

Organic Audit Readiness Scorecard

A self check you can do before your organic inspection. It follows the USDA National Organic Program rules and covers the main areas an inspector will review.

How to use it: Score each area from 1 (not ready) to 5 (fully ready). Anything scored 1 or 2 goes on your fix list. Fix those first, then bring this sheet to your practice inspection.

Area	USDA rule	Score	Ask yourself	Notes
Organic System Plan (OSP) accuracy	§205.201	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Is your OSP up to date, and does it match what you really do on the farm?	
Biodiversity and natural resources	§205.200, §205.203(a)	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Do you have conservation practices in place, like pollinator habitat, native plants, or beneficial insect habitat?	
Input management	§205.601 to §205.603	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Is every input (fertilizer, pest control, amendment) on your list, approved by your certifier, with receipts and labels on file?	
Seeds and planting stock	§205.204	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Are your seeds organic? If not, do you have untreated and non GMO records, plus proof you looked for organic first?	
Buffer zones	§205.202(c)	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Are your buffers in place, kept up, and shown on your map, so nothing drifts in from non organic land?	
Soil fertility and conservation	§205.203	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Are your soil practices, like cover crops, compost, and erosion control, written down and followed?	
Compost and manure	§205.203(c)	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Does your compost meet the rules (temperature logs, turning)? Is manure aged or applied within the allowed days before harvest?	
Pest and weed management	§205.206	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Are your pest and weed controls allowed, and do you record every application and every non chemical method?	
Disease prevention	§205.206(d)	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Do you prevent disease first (rotation, resistant varieties, clean tools) and use only approved products?	

Water and irrigation	§205.203(a)	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Is your irrigation water clean, and do you have test results if your certifier asks?
Post harvest handling and storage	§205.270, §205.272	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Are organic and non organic products kept apart in storage, transport, and packing?
Past inspection follow ups	§205.403(c)	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Have you fixed and documented every issue from your last inspection?
Product labeling	§205.303 to §205.311	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Do your labels follow the organic rules, and were they approved by your certifier before printing?
Traceability and mass balance	§205.103, §205.400(d)	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Can you show that what you sold as organic matches what you grew or bought?
Recordkeeping	§205.103	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Are all your logs (inputs, harvest, sales, pest control, compost, cleaning) current and easy to find?

Your total

Add up your scores. 60 to 75: you are in good shape. 45 to 59: a few gaps to close. Under 45: plan on real work before inspection day.

Free from Kona Organic, an organic certification consulting company working with farms and food businesses anywhere in the world. Want help with any of this? **Book a free 15 minute call.** This guide is general information, not legal advice. Your certifier makes all certification decisions.