



True Source Certified™ Registration Form

Packer/Co-Packer/Re-Packer/Brand Purchaser



The information on this form is confidential and will only be shared between the Client and NSF. The information will strictly be used by the NSF auditor for the True Source Certified audit.

1. GENERAL INFORMATION

Company Name:	
Business Address:	
Phone Number:	
Fax Number:	
Primary Contact:	
Email Address:	
Website:	
Years in Business:	

2. COMPANY CLASSIFICATION TYPE

<p>If your company purchases and/or owns raw honey for any purpose, directly from beekeepers, Importers or Exporters you will be classified as either a Packer or Brand Purchaser. Check the appropriate classification below.</p>	
	<p>Packer: A company in North America that is involved in blending, processing, and repackaging raw honey in preparation for the retail, wholesale, or bulk ingredient market. A Packer purchases honey directly from Beekeepers, Importers or Exporters. The purchase of any volume of raw honey, even if not your primary business model, qualifies your company as a Packer.</p>
	<p>Brand Purchaser: A company in North America that is involved in the purchase and ownership of honey, and contracts with True Source Certified Co-Packer(s) for the preparation and packaging of honey for the retail, wholesale, or bulk ingredient market. To use the True Source Certified trademarks and logos on products, the Brand Purchaser must successfully participate in a True Source Certified audit and utilize True Source Certified Packers. Brand Purchaser is equal to a Packer for Standard requirements.</p>
<p>If your company does not purchase or own raw honey you will be classified as a Co-Packer or Re-Packer. Any direct purchase or ownership of raw honey would not qualify for the following classifications.</p>	
	<p>Co-Packer: A Certified Company which packages product for another honey company without direct ownership of the product. No certificate will be granted to an uncertified honey company that has not directly participated and successfully passed a full True Source Certified Copacker/Re-Packer Audit. True Source Certified trademarks and logos cannot be used on co-packed product unless full True Source Certified Packer certification has been achieved by all honey companies of the logo-bearing product. Honey must not be mixed with any other food product. If honey is mixed with other products and is not 100% honey, Made with True Source Certification is required.</p>
	<p>Re-Packer: A Certified Company which re-packages product purchased from a True Source Certified Packer. No certificate will be granted to an uncertified honey company that has not directly participated and successfully passed a full True Source Certified Co-Packer/Re-Packer Audit. True Source Certified trademarks and logos cannot be used on co-packed product unless full True Source Certified Packer certification has been achieved by all honey companies of the logo-bearing product. Honey must not be mixed with any other food product. If honey is mixed with other products and is not 100% honey, Made with True Source Certification is required. Re-Packer is equal to a Co-Packer for Standard requirements.</p>



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3. BUSINESS OPERATIONS

Can you provide evidence of 12 consecutive months of active facility operations (Sec. 3.3.2.3)?	Yes	No
Volume of honey sourced/purchased/contracted in the last calendar year (Co-Packer and Re-Packer report total volume processed for or purchased directly from a True Source Certified company).		

4. PURCHASING METHODS

	Quantity Purchased During Previous Year (Jan-Dec) Lbs.
Direct Purchases from Beekeepers*	
Purchases from Importers	
Direct Purchases from Foreign Exporters	
Direct Purchases from Foreign Beekeepers	
Other (Describe)	
Total:	

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

5. ALL HONEY INVENTORY LOCATIONS

Note the location type and list the full address of all honey storage locations (warehouses, processing plants and other storage locations etc.) If ownership has transferred at a port warehouse, include that location as well.

Location Type (Warehouse, Processing Plant, Other)	Location Address
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	



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6. PROCESSING

Describe in detail each step of your processing method or production procedures from receipt of materials to shipment of finished product to customers. You can alternately supply a flow chart of this process. Include a map or diagram of processing facilities that identifies activities and process flow.

7. TRACEABILITY

Explain your origin traceability system (books of records, explanation of marking codes etc.). You can also supply a flow chart. You must demonstrate your ability to track and identify all materials throughout your processing system. **Do not explain quality controls.**

8. AUDIT PREPARATION

On the day of the audit, be prepared to supply:

1. Current pounds of raw honey (may include processed honey if Re-Packer) in inventory.
2. Itemized list of loads/lots in inventory.
3. Classification status of each load/lot in inventory (Fully, Minimally or Non-Compliant).
4. List of loads/lots purchased year to date and year prior if applicable.
5. Complete supplier list that includes beekeepers, importers, exporters, and True Source Certified Packers (if Co-Packer/Re-Packer) with volume of trade for current year to date and year prior.



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9. PRE-SITE CHECKLIST

Please answer the following questions to familiarize the auditor with your site and prepare for your audit.

What identifier is used to trace a load/lot through the internal system?	
What type of internal system is used to track your compliance percentages (Full/Minimal/Non) accurately?	
Submit/attach a copy of a traceback of honey purchased directly from a beekeeper (Packer/Brand Purchaser only)	
Submit/attach a copy of a traceback of honey purchased from a Low-Risk origin. (Packer/Brand Purchaser only)	
Submit/attach a copy of a traceback of honey purchased from a High-Risk origin. (Packer/Brand Purchaser only)	
Which countries does this company purchase raw honey from? (Packer/Brand Purchaser only)	
Does this company also bottle honey/syrup product? If yes, submit the traceability and labelling practice for syrup products.	
If a Packer, does the company also co-package for a Brand Purchaser?	
Samples will be collected for analysis* during the audit, which lab will be used for authenticity testing (EA/LC-IRMS and HRMS) – circle one:	Eurofins, Intertek, QSI, QSFood
Samples will be collected for analysis* during the audit, which lab will be used for origin testing (Pollen Analysis and NMR) – circle one:	Eurofins, Intertek, QSI, QSFood

*All samples collected during an audit must be tested by EA/LC-IRMS, HRMS, NMR-origin and Pollen Analysis – origin.



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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:
Date:
Title:

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