



**Procedural Manual for SA Olive
Commitment to Compliance (CTC) Scheme**

Effective Harvest 2018

Table of contents

OLIVE OIL PRODUCERS	2
1. Introduction.....	2
2. Pre-application requirements	2
3. Application requirements.....	3
4. Procedure	3
5. Labelling requirements	4
Mandatory labelling requirements.....	4
Recommended labelling requirements	4
South African National Standard for Olive Oils and Olive-Pomace Oils.....	4
The new Consumer Protection Act.....	4
6. Certificate of analysis.....	5
7. Organoleptic requirements & assessment procedure.....	5
8. Integrity of the SA Olive Commitment to Compliance scheme.....	6
Producer accountability	6
Recordkeeping for audit purposes.....	6
The role of SA Olive.....	6
OLIVE OIL CONTRACT PROCESSORS	7
1. Background	7
2. CTC status for contract processors.....	7
3. Responsibilities of the contract processor	7
4. Customer responsibilities	8
5. Pre-processing discussion	8
6. Issuing of seals to the SA Olive CTC scheme participants.....	8
7. Considerations when selecting a contract processor.....	8
GENERAL INFORMATION	9
Guidelines for producing EVOO and ensuring consistency of quality	9
Hygiene:	9
Preventing oxidation:	9
Decanting/racking:	9
Storage:.....	9
CONTACT DETAILS	10
For more information on the SA Olive CTC Scheme contact:	10
References	11

OLIVE OIL PRODUCERS

1. Introduction

The SA Olive Commitment to Compliance (CTC) Scheme for locally produced extra virgin olive oil is an integrity based scheme aimed at providing the South African consumer with reassurance regarding the proven quality of product carrying the compliance seal and therefore a meaningful reason for supporting the local industry.

The “Member of SA Olive Commitment to Compliance” seal is the consumer’s guarantee that the producer (a producer = grower and or packer) confirms that:

- Content is 100% locally produced olive product
- Year of harvest as displayed on the seal is accurate
- Content has passed the SA Olive organoleptic taste test
- Content complies with chemical analysis requirements
- Content is produced in accordance with the SA Olive Codes of Practice which provides quality guidelines for production based on international standards
- Label complies with the requirements of the SA Olive Codes of Practice demanding honest and informative labelling

To qualify for participation producers must comply with all the requirements set out in this document. It is important however, to understand that this is not a certification scheme. Although every effort will be made by SA Olive to ensure that participants constantly meet quality standards and requirements, the ultimate responsibility for consistent quality compliance lies with the participating producer.

The CTC process is managed by HORTGRO.

The CTC scheme is voluntary and self-regulatory. SA Olive appeals to all members to uphold the integrity of this initiative wherever possible. The integrity of the CTC scheme is the key to its success.

2. Pre-application requirements

The applicant must:

- Be a registered member of SA Olive, and
- Accept the Codes of Practice that support the SA Olive Articles of Association.

3. Application requirements

The Organoleptic Panel conducts tastings every second Monday. Tasting dates are circulated to producers at the beginning of the season.

The applicant must submit ALL the following to Paarl Valley Bottling by 12.00 on the Friday prior to the tasting, AND 3.1, 3.2, 3.3 should be emailed to SA Olive. Contact details can be found at the end of this document.

- 3.1. Signed pledge to commit to comply with SA Olive Codes of Practice (CTC form - Section A).
- 3.2. Information on quantities of oil produced/bought in the specific harvest year (CTC form - Section C). Purchased oil must be locally produced and it is the responsibility of the purchaser to ensure this.
- 3.3. Application and seal order form (CTC form – Section D).
- 3.4. A set of labels, back and front, for each different product (See par. 5 for labelling requirements).
- 3.5. Certificate of Analysis for each tank of oil or LOT no (See par. 6 for certificate of analysis requirements) of each cultivar/blend entered.
- 3.6. 2 bottled samples (250ml minimum per bottle) of each product. (See par.7 for Organoleptic Panel sampling requirements.)

Note:

If the pressing is still in progress, the CTC form - Section C caters for the submission of a partial application for seals to cover product ready for sale. The application must then be repeated once pressing has been completed.

4. Procedure

The analyses and labels will be checked for compliance with the scheme's requirements. If not compliant, the applicant will be contacted and advised on changes required or ways to remedy the problem, where possible.

Bottled samples will be submitted for tasting to the SA Olive Organoleptic Panel to Paarl Valley Bottling. Samples will be tasted blind, i.e. they will be identified by number only. Results will be kept confidential. (See par. 7 for tasting panel procedure.)

In the case of a sample not being approved as labelled, SA Olive will let the applicant know, provide him/her with tasting results and offer assistance to remedy the problem, where possible.

After successful application, the applicant will be issued with an invoice and the ordered seals can be collected upon proof of payment. A tasting fee for each sample submitted will be charged as reflected in the latest CTC form – Section E.

The price of the seals will be reflected on Section E of the CTC order form.

Once application has been received, the process should be completed within two to three weeks.

5. Labelling requirements

Certain labelling elements are mandatory and others are recommended.

Mandatory labelling requirements

- Labels must be accurate and in no way misleading.
- Name and contact details of producer.
- The latest South African Labelling Regulations* must be adhered to.
- The (back) label should indicate the free fatty acid levels.
- The (back) label should indicate the peroxide value.
- The (back) label should indicate a lot number.
- A 'Best Before' date must be indicated on one of the labels and must reflect a date not later than August, 2 years after the harvest date*.

Recommended labelling requirements

- The back label should indicate nutritional information.
- The back label should indicate a batch number for traceability*.
- For consistency and consumer recognition it is recommended that the seal is positioned so as to be easily visible to the consumer.

(* See SANS 1377 and Consumer Protection Act)

South African National Standard for Olive Oils and Olive-Pomace Oils

A national standard for olive oils and olive-pomace oils (SANS 1377) has been compiled by SABS. The purpose of this standard is to provide all those involved in the olive oil trade, from producers to consumers, with a modern reference document that establishes a common basis for the trade of these products.

This standard:

- a) defines the grades of olive oils and olive-pomace oils;
- b) specifies the chemical composition and quality parameters for these grades;
- c) establishes requirements for labelling and packing; and
- d) lists acceptable methods of analysis.

It is in the interest of producers to start aligning themselves to SANS 1377 requirements since SA Olive has requested the Department of Agriculture, Forestry and Fisheries to compile a mandatory standard based on SANS 1377.

The new Consumer Protection Act

Labelling and product traceability requirements are covered in the new Consumer Protection Act and associated Regulations. As soon as additional requirements that may be applicable to olive oil become available, the CTC Manual will be amended accordingly. In the interim, producers are encouraged to put in place systems and procedures to ensure traceability of product and label compliance to cater for the

requirements of the Act and its Regulations.

SA Olive wishes to emphasize that although all effort will be made to assist, it remains the *responsibility of the producer* to familiarize him/herself with all legal requirements pertaining to the production and marketing of olive products.

6. Certificate of analysis

The sample (2 x 250 ml) of each blend or single varietal product to be marketed (also see par. 7) must be accompanied by a certificate of analysis issued by a registered laboratory.

The certificate should indicate:

- free fatty acid percentage
- peroxide value

Additional, optional information:

- fatty acid profile
- delta K value

7. Organoleptic requirements & assessment procedure

Samples are required of each batch of final product to be packed, i.e. final blend or single variety (cultivar), as applicable.

2 x 250 ml samples of each batch are required. The first sample will be tasted by the SA Olive Organoleptic Panel. The second sample will be retained for a period of twelve months to serve as a reference sample in the case of any dispute.

Should re-tasting be required, the second sample will be tasted or re-tasting may be required at the next tasting session. In that case, an additional reference sample may be requested from the producer.

The **lot number** must appear on the samples provided, as well as on the packed product to be sold.

The samples will be assessed by a tasting panel consisting of between six and eight experienced and trained tasters recognized by SA Olive as the official SA Olive Organoleptic Panel. The tasting will be done according to the standards laid down by the International Olive Oil Council.

Tastings are blind, i.e. the information about the olive oils being tasted is withheld from all tasters.

If an olive oil sample is assessed to be different from its stated category, every attempt will be made to find the reason/s for, or cause of, the problem and to advise how to remedy the situation.

After each tasting, the producer will receive feedback from the panel regarding each oil submitted. The tasting report will guide the producer as to the class of the oil entered, i.e. Delicate, Medium or Intense. SA Olive will be not responsible if the

producer chooses a different class.

The panel will also make a recommendation on the following:

- if and when the oil should be submitted for re-tasting.
- whether the total or partial number of seals applied for, may be issued.

Should a dispute arise where the applicant does not accept the results of the panel, the sample may be sent abroad for international assessment. These costs will be borne by the applicant.

8. Integrity of the SA Olive Commitment to Compliance scheme

Producer accountability

This is an integrity-based scheme. Full accountability resides with the producer and so does responsibility to consent to an audit, should this be deemed necessary.

Recordkeeping for audit purposes

Producers must keep records of all documents submitted for the CTC Scheme. Copies of records submitted by producers in respect of each tasting session will also be kept at SA Olive to be used as proof of cultivar and harvest year.

The role of SA Olive

From time to time SA Olive will conduct random on-shelf sampling of CTC seal carrying product to test for compliance with CTC rules and standards.

Should a product be found to be non-compliant, the following actions will be taken:

- SA Olive would address the matter with the member concerned and assist where possible to solve the problem. Should the member be in breach of the standards as set out in the CTC Manual and Codes of Practice and unwilling to make the required changes, he/she will not be allowed to use the CTC seal. An official letter stating the situation will be distributed to the trade by SA Olive.
- Should a dispute arise regarding inaccurate labelling of the oil, SA Olive will submit a sample of the product to International Olive Council (IOC) accredited facilities abroad (organoleptic tasting panel and chemical analysis) for confirmation of quality standards and verification of accurate labelling.

OLIVE OIL CONTRACT PROCESSORS

1. Background

Contract processors play a very important role in the olive oil production chain and have a direct impact on the quality of the end product. Careful consideration of a contract processor is therefore essential.

Choosing to make use of contract processors subscribing to the guidelines specified for Member of SA Olive Commitment to Compliance for Contract Processors status, will provide reassurance to the client, concerning the integrity of the olive oil extraction process.

This status places suitable responsibility and accountability upon the processors to deliver a dependable and professional service to their clients.

2. CTC status for contract processors

Contract processor applicants for Member of SA Olive Commitment to Compliance status must:

- be registered with SA Olive;
- as olive oil producer be a member of the SA Olive CTC scheme;
- accept the Codes of Practice as set out in the SA Olive Constitution; and
- sign a pledge to comply with all the processing requirements and guidelines set out in par. 9.2 & 10.

3. Responsibilities of the contract processor

- The contract processor commits to GMP (Good Manufacturing Practice) on all levels.
- The contract processor will schedule a discussion with the applicant prior to commencing with processing, clarifying issues as stipulated in 9.4.
- The contract processor will produce a quality control report on received fruit which will be made available to the client upon receipt of fruit.
- Fresh fruit will be stored in a cool area until processed.
- Olives will be pressed within the agreed period, normally 24 hours.
- Contract processor commits to an open door policy and pre-agreed and structured involvement in the process.
- Oil will be stored under optimal conditions until the agreed collection time.
- The contract processor will keep a sample of each batch as reference to both parties.

4. Customer responsibilities

- The customer must ensure timeous arrangement of appointment to discuss scheduling and aspects as indicated in par. 9.4.
- Customer must ensure timeous delivery of quality fruit as agreed upfront
- Customer must ensure that transport containers are clean and free from any possible contamination.
- Once the oil has been collected, the customer is responsible for transport, storage and bottling (if not done by contract processor.)
- Once the customer has received processed oil (in tanks, own containers or bottled) from the contract processor, suitable storage of the oil is the customer's responsibility.

5. Pre-processing discussion

This discussion between the contract processor and customer should cover the following:

- Estimated size of crop
- Level of fruit ripeness required to produce desired oil
- Agreement on when to deliver fresh fruit
- Confirmation that no pesticides were sprayed within withholding period
- Confirmation of standard of fruit to be delivered, i.e.
 - Healthy fruit – no fruit fly, worms, etc.
 - No overripe and fermenting fruit
 - Clean – no soil on the olives
- Agreement on when oil will be collected and how it will be packaged
- Agreement on price

6. Issuing of seals to the SA Olive CTC scheme participants

The contract processor cannot issue seals to the customer.

Producers requiring the CTC seal must be SA Olive registered members and apply in their own right, following prescribed procedure.

7. Considerations when selecting a contract processor

- Choose a reputable processor – preferably one who subscribes to the SA Olive Commitment to Compliance scheme for contract processors. Participating processors will display a certificate of participation.
- If possible, select a processor appropriate in capacity to accommodate your crop size and requirements.
- Obtain references from other customers.

GENERAL INFORMATION

Guidelines for producing EVOO and ensuring consistency of quality

Hygiene:

Any olive oil extraction facility should be kept clean and free of any oil residue. It is imperative that the extraction equipment be cleaned regularly and especially before long periods when not in use. Oil is extremely sensitive to contamination caused by dirty equipment and this could lead to substantial losses for the client.

Preventing oxidation:

Once the oil has been extracted, special care should be taken to protect the oil from excessive air exposure. Oxygen is very soluble in olive oil and can be absorbed with every procedure that the oil is subjected to, from pouring to pumping.

Decanting/racking:

During the first 3 to 4 days, any particulate matter, together with water, settles down to form a sediment. The oil should be removed from this as soon as possible to prevent any contamination. Oil left on the sediment may develop a winey character initially, followed by the muddy sediment defect. This is caused by fermentation of the sediment.

Storage:

To ensure its integrity, olive oil should be stored in stainless steel tanks at approx. 18°C, with all air excluded, either by replacing the air with nitrogen or by using a floating lid. Certain types of plastic tanks will compromise the oil over a period of time – for example, polyethylene is permeable to oxygen.

CONTACT DETAILS

For more information on the SA Olive CTC Scheme contact:

Secretariat at SA Olive office
Dalichia Taukobong
Tel: 021 870 2900
E-mail: info@saolive.co.za
Physical address: Main Street 258, Paarl.

Executive Manager SA Olive
Karien Bezuidenhout
Tel: 021 870 2900
E-mail: manager@saolive.co.za

Paarl Valley Bottling office
Benita Swanepoel
Tel: 021 864 2860
E-mail: swanepoelb@pvbm.co.za
Physical address: R44, Oudepont, Wellington

References

- SA Olive Code of Conduct
Obtainable from Secretariat at HORTGRO 021 970 2900 or info@saolive.co.za
- International Olive Oil Council Guidelines
www.internationaloliveoil.org
- SANS 1377:2015
Obtainable from SABS's webshop