

# Naturland Inspection Checklist 2010

## Internal Control Systems (7.2)

Name of operator: Bukoba Sustainable Nile Perch Fishery Project



This checklist requires the following supplementary documents:  
Naturland deviation report (page 1), annex(es) where applicable

In case of answering any question with NO, please provide an explanation (annex) in any case.

Checkpoints marked with \* are explained in detail in the supplementary sheet "Comments".

OK	NO	Not Relevant	Not Checked
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1.1 Organizational chart				
The association must have a structure and design an organisation chart that shows the different decision levels concerning the quality control of the products. Naturland ICS manual "Structure and organization".	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: The structure of the organization and the roles and responsibilities of the individuals are described in the Internal Control System (section 4). These roles are being implemented				<input checked="" type="checkbox"/> see Annex No. 1
1.2 ICS coordinator				
There is an ICS coordinator which carries the overall responsibility on the performance of the internal control system (ICS).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: S.N.Tiwari is the coordinator with overall responsibility for the performance of the Internal Control System. His roles and responsibilities are described in the ICS manual (section 4.2)				<input checked="" type="checkbox"/> see Annex No. 1
1.3 Internal inspectors				
There are sufficient number of internal inspectors to perform the 100% internal inspections each year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: Each landing site has an internal inspector (Landing Site Monitor) and an assistant (Assistant Landing Site Monitor). Their names, landing site of operation and responsibilities are given in section 4.2 of the ICS manual				<input checked="" type="checkbox"/> see Annex No. 1
1.4 Training of ICS staff				
All ICS staff is trained in the implementation of the internal control system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: Annual training session are organized and conducted for all ICS staff. However the training records are incomplete lacking details of content and attendance lists.				<input checked="" type="checkbox"/> see Annex No. ___
2.1 Manual or documentation of internal procedures				
There is an ICS manual, i. e. a set of documented forms and procedures of the internal control measures available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: All the procedures and documentation used in the project are described in the ICS manual				<input checked="" type="checkbox"/> see Annex No.1

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	OK	NO	Not Relevant	Not Checked
<b>3.1 Internal standards</b>				
Each smallholder organization needs to define its own internal regulation in regard to various aspects concerning the group, which have to be followed by all the members, associates or contracted parties. It is essential, that the regulation can be easily understood by everybody, demanding that they are set up and presented in a way that takes into account the reading and writing level of the members. Naturland ICS manual "Internal regulation".	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> see Annex No.1				
<b>4.1 Farmers contract</b>				
Each farmer has a written declaration (contract) with the organization (ICS). The declaration contains an obligation to fulfill the organic standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: This is complied with if we take to be the contract between the Fish suppliers and Vicfish	<input checked="" type="checkbox"/> see Annex No.1			
<b>4.2 Farm entrance form</b>				
For each farmer there is a basic data form (farm entrance form, basic questionnaire) available, including the date of last application of prohibited inputs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: There is an appropriate format for registering the details of each new fisherman. However not all the fishermen were registered	<input type="checkbox"/> see Annex No.____			
<b>4.3 Overview farm map</b>				
There is an overview map (village or community) available which shows the location of each farm (including all fields). The map is dated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: The project fishing areas are mapped and a copy of the map is included in the ICS manual	<input checked="" type="checkbox"/> see Annex No.1			
<b>4.4 Internal checklist</b>				
The internal farm inspection form (checklist) sufficiently covers all relevant certification aspects (e.g. whole farm conversion or clear separation, use of inputs, fertilization and soil management, plant protection..). *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: There is an appropriate checklist for recording the findings of the internal inspections in the project. Copy in the ICS manual	<input checked="" type="checkbox"/> see Annex No.1			
<b>4.5 List of sanctioned farmers</b>				
Sanctioned farmers that have left the farmer group are recorded on a separated list of sanctioned farmers, including the reasons and duration of sanction (or reason for leaving the group).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: There is a format for such a list but there were no sanctioned farmers at the time of this inspection	<input type="checkbox"/> see Annex No.____			

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	OK	NO	Not Relevant	Not Checked
<b>4.6 Farm list</b>				
The list of the farmers, with a minimum of the following information on every member: name and address of the farmer; date of joining the organic programme; total area farmed; organically farmed area; area in conversion; crops grown, with estimate of quantity to be harvested. quantities supplied in organic quality last year; date of internal inspection; decision of internal inspection; The approved farmers list has to be attached in the annex.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: There is a list of fishermen but it does not contain the above indicated details. A proper format with such details was developed but it has not yet been used.	<input checked="" type="checkbox"/> see Annex No.2			
<b>4.7 Documentation of non-compliances between internal and external inspection.</b>				
All non-compliances detected between internal and before external inspection are registered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
comments / explanations: No non-compliances were detected during this period by the project	<input type="checkbox"/> see Annex No.____			
<b>5.1 100% internal inspection</b>				
100% of the registered farmers are formally inspected each year by the ICS.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: All the fishermen, collectors and suppliers were internally inspected before this external inspection	<input type="checkbox"/> see Annex No.____			
<b>5.2 Physical internal inspection</b>				
Physical internal farm inspection visits have actually taken place. (at least 80% before the external inspection).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: The internal inspections involved interviewing of the fishermen and inspection of their fishing gear (boat and fishing gear)	<input type="checkbox"/> see Annex No.____			
<b>5.3 Internal inspection report</b>				
The results of the internal inspection are documented in the Internal Inspection Report accurately and the report has been signed by the internal inspector.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: An internal inspection report format is used to document the results of the internal inspections. These reports were assessed during this external inspection and found to be adequate	<input type="checkbox"/> see Annex No.____			
<b>5.4 Yield estimation</b>				
There is a system to estimate yields and record these estimates for each farmer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: It is based on average catches over a three month period. The method is described in the ICS manual	<input checked="" type="checkbox"/> see Annex No.1			

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	OK	NO	Not Relevant	Not Checked
<b>5.5 Content of internal inspections</b>				
The internal inspection includes a visit to the fields of the farmer as well as an interview with the farmer or the representative. The internal farm inspection includes a check of stores for inputs and final products as well as inspection of post harvest handling facilities (if there are any).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: The internal inspection covers the relevant activities and facilities used by fishermen in fishing (boat, boat gear and their working conditions)	<input type="checkbox"/> see Annex No. __			
<b>5.6 Inspection of the totality of the parcels</b>				
The internal inspectors have inspected the totality of the cultivated parcels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: The inspection covers the fishing area of the lake where the project operates	<input type="checkbox"/> see Annex No. __			
<b>6.1 Policies and procedures</b>				
Policies and procedures in place to approve or reject (sanction) farmers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: These are outlined in the ICS manual	<input checked="" type="checkbox"/> see Annex No.1			
<b>6.2 Monitoring conversion period</b>				
The ICS sets the exact conversion status of each farmer and monitors the conversion period.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: There were no procedures for new fishermen recruited in the course of the project. The conversion procedures for new fishermen was set on 12 <sup>th</sup> Dec 2009 and approved by Naturland on 31 <sup>st</sup> March 2010. These conditions are now being followed	<input checked="" type="checkbox"/> see Annex No.1 & 3			
<b>6.3 Sanctions appropriated</b>				
In case of non-compliances, appropriate corrective measures are taken by the ICS.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: No non-compliances were detected during the internal inspections but non-compliances were detected during this external inspection and the operator immediately invoked the sanction measures. See Annex 5 for details	<input checked="" type="checkbox"/> see Annex No.5			
<b>6.4 Tracing precedent conditions</b>				
There is any system in order to follow the precedent conditions from the previous internal control.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: Yes, the Landing Site Supervisor is responsible for following up findings of the internal inspections	<input type="checkbox"/> see Annex No. __			
<b>7.1 Qualification of internal inspectors</b>				
The internal inspectors are sufficiently qualified to perform a thorough and objective inspection. The ICS holds a conflict of interest declaration for each internal inspector. *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: The internal inspectors are well qualified and well trained in the project requirements. The internal inspectors' have filled in their conflict of interest declarations.	<input type="checkbox"/> see Annex No. __			

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OK	NO	Not Relevant	Not Checked
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8.1 Training for farmers				
Every member of the producers' group must be informed regularly about the most important points of organic agriculture and the internal control system. One training course on organic agriculture has to be offered to farmers at least once a year. An annual report on consultancy services offered to the farmers has to be submitted to the external inspection body.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: <span style="float: right;"><input type="checkbox"/> see Annex No.____</span> Training has been conducted for the fishermen on different aspects of the standards including safety, hygiene, HIV/AIDS, and fishing requirements. There are also posters pinned on walls on different aspects of the project standards				
9.1 Delivery/buying points				
At delivery/buying points the organic status of the farmer is checked. Only the organic product of certified organic farmers is considered as "organic product". The verification of the organic status is done on basis of the Certified Farmers list (buying lists based on certified farmers list).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: <span style="float: right;"><input checked="" type="checkbox"/> see Annex No.5</span> There was no checking of fish deliveries at the Kelebe landing site making the deliveries to two suppliers (XXXXXXX and XXXXXXXX) untraceable. This was a non-compliance which the operator was asked to address by invoking the necessary sanctions. See annex 5 for actions and recommendations				
9.2 Separation of organic and "in conversion" products				
The organic product has to be kept separate from any product in conversion or non-organic product at all times. The separation system must be clear. *	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments / explanations: <span style="float: right;"><input checked="" type="checkbox"/> see Annex No.5</span> Separation cannot be assured for the fish delivered by two suppliers (XXXXXXX and XXXXXXXX) since some of it is obtained from unregistered landing sites. Secondly the two fish suppliers also bulk their fish before delivery to Vicfish. See annex 5 for details of actions and recommendations				