

**Request for the issuance of a Certificate of Inspection (COI)**

**Certificates of Inspection must be ordered prior to shipping with this form.**

The Certificate of Inspection is requested for the following standard(s):

- EU organic / bi-OS (Equivalent Standard third countries)
- CH organic
- Equivalency arrangement CH-USA
- NOP (US organic):
- Other standard:

Name and address of exporter / seller	
Name and address of producer <b>and</b> (if applicable) processor of the product	
Name, address and code of producer's or processor's inspection body, if not bio.inspecta <i>For operations in TR: please add domestic COI No./ lot certification number</i>	
Country of dispatch	
Country of origin	
Country of destination	
Border control post (BCP) name, code, address and country of clearance / point of entry (customs clearance) in the community (UN/LOCODE)	
Name and address of first consignee in the community / country of destination	
Name, address and EORI number of the importer / buyer	
Equivalency arrangement CH-USA: certifying body of the importer / buyer	
Trade name of the product and year of harvest	
CN-Code of the product (Customs tariff number)	
Scope of the product	<input type="checkbox"/> <b>A:</b> Unprocessed plant products <input type="checkbox"/> <b>D:</b> Processed agricultural products for use as food
Lot number	
Number and kind of packing units	
Net weight	
Total gross weight	

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Invoice no. and date	
Shipping documents number and drumlist / batchlist <i>please indicate the seal numbers, if applicable</i>	
Original Certificate of Inspection to be sent to <i>*if it should be sent with DHL, we need a contact person and phone number</i>	
Any fax copies to be sent to	
Contact person & phone number for questions	
Remarks	

**Please enclose copies of the following documents**

- Invoice and delivery note for the outgoing goods
- Invoice, delivery note, producer/processor certificate and COI for the incoming goods (additional purchase only from other suppliers/internal deliveries)
- Seal list, if applicable
- Phytosanitary documents (NOP)
- For exports to the European Community and Switzerland:** Products with CN Codes chapter 10, 11, 12 and 23 from one of the following countries, *Kazakhstan, Russia, Ukraine*, bio.inspecta must carry out sampling and analysing for each lot to be shipped, prior to issuing the COI.  
Please note that sampling is done according to Reg. (EU) 691/2013, which means either the size of a sample does not exceed 500 t, or, for samples >500 t, incremental samples are increased to 40+√tonnes (for substances uniformly distributed); 100+√tonnes (for substances non-uniformly distributed).  
Products stored in separate heaps/ storage buildings have to be sampled and analysed individually.
- For exports to the United States of America:** Corn, soy, wheat, dry edible beans, sunflower meal, and flax from one of the following countries: *Kazakhstan, Moldova, Romania, Russia, Turkey, or Ukraine*. bio.inspecta must carry out sampling and analysing for each lot to be shipped prior, to issuing the COI.  
Please keep in mind that APHIS requires fumigation at the border for certain commodities. This will lead to a declassification of the products. For certain commodities APHIS prohibits the import at all. This list changes very often. Therefore bio.inspecta recommends to clarify the current situation with the buyer in the USA.
- bio.inspecta orders sampling and analysis after receiving this form.**  
The analysis result will be sent to bio.inspecta with a copy to the customer. The invoice of the sampling/analysing institute is received by the client. Please give clear indication where sampling has to be taken and at which time.

Quantity:	Required services:
Type of loading at time of sampling:	Place of loading:
Time of loading:	Places of storages/ heaps and respective quantities:
Billing data:	Start of service:
Billing data:	Preferred surveyor:
Contact person phone number:	Preferred laboratoy:

- The sample shall be taken at loading
- The sample shall be taken at preparing the consignment
- In cases where there are justified reasons why it is not feasible to do the sampling and analysis ordered by bio.inspecta at final loading (e.g. due to truck wise transport and direct loading at port), in addition to the sampling and analysis ordered by bio.inspecta at your operation, you are required to provide justification and confirmation that you engage an independent third party surveyor (GAFTA member), to do additional sampling during loading at port. If required, these samples are to be available for analysis. Justification is submitted to bio.inspecta before the COI is being issued, and the reports of the surveyor (sampling, inspection, photo) are submitted as soon as they are received.

After receiving and assessing the analysis results, the Certificate of Inspection will be issued providing no unallowed pesticide- or GMO-residues are found.

**Please submit this request with all attachements by** Fax: +41 (0)62 865 63 01  
 Email: [sekretariat@bio-inspecta.ch](mailto:sekretariat@bio-inspecta.ch)

With your signature you confirm that the above mentioned information is complete & truthful and that the consignment concerned has been produced and/or prepared in accordance to the requested standard, for EU Article 33 of Regulation (EC) No 834/2007 and for NOP in accordance with the USDA National Organic Program NOP.

**Date & place:**

**Name, stamp and signature**

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**Please note:**

- On weekdays, Certificates of Inspection for countries not mentioned above are issued:
  - the same day if complete application arrives before 12.00am (CET)
  - the next day if complete application arrives later than 12.00am (CET)
- Certificates of Inspection for which sampling and analysis are necessary are issued as soon as a negative analysis report is received. This will usually take 5 to 7 working days.
- On Saturdays and Sundays no Certificates of Inspection are issued.
- Incomplete requests will not be handled until all requested documents are received.