Documents for the Bio Suisse certification

All documents must be completed in full. The checklists are completed during the inspection and the unit manager, the inspector and the inspection body stamp and sign the documents to confirm that the information given is correct. In case of incomplete documentation, the missing documents will be requested or uncomplete files will be rejected.

The checklists must make reference to the conditions imposed in the previous year.

Applications after interruption of the certification will be treated the same as initial applications. The documents may be submitted in German, French, Italian, Spanish and English. They have to be submitted by e-mail to info@icbag.ch. After receipt of the complete and correctly signed set of documents the processing by ICB will take four to six weeks. In exceptional cases and during the peak season processing may take longer.

Link to checklists and forms:
https://icbag.ch/downloads/downloads.html

The following documents have to be submitted annually according to the different types of operations:

1. Farming operations

Compulsory documents:
- signed checklist “Bio Suisse Agricultural Inspections”
- current organic inspection report
- valid organic certificate and certification decision
- current production program
- self-declaration “Social accountability” (every 3 years) or audit/certification for social accountability depending on the number of employees and country (see Bio Suisse “Social accountability” self-declaration form).

In case of initial application additionally:
- organic inspection report of the previous year
- organic certificate and certification decision of the previous year
- site plans/field maps/planimetric plot map (including areas dedicated to the enhancement of biodiversity and adjoining areas of the neighbouring operation with risks of drift)¹
- crop rotation plan

Further documents:
- see last page of the Bio Suisse checklist.

2. Processing and trading operations

Compulsory documents:
- signed Bio Suisse checklist inspections “Processing, storage and trade”
- current organic inspection report
- valid organic certificate and certification decision
- samples of delivery notes/invoices and batch labels
- self-declaration “Social accountability” (every 3 years) or audit/certification for social accountability depending on the number of employees and country (see Bio Suisse “Social accountability” self-declaration form).

Further documents:
- see last page of the Bio Suisse checklist.

3. Viticulture/winery

Compulsory documents:

¹ Depending on the number of employees and country.
Compulsory documents:
- signed Bio Suisse checklist inspections “Viticulture/winery”
- signed checklist “Bio Suisse Agricultural Inspections” (self-production of grapes)
- signed Bio Suisse checklist inspections “Processing, storage and trade” (in case not only the own grapes are vinified)
- current organic inspection report
- valid organic certificate and certification decision
- form absence of GMO: infoXGen (for yeast, enzymes, pectinases, etc.)
- specifications (organic certificate for sugar, gelatine and casein)
- analyses of sulphur dioxide
- self-declaration “Social accountability” (every 3 years) or audit/certification for social accountability depending on the number of employees and country (see Bio Suisse “Social accountability” self-declaration form).

In case of initial application additionally:
- organic inspection report of the previous year for agriculture (self-production of grapes)
- organic certificate and certification decision of the previous year

Further documents:
- see last page of the Bio Suisse checklist.

4. Producer groups

Compulsory documents:
- signed Bio Suisse checklist (excel) inspections “Producer groups” (English/Spanish) including information re the whole producer group
- if not included in the checklist: List of the group members (Approved Farmers’ List, AFL) with identification of all producers applying for certification according to Bio Suisse Standards
- current organic inspection report and certification decision
- valid organic certificate.
- self-declaration “Social accountability” (every 3 years) or audit/certification for social accountability depending on the number of employees and country (see Bio Suisse “Social accountability” self-declaration form).

In case of initial application additionally:
- organic inspection report of the previous year
- site plans/field maps

Further documents:
- signed Bio Suisse checklist inspections “Processing, storage and trade (if the producer group also carries out processing or buys other products)
- see last page of the Bio Suisse checklist.

Simplified certification of smallholder groups (see information note)

Compulsory documents:
- signed Bio Suisse Checklist inspections “Smallholder groups” (English/Spanish)
- current organic inspection report
- valid organic certificate of the smallholder group and certification decision
- list (farmers’ list) of members applying for the Bio Suisse certification.

Further documents:
- signed Bio Suisse checklist inspections “Processing, storage and trade (if the producer group also carries out processing or buys other products).

5. Wild collection projects

Compulsory documents:
- signed Bio Suisse checklist inspections “Wild collection projects” (English)
6. Aquaculture

Compulsory documents:

- current organic inspection report
- valid organic certificate of the project and certification decision
- map(s) of the wild collection areas (scale not less than 1: 50'000)
- list of names of collectors
- sample of the contract between the manager of the wild collection project and the collector.

Further documents:
- see point 3 in the checklist.

7. Beekeeping and honey production

Compulsory documents:

- signed Bio Suisse checklist inspections “Mussels farms” (English/French)
- signed Bio Suisse checklist inspections “Net-cage farming” (English/French)
- signed Bio Suisse checklist inspections “Shrimps farms” (English)
- current organic inspection report
- valid organic certificate and certification decision
- self-declaration “Social accountability” (every 3 years) or audit/certification for social accountability depending on the number of employees and country (see Bio Suisse “Social accountability” self-declaration form).

In case of initial application additionally:
- organic inspection report of the previous year
- organic certificate and certification decision of the previous year.
8. Maple syrup

Compulsory documents:

- signed Bio Suisse checklist inspections “Contrôle Bio Suisse des plantations d’érables et de la fabrication de sirop d’érable” (French)
- current organic inspection report
- valid organic certificate and certification decision
- self-declaration “Social accountability” (every 3 years) or audit/certification for social accountability depending on the number of employees and country (see Bio Suisse “Social accountability” self-declaration form).

In case of initial application additionally:

- organic inspection report of the previous year
- organic certificate and certification decision of the previous year.

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1 The plan gives an impression of the spatial arrangement of the whole operation. All plots must be numbered in accordance with the list of plots. The areas dedicated to the enhancement of biodiversity must be marked in the plot maps. In case of risks of drift, the adjoining areas of the neighbouring operation including the crops grown as well as the boundaries (hedges, unpaved natural paths, roads, water, etc.) have also to be registered.