PROCEDURE FOR THE TERMINATION, REDUCTION OF SCOPE, SUSPENSION AND WITHDRAWAL OF CERTIFICATION

1. PURPOSE AND SCOPE

The purpose of this procedure is to define the system to be applied for the termination, reduction of scope and suspension of certification, the lifting of suspension (ending of suspension), the withdrawal and rejection of certification, and the revocation of certificates, in accordance with the standard TS EN ISO/IEC 17065 Conformity assessment – Requirements for bodies certifying products, processes and services, within the framework of the Regulation on the Principles and Implementation of Organic Agriculture published in the Official Gazette No. 27676 of 18.08.2010 and/or Regulation (EU) 2018/848 and the relevant delegated and implementing acts. This procedure covers all certified operators and the certification granted for the products within the scope of their certification.

2. RESPONSIBILITIES

The General Manager and the certifiers are responsible for the implementation of this procedure.

2.1. Where necessary, the certifier is responsible for taking decisions on the reduction of scope, suspension, withdrawal and rejection of certification and on the revocation of certificates, and for informing the operator of these decisions. In the event of suspension, the certifier is also responsible for determining the actions required to lift the suspension and for communicating them to the operator.

2.2. The General Manager is responsible for approving the process carried out by the certifier in the event of termination of certification.

2.3. Başak Ekolojik Ürünler Kontrol ve Sertifikasyon Hizmetleri Tic. Ltd. Şti. is responsible for, and retains authority for, its decisions relating to the termination, reduction of scope, suspension, withdrawal and rejection of certification and the revocation of certificates.

3. DEFINITIONS

Başak Ekolojik Ürünler Kontrol ve Sertifikasyon Hizmetleri Tic. Ltd. Şti. is hereinafter referred to as “Başak Ekolojik”.

OFIS: Organic Farming Information System

OTBIS: Organik Tarım Bilgi Sistemi – Organic Agriculture Information System (Türkiye)

TRACES: Trade Control and Expert System

COI: Certificate of Inspection

4. IMPLEMENTATION

All operators that have a valid agreement with Başak Ekolojik are published, together with their current certification status (new application, certified, suspended), in the **L-P09.04 Başak Ekolojik Updated Operator List**. Operators that no longer have a valid agreement with Başak Ekolojik because their certification has been terminated or withdrawn, and operators that have a valid agreement with Başak Ekolojik but whose certification has been reduced in scope or rejected, are published in the **L-P09.08 Başak Ekolojik Sanctions and Termination List**. Başak Ekolojik publishes these two lists on its website (www.basakekolojik.com.tr) and updates them immediately after any change in certification status.

4.1. General

4.1.1. The certifier notifies the operator in writing of any decision to reject, reduce the scope of, suspend or withdraw certification or to revoke certificates, and of the reasons for that decision.

4.1.2. Başak Ekolojik makes the necessary information publicly available in cases of termination, reduction of scope, suspension and withdrawal of certification.

4.1.3. The operator has the right to appeal against decisions on the rejection, reduction of scope, suspension and withdrawal of certification and on the revocation of certificates. Başak Ekolojik handles appeals in accordance with the **P-06 Appeal and Complaint Procedure**. The certification decision taken remains in force during the appeal process.

4.1.4. In the event of a decision to reduce the scope of, suspend or withdraw certification, or of termination of certification, the operator shall, immediately after being notified of the decision, stop using the Başak Ekolojik and organic production/organic agriculture logos and any other indications implying that it is certified, for the products and/or scope concerned. This includes advertising material and the logos and trademarks used at the operator's premises. The operator shall also stop using the certification documents issued before the decision and, where the non-compliance affects the integrity of the products, inform its buyers in writing. Where incorrect reference to the certificate or misleading use of the certificate or logos is identified, Başak Ekolojik takes appropriate action.

4.1.5. From the date of the decision, no product certificates (TR product certificate, wholesale product certificate, Transaction Certificate (TC), Certificate of Inspection (COI)) are issued for the products covered by a decision to reduce the scope of or suspend certification or, in the event of withdrawal or termination of certification, for the operator.

4.1.6. Provisional measures applied at the suspicion stage pending the outcome of the investigation, and certification decisions notified as a result of the investigation, are not within the scope of this procedure. These are managed in accordance with the catalogue of measures described in the **T-P15.04 Instruction on the Common Catalogue of Measures** and with the **T-P15.01 Instruction on the Management of Non-compliance Processes**.

4.1.7. The suspension, reduction of scope, withdrawal and rejection of certification and the revocation of certificates deemed necessary at the suspicion stage, pending the outcome of the investigation and/or depending on its results, are managed in accordance with this procedure.

4.2. Suspension of Certification

Suspension is the temporary invalidation of certification, in full or in part, for a specified period, following the detection of one or more critical non-compliances or serious, repetitive or continued non-compliances, until the necessary corrective actions have been implemented by the operator and verified.

During the suspension, the operator may not place the suspended products on the market with reference to organic production and may not make any reference to the certification.

The obligation of an annual physical on-the-spot inspection continues during the suspension.

Suspension of certification may result in the withdrawal of certification, the reduction of its scope or the continuation of certification. Where the outcome of the suspension process requires the withdrawal of certification, a request for termination of certification is not processed until the process has been concluded (i.e. until certification has been withdrawn).

4.2.1. Decisions on the suspension of certification are taken by the certifier in accordance with the catalogue of measures described in the **T-P15.04 Instruction on the Common Catalogue of Measures**.

4.2.2. In recurring and complex cases, the certifier may refer the matter to the certification committee before taking a decision, in accordance with the **T-P01.13 Certification Committee Working Instruction**.

4.2.3. In the case of partial suspension, an operator certificate is issued for the products, activities and units not affected by the suspension decision; the products, activities and units affected by the suspension decision are removed from the certificate. Where the suspension decision covers all products, activities and units, the existing certificate is invalid and no new certificate is issued until a decision to lift the suspension (end the suspension) is taken.

4.2.4. The certifier informs the operator in writing, using the **F-P15.13 Certification Decision Notification Form** (by e-mail or by post), of the suspension of certification, the scope, start date and duration of the suspension, the reasons for and consequences of the decision, the actions to be completed in order to lift the suspension, and the right of appeal.

4.2.4.1. In the suspension notification, the certifier specifies how the corrective actions to be submitted for lifting the suspension will be verified (document review, physical on-the-spot inspection, sampling, etc.). In doing so, the certifier takes into account the catalogue of measures described in the **T-P15.04 Instruction on the Common Catalogue of Measures**.

4.2.4.2. Where verification by document review has been specified, the certifier may change the verification method to a physical on-the-spot inspection and, where necessary, sampling, if the documents submitted are found to be insufficient or if new information or a suspicion arises during the suspension. The operator is notified of this change in writing.

4.2.5. The status of the operator certificate in TRACES is updated to “suspended”. The operator certificate is suspended in OTBIS. The current certification status of the operator is indicated in the **L-P09.04 Başak Ekolojik Updated Operator List**.

4.2.6. The suspended operator is given a maximum period of 6 months for the corrective action plan. In setting this period, the **T-P15.04 Instruction on the Common Catalogue of Measures** and the principle of annual inspection are taken into account. If, at the end of this period, the operator has not completed the corrective actions or these cannot be verified, the certifier, in accordance with the relevant clauses of this procedure, reduces the scope of certification in the case of partial suspension (permanently removing the suspended products, activities and/or units from the certificate) or withdraws certification in the case of full suspension.

4.2.7. After the corrective action plan has been submitted by the operator and found acceptable by the certifier, the corrective actions are verified using the method determined in accordance with clauses 4.2.4.1 and 4.2.4.2, and a certification decision is taken accordingly.

4.2.7.1. Once the non-compliances that required the suspension of certification and, where a physical on-the-spot inspection and sampling have been carried out, any other major or critical non-compliances identified by the inspector and the certifier have been successfully resolved, the operator certificate is prepared and the operator is informed using the **F-P15.13 Certification Decision Notification Form**. The current certification status of the operator is indicated in the **L-P09.04 Başak Ekolojik Updated Operator List**.

4.2.7.2. Where the non-compliances that required the suspension of certification and, where a physical on-the-spot inspection and sampling have been carried out, any other major or critical non-compliances identified by the inspector and the certifier have not been resolved, the certifier, in accordance with the relevant clauses of this procedure, reduces the scope of certification in the case of partial suspension (permanently removing the suspended products, activities and/or units from the certificate) or withdraws certification in the case of full suspension.

4.3. Withdrawal of Certification

Withdrawal is the permanent ending of certification following the detection of a critical non-compliance or a serious, repetitive or continued non-compliance. Withdrawal of certification is not applied partially and covers all products, units and activities of the operator. Withdrawal of certification automatically results in the termination of the inspection and certification service agreement. Products produced and certified before the date of withdrawal may not be placed on the market with reference to organic production after the withdrawal, and no reference may be made to the certification. Under the EU organic legislation, an operator whose certification has been withdrawn may not be certified by any control body for a period of 2 years from the date of withdrawal, unless the recognition of the previous control body has been withdrawn by the Commission for the third country and category of products concerned.

4.3.1. Before deciding on the withdrawal of certification in accordance with the catalogue of measures described in the **T-P15.04 Instruction on the Common Catalogue of Measures**, the certifier shall suspend certification and shall refer the decision on the withdrawal of certification to the certification committee in accordance with the **T-P01.13 Certification Committee Working Instruction**. In principle, the certifier considers a decision to withdraw certification in the following cases:

- intent or fraud;
- refusal, without valid justification, of access to the units and records subject to inspection and/or of sampling;
- a permanent loss of confidence in the integrity of the products;
- failure to correct previous major or critical non-compliances;
- failure to complete the corrective actions for the non-compliances that required the suspension of certification;

- in the case of groups of operators, failure to detect or address non-compliances by individual members that affect the integrity of organic and in-conversion products, due to deficiencies in the functioning of the internal control system.

4.3.2. The certifier informs the operator in writing, using the **F-P15.13 Certification Decision Notification Form** (by e-mail or by post), of the withdrawal of certification, the reasons for and consequences of the decision, and the right of appeal.

4.3.3. The status of the operator certificate in TRACES is updated to "withdrawn". The operator certificate is cancelled in OTBIS. At the end of the appeal period, the operator's agreement is cancelled in the relevant system(s).

4.3.4. The certifier removes the operator whose certification has been withdrawn from the **L-P09.04 Başak Ekolojik Updated Operator List** and records it in the **L-P09.08 Başak Ekolojik Sanctions and Termination List**. Operators whose certificate has been withdrawn remain on that list for 5 years[1]. The records of operators whose certification has been withdrawn are retained by Başak Ekolojik for 5 years in accordance with the **P-09 Control of Records Procedure**.

4.4. Reduction of the Scope of Certification

Reduction of scope is the permanent removal of non-compliant products, activities or units from the scope of certification following the detection of a major or critical non-compliance during the inspection and certification process, the operator's failure to implement changes affecting certification, or as a consequence of a decision to suspend certification. Product categories, products, activities or units removed from the scope of certification may not be included in the scope again without a physical on-the-spot inspection and, where necessary, sampling in accordance with the Inspection and Certification Procedure, followed by a certification decision based on their results.

Reduction of scope applies to part of the scope; its application to the entire scope is considered as withdrawal of certification.

Upon the written request of the operator, where part of the products, activities or units within the scope of certification is withdrawn from organic production or transferred to another control body, the actions set out in clauses 4.4.3 and 4.4.5 are carried out[2]. Requests for reduction of scope received while there is an open major or critical non-compliance, an ongoing investigation or an unclosed OFIS case are not processed until the relevant process has been concluded.

4.4.1. Decisions on the reduction of the scope of certification are taken by the certifier in accordance with the catalogue of measures described in the **T-P15.04 Instruction on the Common Catalogue of Measures**.

4.4.2. In recurring and complex cases, the certifier may refer the matter to the certification committee before taking a decision, in accordance with the **T-P01.13 Certification Committee Working Instruction**.

4.4.3. An operator certificate is issued for the products, activities and units not affected by the decision to reduce the scope of certification.

[1] In accordance with Article 17 of Regulation (EU) 2021/1698, operators whose certificate has been withdrawn remain on the **L-P09.08 Başak Ekolojik Sanctions and Terminations List** for 5 years.

[2] Pursuant to Article 10(1)(b) of Regulation (EU) 2021/1698, an operator may not be certified by another control body for activities carried out in the same third country regarding the same category of products. Therefore, under the EU legislation, a partial change of control body in certification is only possible for different categories of products.

4.4.4. The certifier informs the operator in writing, using the **F-P15.13 Certification Decision Notification Form** (by e-mail or by post), of the reduction of the scope of certification, the reasons for and consequences of the decision, and the right of appeal.

4.4.5. The products, activities and units removed from the scope of certification are published in the **L-P09.08 Başak Ekolojik Sanctions and Termination List**. The current certification status of the operator is indicated in the **L-P09.04 Başak Ekolojik Updated Operator List**.

4.5. Revocation of Certificates

Where non-compliances affecting the integrity of the products concern products that have been placed on the market with reference to organic production, the product certificates issued for these products and lots (TR product certificate, wholesale product certificate, Transaction Certificate (TC), Certificate of Inspection (COI)) are revoked. Such cases may include:

- the intentional or unintentional use of products or substances not authorised in organic production;
- intentional or unintentional commingling with non-organic products;
- failure to take the necessary precautionary measures to prevent commingling with non-organic products or contamination with products or substances not authorised in organic production, and to preserve the organic character of the product;
- failure to take measures in response to relevant previous requests from Başak Ekolojik or from the previous control body.

The certifier informs the operator in writing, using the **F-P15.13 Certification Decision Notification Form** (by e-mail or by post), of the revocation of certificates, the reasons for and consequences of the decision, and the right of appeal. The certifier also informs the buyer's control body in writing (by e-mail or by post).

Decisions to revoke certificates of the operators' suppliers, communicated to Başak Ekolojik by the suppliers' control bodies, are notified to the operator using the **F-P07.02 Notification Letter Form**.

If a Certificate of Inspection (COI) is revoked as a result of the investigation of an OFIS notification, the revocation is notified in more detail using the relevant **F.P01.14.10 COI Revocation Letter Form**.

4.6. Termination of Certification

Termination is the ending of the organic agriculture inspection and certification service agreement and of certification upon the written request of the operator, because the operator withdraws from organic production or changes its control body. Termination is not a sanction. Başak Ekolojik may also terminate the agreement unilaterally in the event of breaches of the organic agriculture inspection and certification service agreement that do not involve non-compliance with the organic production rules (e.g. difficulties in cooperation, financial conditions).

4.6.1. Operators may request the termination of certification at any time. In this case, the provisions of the **S-P01.01 Organic Agriculture Inspection and Certification Service Agreement** apply.

4.6.2. After receiving the operator's written request for termination of certification, or where termination of the agreement by Başak Ekolojik is required, the certifier checks whether there is an ongoing investigation, a non-compliance requiring withdrawal of certification, an unclosed OFIS case, or any stock of the operator intended to be marketed as organic. If any of these applies, the agreement may not be terminated until the necessary actions have been completed. In such a case, the operator is informed of the process in writing or by e-mail.

4.6.3. Where there is no obstacle to the termination of certification, the operator is informed using the **F-P07.01 Notification Form on Termination of Agreement and Certification**. The form is prepared by the certifier and approved by the General Manager.

4.6.4. The status of the operator certificate in TRACES is updated to "withdrawn"; where no transfer to another control body is involved, the operator is also deleted from the system. The operator certificate is cancelled in OTBIS. The operator's agreement and/or registration is cancelled in the relevant system(s).

4.6.5. The certifier removes the operator whose certification has been terminated from the **L-P09.04 Başak Ekolojik Updated Operator List**, records it in the **L-P09.08 Başak Ekolojik Sanctions and Termination List** and keeps it on that list for one calendar year. The records of operators whose certification has been terminated are retained by Başak Ekolojik for 5 years in accordance with the **P-09 Control of Records Procedure**.

4.6.6. In the event of a change of control body, the certifier shares the operator's control file, written records, certification status, list of non-compliances and measures taken with the new control body within 30 days of the new control body's request.

4.7. Denial of Certification

Denial is the non-granting of certification to an operator, or to products, activities or units, not yet certified by Başak Ekolojik, following the detection of one or more major or critical non-compliances, until the necessary corrective actions have been implemented by the operator and verified.

Denial of certification may also be applied to products, activities or units not yet certified that have been found non-compliant as a result of the inspection and certification process. These products, activities or units may not be certified without a physical on-the-spot inspection and, where necessary, sampling in accordance with the Inspection and Certification Procedure, followed by a certification decision based on their results.

Denial of certification may result in the termination of certification or in the granting of certification.

4.7.1. Decisions on the denial of certification are taken by the certifier in accordance with the catalogue of measures described in the **T-P15.04 Instruction on the Common Catalogue of Measures**.

4.7.2. In complex cases, the certifier may refer the matter to the certification committee before taking a decision, in accordance with the **T-P01.13 Certification Committee Working Instruction**.

4.7.3. In the case of partial denial, an operator certificate is issued for the products, activities and units not affected by the denial decision; the products, activities and units affected by the denial decision are not included in the certificate.

The current certification status of the operator is indicated in the **L-P09.04 Başak Ekolojik Updated Operator List** for the certified scope and products, and in the **L-P09.08 Başak Ekolojik Sanctions and Termination List** for the scope and products for which certification has been denied.

4.7.4. Where the denial decision covers all products, activities and units, no operator certificate is issued. The operator is recorded in the **L-P09.08 Başak Ekolojik Sanctions and Termination List**.

4.7.5. The certifier informs the operator in writing, using the **F-P15.13 Certification Decision Notification Form** (by e-mail or by post), of the Denial of certification, the reasons for and consequences of the decision, the conditions for granting certification and the right of appeal.

4.7.6. An operator whose certification has been denied for all products, activities and units is given a period for the corrective action plan that does not extend beyond the next physical on-the-spot inspection. In setting this period, the principle of annual inspection is taken into account, and the period is set so that the annual inspection requirement can be met. If, at the end of this period, the operator has not completed the corrective actions or these cannot be verified, the certifier terminates certification in accordance with the relevant clauses of this procedure.

4.7.7. After the corrective action plan has been submitted by the operator and found acceptable by the certifier, a physical on-the-spot inspection and, where necessary, sampling are carried out in accordance with the Inspection and Certification Procedure, and a certification decision is taken based on their results.

4.7.7.1. Once the non-compliances that required the denial of certification and, where a physical on-the-spot inspection and sampling have been carried out, any other major or critical non-compliances identified by the inspector and the certifier have been successfully resolved, the operator certificate is prepared and the operator is informed using the **F-P15.13 Certification Decision Notification Form**. The current certification status of the operator is indicated in the **L-P09.04 Başak Ekolojik Updated Operator List**.

4.7.7.2. Where the non-compliances that required the denial of certification and, where a physical on-the-spot inspection and sampling have been carried out, any other major or critical non-compliances identified by the inspector and the certifier have not been resolved, the certifier terminates certification in accordance with the relevant clauses of this procedure.

4.7.8. Operators whose certification has been terminated following the Denial of certification are listed in the **L-P09.08 Başak Ekolojik Sanctions and Termination List** with the action taken shown as “Rejected” and “Terminated” under the explanation and remain published on that list for one calendar year.

5. RELATED DOCUMENTS

- Organic Agriculture Inspection and Certification Service Agreement (S-P01.01)
- Başak Ekolojik Current Operator List (L-P09.04)
- Başak Ekolojik Sanctions and Termination List (L-P09.08)
- Notification Form on Termination of Agreement and Certification (F-P07.01)

- Notification Letter Form (F-P07.02)
- COI Revocation Letter Form (F.P01.14.10)
- Appeals and Complaints Procedure (P-06)
- Certification Decision Notification Form (F-P15.13)
- Control of Records Procedure (P-09)
- General Measures Instruction (T-P15.04)
- Instruction on the Management of Non-compliance Processes (T-P15.01)
- Certification Committee Working Instruction (T-P01.13)
- Inspection and Certification Procedure

6. DISTRIBUTION

The electronic copy of this document is available to all staff on the Başak Ekolojik Corporate Portal System (SharePoint).

7. REVISION HISTORY

Revision No	Clause	Revision Made	Revision Date
11	General	The TR-AB code was removed from the name of the document and from the names of the QMS documents referred to in it. Main headings were changed to capital letters.	03.01.2022
12	General	Revised in accordance with the new EU organic production Regulation (EU) 2018/848.	25.10.2022
13	General	Processes were detailed; the name and purpose of form F-P07.01 were changed.	18.11.2026