



PROCESSORS / EXPORTERS
True Source Certified®
Registration Form



The information on this form is confidential and will only be shared between the processor / exporter and NSF. The information will strictly be used by the NSF auditor for the origin traceability audit.

GENERAL INFORMATION

Company Name:

Street Name & Number (If applicable):

PO Box (If applicable):

City / Town:

State / Province:

Zip / Postal Code:

Country:

Phone Number:

Fax Number:

Primary Contact:

Email Address:

Website:

Number of Years in Business:

Previous company affiliations:

Industry references:

During what months of the year does your facility operate?



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VOLUME

Total annual volume for the past three years:

Year 1:

Year 2:

Year 3:

If already True Source certified, complete the following table for the current year and the prior year:

	Current Year (Kg)	Prior Year (Kg)
True Source Exported		
Not True Source Exported		
Domestic Sales		
Total		

PURCHASING METHODS

	Quantity Purchased During Previous Year (Jan-Dec) (Kgs)
Direct Purchases From Beekeepers *	
Purchases From Independent Collectors **	
Other (Describe)	
TOTAL	

* Primary producer with direct ownership or control of honey production (Hives)

** Intermediary collection companies that buy honey from beekeepers and then sell to multiple processor / exporters



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ALL HONEY INVENTORY LOCATIONS

List the full address of all honey storage locations (warehouses, processing plants, other storage locations, etc).

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.



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DRUM SUPPLIERS

List all the companies you purchase drums from.

Name	New or Used?	Address
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

PROCESSING

Describe in detail each step of your receiving, processing, and quality control procedures from receipt of raw material from the beekeeper to loading the drums of honey into the ocean container. You can also supply a flow chart. Please see the example on the next page.

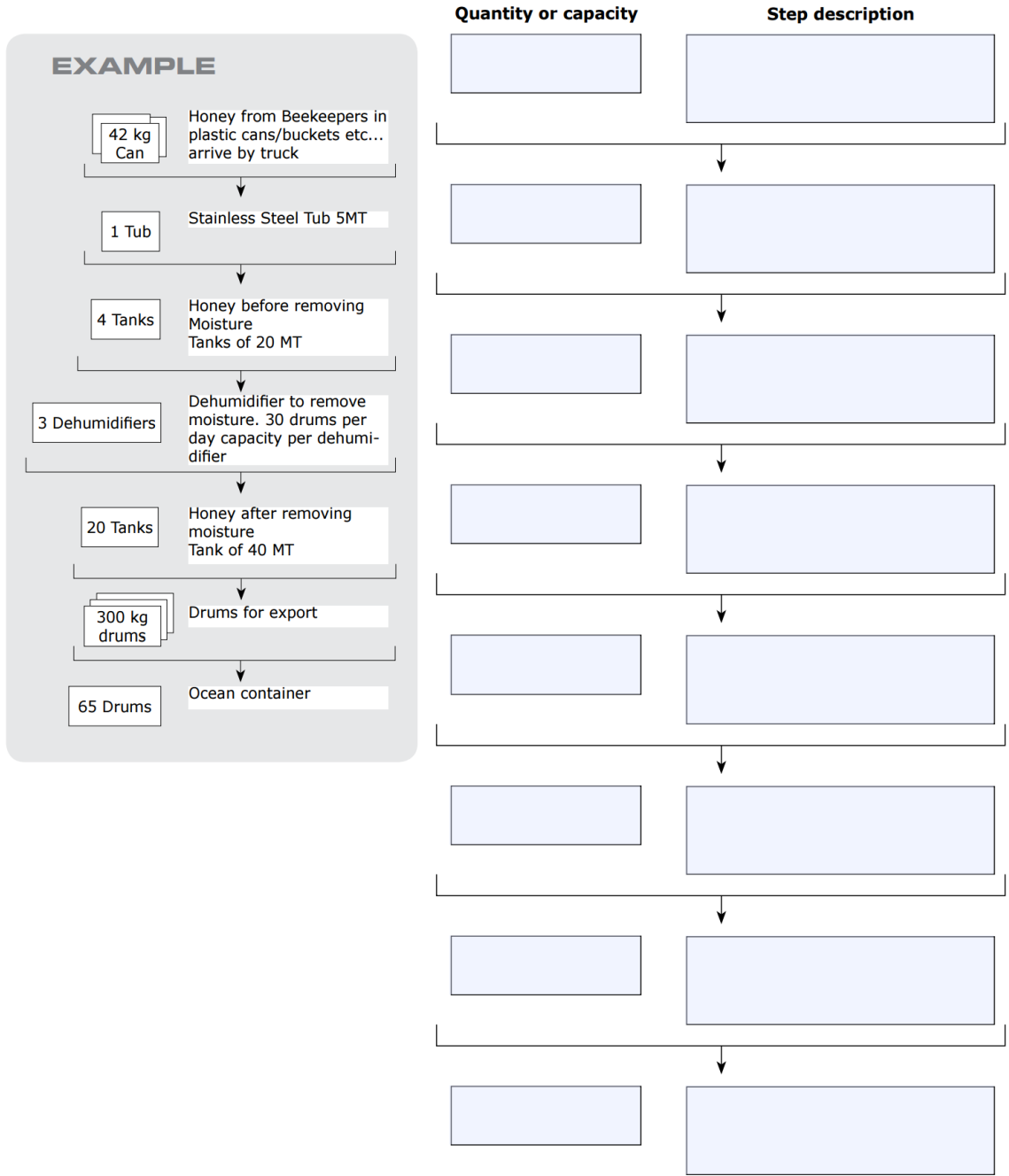
Blank area for describing processing procedures and quality control steps.



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EXAMPLE OF HONEY PROCESSING

Example of different processing and handling steps which honey may undergo on its journey from beekeeper to drum to export via ocean container.





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TRACEABILITY

Explain your origin traceability system (books of records, explanation of marking codes etc.). You can also use a flow chart as per the examples on the following 2 pages. You must demonstrate your ability to track and identify all raw materials throughout your processing system. **Do not explain quality controls.**



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EXAMPLE OF TRACEABILITY

EXAMPLE 1

Explain to the auditor how you can specifically distinguish and track which beekeeper's honey is contained within each drum.

Markings or Record system

Each can is marked with beekeeper's name + date of extraction

Log book of deliveries by beekeepers to the sub Collector

- 1) date of reception
- 2) name of beekeeper
- 3) quantity for each beekeeper

Log book of deliveries by sub-Collectors to the Collector

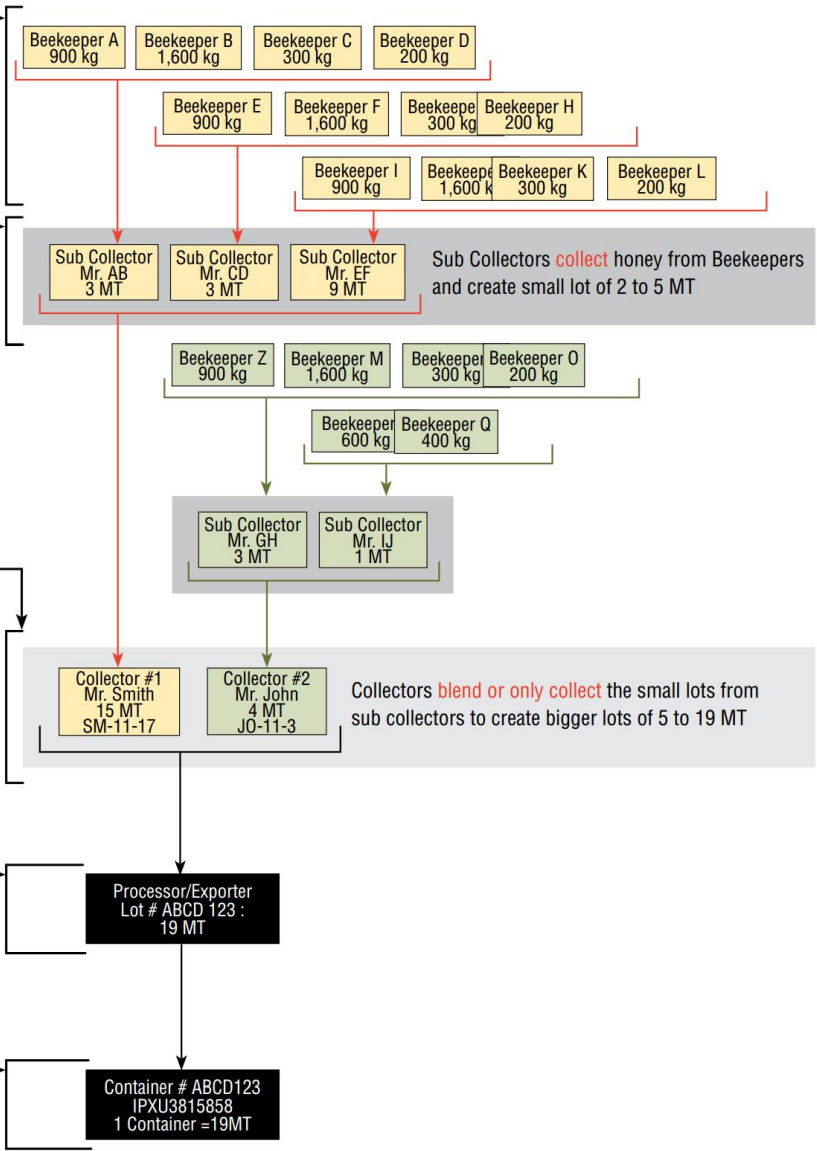
- 1) date of reception
- 2) name of the sub-collector
- 3) list of the beekeepers in the lot and the quantity of honey for each beekeeper
- 4) lot code given :
Ex: SM-11-7 (Collector's name- year-month.)

Computerized spreadsheet

- 1) Date of blending
- 2) Lot codes used:
SM-11-7 and JO-11-3
- 3) New Lot number given :
ABCD 123

Computerized spreadsheet

Lot # ABCD123 Loaded into container IPXU3815858
 1 Container =19MT
 Label on each drum :
 shows lot number and drum #
 Lot # ABCD123
 Drum #



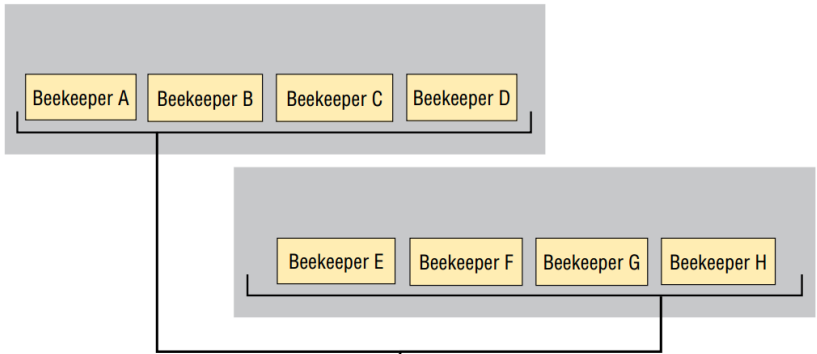


EXAMPLE OF TRACEABILITY

EXAMPLE 2

Markings or Record system

Each can is marked with
beekeeper's name + date of
extraction



Computerized spreadsheet

- 1) Date of blending
- 2) List of names and quantity of honey for each beekeeper
- 3) Lot number given : Lot # 0013XYZ

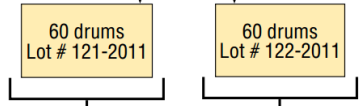
Processor/Exporter
Lot # 0013XYZ :
38 MT

Computerized spreadsheet

Original Lot # 0013XYZ : 38 MT

Final Shipping
lot # 121-2011: 19MT
shipped in
container CGRS 123456

Final Shipping
lot # 122-2011: 19MT
Shipped in
container AOAC 123457





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SIGNATURE

I certify that the information presented in this document is accurate to the best of my knowledge and is applicable to the conduct of the business of the company. I am a duly authorized representative of the company and declare the intent of the company to pursue certification to the True Source Certified standards of sourcing and origin traceability. I understand and agree that any rights of trademark use are prohibited until the company has achieved full certification and the rights and benefits associated with said full certification. It is understood that all information supplied on this document is confidential between the undersigned and NSF.

I understand that this is a voluntary program and that the laws of the destination country define all legal matters of that country. True Source Certified is not an enforcement association but a program designed to improve the integrity of the world honey industry.

Signature:

Title:

Date:

Note: Please email or fax the registration form to NSF office:
SFAdmin@nsf.org
Fax: 734-827-7771

DO NOT SEND PAYMENT OF TRUE SOURCE ANNUAL FEES with this Registration Form.
Upon successful completion of the audit, the audit firm will then notify True Source.
True Source will then issue an invoice for its annual fee.