

OFIS – Guidance for entering the Annual Report of Control Bodies/Control Authorities into OFIS

1. Connect to OFIS-INTC

Please use the following web link to connect to OFIS-INTC:

<https://webgate.ec.europa.eu/agriportal>

You will be prompted to the following screen

Contact | Search on EUROPA | Information | Legal notice | English (en)

European Commission

AGRICULTURE AND RURAL DEVELOPMENT

Agriculture Web Applications Interface

European Commission > AWAI > Welcome to the DG Agri portal!

Welcome to the DG Agri portal!

Notice to all P-STO users

Due to a maintenance operation, the application P-STO will thus not be accessible on Tuesday, November 20th, between 7:00am and 9:00am. Thank you for your understanding.

Kind Regards,

The AWAI Portal Team, of the DG Agriculture and Rural Development

[Login](#)

Forgotten password? Please note that password resets cannot be made online! Please contact the AWAI Portal Team in case a password reset is needed.

[Personal data processing in accordance with Regulation \(EC\) 45/2001](#)

What's new?

- **07/05/2012:** As from 7 May, the AWAI Portal and most of the applications depending on it will be open 24 hours per day, 7 days per week, except Monday from 03:00 to 03:35 CET. ISAMM will be open every day between 04:00 and 24:00 CET.
- **27/03/2012:** La version française des règles d'expiration des comptes AWAI est disponible [ici](#).
- **02/03/2012:** From 2nd of March the new European Commission Visual Identity will appear in ISAMM CM applications. Preproduction application will no more be **orange stamp**.
- **25/01/2012:** A new version of EU-MS has been installed. This version

[AWAI site on CIRCA](#)
[The External Users Management System](#)
[Public Pages of the E-Bacchus System](#)
[Public Pages of the E-Spirits System](#)
[Public Pages of the OFIS System](#)
[DG Agriculture website](#)

10 YEARS
of Common Agricultural Policy
Ready for the future

Please click on the "Login" button which will direct you to the identification page.

This screen will allow you to introduce your username and your password:

The screenshot shows the ECAS login interface. At the top, there are links for 'Contact', 'Privacy Statement', and a language dropdown set to 'English (en)'. The main header features the European Commission logo and the text 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)'. Below this is a blue navigation bar with 'European Commission' and a breadcrumb trail: 'Intracomm > Authentication Service > Login'. On the right side of the page, there are buttons for 'Login', 'New password', 'Sign Up', and 'Help'. The central area contains the ECAS logo and a message: 'authenticates your identity on European Commission websites'. Below this, it states 'DG Agriculture and Rural Development AWAI Portal requires you to authenticate' with a small 'Requires AWAI Application Service' icon. To the right is a login form with fields for 'Username or e-mail address' and 'Password', both marked as required. There are also links for 'More options...', 'Login!', and 'Lost your password?'. A note at the bottom indicates '* Required fields'. At the very bottom, it says 'Last update: 26/09/2012 (3.1.5-m) | 7 ms | Top'.

After having entered your identification, you will be directed to the next screen where you have to click on the " OFIS-INTC " application as shown hereafter.

The screenshot displays the 'AGRICULTURE AND RURAL DEVELOPMENT Agriculture Web Applications Interface'. The top navigation bar includes 'Contact', 'Search on EUROPA', and 'Information'. The main header shows the European Commission logo and the title 'AGRICULTURE AND RURAL DEVELOPMENT Agriculture Web Applications Interface'. Below the header is a blue navigation bar with 'European Commission > AWAI > Applications'. A secondary navigation bar contains links for 'MY APPLICATIONS', 'MY ACCESS RIGHTS', 'LOG FILE', and 'LOG-OFF'. The main content area starts with a welcome message: 'Welcome back to the AWAI portal' followed by a yellow box, and 'Your last login was on' followed by another yellow box. There is a link for 'HTML version of this page (limited t...'. Below this is a table titled 'Applications' with columns for 'Name', 'Description', 'Working hours', and 'Last login'. The table contains one entry: 'OFIS-INTC' with the description 'Ofis Irregularity Notifications Third Countries and CB annual reports', working hours '00:00 - 22:59 CET', and last login '18/12/2012 00:00'. A red arrow points to the 'OFIS-INTC' link. Below the table is a pagination bar showing 'Page 1 of 1' and a dropdown menu set to '20'. At the bottom, there is a note: 'Click on the name of the application you want to start' and a footer: 'Last update: 31 January 2013 | Top'.

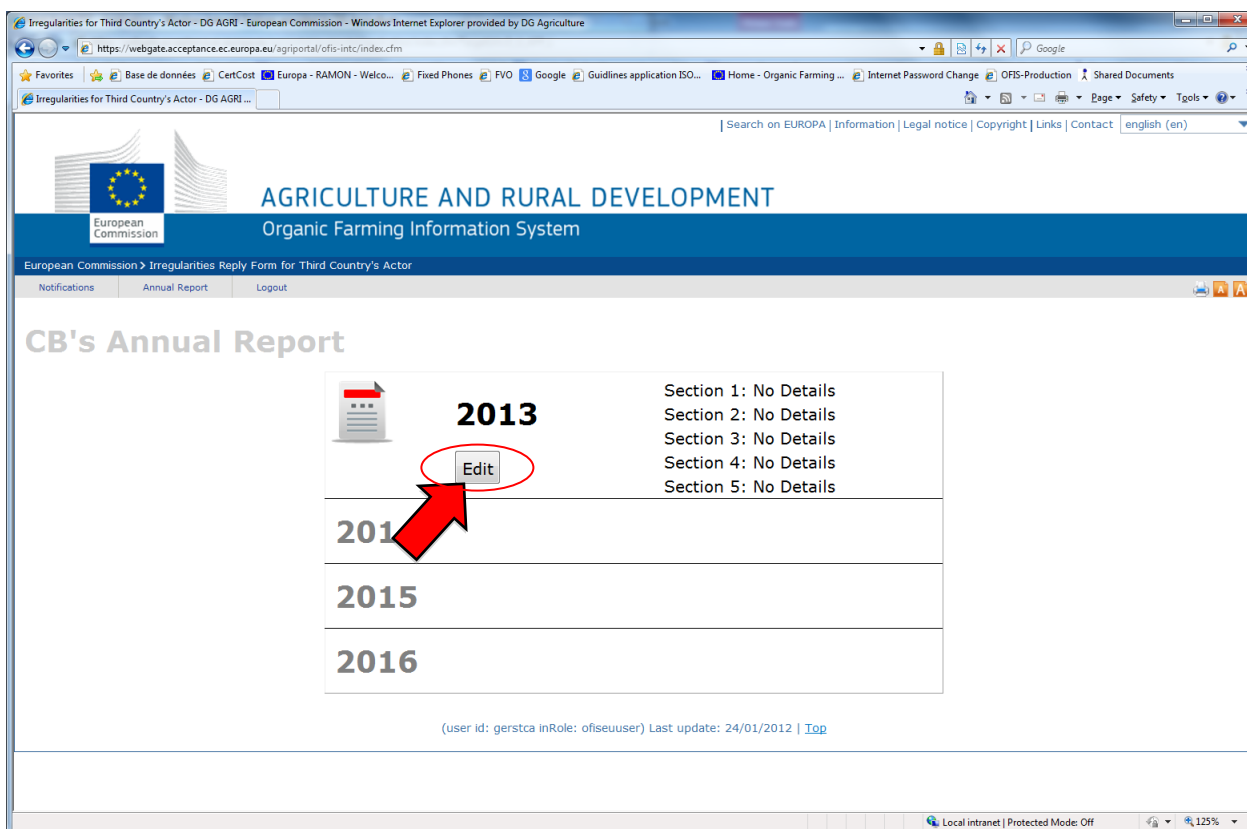
2. Select OFIS module for CB/CA annual reports

There are two modules in OFIS-INTC for control bodies and control authorities:

- Notifications which concerns irregularities notified by Member States
- Annual report. Please select "**Annual Report**" in the menu.



The annual report module will open on the following page:



The red bar in the report icon indicates that the 2013 report's five sections are empty.

Please click on "EDIT" to access the five sections to be completed. You navigate between sections by clicking on the "Section" tab of your choice.

3. Section 1: Information about your CB/CA and the accreditation body




Section 1 shows the basic information available in OFIS on your CB/CA.

Please click on "Add" to enter information on your accreditation body. A screen allowing you to enter the name and contact information of your accreditation body will open.

The screenshot shows the 'Control Body Basic Information' section with the following details:

Actor Code	BIO-999
Name	BIO-CB
Country	BE
Street	Main Street
Locality	Town
Postcode	12345
Telephone	+1234567890
Email	christina.gerstgrasser@ec.europa.eu
Web Address	www.bio-CB.org
Web Address	www.bio-CB.org
Operator List (*)	www.bio-CB/operators

The 'Accreditation body' table contains one entry:

Contact	Country	Email	webAddress	Actions
Accreditation-body	Belgium	info@accreditation.org	accreditation.	  

A red arrow points to the 'Add' button at the bottom of the table.

Please enter the information relating to your accreditation body

The screenshot shows the 'Annual Report Form' with the 'Control Body Basic Information' section. A modal window titled 'Add/Edit assessment body / accreditation body' is open, showing the 'Accreditation Body details' form:

Contact Name	
Country	Belgium
Street	
Locality	
Postcode	
Telephone	
Email	
Web Address	
<input type="button" value="Save/Update"/>	
<input type="button" value="Close"/>	

Once you have completed the form regarding the accreditation body, click on "Save/Update"

N.B. The "Control Body Basic Information" cannot be modified by you directly.

If you need to update this information, please send an email to

AGRI-ORGANIC-IMPORTS@ec.europa.eu

4. Section 2: Overview of Activities

This section lists all third countries for which the CB has been recognised, indicating for each third country the product categories the CB has been listed for. The colour red indicates that no information has been inserted for that third country/product category.

Annual Report Form

To confirm report once finalised

Section 1 Section 2 Section 3 Section 4 Section 5

Overview of activities

- List of third countries
 - American Samoa
 - A - Unprocessed plant products
 - D - Processed agricultural products for use as food
 - Anguilla
 - A - Unprocessed plant products
 - D - Processed agricultural products for use as food
 - Antarctica
 - A - Unprocessed plant products
 - D - Processed agricultural products for use as food
 - Aruba
 - A - Unprocessed plant products
 - D - Processed agricultural products for use as food

Click on a product category under a third country to enter the CB's overview of activities for that third country. The information must be completed for all third countries and all product categories in which the CB is active. **NOTE: The entered information is only saved once you click update and the end of each product category screen for a third country.**

A - Unprocessed plant products

Number of Operators certified:

Product Name	Kg
List of Product groups certified + amounts (netto in weight)	
Add < > Page 1 of 0 >> >> >>	

Group certification?

Number of announced inspections:

Number of unannounced inspections:

Number of samples collected:

Number of analysis indicating breach of Regulation:

Number of non-conformities found (affecting the organic status):

Number of product decertifications during reference period:

Number of operator decertifications during reference period:

Derogation	Num. Addit.
Derogation List	
Add < > Page 1 of 0 >> >> >>	

Start by completing the number of operators under the CB's control in the third country in that product category.

If no operators were under the CB's control in the year covered by the reporting period, please enter "0" and leave the rest of the fields empty.

A - Unprocessed plant products

Number of Operators certified

List of Product groups certified + amounts (no weight)

Product Name Kg

Group certification ? No

Number of announced inspections 0

Number of unannounced inspections 0

Number of samples collected 0

Number of analysis indicating breach of Regulation 0

Number of non-conformities found (affecting the organic status) 0

Number of product decertifications during reference period 0

Number of operator decertifications during reference period 0

Derogation List

If you had operator(s) under your control, please complete all the information fields, starting with the product names and quantity by clicking on "ADD" (blue arrow)

A new box opens to allow you to select the type of product certified + amounts. Start typing in the field entitled "filter" – the list will propose a classification of products. Select the most appropriate field.

Please enter an estimate of the total quantity of this product type intended for export to the EU from the selected third country during the reporting period.

Add certified products

Overview of a

Product Name

Filter:

Weight: Kg

List of Products

- Ambergris, castoreum, civet and musk; cantharides; bile, whether or not dried; glands and other animal products used in the preparation of pharmaceutical products, fresh, chilled, frozen or otherwise provisionally preserved
- Animal or vegetable fats and oils and their fractions, boiled, oxidised, dehydrated, sulphurised, blown, polymerised by heat in vacuum or in inert gas or otherwise chemically modified, excluding those of heading 1516; inedible mixtures or preparations of animal or vegetable fats or oils or of fractions of different fats or oils of this chapter, not elsewhere specified or included
- Animal or vegetable fats and oils and their fractions, partly or wholly hydrogenated, inter-esterified, re-esterified or elaidinised, whether or not refined, but not further prepared
- Animal products not elsewhere specified or included; dead animals of Chapter 1 or 3, unfit for human consumption
- Apples, pears and quinces, fresh
- Apricots, cherries, peaches (including nectarines), plums and sloes, fresh
- Aquatic invertebrates other than crustaceans and molluscs, live, fresh, chilled, frozen, dried, salted or in brine; smoked aquatic invertebrates other than crustaceans and molluscs, whether or not cooked before or during the smoking process; flours, meals and pellets of aquatic invertebrates other than crustaceans and molluscs, fit for human consumption
- Bananas, including plantains, fresh or dried
- Barley
- Beer made from malt
- Birds' eggs, in shell, fresh, preserved or cooked
- Birds' eggs, not in shell, and egg yolks, fresh, dried, cooked by steaming or by boiling in water, moulded, frozen or otherwise preserved, whether or not containing added sugar or other sweetening matter
- Bones and horn-cores, unworked, defatted, simply prepared (but not cut to shape), treated with acid or degelatinised; powder and waste of these products

Click on "Add" – the product and quantity is added to the overview of activity. Do not close this window if you wish to add further products, simply erase the previous product and enter the next type of product. Once all products and quantities for a product category in the third country concerned have been entered, please click close.

Please proceed to fill in the other information pertaining to that product category in the third country concerned:

The screenshot shows the 'Add' window for a product category. The window is titled 'American Samoa' and contains a list of product groups (A - Unprocessed plant products, D - Processed agricultural products for use as food) and a table for entering product details. The table has columns for 'Product Name' and 'Kg'. Below the table is a 'Derogation List' section with an 'Add' button.

Product Name	Kg
Apples, pears and quinces, fresh	1000
Bananas, including plantains, fre:	1000
Bananas, including plantains, fre:	1000

Under "Derogation List", please click "Add" to access the list of derogations to select those that were granted in this product category and the third country concerned during the reference period. You can enter a brief explanation if you so wish under "additional information".

The screenshot shows the 'Add derogation' window. The window is titled 'Add derogation' and contains a 'Derogation Granted' section with an 'Add' button. Below this is a 'Derogation List' section with a list of derogations. A red arrow points to the 'Add' button.

Derogation Granted

Additional Information

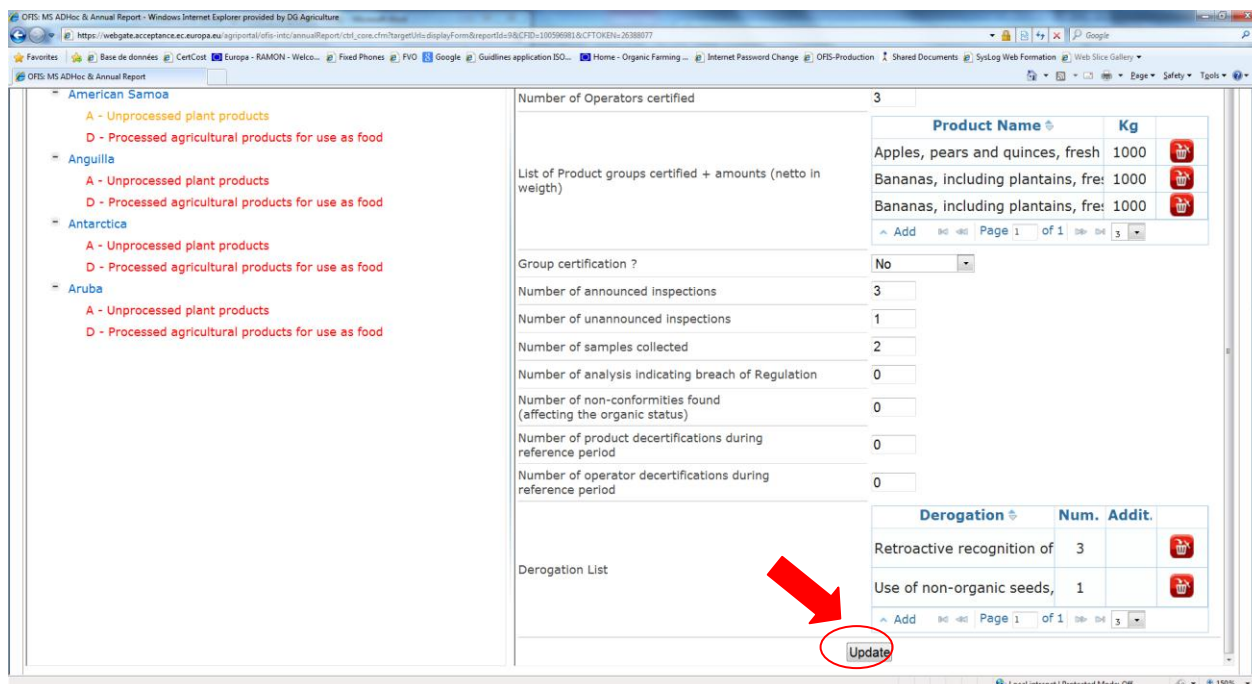
Number of derogation granted

Derogation List

- Use of increased percentages (up to 40%) of nulliparous female mammals, for the renewal of a herd or flock (art. 9 (4) of R. 889/2208)
- Use of non-organic seeds, vegetative propagating materials or seed potatoes. Seeds may not be chemically treated (art. 45 of R. 889/2008).
- Use of natural colours and natural coating substances for the traditional decorative colouring of the shell of boiled eggs (art. 27(4) of R. 889/2008)
- Retroactive recognition of a previous period as being part of the conversion period: (art. 36(2) R. 889/2008)
- Reduction of the conversion period for pasturages and open air areas used by non-herbivore species (art. 37 of R. 889/2008)
- Use of non-organic ingredients of agricultural origin in processing food: (art. 28 and 29 - R. 889/2008)
- Use of non-organic animals for the renewal or reconstitution of the herd or flock in the case of high mortality of animals caused by health or catastrophic circumstances (art. 47 (a) - R. 889/2008)
- Use of non-organic bees for the reconstitution of the apiaries in case of high mortality of bees caused by health or catastrophic circumstances (art. 47 (b) - R. 889/2008)
- Feeding of bees with organic honey, organic sugar or organic sugar syrup in case of long lasting exceptional weather conditions or catastrophic circumstances (art. 47 (d) - R. 889/2008)
- Use of non-organic feedingstuffs when forage production is lost or when restrictions are imposed, in particular as a result of exceptional meteorological conditions, the outbreak of infectious diseases, the contamination with toxic substances, or as a consequence of fires (art. 47 (c) - R. 889/2008)
- Use of sulphur dioxide up to the maximum content fixed for non-organic wine if the exceptional climatic conditions of a given harvest year deteriorate the sanitary status of organic grapes in a specific geographical area because of severe bacterial attacks or fungal attacks (art. 47 (e) R. 889/2008)

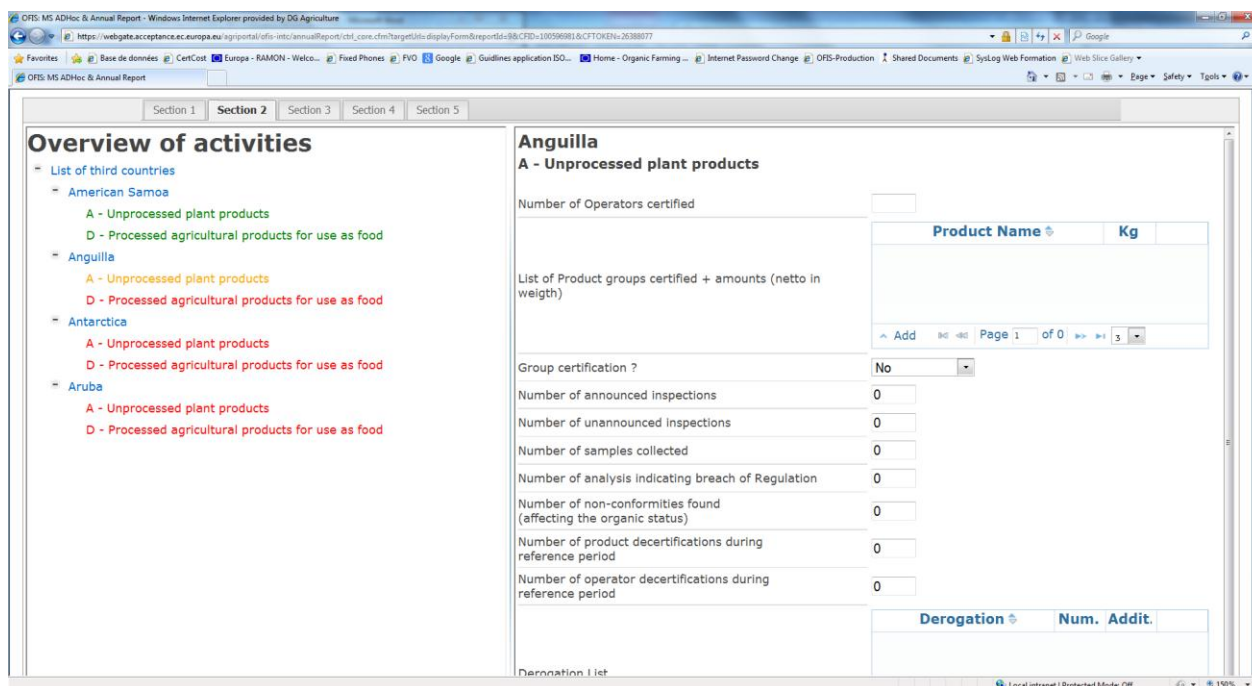
Please tick the derogation granted and fill in the number of times that specific derogation was granted, then click "ADD". The derogation is added to the overview of activities. Do not close this window if you have granted other derogations in that product category.

Simply select the other type of derogation, enter the number of times it was granted during the reference period and click "Add". Once all derogations have been entered, please click close. The list of all derogations granted in that product category and countries appears in the overview of activity.



Once the information is complete for the product category, click update. **PLEASE NOTE: The entered information is only saved once you click update and the end of this screen.**

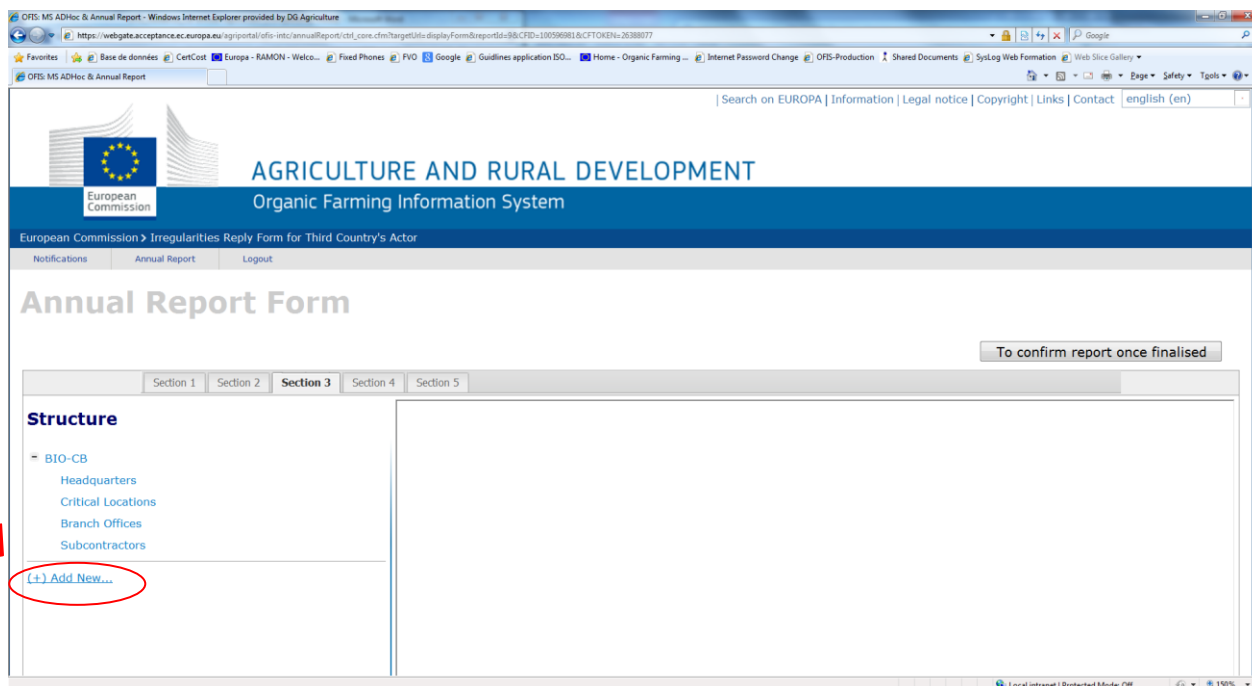
Once the overview of activity for a product category in a third country is completed, the text is green. If a text line is orange, the overview of activities for that product category in the third country is incomplete (for instance, number of operators could be missing or products certified not entered).



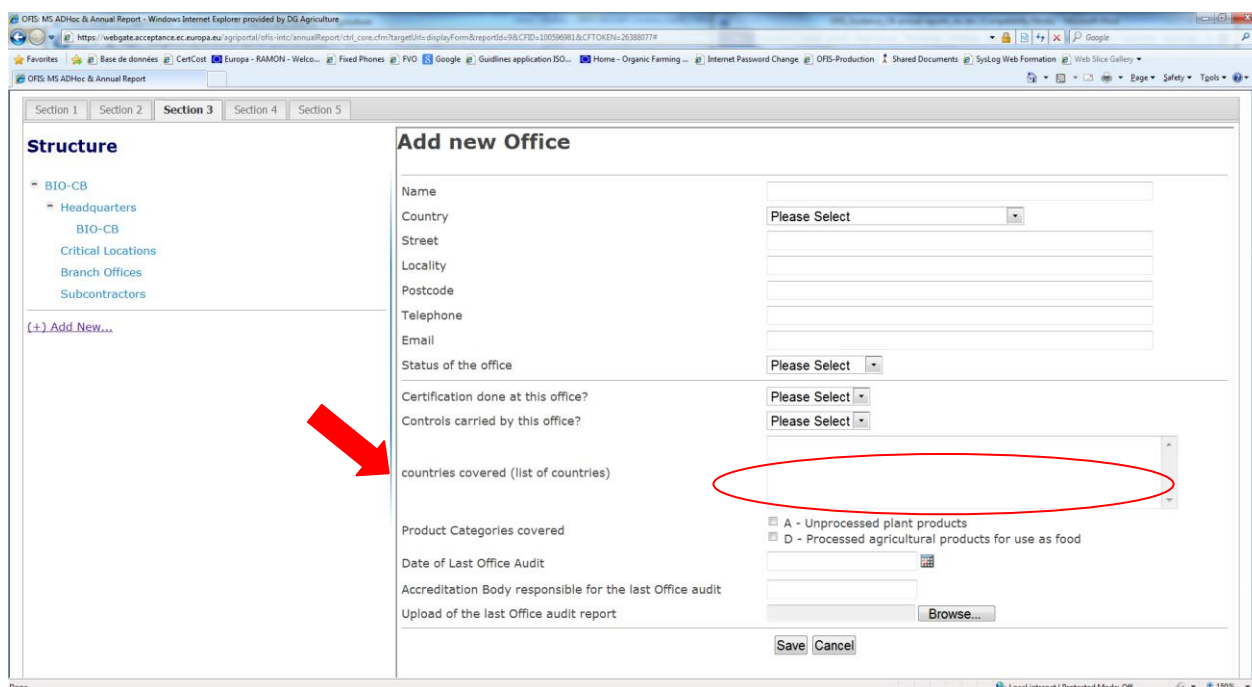
5. Section 3: Structure of the control body/ control authority

In this section, please provide the addresses of your headquarters, critical locations, branch offices and subcontractors.

Click (+) Add New... to start entering the information



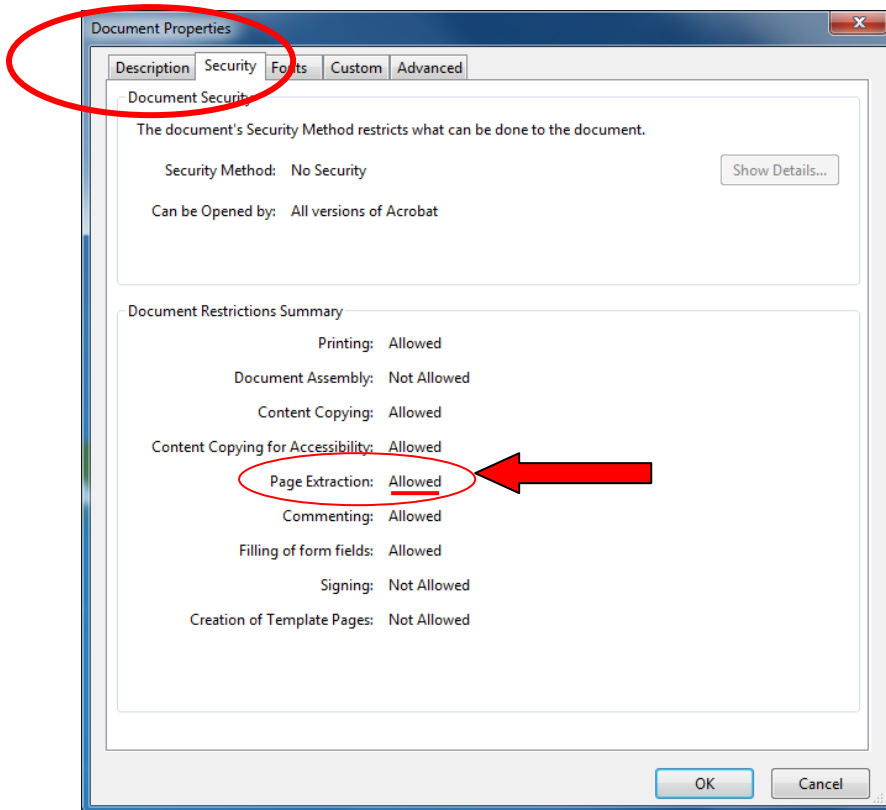
The screenshot shows the 'Annual Report Form' interface. The top navigation bar includes 'European Commission' and 'Organic Farming Information System'. The main content area is titled 'Annual Report Form' and has a 'To confirm report once finalised' button. The 'Structure' sidebar on the left lists 'BIO-CB' with sub-items: 'Headquarters', 'Critical Locations', 'Branch Offices', and 'Subcontractors'. A red arrow points to the '(+) Add New...' link at the bottom of this sidebar.



The screenshot shows the 'Add new Office' form. The form includes fields for 'Name', 'Country', 'Street', 'Locality', 'Postcode', 'Telephone', and 'Email'. There are dropdown menus for 'Status of the office', 'Certification done at this office?', and 'Controls carried by this office?'. A red arrow points to the 'countries covered (list of countries)' field, which is circled in red. Below this field are checkboxes for 'Product Categories covered' (A - Unprocessed plant products, D - Processed agricultural products for use as food), a 'Date of Last Office Audit' field, an 'Accreditation Body responsible for the last Office audit' field, and an 'Upload of the last Office audit report' field with a 'Browse...' button. 'Save' and 'Cancel' buttons are at the bottom.

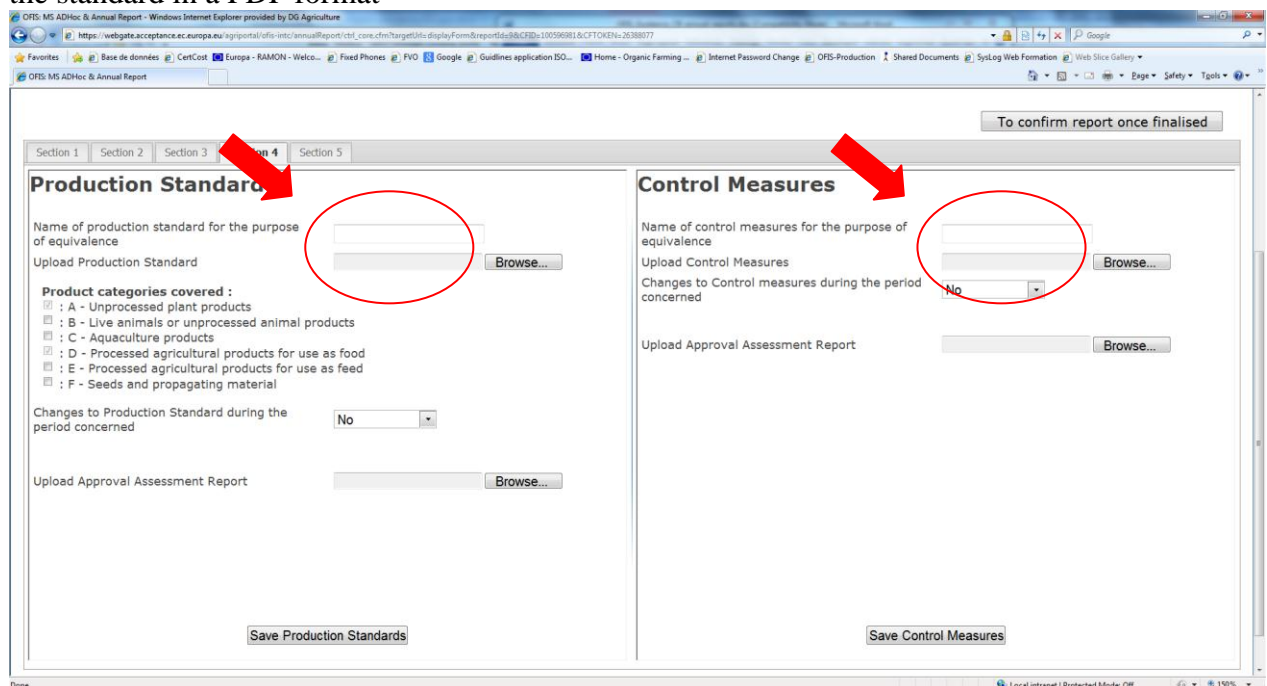
Please indicate for each office you add what the status of the office and insert the third countries covered by that office.

For headquarters and critical locations, please indicate the date of the last office audit and upload the last surveillance report from the accreditation body **Please note: All uploaded documents have to be in PDF format. Please ensure that extraction of pages is allowed in the security settings of all the PDFs uploaded in OFIS.**



6. Section 4: Production Standard and Control measures

Please enter the name of your production standard and of your control measures and upload the standard in a PDF format



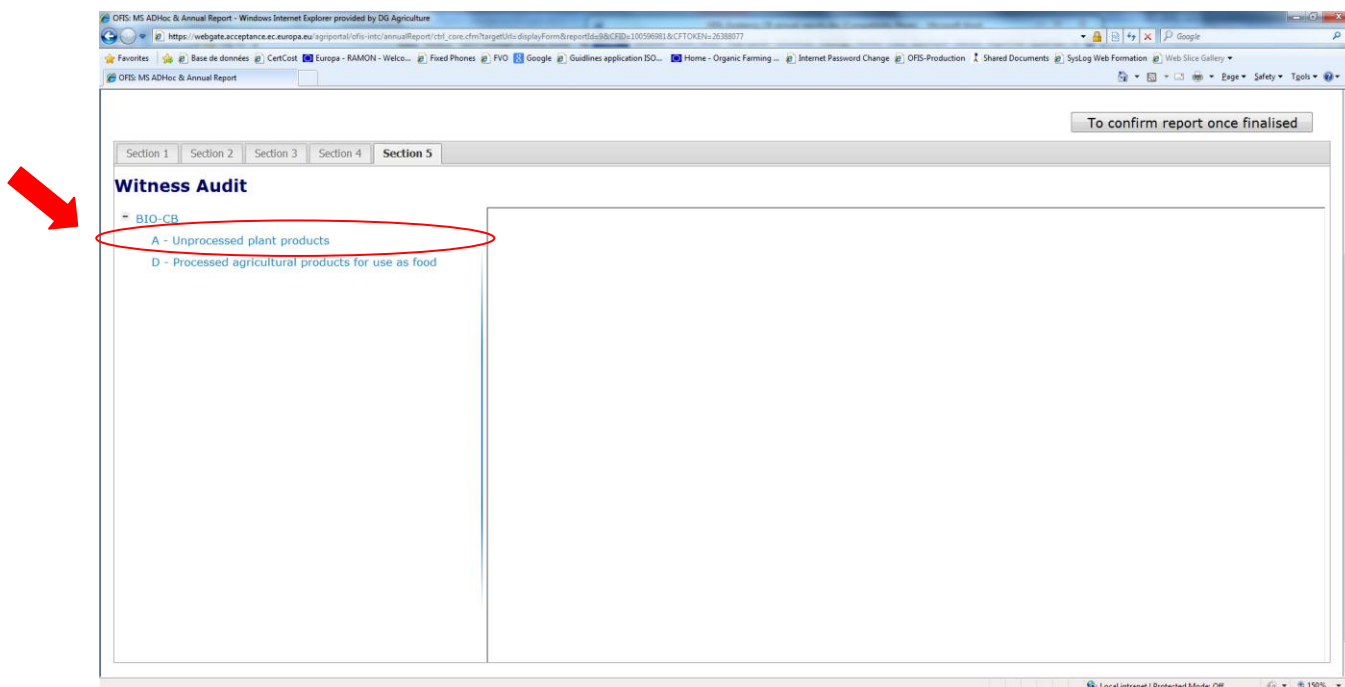
If changes were made to the production standard or the control measures, please indicate this in section 4. Once the accreditation body has confirmed the equivalence of the updated

production standard during its annual surveillance assessment at the CB/CA's headquarters, please upload the relevant assessment report as PDF file in section 4

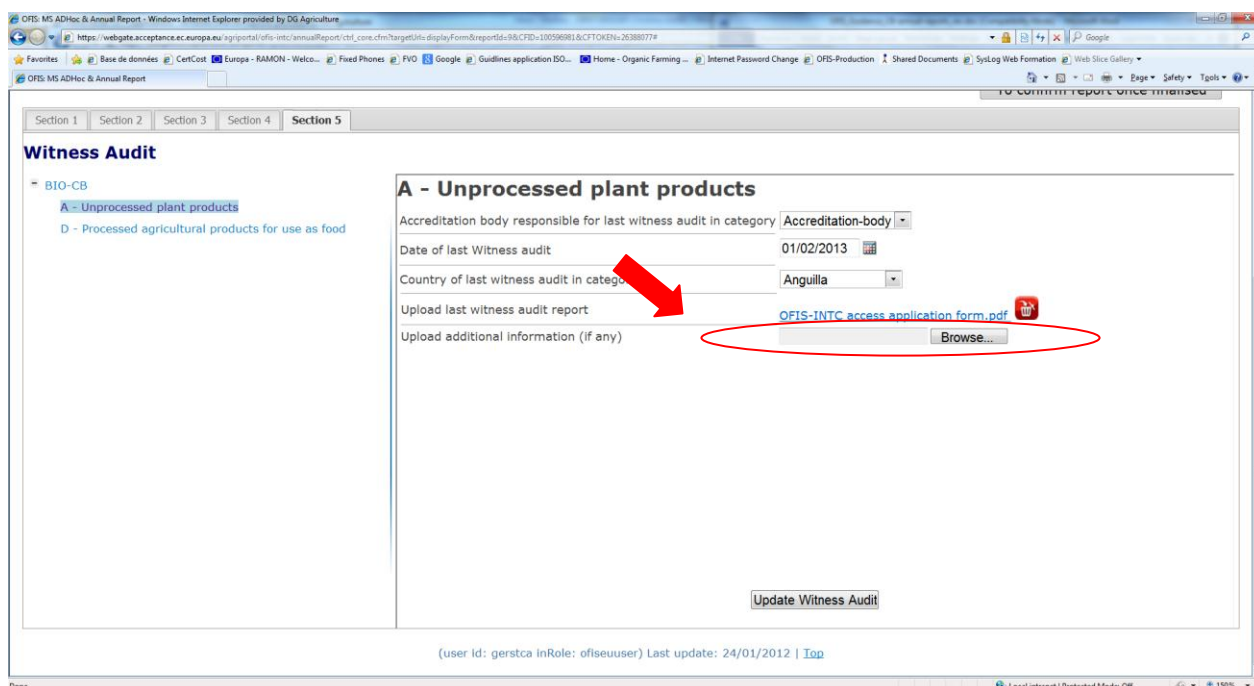
7. Section 5: Witness audit reports

The product categories for which the control body / control authority has been recognised are listed automatically in section 5.

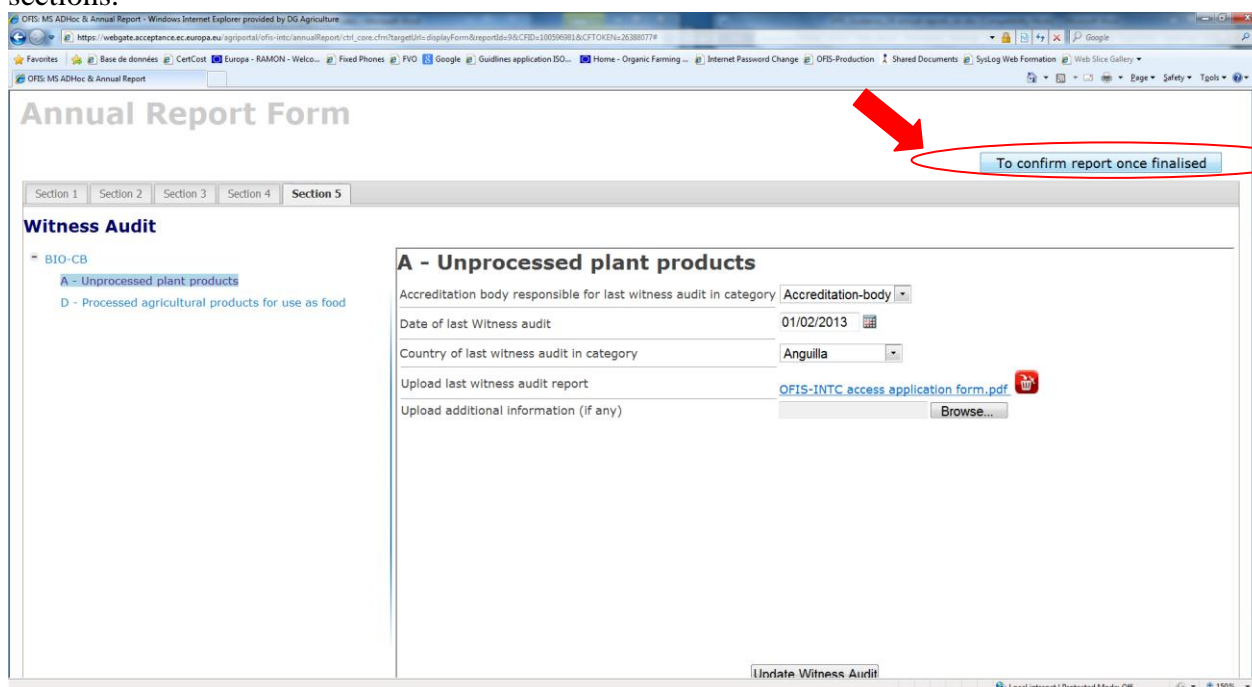
Please click on the product categories to insert the requested information:



For each product category, please fill in the requested information and upload the latest witness audit in that product category. If the witness audit report was supplemented by an additional report, you can upload it under additional information. Please remember only to upload unprotected PDF files.



Once you have completed all the sections or if you want to check which sections have been completed, click on "To confirm report once finalised". This function is accessible in all sections.

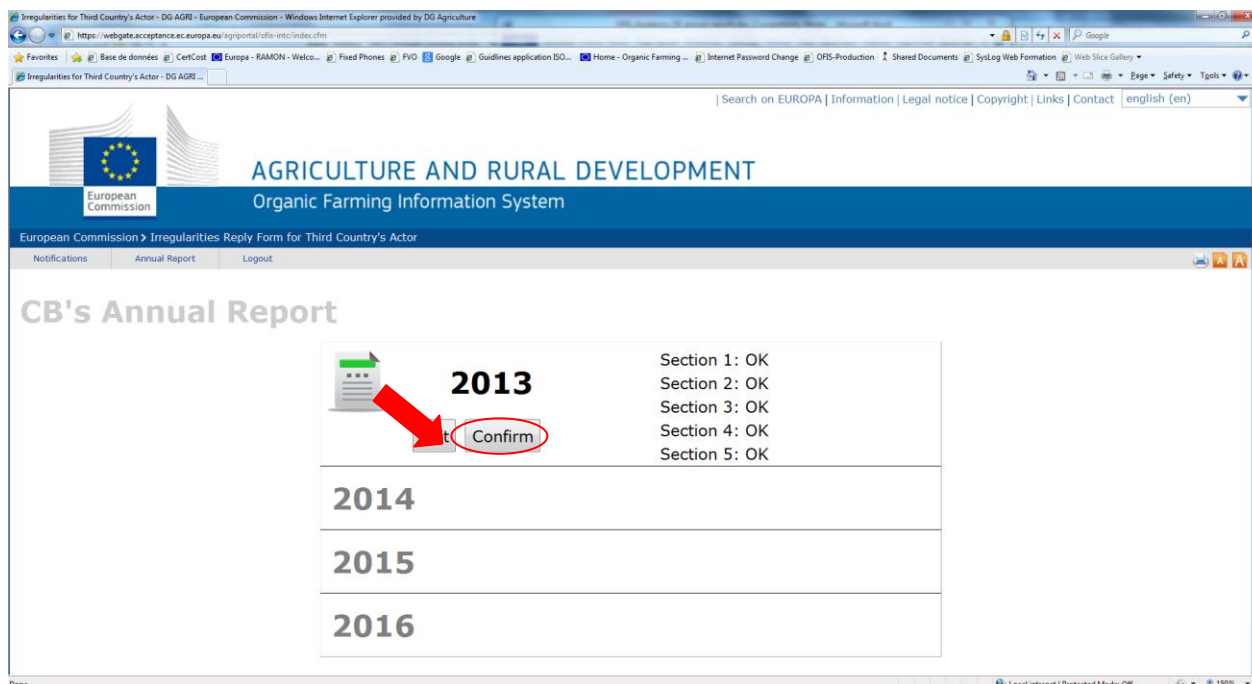


8. Status of CB Annual Report

This page, to which you can return at any time by clicking on "To confirm report once finalised" allows you to see which sections need to be finalised. The colour bar in the report icon is red for reports that have not been started, orange for reports yet to be finalised. The section missing information is indicated.



Once all sections are completed, the colour bar in the icon is green and the "confirm" button appears on the screen. Please remember that once the report has been confirmed, it is submitted to the Commission and can no longer be modified.



9. Printing and saving a report of the annual report submitted

Once the report has been submitted, the report icon is marked with a lock indicating that it can no longer be modified. By clicking the button "Open Report" you can open the report you submitted in PDF format as it has been submitted. All the PDF files you uploaded are included in this report.

