Sample Farm Inspection Report Form

Certifier: _____________________________________________________________
Farmer/Farm: __________________________________________________________
Address: __________________________________________________________________________
Phone: __________________________________________________________________________
Fax: __________________________________________________________________________
Email: __________________________________________________________________________
Producer #: __________________________________________________________________________
Date of Visit: __________ Start Time: __________ Stop Time: __________
Independent Inspector: ___________________________ Inspector Number: ________________

1) Verification of Questionnaire:
   (Name) has requested (Certifier) certification of the following:
   ____acres of (crop)
   The questionnaire ____ was ____ was not complete.

2) Situation and Management
   Details of land ownership, rental, and equipment. Is equipment used on conventional acreage
   as well? Is farm 100% organic? (transition?) (conventional?)

3) Soil Building Program/Crop Rotation/Fertility
   Describe rotation. Do Field History sheets back up description? Are cover crops used? What
   is used to improve fertility?

4) Crop Condition/Seed Sources
   Note condition of crops and details on undersowing... Is GMO seed used on the farm?
   Treated seed? Inoculation?

5) Pasture land
   How much? What crops? Details on grazing if applicable.

6) Woodlands/Wetlands
   How do you protect natural resources and biodiversity?

7) Manure Management
   Details

8) Weed Management
   Describe

9) Pest Management
   Describe
10) Disease Management
   Describe

11) Irrigation
   Details

12) Harvest/Post-Harvest Handling/Storage
   Details on equipment cleaning, storage, bin numbering and records

13) Livestock
   How many? What kind? Is certification being sought? How and where is the livestock sourced? What products are used? What are the living conditions?

14) Audit Trail
    A) Field Records—details
    B) Purchased Inputs—Comments on farm application’s enclosures, labels
    C) Bin and Lot Numbers—describe
    D) Transaction Certificates or other transaction records—what is being used? Clean truck certificates?
    E) On-Farm Retail/Resale—details on records for on-farm and other sales records
    F) Tracing Product—Inspector traces a harvested crop from certain fields in the past year through the farmer’s records. Comments on traceability and records.
    G) In/Out Audit or Production Verification Audit

15) Split/Parallel Production and Buffer Zones
   Describe how applicant segregates crops, uses buffer zones and keeps records to assure no contamination or commingling.

16) On-Farm Processing
   Is it done? Is it for only this grower’s crops? Is any conventional crop processed? Is it certified organic?

17) Conversion and Farm Goals
   Is organic production going to expand? How and when?

18) Crop Improvement Needs
   Where is improvement needed?

19) Standards Adherence
   Are standards met? Are any prohibited substances used? Is there suspicion of us of prohibited substances and/or practices or other contamination that should be investigated?

20) Comments
    Additional information.
21) Appendices
   How many enclosures are with report?

22) Results/notes from the Exit Interview

Signature: ___________________________   Date: __________

Inspector # ______________________________

Peer Evaluator: ______________________________

Note: The information contained in this report is confidential and between the inspector, the inspected party and AUTHORIZED personnel employed by the certifier. Information was gathered from provided documentation, direct observation and directly from the inspected party. Any other use is unauthorized and may be subject to legal action.