

Organic Pathway Guide: 1 Year Plan

A 12 month plan for farms whose land already qualifies for organic certification (no prohibited substances in the last 36 months). It walks you from your first plan to your certificate, one quarter at a time.

Quarter 1: Get ready

Goal: know where you stand, start your Organic System Plan (OSP), and find your gaps.

Month	What to do	What you should have	Check
Month 1	Set your goals, review your operation, start your OSP	A clear goal and an OSP outline	☐ Goals set ☐ OSP started
Month 2	Find compliance gaps, organize records, review your map and input list	A gap list and a recordkeeping system	☐ Gaps listed ☐ Records set up
Month 3	Learn the key organic practices, start using your logs, gather documents	Logs in daily use, documents in one folder	☐ Logs in use ☐ Documents gathered

Quarter 2: Apply

Goal: finish your OSP, choose a certifier, and submit your application.

Month	What to do	What you should have	Check
Month 4	Finish your OSP, choose a certifier, submit your application	Final OSP and a submitted application	☐ OSP final ☐ Application sent
Month 5	Answer certifier questions and fix anything they flag	Responses sent, gaps closed	☐ Questions answered
Month 6	Walk the farm and check your records against your OSP	A short self review	☐ Self review done

Quarter 3: Inspection

Goal: practice, pass your inspection, and close any issues.

Month	What to do	What you should have	Check
Month 7	Do a practice inspection and update every record	A fix list, records checked	☐ Practice inspection done

Month 8	Have your inspection and answer the inspector's questions	Inspection complete	☐ Inspection done
Month 9	Fix anything found and send any extra documents	Corrections sent	☐ Issues closed

Quarter 4: Certified and set for next year

Goal: get your certificate, start selling as organic, and plan your first renewal.

Month	What to do	What you should have	Check
Month 10	Review your inspection results and finish corrections	Final corrections sent	☐ Corrections done
Month 11	Get your certificate and plan how you will sell organic	Certificate and a simple sales plan	☐ Certified ☐ Sales plan
Month 12	Set up your yearly routine for updates and renewal	A renewal calendar	☐ Renewal plan ready

Tip: Your certification renews every year. Keep your logs current all year and your renewal is easy.

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.