



## **PROCEDURE FOR OBTAINING JAS CERTIFICATION**

1. The company applies to BAC for JAS certification by submitting a signed "Request of JAS certification".

The company applying for JAS certification shall:

- Have its own Product Process Manager (responsible for the production process) and Product Grading Manager (responsible for the compliance of the entire production process to the JAS standard, from the beginning of the process to the labeling of the final product). The Product Process Manager and the Product Grading Manager draw up the "plan of grading" which must describe the controls carried out and their management.
- Agree to pay the fee for the JAS <sup>1</sup> course. The course is mandatory and must be attended by the two managers and carried out before the inspection (Product Grading Manager and Product Process Manager).
- Indicate the type of farm and products to be JAS certified. If the farms are not located in equivalent countries (Ireland, United States, Argentina, Italy, England, Australia, Austria, Greece, Switzerland, Sweden, Spain, Denmark, Germany, New Zealand, Finland, France, Belgium, Portugal, and Luxembourg) <sup>2</sup> the agricultural stage must be inspected specifically for JAS, it will be necessary to carry out an inspection and certify the individual farms. In case of farm groups under one leader farm, the latter may apply for unprocessed vegetable production by listing the production farms and BAC will issue a single certificate to the leader farm.

<sup>1</sup> The JAS course can be attended at Bioagricert premises or can be carried out directly by the inspector, prior to the inspection itself.

<sup>2</sup> To check the equivalent countries, check the list at:  
[https://www.maff.go.jp/e/policies/standard/jas/specific/Organic\\_equivalency.html](https://www.maff.go.jp/e/policies/standard/jas/specific/Organic_equivalency.html)

2. After receiving the "Request of JAS certification", BAC sends the application to the company: (Master JAS\_01 for agricultural or feed companies; Master JAS\_02 for processors and Master JAS\_03 for livestock companies; Master JAS\_08 for algae). In the Master JAS, the company has to indicate the name(s) of the figure(s): Product Process Manager and Product Grading Manager and make a detailed description of the activity.

At the same time as submitting this Master, the company must also send a grading management plan (Master\_07 plan of grading).

A label draft needs to be sent to Bioagricert for the approval. Approval of the labels will be conditional on the simultaneous submission of translations of all parts in Japanese at the time of application.

3. Bioagricert will evaluate the documentation received and plan the first inspection visit <sup>4</sup>.
4. The inspector must send the company an Inspection Schedule in which he/she informs them of the following:
  - Route to reach the company
  - Means of transport used to reach the company
  - Scheduled time of start of inspection
  - Scheduled time of end of inspection
  - Documents or areas to be inspected

The Inspection Schedule must be sent at least one week in advance and need to be sent to BAC.

5. Bioagricert completes the assessment and if the result is positive, it issues the JAS certificate of conformity, which has no expiry date.

<sup>3</sup> It is specified that in the case of farms with few plots, the two figures can be carried out by the same person, while for medium or large farms and those of processing the two Managers must be distinct.

<sup>4</sup> MasterJAS\_160 for farm companies \_163 for feed companies; \_167 for processing \_164 for live-stock farming; \_161 for algae



## **PROCEDURE FOR MAINTAINING JAS CERTIFICATION**

1. The company sends to BAC by 31/1 of each year, only the first page of the JAS application in case of no substantial changes, or the complete JAS application in case of substantial changes. Approval of new labels will be contingent upon the simultaneous submission of the translation of all parts in Japanese at the time of application.
2. The inspector conducts the surveillance inspection according to the inspection plan.
3. BAC evaluates the inspection report and the application and in case of positive result, Bioagricert issues the certification confirmation.
4. By 30/06 of each year the company must send the Annual Report (on an excel model provided by Maff) in which it declares the total quantity of JAS product produced in the period started from **01/04** of the previous year to **31/03** of the following year. BAC must submit the Report to Maff by September 15 of each year.
5. The Grading Manager must maintain and make available records of each production batch.

GRADING MANAGER (Name and sign) \_\_\_\_\_

PRODUCTION PROCESS MANAGER (Name and sign) \_\_\_\_\_

PLACE AND DATE \_\_\_\_\_