Trading Name:

Grading Manager:

Grading Staff:

**Purpose**

1. This manual explains the JAS grading procedure.

**Preparation of grading**

1. 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 JAS organic and other organic products or conventional products.
2. The packaging staff informs the Grader when the processing or manufacturing is completed.
3. The production records to be filled out by the Production Management Supervisor for each product.

**Grading**

1. The Grader reviews the records according to the following procedure:
	1. To ensure that the record submitted by Production Management Supervisor pertains to the products to be graded.
	2. If records are not completed, the Grader asks to the Production Management Supervisor to complete them.
	3. The Grader determines the product’s JAS admissibility according to the following criteria:
		* The production has been according to all requirements of the Quality Control System for that product.
		* The incoming materials used in the organic products are JAS certified by ACO or equivalent certification bodies.
		* The quantity of outgoing product matches in coming raw material.
		* There is no contamination from non-organic products or chemicals in the facility.

**Grading Label Verification**

1. The Grader verifies the labels for the followings:
	1. Name of the organic certifier and the lot number (or similar identification number) are included.
	2. Approved JAS logo appears on the label.
	3. Certification number is appeared underneath the JAS logo.

**Products conforming**

1. Once the Grader is satisfied with the review of production records and the label verification, the Grader will:
	1. Sign the grading results documents (i.e., grading records).
	2. Ensure that each package carries approved JAS logo and reference by ACO.
	3. Inform management and other relevant staff that the products can be shipped as JAS certified organic.

**Products NOT conforming**

1. If the Grader is not satisfied with the review of production records and the label verification, the Grader will:
	1. Investigate the cause and keep record of the non-conformance.
	2. Report the result to the Grading Manager.
2. If the review of production records and the label verification do not meet the Grading requirements, the Grading manager:
	1. Will NOT ship the products as JAS certified organic.
	2. May have the option to ship the products as conventional products.
3. The Grader to keep the record of the disposal of products did not meet the JAS requirements.

**Products that are found non-compliant after dispatch/shipment.**

1. If products that are found non-compliant after dispatch/shipment
	1. Notify the buyers and relevant authority (e.g., ACO certification) immediately.
	2. Investigate the cause and keep record of the non-conformance.
	3. Non-compliant products can be sold as conventional products if appropriate.
	4. Report the outcome to the relevant authority (e.g., ACO certification)

**JAS logo control**

1. The Grading Manager is responsible for maintaining strict control over an inventory of JAS logo and JAS labelled packaging.

**Report to ACO Certification**

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

**Others**

1. This manual may be reviewed and amended according to ACO’s instruction or whenever the company deems revisions are necessary.
2. Any matters not mentioned in this manual may be decided by the Grading Manager in accordance with JAS regulation and ACO’s instruction.
3. The company will cooperate with ACO certification in order for ACO to appropriately confirm our JAS grading has been compliant to the JAS Technical criteria and relevant JAS law.

Original Issued Date:

Signed by the Grading Manager:

|  |  |
| --- | --- |
| **Updated Date** | **Reason** |
|  |  |
|  |  |