

Technical Criteria for Certifying
Production Process Managers of Organic Feeds
(Limited to those that have undergone the processes other than preparation or sorting process) and
Organic Processed Foods
(Joint Public Notice of Ministry of Finance and Ministry of Agriculture, Forestry and Fisheries No.25
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1 Scope

This standard specifies the technical criteria for Certifying Production Process Managers and Overseas Production Process Managers (Hereinafter referred to as “production process managers”) of Organic Feeds (Limited to those that have undergone the processes other than preparation or sorting process) and Organic Processed Foods, based on which accredited certification bodies and accredited overseas certification bodies (Hereinafter referred to as “certification bodies”.) conduct such certification assessment in accordance with Article 10-2) and Article 30-2) of Act on Japanese Agricultural Standards (Act No.175 of 1950. Hereinafter referred to as “Act”).

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this Japanese Agricultural Standard. For undated references, the latest edition of the referred document applies.

JAS 1606 Organic Processed Foods

JAS 1607 Organic Feed

3 Terms and definitions

For the purpose of this criteria, the terms and definitions specified in JAS 1606 and JAS 1607 apply.

4 Production and Storage Facilities

Facilities for production, processing, packaging, storing and other processes must be adequate for the management activities, with regard to space, lighting and structure, in accordance with 5.3 of JAS 1607 (for Organic Feed) and 5.3 of JAS 1606 (for Organic Processed Foods) and must be properly cleaned.

5 Implementation Methods for Production Process Management or Control

5.1 Production process management directors specified in 6.2 are obliged to perform the following duties.

- a)** Planning and promotion with regard to the Management or Control of Production Processes (including a subcontract management (i.e. subcontracting a part of production process management to others. The same shall apply hereinafter.)
- b)** Planning and promotion with regard to the management or Control of the subcontracting, such as subcontractor selection criteria, subcontract details and subcontract procedures, in the cases where a subcontract management is performed in the production process management.
- c)** Measures and recommendations for abnormalities occurred in the production processes.

5.2 Internal rules on the following matters must be prepared concretely and systematically.

- a)** Matters concerning receiving & storing of ingredients and additives as well as confirmation of grade labeling.
- b)** Matters concerning the confirmation of certificates attached to the feed certified by equivalent countries only in the cases where Organic Feed (limited to the cases where equivalent-country-certified feeds are used as ingredients) is produced.
- c)** Matters concerning the mixing ratio of ingredients and additives.
- d)** Matters concerning the management of manufacturing, processing, packaging, storage and other processes.
- e)** Matters concerning the machinery and equipment used in the process of manufacturing, processing, packaging, storing and other processes.
- f)** Matters concerning the creation of records related to “the production process management or control” as well as the retention period of the relevant records including the supporting documents for such records.
- g)** Matters concerning the complaints handling
- h)** Matters concerning the creation of an annual production plan and the notification of it to the certification bodies.
- i)** Matters required for the appropriate business activities, such as implementation status confirmation (by the certification bodies) of production processes management or control

5.3 Any business activities concerning the production process management and control, must be properly carried out in accordance with the internal rules.

5.4 The internal rules must be reviewed properly on a regular basis, and fully disseminated to the employees.

6 Qualification requirements, and a set number of persons in charge of the Production Process

Management or Control.

6.1 Production Process Administrator

One or more persons, who satisfy any of the following requirements, must be assigned as a person(s) in charge of the production processes management or control (hereinafter referred to as “production process administrator”) (in the cases where the relevant production process manager etc. manages or controls multiple facilities for production and storage, more than the necessary number of staff required for the proper production processes management or control must be assigned, depending on the number of the relevant facilities and their dispersion state)

- a)** Those who obtained credits for the course subjects related to the Production or Processing of Feed or Foods & Beverages and graduated from a university under the School Education Law (Law No.26 of 1947), or those who hold an equivalent or higher level of qualification, having more than one year of experience in the Production or Processing of Feed or Foods & Beverages, or in the fields of consultation, survey, or research and development in relation to the Production or Processing of Feed or Foods & Beverages.
- b)** Those who graduated from a high school or a secondary education school under the School Education Law or those who hold an equivalent or higher level of qualification, having more than two years of experience in the Production or Processing of Feed or Foods & Beverages, or in the fields of consultation, survey, or research and development in relation to the Production or Processing of Feed or Foods & Beverages.
- c)** Those who have more than three years of experience in the Production or Processing of Feeds or Foods & Beverages, or in the fields of consultation, survey, or research and development in relation to the Production or Processing of Feeds or Foods & Beverages.

6.2 Production Process Management Director

The following must be satisfied.

- a)** In the cases where one person is assigned as a production process administrator, the same person, as a production process management director, must have completed the training course on the production processes management or control of Organic Feeds or Organic Processed Foods, which is designated by a certifying body (hereinafter referred to as “training course”).
- b)** In the cases where two or more persons are assigned as production process administrators, one of them who have completed the training course on the production processes management or control of Organic Plants or Organic Feeds, must be appointed as a production process management director.

7 Grading Method

7.1 Grading rules on the following matters (hereinafter referred to as “grading rules”) must be

prepared concretely and systematically.

- a) Matters concerning the production process inspection
- b) Matters concerning the grade labeling
- c) Matters concerning the shipment or disposal of the lot after grading
- d) Matters concerning the handling of those lots found to be in conformity with JAS 1607 or JAS 1606 after shipment
- e) Matters concerning the creation and storage of records related to the grading
- f) Matters required for the appropriate business activities, such as implementation status confirmation (by the certification bodies) of the grading activities.

7.2 It must be recognized that the grading and labeling activities are carried out in accordance with the grading rules, and based on that grading labels should be applied properly to or removed or deleted from the products without fail.

7.3 It must be recognized that the labeling of the organic feed names shall be carried out properly in accordance with Clause 6 of JAS 1607 and that the labeling of the products & ingredients names for organic processed foods shall be carried out properly in accordance with Clause 6 of JAS 1606 respectively without fail.

8 Qualification and Number of Persons in Charge of Grading

8.1 Grading staff

One or more persons, who fall into any of the provisions specified in 6.1 a) ~ c) and have completed the training course on the grading of organic feeds or organic processed foods, must be assigned as a person(s) in charge of grading (Hereinafter referred to as “grading staff”).

(In the cases where the relevant production process manager etc. manages or controls multiple facilities for production and storage, more than the necessary number of staff required for the appropriate grading must be assigned, depending on the number of the relevant facilities and their dispersion state)

8.2 Grading manager

In the cases where two or more persons are assigned as grading staff, one of them must be appointed as a grading manager.