense includes the expense for holding Reinvestigation Committee (5,000 yen for daily allowance of each member, traveling expense and so forth) and re-inspection for irregular surveillance.
- The Administration Office demands for the payment after a final appeals decision is made.

5 **Complaint policy**

5.1 Accepting complaints

- Complaints regarding certification decisions shall be processed according to *JONA Certification Program VI-4*.
- JONA shall accept complaints, if possible, in writing. Complaints made verbally so as by phone shall be recorded on important matters (date, complainer, contact of the complainer, content). General manager and/or Certification shall inform reception of a complaint on certification to a complaining person and Secretary General on general issues.
- A complaint shall be recorded on *Complaint Report* and reported to the Chairperson.
- The Chairperson instructs Secretary General, General Manager, or Certification Manager to deal with a complaint, depending on its contents.

5.2 Dealing with complaints

- Personnel in an applicable department shall fill out *Complaint Report* and report on dealing a complaint to the Chairperson and a responsible person.
- The General Manager shall inform the complainer of a response to the complaint, which is approved by the Chairperson.
- The Chairperson shall report to a government in dealing with a complaint if s/he decides it is necessary to do.
- If the complainer complains further after JONA notifies him/her of its response, the Chairperson shall decide how to deal with this.
- *Complaint records* shall be kept for at least five (5) years.
- *Complaint records* shall be utilized for dealing with similar future cases and for preventive measures. If necessary, JONA shall make retroactive measures.
- Records can be kept on other forms if they are equivalent to *complaint records*.

5.3 Management of personnel dealing with complaints

- Personnel dealing with complaints shall be a qualified person.
- Secretary General shall evaluate competence of the personnel for every complaint. If there is not a problem, his or her signature on the complaint record means it.

6 Dispute Settlement Policy

When a JONA member makes a violation of *JONA Statute*, *JONA Organic Standards*, *JONA Certification Program*, and other rules, disciplinary measures should be imposed according to *Dispute Settlement Policy*. Even if the violator is not a member of JONA, this policy also applies to the violation for the sake of creditability of JONA certification and JONA Mark.

However, in case of GLOBALG.A.P. certification, if a certified operator turns out not be able to resolve non-compliance with the assigned deadline (maximum 28 days), JONA shall issue suspension of shipment. If they continue not to be able to improve, JONA shall cancel their certification. A sanction will not run out with the cycle but stays with the GGN until such time that the non-conformance is closed.

6.1 Assessment of violation

- When a JONA staff received the report of violation of suspicious case of violation, the person should record it on *Complaint Report*. And then the case should be reported to the Chairperson.
- JONA can urge the operator to voluntarily stop operations related to the certification, even before investigating the case, if the Chairperson judges violation

in the case is highly anticipated and too risky for continuing the operation as it is. This is voluntary and distinguished from the suspension of certification. Voluntary withdraw should be requested in such cases that organic integrity of products is suspected or when an intentional breach is possible.

- Certification manager designated by the Chairperson shall investigate violation of the suspected case by the following procedures.
 - To collect the evidence documents
 - To interview with corresponding operator and person provided the information to ensure the reliability of the information.
 - To verify which violation the suspicion applies to, violation of certification, violation of labeling, violation of agreement, or violation of JAS regulations.
- Certification Manager shall complete and report an initial investigation on within ten (10) days.
- When Certification manager confirms violation, it should be reported to the Chairperson immediately. If the case is about violation of certification, the investigator should consult with a certification officer appointed by the Chairperson before reporting to the Chairperson.
 - Regarding to Violation of labelling, in case that non-members or non-certified parties made the abusive use, false statements regarding a product's certification or the incorrect use of its certification marks, Certification manager reports the case related to JAS and asks for investigation to FAMIC. As for the case regarding certification other than JAS, the investigator contacts the violator and requests the discontinuation of violation in writing. If necessary, JONA takes a legal action against the violator.
- If the suspicion turns out not to reflect facts but to be merely a rumor, the investigator shall stop his/her investigation and report it to the Chairperson.

6.2 Dispute Settlement Committee

- The Chairperson calls for the Dispute Settlement Committee based on the report by Certification Manager.
- The Chairperson should notify the suspected operator of holding the Dispute Settlement Committee at least one (1) week prior to holding the committee to grant the operator the opportunity for explanation.
- The Chairperson chooses members of the Dispute Settlement Committee for each case. The committee is organized with one (1) member from the board members, one (1) certification officer, and Certification Manager.
- The board member will be selected from the chairperson as a person that has

good understanding in JONA Organic Standards, JONA Certification Program, Organic JAS regulations and other applicable regulations.

- If the Dispute Settlement Committee or the Chairperson thinks necessary, the committee can call for a third-party person for advice.
- The Chairperson shall not choose the Board member that has the conflict of interest or the certification officer who committed the certification process related to the case when s/he chooses the members of the Dispute Settlement Committee.

6.3 Disciplinary measures and its notification

- The Dispute Settlement Committee judge on disciplinary measures listed below.
 - a. order to stop the shipment and callback
 - b. suspension of certification
 - c. cancellation of certification
 - d. expulsion

A decision on d must be decided in the General Assembly after the approval from the Board.

- The Chairperson should notify facts of the violation and disciplinary measures to the operator within one (1) week (decision on d shall be agreed from the board and/or the general assembly).
- If the Chairperson orders suspension of certification (under JAS, stoppage of grading, labeling compliance, shipment of graded products, or advertisement on label of compliance), the Chairperson shall assign at least one qualified person to inform the operator of corrective actions needed to end suspension.
- If Dispute Settlement Committee decides that an appropriate improvement has been made for sanctions a or b of the above dots, the sanction shall be lifted and it is notified to the violator.
- The Chairperson consult with MAFF and decide its response in case the operator submits the voluntary withdrawal of operation during the period of suspension or when the cancellation of certification is notified to the operator.
- JONA shall collect organic certificates if it orders cancellation of certification or if certification is withdrawn. When suspension of certification is ordered, JONA shall collect organic certificate temporarily. JONA shall restore the certificate to the operator when the sanction is lifted.
- If the operator withdraws certification or if JONA orders cancellation of certification or suspends the shipment of products of organic claim, the Chairperson shall requests to the operator to stop all public relations or advertisement regarding organic certification and use of label of organic claim.

- The minutes of the Dispute Settlement Committee shall be kept by the chairperson.

6.4 Disclosure of information and report

- With judgment of Dispute Settlement Committee, if JONA stops the shipment temporary, or canceled the certification, JONA discloses information about the operator (name, reasons and so on) on the website and report to the Minister of Agriculture, Forestry and Fisheries without delay as required by the Law.
- JONA shall make it accessible in the office and public on its website if JAS-graded products are shipped, if label of compliance is used for advertisement, or organic JAS mark or label of compliance is used inappropriately even after cancellation of certification.

6.5 Miscellaneous

- To revise this manual, the General Manager submits a draft to the board meeting, then the Board makes a decision of it.
- The Chairperson consults others such as the board members and judges the matters which are not ruled in this manual.

7 Restrictions

- JONA does not provide any services for promotion, any support of such activities, and sale promotions of organic products and certified operators.
- JONA member can utilize *Inter-Communication*, JONA's periodical publication their products and JONA, for their promotion and access to other operators.

VII. Analysis and Residue Testing

1 Testing of pesticide residues, GMO, GMO derivative, etc.

- Testing of chemical residues and GMO, GMO derivative, etc by laboratory is not a required condition for certification.
- The method of organic certification is to certify that cultivation, processing and distribution are carried out as regulated in the Organic Standards. Testing is not a major instrument to decide organic certification.
- It is recommended that analysis should be carried out by an applicant.
- However, analysis is to be carried out by JONA in the following cases for reflecting consumers' interest.

1.1 Testing in the case of suspicion

- When required for certification decision by the certification officer.
- When fields requested for certification are exposed to contamination from the vicinity.
- When conformity of the organic certification is suspected after certification is granted.
- In the above cases, testing of soil, pesticide residues, water and chemical residues, and GMO, GMO derivative, etc is to be carried out.

1.2 Testing to ensure JONA's credibility

- JONA conducts for its credibility tests including residue analysis of certified products and GMO based on the risk analysis of certified operators defined III-3.4.7 of this program besides tests described in VII-1.1.

1.3 Handling of sampling Test

- In order to ensure credibility of certified products by JONA, analysis of soil testing, or pesticide and chemical residues, GMO, GMO derivative, etc, from 3% (5% in case of EU Certification) of the total certified operators of the year will be carried out. This should count the results voluntarily or involuntarily submitted from the certified operators.
- The laboratories for analysis are those registered to the Ministry of Health, Labor and Welfare, and laboratories accredited to ISO-17025. The analysis for JONA-IFOAM / COR / EU-equivalence programs are done only by the laboratories accredited to ISO 17025, with which JONA has contracted. Test results from any other laboratories will be regarded as reference information.
- JONA checks and records the status of registration or accreditation of the laboratories in the previous clause before the end of the period.
- Sampling is taken by a competent person approved by JONA in principle.

- JONA shall respond to test results in line with *JONA Organic Standards* 11-5-9 and 11-5-10.

2 Expense for analysis

- For tests in case of suspicion, an applicant shall pay for expense for sampling analysis (daily allowance of inspectors, inspection report fee, travel fee, analysis fee).
- For test defined in this Program, JONA shall pay for sampling analysis.

3 Item for analysis

- If contamination is suspected, JONA shall research on which chemicals or pesticides are possibly contaminating the sample. JONA consider high-risk chemicals for testing.

Allowed testing level, and other details are pursuant to *JONA Organic Standards* 13-5 for analysis items

FIN

JONA Certification Program 2022

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