



Sub-Contract Agreement – Processing

Name & Address of IOFGA Licencee

Name & Address of Sub-Contractor

Licence No: _____

Where a licenced producer enters into an agreement with a Sub-contractor whereby the Sub-contractor undertakes to store or process animal/food/feed products on behalf of the Licencee, the Licencee must ensure that the Sub-contractor is specifically indicated on the Licencee's organic licence and that the Sub-contractor abides by the specific conditions outlined below which are in addition to any conditions imposed on the Sub-contractor by the Licencee.

Nature of sub-contracted activity to be undertaken (please tick all relevant boxes);

- Slaughtering Meat Processing Packing Labelling Storing
 Food/Feed Processing Distributing Other (give details) _____

Conditions which must be observed:

- I, _____, as the official and registered **IOFGA Licencee** for the certified organic animals/food/feed at the above address, maintain overall responsibility for all processing of these goods which are to be sold as certified organic – such processing/products are limited to the scope of the certification issued as indicated on the my schedule and licence. I have issued the Sub-contractor detailed above with a copy of my IOFGA licence, a copy of this agreement and a copy of the **IOFGA Organic Food and Farming Standards in Ireland Edition 1 January 2012 plus amendments** hereafter referred to as the *Standards*. I retain title to or ownership of the products, raw materials and sales and I will supply the relevant labels and packaging where appropriate. I will ensure that each processing operation takes place under the direct supervision of a representative responsible to me and familiar with the requirements of the standards to ensure the integrity of the organic products.
- I, _____, as the designated **Sub-contractor** agree to handle the certified organic animals/food/feed in line with the *Standards*. I agree to an annual inspection of my premises by an IOFGA appointed inspector to assess compliance with the *Standards*. I have received a copy of my client's IOFGA licence, a copy of this agreement and a copy of the *Standards*.
- In the case of Producer Specific Abattoirs, the number of contracting producers is limited to 3 and the number of organic animals slaughtered in any certification year is limited to 100. Processing is limited to killing, cutting, dressing, portioning, mincing, vac-packing, storage.
- Appropriate records must be kept as detailed in section 6.06 of the *Standards* and for abattoirs/meat processors section 7.03.08 of the *Standards*. This is to enable the IOFGA inspector carry out a full audit and ensure full traceability of goods from intake to dispatch of the goods back to the Licencee. In the case of Producer Specific Abattoirs, these records must be held by the Licencee. In the case of other Sub-contractors, the records must be held by the Sub-contractor.

Signed: _____
IOFGA Licencee

Date: _____

Signed: _____
Sub-Contractor

Date: _____

All parties to this agreement must retain a signed copy of this document and make it available for inspection by IOFGA.