

**Bio- Dynamic Research Institute Application Form**

**Application - Registration for Certification**

Please complete this form and submit to Bio-Dynamic Research Institute (BDRI)

120b Beresford Road, Lilydale 3140 or [info@demeter.org.au](mailto:info@demeter.org.au)

*Application Form for new applicants and/or applicants transferring from another Certifying body*

*Where a section and/or question is not relevant to your operation, please indicate this by inserting Not Applicable or N/A.*

|  |  |
| --- | --- |
|  | ***New Applicant Personal & Business Details*** |
| Entity Name (as per ABN registration) |  |
| *ABN Number* |  |
| *Trading As* |  |
| *Legal Status (Propriety, legal representative, trust, etc.)* |  |
| *Principal Representative Name* |  |
| *Physical Address* |  |
| *Postal Adress (if different from above)* |  |
| *Physical Address 2 (if applicable)* |  |
| *Postal Adress (if different from above)* |  |
| *Year First Brought/Leased* |  |
| *Leased Property Address (if applicable)* |  |
| *Phone no & Email Address* |  |
| *Alternate Contact Name* |  |
| *Alternate’s Phone no & Email Address* |  |

**B: TYPE OF BUSINESS (PLEASE SELECT WHERE APPLICABLE)**

|  |  |
| --- | --- |
| ***Farmer*** |  |
| **Farmer with on farm Processing** |  |
| **Farmer with off farm Processing** |  |
| **Farmer with on and off farm Processing** |  |
| **Processor** |  |
| **Retailer** |  |
| **Wholesaler** |  |
| **Exporter** |  |
| **Other – Please specify** |  |

**C: TYPE OF CERTIFICATION REQUIRED**

|  |  |
| --- | --- |
| Demeter Bio-Dynamic certification to the Australian National Standard for Organic and Bio–Dynamic Produce and to the Demeter Standard . |  |
| Organic - certification to the Australian National Standard for Organic and Bio–Dynamic Produce. |  |
| Bio-Dynamic - certification to the Australian National Standard for Organic and Bio–Dynamic Produce. |  |

**D: PRODUCT/S FOR CERTIFICATION (PLEASE LIST)**

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* *If you are a* ***Processor*** *– please remember to fill in the Raw Materials list attached to the end of this form ( APPENDIX A)*

**E: CONVENTIONAL PRODUCE OR PRODUCT**

|  |  |
| --- | --- |
| Do you have any conventional Produce and/or product grown and/or stored on your premises | **Yes No** |
| ***If yes, please provide a list of such product/produce:***  ***\*\*\*\* If yes please indicate in your Organic / Bio-Dynamic Farm Management Plan how this produce is kept separate and prevented from contaminating Organic/Biodynamic Produce.***  ***A management Plan template is available from the BDRI office.*** | *List* |

**F: PREVIOUS OR CURRENT CERTIFICATION**

|  |  |
| --- | --- |
| Have you and/or the area related to this application been previously or are currently certified to the National Standard for Organic and Bio-Dynamic Produce by another Certifying body? | **Yes No** |

If yes to above question 1 please complete:

|  |  |
| --- | --- |
| 1. Name of the certification body |  |
| 1. Certification Number |  |
| 1. Expiry date of most recent certificate. |  |
| 1. If such certification (in 1 above) is no longer current, indicate if certification ceased due to de-certification or sanctions imposed by the Organic certification body. | **Yes No** |
| 1. Have you received / did you receive any sanctions (e.g. non-conformities, suspensions) from previous cert body? | **Yes No** |
| 1. If still certified with another Certifying body - Do you have any **outstanding sanctions** (e.g. non-conformities, suspensions) that BDRI should be made aware of? | **Yes No** |
| If such certification (in 1 above) is current or previous, BDRI will be contacting this certifying body for further information including, but not limited to, requests regarding previous sanctions, last inspection report, suspensions. Please refer to the declaration below – point M - and note that by signing this declaration – you agree. | **Yes No** |
| If you selected Yes for section/s **d-e or f** – please provide details here |  |

**P500 Use/Application Date**

|  |  |
| --- | --- |
| Date of First P500 Application (for Demeter applicants only) |  |

**G: PREVIOUS INPUTS**

Please provide a list of ***ALL*** inputs used during the last **three (3)** years.

*This will include all weed control, insect control and pest control on the property. Anti-biotics, veterinary medicines, growth promotors, fertilizers etc.*

*A separate sheet attached from your Farm records is also acceptable.*

|  |  |  |
| --- | --- | --- |
| **NAME OF FARM INPUT** | **DATE USED** | **USED ON/FOR** |
| *e.g. Dipel* | *Sept 2019* | *Control of caterpillar on Cabbage* |
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**APPLICANT CHECKLIST**

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| --- | --- |
| ***Document/s Required for*** |  |
| Organic Farm Management Plan **(Farmer, Farmer/Processor)** |  |
| Farm Map including Areas, boundaries, paddock sizes, Quarantine areas etc. **(Farmer, Farmer/Processor)** |  |
| *If in a Fire Ant area, please contact BDRI* ***(Farmer, Farmer/Processor)*** |  |
| *List of inputs in last 3 years either in this document or as an attachment* ***(Farmer, Farmer/Processor)*** |  |
| Processor Organic Management Plan **(Processor, Retailer, Wholesaler, Farmer/processor)** |  |
| Factory Floor Plan, areas marked and flow of product **(Processor, Retailer, Wholesaler, Farmer/processor)** |  |
| Production Process and Material Flow sheet **(Processor, Retailer, Wholesaler, Farmer/processor)** |  |
| Raw Materials list for each Product line (see sheet attached) **(Processor, Retailer, Wholesaler, Farmer/processor)** |  |
| Valid Certificates of origin of Raw Materials **(Processor, Retailer, Wholesaler, Farmer/processor)** |  |

*If required, please contact BDRI office* [*info@demeter.org.au*](mailto:info@demeter.org.au) *for Organic Farm Management Plan and/or Organic Processor Management Plan templates.*

**H. UNDERTAKING AND DECLARATION**

***By signing below, I agree that:***

1. This Application, when accepted by the Bio-Dynamic Research Institute (BDRI), will constitute a contract between myself and the Bio-Dynamic Research Institute (BDRI).
2. I have read the current version of the Australian National Standard for Organic and Bio-Dynamic Produce which can be downloaded using the following link: <https://www.agriculture.gov.au/export/controlled-goods/organic-bio-dynamic/national-standard> and understand the conditions outlined inthis Standard, especially, that Production units can **only be certified as in-conversion after at least one year under organic management practices.**
3. I will undertake my operations in accordance with thethe National Standard for Organic and Bio-Dynamic Produce as it applies to Organic and/or Bio-Dynamic produce and to abide by the standards and the requirements of the Standard.
4. If the initial review of this application is successful, I will - during normal working hours - permit a proper official of the BDRI to inspect my operation and types of goods for Certification purposes to ensure that I meet the requirements set out in the **National Standards For Organic** **and Bio-Dynamic Produce –** including examination of all documents and grant access to all areas.
5. I may be subject to an unannounced inspection as required by 4.1.5 in the **National Standards For Organic** **and Bio-Dynamic Produce.**
6. I shall allow participation of observers during the conduct of evaluation in C,D&E as may be required by BDRI from time to time for training or external audit requirements.
7. I shall undertake to maintain **accurate and up-to-date records** of all purchases, production, processing, handling, transport, storage and sale of products, and to supply any such records to the BDRI at their request.
8. If required by the BDRI, I understand samples of soil, water or produce may be taken for analysis at a cost to myself (Applicant).
9. I further understand that, at an initial inspection, BDRI will require soil samples to be taken and to be analysed at a NATA certified laboratory and that these checks will be charged to the Applicant. Furthermore, I understand that if these initial samples do not satisfy the requirements of the National Standard, further sampling may be required and charged to the Applicant. If these sample results still do not satisfy the requirements of the NS, then BDRI may not certify the goods and / or property affected.
10. I consent to the use of a BDRI subcontracted NATA certified laboratory to do my sample tests.
11. I will notify the BDRI (as the Certification Body), without delay, **of any changes to my operation and/or management plan** that may affect the ability to comply with the National Standard for Organic and Bio-Dynamic Produce requirements.
12. I will pay all fees as set out in the fee schedule and pay for the soil and/or tissue sample(s) as required by the BDRI. **I understand that the Application fee is payable on Application, the initial inspection fee is payable before the initial inspection and that the accreditation fee, travel fees and sample testing fee/s are payable before a certifiate is issued.**
13. I give BDRI authority to contact my previous certifier (if applicable) to ask for any further information including, but not limited to, requests regarding previous sanctions, last inspection report and suspensions.
14. Should legislation or government accreditation require information to be disclosed to a third party such as a foreign government agency, I agree to allow BDRI to disclose my accreditation information. (example of acreditation information may include certification status, land area certified and goods certified and/or exported etc)
15. I consent to BDRI sharing my accreditaiton
16. I understand & accept that there will be exchange of information from BDRI should I choose –in the future - to transfer from BDRI to another certifier.
17. I give permission and consent for BDRI to share my certification documents (e.g. Inspection reports, Soil or tissue sample tests, Farm management plans, Farm Maps, Labels and Raw material lists etc) with parties involved in the certification and compliance review of my operation. These parties may include, but are not limited to, BDRI personnel, Inspectors, Consultants, Directors, Reviewers, Testing laboratories and Impartiality committee members. Please note that all staff or people involved in the certification process and who have access to your documents have signed a confidentiality agreement with the BDRI.
18. I give permission and consent for BDRI to share my certification and accreditation documents with 3rd party accreditation agencies (e.g. the Department, IOAS and the internal auditor) when these agencies are auditing the BDRI Office. Please note that all 3rd party agencies and staff or people involved in the certification and accreditation process and who have access to your documents have signed a confidentiality agreement.
19. I understand that, if additional documentation has been requested at the initial inspection (including Corrective Action Requests) is not received by BDRI **within 60 calendar days** from the date of the initial inspection, then BDRI **will cancel the application** and the process will have to re-commence, including another inspection. The cost of this will be carried by the Applicant.
20. BDRI reserves the right to refuse certification if the Applicant is found to be non – compliant.
21. BDRI reserves the right to suspend, withdraw or terminate the Operator’s certification should the operator fail to comply with a – s as above.
22. BDRI has an appeal process. Forms are accessible on the website or from the BDRI office [info@demeter.org.au](mailto:info@demeter.org.au).
23. As per the Administrative arrangements for Approved Arrangements\_2022 Section 11.1i BDRI is required to publish a directory of Australian certified organic goods and their operators. Once certified, I therefore give consent to BDRI to publish my certificate details on their website [Demeter Bio-Dynamic – Bio-Dynamic and Organic Certification in Australia](https://demeter.org.au/).

**DECLARATION**

**I declare that all the information provided in this Form and all additional and supporting documentation is true and correct at the time of signing this agreement.**

**I declare that I have read the above and, by signing below, agree to all these points A to V.**

**Should anything change, K above applies.**

Signed

Name

***For Processors Only***

**Processor Product & Raw Materials List**

**Name of Applicant Date**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Product | Raw Material | % | Certified? Y/N Organic or BD  *e.g. Yes - Organic* | Certification Details *e.g. BDRI 123* | Country of Origin | GM Free |
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Please copy the table and add more products (where required)