Farm Organic Inspection Preparation Checklist

A checklist for preparing for an organic inspection, used by certified farms before the certifier visits. Use it each season and keep completed copies where the whole crew can find them.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Organic system plan updated	☐	☐	☐
Field and activity records organized	☐	☐	☐
Input receipts and labels ready	☐	☐	☐
Buffer areas marked	☐	☐	☐
Storage and equipment cleaned	☐	☐	☐
Sales records and invoices ready	☐	☐	☐
Mock audit trail completed	☐	☐	☐
Staff briefed on inspection visit	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Ask your certifying agent what documents to have ready and walk the farm beforehand.