

1. AIM AND SCOPE

The aim of this procedure is to define the system to be applied for the termination of the certification process, reduction the scope, suspension, withdrawal/rejection, de-certification of the certificates and removing the suspension of the certification of the operators according to TR and/or EU Organic Production Regulation. Certifications for all certified operators and products produced, purchased or imported by these operators are within the scope.

2. RESPONSIBILITY

2.1. The certifier is responsible for taking decisions for **termination, reduction**, suspension or withdrawal/rejection of the certification, de-certification of the certificates when necessary.

2.2. The certifier is responsible for informing the operators about the termination, reduction, suspension, withdrawal/rejection of the certification, de-certification of the certificates.

2.3. The operator is obliged to comply with this procedure.

2.4. Başak Ekolojik **Ürünler Kontrol ve Sertifikasyon Hizmetleri Tic. Ltd. Şti** is responsible for the decisions to be taken regarding the termination, reduction, suspension, withdrawal/rejection, de-certification of the certification.

3. DEFINITIONS

Başak Ekolojik Ürünler Kontrol ve Sertifikasyon Hizmetleri Tic. Ltd. Şti. hereafter referred to as "Başak Ekolojik".

OFIS: Organic Farming Information System

TBS: Tarım Bilgi Sistemi= Agriculture information system

4. IMPLEMENTATION

Operators whose certification **continues** and **whose certification** is suspended are specified in the **L-P09.04 Başak Ekolojik updated operator list**. Operators whose certification has been terminated/**reduced**/withdrawn and de-certified are published **up to date** in the **L-P09.08 Başak Ekolojik Sanctions and Termination List**.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 keeps it constantly updated.

4.1. General

4.1.1. Başak Ekolojik notifies **the operator** in writing of the **decision to terminate**, reduce, suspend, withdraw/reject and de-certify the certificate.

4.1.2. Başak Ekolojik has the right to give the necessary information to the public in cases of **termination**, reduction, suspension, withdrawal/rejection, de-certification of the certificates.

4.1.3. If the operators disagree with the certification decision or the certification decision process, sanctions or rejection of their applications, they have rights to appeal the decision. In this case, operators can appeal according to Başak Ekolojik **P-06 Appeal and Complaint Procedure**.

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4.2. Suspension of the Certification

4.2.1. The process of suspension of the certification; *applies to the operator to take corrective action as a result of one or more non-compliances that require suspension. Suspension may result in the withdrawal, reduction or continuation of certification.* The suspension period of the certification cannot exceed 6 months.

4.2.2. Başak Ekolojik reserves the right to suspend the operator and other certificates in case of the following conditions:

- a) Identification of more than one major non-compliance related to the organic farming activity of the operator,
- b) Corrective actions to eliminate non-compliances have not been implemented effectively and have not been communicated in a timely manner (within 1 month at the latest),
- c) *Repetition of non-compliances detected in previous years,*
- d) *Use of unauthorized inputs and Genetically Modified ingredients in organic production,*
- e) *Serious deficiencies in the records of the operator, failure to trace the organic product in the operator's registration system,*
- f) Operator's persistence in adapting Başak Ekolojik procedures and certification system and changes made in organic production / agricultural regulation to its system,
- g) Misrepresentation of the certification process; abuse or misuse of **labels**, logos, certificates and related documents, *falsification of documents related to organic products,*
- h) The operator's misconduct in a way that damages the reputation of the certification process,
- i) Operator's acts contrary to its contract with Başak Ekolojik.
- j) Operator engaged in illegal activities.
- k) Failure of the operator to provide the documents specified in the service agreement and other documents that may be requested by Başak Ekolojik, in a timely manner.
- l) Operator's failure to notify Başak Ekolojik of the stock amounts of the organic products it produces and the customer information on which it sells these products, in a timely manner.
- m) Failure of the operator to fulfill the signed commitments in a timely manner.

4.2.3. If the above-mentioned conditions arise, by assessing the situation or, in complex cases, with a meeting of the certification committee, the certifier decides to suspend the certification and the certificates.

4.2.4. The certifier shall inform the operator in writing (by e-mail or post) of the suspension of certification, certificates, with the **F-P07.01 Certification Suspension, Withdrawal, Rejection and De-certification Notification Form**.

4.2.5. Following the notification to the operator of the decision that the certification and certificates are suspended, the operator immediately stops the use of Başak Ekolojik and Organic production/agriculture logos and other phrases reflecting that it has been certified. In this context, logos and brands used in advertising and business/s are also included.

In the TRACES (Trade Control and Expert System) system, the operator's status is updated to "suspended".

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4.2.6. In any case, until the suspension is over, affected products cannot be marketed with reference to organic certification. The operator's products will also be blocked in the list of certified products in the certification documents during the suspension period. If the last certificate has not been issued yet, the certificate is not issued.

4.2.7. After the conditions requiring suspension of certification are successfully eliminated, the operator is informed by Başak Ekolojik that the certification process continues, with the **F-P01.40 Certification Decision Notification Form**, and **the operator** takes back all its rights regarding the issue. During the suspension period, the operator may retain her certificate, but cannot use it.

4.3. Withdrawal/Rejection of the Certification

4.3.1. Başak Ekolojik has the right to withdraw the certification in cases where there is no correction **in the suspension period determined in** the conditions given in 4.2.2 or within 6 months, which is the maximum duration of the certification, and in cases where **deliberate violations affecting the organic integrity are detected**.

4.3.2. **Başak Ekolojik refuses to undertake a certain certification request for certification activities where there is a lack of qualifications or opportunities.** ¹. **Additionally**, the certifier may refuse to continue the certification agreement when there are substantive or proven reasons, such as the operator being involved in illegal activities, having a history of repeated non-compliances with the certification/product requirements, or similar circumstances related to the operator. After the decision to withdraw the certification is notified to the operator in writing via **F-P07.01 Certification Suspension, Withdrawal, Rejection and De-certification Notification Form**, the operator immediately ceases the use of Başak Ekolojik, EU and Organic Agriculture logos and other phrases reflecting that it has been certified. In this context, advertisements, logos and brands used in business/s are also included.

4.3.3. The operator **must** return its certificates to Başak Ekolojik.

4.3.4. Başak Ekolojik removes the operator from the **L-P09.04 Başak Ekolojik updated operator list** whose certification has been withdrawn, saves it to the **L-P09.08 Başak Ekolojik Sanctions and Termination List**. Operators whose certificates have been withdrawn are listed for ³2 years. **Records of operators whose certification is rejected are kept by Başak Ekolojik in accordance with P-09 Procedure for control of the records**. The operator who wishes to receive back its certificate must repeat the entire certification process.

4.4. Termination of the Certification by the Operator

4.4.1. Operators can request the termination of certification processes at any time. In this case, the requirement of **S-P01.01 Organic Agriculture Inspection and Certification Service Agreement** is applied.

¹ **Following the recognition according to Article 46(1) of the European Union Organic Production Regulation No. (EU)2018/848, in accordance with Article 10(4) (EU)2021/1698, Başak Ekolojik may reject the operators whose certificates have been withdrawn by the previous control body within the last 2 years, unless the authorization of the previous control body is withdrawn by the Commission.**

² **Following the recognition according to Article 46(1) of the European Union Organic Production Regulation No. (EU)2018/848, in accordance with Article 17 of (EU)2021/1698, Operators whose certificates have been withdrawn will be included in the L-P09.08 Başak Ekolojik Sanctions and Termination List for a period of 5 years.**

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4.4.2. Başak Ekolojik requests the operator to return the certificate after receiving the request for termination of the certification in writing.

4.4.3. Başak Ekolojik removes the operator whose certificate has been terminated from the list of certified companies, **records them in L-P09.08 Başak Ekolojik Sanctions and Termination List and maintains its records in accordance with the P-09 Procedure for control of the records.** The operator's certificates are also removed on the TBS (Tarım Bilgi Sistemi= Agriculture information system) site.

4.5. Reduction of the Certification

In the change of scope (regulation or activity carried out), the scope is reduced at the operator's own request or after the identified non-compliance. ***If the operator is producing on the field, in accordance with the Başak Ekolojik (Precautionary) Sanctions Catalogue,*** the inappropriate parcels are ***removed from the operator's approved parcel/producer list.*** The conversion period is increased by staying in the same conversion period. ***If the land status*** is in the organic period, it is downed to conversion.

If the operator prepares and distributes organic products, the certification for the non-conforming unit or activity is reduced in accordance with the Başak Ekolojik (Precautionary) Sanctions Catalogue.

Reduction of the certification is communicated to the Operator in writing (e-mail or post) on **F-P01.40 Certification Decision Notification Form.**

4.6. De-certification of the Certificates

The product certificates (TR product certificate, wholesale product certificate, EU Transaction certificate-TC), Certificate of Inspection (COI) issued for the operator are de-certified in the following cases and the operator will immediately stop the use of Başak Ekolojik and Organic production/Agriculture logos and other phrases reflecting that it has been certified.

- ✓ Intentionally used products or substances that are not allowed in organic production,
- ✓ If the products or substances that are not allowed in organic production are not used intentionally, but the necessary preventive actions are not taken,
- ✓ If no action has been taken in response to relevant previous requests from Başak Ekolojik or the previous control body,
- ✓ If there are unfulfilled open major non-compliances.

Written notification to the operator is made with **F-P07.01 Certification Suspension, Withdrawal, Rejection and De-certification Notification Form.**

The certificate de-certification decision of the control bodies of the different suppliers of the operators, communicated to Başak Ekolojik is notified to the operators with the **F-P07.02 Notification Letter Form** and the products cannot be marketed with the organic certification reference.

If a Certificate of Inspection (COI) is de-certified as a result of an OFIS notification inquiry, notification of de-certification is made in more detail on the **F.P01.14.10 COI de-certification Letter Form.**

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5. RELATED DOCUMENTS

- Organic Agriculture Inspection and Certification Service Agreement (S-P01.01)
- Başak Ekolojik actual operator list (L-P09.04)
- Başak Ekolojik Sanctions and Termination List (L-P09.08)
- Certification Suspension, Withdrawal, Rejection and De-certification Notification Form (F-P07.01)
- Notification Letter **Form** (F-P07.02)
- COI de-certification Letter **Form** (F.P01.14.10)
- Appeal and Complaint Procedure (P-06)
- Certification Decision Notification **Form** (F-P01.40)
- Procedure for control of the records (P-09)

6. DISTRIBUTION

An electronic copy of this document is available to all personnel in the Başak Ekolojik Institutional Portal System (SharePoint).

7. REVISION HISTORY

Revision No	Relevant Article	Revision	Revision Date
11	General	TR-AB code has been removed from the name of the document and the names of the QMS in the document. Main headings are all capital letters.	03.01.2022
12	General	Adjustments have been made according to the new EU organic production Regulation with number (EU)2018/848.	25.10.2022

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