



BDMI APPLICATION FORM

APPLICATION FOR REGISTRATION FOR CERTIFICATION

To be filled in by NEW applicants and/or applicants transferring from another Certifying body

The completed application form, the signed undertaking, and a non-refundable application fee of \$165 (incl. GST) EFT BSB 013-278 Account No 0016-16202 or cheque to be sent to the Bio-Dynamic Research Institute, 120b Beresford Rd, Lilydale, VIC 3140.

See attached fee schedule for fees.

CHECKLIST for applicant

Document checklist - please tick which documents you have attached.

| Tick | Document | Required for? |
|------|--|--|
| | Organic Farm Management Plan | Farmer, Farmer/Processor |
| | Farm Map including Areas, boundaries, paddock sizes, Quarantine areas etc | Farmer, Farmer/Processor |
| | If in a Fire Ant area, please contact BDMI | Farmer, Farmer/Processor |
| | List of inputs in last 3 years either in this document or as an attachment | Farmer, Farmer/Processor |
| | Processor Organic Management Plan | Processor, Retailer, Wholesaler, Farmer/processor |
| | Factory Floor Plan, areas marked and flow of product | Processor, Retailer, Wholesaler, Farmer/processor |
| | Production Process and Material Flow sheet | Processor, Retailer, Wholesaler, Farmer /Processor |
| | Raw Materials list for each Product line (see sheet attached) | Processor, Retailer, Wholesaler, Farmer /Processor |
| | Valid Certificates of origin of Raw Materials | Processor, Retailer, Wholesaler, Farmer /Processor |

**if required, please contact BDMI office info@demeter.org.au for templates of Organic Farm Management Plan and/or Organic Processor Management Plan

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A. PERSONAL AND BUSINESS DETAILS:

| | |
|---|--|
| Applicant's Name | |
| Farm / Operation Name | |
| Trading as | |
| Contact person Name | |
| Contact person telephone | |
| Contact Person Mobile Number | |
| Contact person's E-mail address | |
| Postal address | |
| Physical address 1 | |
| Physical address 2 (if applicable) | *If applicable |
| Leased property physical address (if applicable) | *If applicable |
| Website address | |
| Legal status of business | e.g. Sole proprietorship / Trust etc |
| ABN Number | |
| Year first bought leased | |
| Date of 1st p500 application | *If applicable for Demeter BD applications |

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B INDICATE TYPE OF BUSINESS:

Please tick / cross - may tick more than 1

| | |
|--|---------------------------------------|
| | Farmer |
| | Farmer with on farm Processing |
| | Processor |
| | Retailer |
| | Wholesaler |
| | Exporter |
| | Other – Please specify |

C INDICATE TYPE OF CERTIFICATION REQUIRED

Please tick / cross appropriate

| | |
|--|--|
| | Demeter Bio-Dynamic certification to the Australian National Standard for Organic and Bio-Dynamic Produce and to the Demeter Standard . |
| | Organic - certification to the Australian National Standard for Organic and Bio-Dynamic Produce. |
| | Bio-Dynamic - certification to the Australian National Standard for Organic and Bio-Dynamic Produce. |

D. PRODUCT(S) YOU WISH TO HAVE CERTIFIED

Please list.

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*** If you are a Processor – please remember to fill in the **RAW MATERIALS list** attached to the end of this form in APPENDIX A

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E. CONVENTIONAL PRODUCE OR PRODUCT?

| | |
|---|----------|
| Do you have any conventional Produce and/or product grown and/or stored on your premises – | Yes / No |
| <p>If yes, please provide a list of such product/produce:</p> <p>**** If yes please indicate in your Organic / Bio-Dynamic Farm Management Plan how this produce is kept separate and prevented from contaminating Organic/Biodynamic Produce.</p> <p>A management Plan template is available from the BDRI office.</p> | |
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F. PREVIOUS OR CURRENT CERTIFICATION?

| | |
|--|----------|
| 1 Have you and/or the area related to this application been previously or are currently certified to the National Standard for Organic and Bio-Dynamic Produce by another Certifying body? | Yes / No |
|--|----------|

If yes to above question 1:

| | |
|---|--------|
| a. Name of the certification body | |
| b. Certification Number | |
| c. Expiry date of most recent certificate. | |
| d. If such certification (in 1 above) is no longer current, indicate if certification ceased due to de-certification or sanctions imposed by the Organic certification body. | Yes/No |
| e. Have you received / did you receive any sanctions (e.g. non-conformities, suspensions) from previous cert body? | Yes/No |
| f. If still certified with another Certifying body - Do you have any outstanding sanctions (e.g. non-conformities, suspensions) that BDRI should be made aware of? | Yes/No |
| g. If such certification (in 1 above) is current or previous, BDRI will be contacting this certifying body for further information including, but not limited to, requests regarding previous sanctions, last inspection report, suspensions. <i>Please refer to the declaration below – point M - and note that by signing this declaration – you agree.</i> | Yes/No |

h. **IF YES to d,e,f of the above** – please provide details here

G. PREVIOUS INPUTS

Please provide a list of **ALL** inputs used during the last **three (3)** years.

This will include all weed control, insect control and pest control on the property. Anti-biotics, veterinary medicines, growth promotors, fertilizers etc.

Please include your p500 applications here.

A separate sheet attached from your Farm records is also acceptable.

| NAME OF INPUT | DATE USED | USED ON WHAT & WHY |
|----------------------|------------------|-----------------------------------|
| e.g. Dipel | Sept 2019 | Control of caterpillar on Cabbage |
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H. UNDERTAKING AND DECLARATION

By signing below, I agree that:

- A. This Application, when accepted by the Bio-Dynamic Research Institute (BDRI), will constitute a contract between myself and the BDRI.
- B. I have read the current version of the Australian National Standard for Organic and Bio-Dynamic Produce which can be downloaded using the following link: <https://www.agriculture.gov.au/export/controlled-goods/organic-bio-dynamic/national-standard> and understand the conditions outlined in this Standard, in particular, that Production units can **only be certified as in-conversion after at least one year under organic management practices**.
- C. I will undertake my operations in accordance with the the National Standard for Organic and Bio-Dynamic Produce as it applies to Organic and/or Bio-Dynamic produce and to abide by the standards and the requirements of such Standard.
- D. If the initial review of this application is successful, I will - during normal working hours - permit a proper official of the BDRI to inspect my operation and types of goods for Certification purposes to ensure that I meet the requirements set out in the **National Standards For Organic and Bio-Dynamic Produce** – including examination of all documents and grant access to all areas.
- E. I may be subject to an unannounced inspection as required by 4.1.5 in the **National Standards For Organic and Bio-Dynamic Produce**.
- F. I shall allow participation of observers during the conduct of evaluation in C,D&E as may be required by BDRI from time to time for training or external audit requirements.
- G. I shall undertake to maintain **accurate and up-to-date records** of all purchases, production, processing, handling, transport, storage and sale of products, and to supply any such records to the BDRI at their request.
- H. If required by the BDRI, I understand samples of soil, water or produce may be taken for analyses at a cost to the Applicant.
- I. I further understand that, at an initial inspection, BDRI will require soil samples to be taken and to be analysed at a NATA certified laboratory and that these will be at a cost to the Applicant. Furthermore, I understand that if these initial samples do not satisfy the requirements of the National Standard, further sampling may be required at a cost to the Applicant. If these sample results still do not satisfy the requirements of the NS, then BDRI may conclude not to certify the goods and / or property affected.
- J. I consent to the use of a BDRI subcontracted NATA certified laboratory to do my sample tests.
- K. I will notify the BDRI (as the Certification Body), without delay, **of any changes to my operation and/or management plan** that may affect the ability to conform with the National Standard for Organic and Bio-Dynamic Produce requirements.
- L. I will pay all fees as set out in the fee schedule and pay for the soil and/or tissue sample(s) as required by the BDRI.
- M. I give BDRI authority to contact my previous certifier (if applicable) to ask for any further information including, but not limited to, requests regarding previous sanctions, last inspection report and suspensions.

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- N. Should legislation or government accreditation require information to be disclosed to a third party such as foreign government agency , I agree to allow BDRI to disclose my accreditation information. (example of accreditation information may include certification status, land area certified and goods certified and/or exported)
- O. I consent to BDRI sharing my accreditation
- P. I understand & accept that there will be exchange of information from BDRI should I wish –in the future - to transfer from BDRI to another certifier.
- Q. I give permission and consent for BDRI to share my certification documents (e.g. Inspection reports, Soil or tissue sample tests, Farm management plans, Farm Maps, Labels and Raw material lists etc) with parties involved in the certification and compliance review of my operation. These parties may include, but are not limited to, BDRI personnel, inspectors, consultants, directors, reviewers, testing laboratories and impartiality committee. Please note that all staff or people involved in the certification process and who have access to your documents have signed a confidentiality agreement with the BDRI.
- R. I also give permission and consent for BDRI to share my certification and accreditation documents with 3rd party accreditation agencies (e.g. the Department, IOAS and the internal auditor) when these agencies are auditing the BDRI Office. Please note that all 3rd party agencies and staff or people involved in the certification and accreditation process and who have access to your documents have signed a confidentiality agreement.
- S. I understand that, if additional documentation asked for at the initial inspection (including Corrective Action Requests) is not received by BDRI **within 60 calendar days** from the date of the initial inspection, then BDRI **will cancel the application** and the process will have to be started again – including another inspection. The cost of this will be carried by the Applicant.

DECLARATION

I declare that all the information provided on this Form and all additional and supporting documentation is true and correct at the time of signing this agreement.

I declare that I have read the above and, by signing below, agree to all these points A to S.

Should any information change – K above will apply.

Signed: _____

Name: _____ Date: _____

**APPENDIX A
For Processors**

PROCESSOR PRODUCT AND RAW MATERIALS LIST

\ Name of Applicant: _____ Date: _____

| Product | Raw Material | % | Certified? Y/N Organic or BD e.g.Y - organic | Cert details e.g. BDRI 123 | Country of origin? | GM free? |
|---------|--------------|---|---|-------------------------------------|-----------------------|-------------|
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Please copy table and add for more products.