

## **IOIA BASIC COURSE FOR ORGANIC INSPECTION - PROCESSING COURSE OUTLINE**

**Course Format:** 4 1/2 days

**- P2 (Mon), P3 (Tue), P4 (Wed and Thu), P5 Exam (Fri)**

### **Pre-requisites for the course:**

- **Module P1 – NOP Processing Standards Webinar**
- Please review the Acceptance Criteria and Client Responsibilities that appear at the end of this document.

**For further information contact:** *Executive Director - Margaret Scoles*

International Organic Inspectors Assoc.  
P.O. Box 6  
17 N. Park Ave.  
Broadus, MT 59317-0006 USA

Ph/Fax: (406) 436-2031  
Email: [ioia@rangeweb.net](mailto:ioia@rangeweb.net)

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### **Course Description:**

The course provides basic level training to develop skills required for inspecting and reporting on the management of an organic processing production unit according to a specified set of standards. For courses conducted in the United States, the standard is usually the USDA, National Organic Program (NOP). However, this basic organic processing inspection course may also be presented using other standards as required (please contact the IOIA office).

In addition, participants will be introduced to topics such as global organic certification, report writing, and inspecting as a career. These and other topics are meant to provide historical background, more in-depth knowledge and awareness of current trends in the industry.

### **Aim:**

To enable participants to use appropriate skills and knowledge gained from this course to enhance their personal or professional activities in the organic sector.

**Learning Outcomes: Modules P1, P2, P3, P4 and P5**

1	Recognize the principles of organic agriculture and food production.
2	P1-P2: Demonstrate a working knowledge of the organization and content of the <b>(applicable standards: – in this case the United States Department of Agriculture (USDA) National Organic Program (NOP) standards</b> by accessing and applying correctly the standards relating to organic processing production
3	P2: Recognize the role of the inspector in the certification process and distinguish it from other roles, such as consulting.
4	P2- P4: Recognize and assess, <b>in class</b> and <b>on site</b> , risks regarding commingling and contamination for an organic processing unit.
5	P2: Recognize a variety of food processing materials and assess their compliance to the Regulation
6	P2: Evaluate <b>organic control points (OCPs)</b> for their level of risk regarding organic integrity.
7	P3: Review and Analyze an <b>organic system plan (OSP)</b> for its potential to meet NOP standards and develop a plan to review these areas during an inspection
8	P3: Review guidelines to make ethical & professional decisions relating to the inspector role.
9	P3: Recognize the components of an audit trail. Use audit trail processes to conduct an audit trail check which includes recipe calculations and in-out balances
10	P4: Report verbally and in a variety of written formats, findings regarding processor operations.
11	P3: Develop an exit interview report and/or cite appropriate parts of the standard, as necessary, to indicate where/how the management of a production unit may not be meeting the standard.
12	P3: Review and evaluate <b>in class</b> and <b>on site or with a video scenario</b> , management records, documents, and procedures for a processing unit and determine potential risks to organic integrity and other potential compliance issues
13	P3-P4: Develop sufficient questioning techniques and recording methods to collect and report valid information. Use these skills in <b>class settings</b> and while observing and communicating with clients <b>on-site</b> .
14	P3-P4: Assess whether an organic processing unit is being managed as outlined in its OSP and as required by the NOP while conducting an <b>on-site inspection</b> as part of a group or <b>participating in the "inspection" of a video scenario</b>
15	P4: Complete sections an inspection report (or part of an inspection report) using the forms of a given <b>Certifying Body (CB) or Agency (CA)</b> and following a provided format.
16	P5: Successfully complete the final exam with a score at or above 75%.

## IOIA Processing - Basic Course Participant Agenda

**Module - P1 - Process Standards Webinar - Prerequisite**

Module <b>P2</b> Assessing Compliance	Module <b>P3</b> Conducting Inspection	Module <b>P4</b> Reporting		Module <b>P5</b> Exam
Monday	Tuesday	Wed	Thursday	Friday
Introductions	OSP Review and Inspection Plan	Communications	Final Debriefing	9:00 - 12:00  EXAM
Certification Process	Conducting the Process Inspection and Role of the Inspector (+Ethics and Conduct)	Interview Styles		
NOP Process Standards Review: general	Inspecting Food Plant Sanitation	Report Writing	Report Writing ID key points Group	
Product composition and labeling	Inspecting Pest Management Practices	Video OR Field Trip OSP Review and Inspection Plan	Individual Exit Report	
Ingredients and Processing Aids	Inspection of Documentation and Records	<b>Field Trip or Video</b>	Individual Report writing with trainer assistance	
Recipe calculations	Traceability exercise			
Risk Assessment - OCP's	In-Out Exercise			
Navigating the NOP Standards	VIRTUAL INSPECTION and Exit Interview -Taking Notes and Written Exit* [* for review by trainer]	Initial Debrief of Inspection Notes	Successful completion of <b>Exam</b> required for those going on for <b>Field Training</b> and/or to be eligible for certificate	
Reviewing and Organic Handling Plan				
SDL - OSP Assignment - evening	OSP Review for Field Trip or Video - evening	Field Notes review - evening	Exam Study - evening	
For those not wanting to do inspections: - Module P1 (webinar only) and/or P1 and P2				

### Learning Resources:

**These items are sent as part of the acceptance package. Please consider these copies to be your course reference material. There will be no other copies provided.**

1. USDA National Organic Program (NOP) Final Rule (7 CFR 205) in two documents
2. IFOAM/IOIA International Organic Inspection Manual

**Web Sites:** for other resources and information

[www.ioia.net](http://www.ioia.net)  
[www.omri.org](http://www.omri.org)  
[www.ams.usda.gov/NOP](http://www.ams.usda.gov/NOP)

[www.ifoam.bio](http://www.ifoam.bio)  
[www.ota.com](http://www.ota.com)  
[www.attra.ncat.org](http://www.attra.ncat.org)

### Acceptance Criteria

Inspector applicants to these IOIA trainings must meet the following acceptance criteria.

#### All Courses:

- Submission of complete application, resume and fees.
- Fluency of the language in which the course is given.
- Demonstration of good communication skills (written, verbal and listening).
- Appropriate mathematical skills to solve basic algebraic problems (add, subtract, multiply, divide, percentages, ratios, fractions, etc.)
- Understanding of and commitment to enforcement of organic certification principles.
- Demonstration of continuing education.

#### Additional Processing Course Acceptance Criteria:

- A minimum of one-year training and/or one-year experience in food processing.
- Knowledge of basic accounting and ability to solve mathematical problems.
- Completion of the **P1 NOP Processing Standards Webinar**

#### Client Responsibilities:

##### **Pre-course:**

Submission of

- completed Course Application including letter, resume and references.
- signed IOIA Confidentiality/Liability Waiver
- Completed Pre-course Assignments by **deadline**

##### **During course:**

- attendance at all sessions
- participation in all class/learning activities

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**Payment of fees: No certificate will be issued if payment in full is not received.**

