



JAS Production Process Manager for Agricultural Products Grading Procedures

Trading Name: _____

Grading Manager: _____

Grading Staff: _____

Purpose

1. This manual explains the JAS grading procedure.

Preparation of grading

2. All staff involved in the operation must ensure that nothing has interfered with the organic integrity for all organic products and ensure the adequate segregation between organic and conventional products.
3. The packaging staff informs the Grader when the harvesting the packaging is completed.
4. The production records to be filled out for each product.

Grading

5. The Grader reviews the records according to the following procedure:
 - a. To ensure that the record pertains to the products to be graded.
 - b. If records are not completed, the Grader asks to the Farm Products Producer/Farmer to complete them.
 - c. The Grader determines the product's JAS admissibility according to the following criteria:
 - The production has been according to all requirements of the operation manual for that product.
 - There is no contamination from non-organic products or chemicals.
 - The products are grown under JAS regulation.

Grading Label Verification

6. The Grader verifies the labels for the followings:
 - a. Name of the organic certifier and the lot number (or similar identification number) are included.
 - b. Approved JAS logo is appears on the label.

Products conformance

7. Once the Grader is satisfied with the review and the label verification, the Grader will:
 - a. Sign the grading results documents.
 - b. Ensure that each package carries JAS approved logo.
 - c. Inform management and other relevant staff that the products can be shipped as JAS certified organic.



Products NOT conformance

- 8. If the Grader is not satisfied with the review and the label verification, the Grader will:
 - a. Investigate the cause and keep record of the non conformance.
 - b. Report the result to the Grading Manager
- 9. If the review and the label verification do not meet the Grader's requirements, the Grading manager:
 - a. Will NOT ship the products as JAS certified organic.
 - b. May have the option to ship the products as conventional products.
- 10. The Grader to keep the record of the disposal of the products did not meet the JAS requirements.

JAS logo control

- 11. The grading manager is responsible for maintaining strict control over an inventory of JAS logo and JAS labeled packaging.

Report to Australian Certified Organic

- 12. The Grading Manager must report grading records including grading results and quantities of JAS labels used to ACO office annually.

Others

- 13. This manual may be reviewed and amended according to ACO's instruction or whenever the company deems revisions are necessary.
- 14. Any matters not mentioned in this manual may be decided by the Grading Manager in accordance with JAS regulation and ACO's instruction.

Original Issued Date: _____

Signed by the Grading Manager: _____

Updated Date	Reason