

DOC No. - 02 / REVISION-02	CGCERT OPERATING MANUAL
CGCERT/ OM Part II- FORMS/ SECTION F/ GUIDELINES	Inspection Guidelines (Annexure-47)
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OPERATOR'S GUIDELINES

Organic farming is a system of farming which avoids the use of soluble fertilisers, pesticides, growth regulators, feed additives and other chemicals. The organic farmer relies on the use of crop rotations, animal manure and good animal husbandry for producing outputs. The natural immunity of plants and animals are used to combat disease whenever possible. CGCERT follows National Standards for Organic Production under the National Programme for Organic Production, notified under the Foreign Trade (Development and Regulation) Act, 1992 (FTDR).

General requirements for organic certification for all categories of operators:

- (1) Comply with the Organic Rules and regulations as per NPOP Standards to establish and implement the Organic Plan.
- (2) Sign a contract with CGCERT
- (3) Permit annual on-site inspection
- (4) Maintain all records for 5 years
- (5) Submit applicable fees to CGCERT.
- (6) Notify CGCERT immediately of any changes concerning changes in annual plan, any risk observed within the operation which may affect the organic integrity.
- (7) The operator has to submit revised production plan annually to CGCERT.
- (8) The operator has to pay annual certification fee to CGCERT.

STEPS TOWARDS CERTIFICATION

The CGCERT procedure of certification is done in the following steps:

1. Submission of application

The operator will have to submit an application along with annual plan, map and three year field history for crops planted and inputs applied.

2. Payment of fees and signing of contract

CGCERT screens the application and supportive documentations to ensure completeness for carrying out further certification process. If satisfied, then operator is asked to deposit applicable fees. The operator has to sign a contract with CGCERT along with deposition of fees.

Applicants signing a contract with CGCERT shall commit him / herself to:

- I. Comply with organic standards through out the system,
 - II. Permit and cooperate in on-site inspection visits (announced or unannounced) of organic production sites (storage, parcels, buildings etc.) and if applicable conventional production sites.
 - III. Provide information of use of any prohibited substance or contamination any modification with regard to the annual plan.
- 3. Inspection-** Standard inspection procedures shall be followed by the CGCERT as per the NPOP standards. The inspector shall have access to all production facilities, including account and other documentation of the operators.
- 4. Certification Mark and Its Protection -** On the basis of inspection report if CGCERT finds that the operation is in compliant with NPOP standards, CGCERT will grant or otherwise deny certification. All the operators shall be entitled to use this logo for certified organics only under the certification Programme. In case any misuse or violations detected by CGCERT against operator, the licensee shall have to abide by CGCERT's scale of sanction.

5. Continuation of organic certification:

To continuation organic certification, the certified operator must submit annual renewal form and certification fees to CGCERT and submit the following information as applicable.

An updated organic production, processing or handling system plan which includes:

- I. Any deviations from or modification/amendments to the previous year's organic plan during the last year.
- II. An update on the correction of minor non compliances previously identified by CGCERT.

6. Following documents has to keep ready for CGCERT Inspectors during inspection:

(A) FOR CROP PRODUCTION

Grower Group Guidelines

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Prepared by: Quality Manager
Date:

Approved by: CEO
Date:

- **List of crops** being grown, field locations (maps), acreages, and estimated yields
- **Last three years field history.**
- **Farm diary which includes documentation of all field activity** performed (cultivation, weed control, use of manure or fertilizers (input application record), spraying, pruning, harvesting, storage etc.)
 - **Input purchase records** for all inputs used for crop nutrients, pest, disease, or weed control.
- **Soil management activities**, including crop rotation and erosion prevention activities
- **Pest and disease management activities** for control of crop pests (insects/mites/invertebrates/vertebrates), diseases, and weeds, including:
 - Preventative practices
 - Materials used
- **Audit trail documents** that trace products from the source/ field of origin to final use or sale. It may require the following.
 - Field, planting and production records
 - Harvest and yield records
 - Post-harvest handling records
 - Storage records
 - Transport records
 - Sales records
- **Organic Integrity: Documentation** of measures to avoid contamination and commingling, as applicable to your operation
 - Information about neighboring land use
 - Prevention of contamination from borders
 - Production, harvest, and sales records for buffer crops, transitional or conventional crops
 - Storage: adequate separation of allowed materials from any non-allowed products
 - contamination prevention

- **Labels**

- Printed packaging, bags, boxes and stickers
- Lot numbering system of retail and bulk products, if applicable

(B) CERTIFICATION REQUIREMENTS FOR PROCESSING/HANDLING OPERATIONS

- Implementation of an Organic Handling Plan;
- No commingling or contamination of organic products during processing;
- No use of GMOs or irradiation;
- Proactive sanitation and facility pest management practices;
- Use of approved label as per NPOP standards.
- Records to verify compliance with the regulation.

(B) CERTIFICATION REQUIREMENTS FOR LIVESTOCK OPERATIONS

Implementation of an Organic Livestock Plan;

- Mandatory outdoor access for all livestock;
- Access to pasture for ruminants;
- No antibiotics, growth hormones, or GMOs;
- 100% organic feed and approved feed supplements
- Organic management from last third of gestation or 2nd day after hatching. Twelve months organic management for dairy.

(C) CERTIFICATION REQUIREMENTS FOR NWFP / WILD CROPS

- Harvest methods used to collect wild products should follow the non destructive harvesting methodology.
- All wild harvested species proposed for certification must be clearly identified on the map. The boundaries of the wild-harvested area must be clearly defined.
- Provide information on how the area is monitored and/or managed by governmental bodies or other supervisory agencies that are in control of the area.
- The operator must submit anticipated harvest schedules for the current year.

- The record keeping system for wild harvest products must be capable of completely tracking the chain of custody for all certified products, from the point of sale back to the original area of harvest.

(D) CERTIFICATION REQUIREMENTS FOR APIARY

- A map of the forage zone that shows the location of the hives, the location of organic and wild land, and the location of all non-organic areas;
- Describe the quantity of organic and/or wild forage to be provided per colony, including the type or types of forage, approximate bloom period, forage density, competing species density, honeybee colony density, colony health, colony strength, topography, and climatic conditions;
- Describe the water sources available in the forage zone;
- List all sanitary landfills, incinerators, sewage treatment facilities, power plants, golf courses, towns or cities, land to which prohibited materials are applied, and all other sources of potential contamination located in the forage zone; and
- **For split operations:** list and describe the management practices used to prevent commingling and contamination, including measures to prevent commingling resulting from bee drift and robbing.
- **Hive construction materials:** Hives must be made of natural materials, including wood and metal.
- **Maintain preventive health care practices, including:** Selection of bee stocks, hive densities, and colony locations appropriate to site-specific conditions and resistant to prevalent diseases and pests.

Grower Group Certification Guidelines

"Grower Group" consists of farmers engaged in similar growing practices in a distinct geographic and climatic area, growing similar crops under uniform conditions and managed, audited and monitored by an Internal Control System (ICS). Grower group certification may also cover processing and handling activities preformed and managed by the group. Grower group may be sharing experiences, information, management structure, access to market and in many cases types of equipment, seed banks, input materials, warehousing and minor processing facilities etc. Groups shall be required to share centralized processing, distribution and marketing facilities.

Grower Group must meet the following conditions:

- The producers must be located in close geographic proximity to one another.
- The groups must be managed under one central administration that is uniform and consistent.
- Grower groups must establish and implement an internal quality system called ICS (Internal Control System), with supervision and documentation of production practices and inputs used at each member's operation to ensure compliance with the NPOP Organic Standard.
- Grower groups must utilize centralized processing, distribution, and marketing facilities and systems.
- Internal Inspections of Grower Group shall be carried out by internal inspectors twice in a year
- New members shall be added only after the internal inspection by the internal inspector of the group.
- The ICS maintains adequate records of inspections.

Internal Control System (ICS)

ICS is the documented description of the entire production system. ICS shall comprise of following personnel:

- ICS manager
- Internal Inspectors
- Approval manager/ Committee
- Field officers
- Purchase officer
- Warehouse Manager
- Processing Manager

Adding New Grower/ Farmer to a Grower Group

New growers shall be added to an established grower group before each annual inspection of CGCERT. They must conform to the “similarities” requirement with

the main Grower Group meaning that their activities, procedures, crops, methods, abilities, training, etc. is in harmony with the group.

The new growers will be accepted only after an ICS preliminary inspection and review by the ICS manager. Then ICS will update the grower list and send a copy to CGCERT. CGCERT will charge additional fees for the new producer in the Grower Group.

Internal Inspections

Internal Inspections of Grower Groups shall be carried out by internal inspectors twice in a year. Internal inspector shall inspect all the production practices covered by the ICS (which includes; production)

The following are the required elements of the ICS inspection report:

1. Name of the farmer with its production details (Total area, area under conversion, area under organic, field ID number, crops and quantity sown).List of farmers incorporated in a group.
2. Farmer identification number
3. Crop rotation plan for the year of inspection
4. Area in hectares of land in use for the current year and any changes from the previous year
5. The condition of current year's crops including any deviation from the norm.
6. Adjacent land use including buffer distances between fields and neighboring fields and any applications to neighbor's field that may affect the organic integrity of the crops.
7. Report on production inputs, both organic and conventional farms. Labels or purchase receipts for all off-farm inputs should be available. The inputs report should include a description of the fertilization program and the insect/pest and disease control programs for the current year.
8. Appropriately address the instances of noncompliance
9. Date of inspection and signature of internal inspector and the farmer.

Documentations required for Grower Group:

The following documents and records must be maintained at the ICS office:

1. Group registration details.
2. Description of Internal Control System and its structure.
3. List of farmers involved in a group with their production details (Total area, area under organic, area under conventional, list of crops, crop variety, quantity, Field ID no. etc.)
4. Production Records: Production records must be on file for the current year's actual or projected production. Sales or delivery records must indicate how the

production was disposed off including quantity, lot number and location where delivered.

5. Field Maps: Field maps show the location of the field(s) being certified and provide information about the surrounding land usage. The map(s) must indicate all buffer zones (including the actual distance of neighboring crop or irrigation lines) and highlight areas of possible contamination.
6. Field Histories: Field histories for each grower field must be on file for the previous three years and current year showing all inputs used on the farms, both from off-farm and on-farm sources, the crop rotation program followed and insect/pest and disease control measures taken.
7. Grower Agreements: ICS Agreement with individual farmer involved in the group is to be kept on file at the ICS office.
8. ICS administrative procedures documentation which include internal inspections, inspection reports, evaluation report, violations and sanctions, procedures for removal of members of the Grower Group and procedure for appeal.
9. Training records including proof of adequate training for all ICS Inspectors and group members must be current and on file.

Processing and Handling Documentation

Processing Documentation:

Grower Group engaged in Processing of organic products shall be required to keep the following records:

- (a) **Product Receiving or Incoming Product Records:** These records list all incoming products into the processing/handling system using an identifying lot number that will allow tracking to a specific producer. In cases where product is received without a lot number, the processing facility should assign the lot no in the presence of supplier.
- (b) **Warehouse Inventory Records of Raw Materials:** The information contained in this record specifies all raw materials received and maintained in storage. All materials are to be clearly identified with the original receiving lot number. The log should list raw product movement in and out of the warehouse, location where the product is stored in the warehouse and current quantity remaining on hand at all times and any waste or gain factor relevant to storage.
- (c) **Production Records:** These record show the specific raw materials being used in the production and processing using the system of a lot number. The log must allow tracking of the product back to the original producer, through the various logs specified previously.
- (d) **Quality Management Records:** The quality management record monitors the quality system and the status of the processing facility. These logs include the listing of all inspections, internal inspections, sanitation logs, maintenance logs, pest control log, product contamination log (listing all instances of contamination due to mechanical failure or breakdown, including disposition of the

contaminated product), product test logs, etc.

- (e) **Warehouse Records (finished product):** This record contains the information pertaining to the finished product: e.g. lot number, location in warehouse and quantity produced. All final products must be able to be reconciled back to the incoming lot number.
- (f) **Shipping (transportation) Records:** Records of all information concerning the outward movement of the finished product.

Handling Documentation

Grower Group, which acts as handlers of the products, is responsible for maintaining the audit trail of all of the organic products. Grower Group must comply with standards on post harvest handling, storage, transportation and structural pest control. The documentation involves:

- Product identification and composition:
 - **Facility map:** showing the facility perimeter and buildings, all equipment, and areas used for receiving, raw material storage, processing, packaging, finished product storage, and shipping
 - **Production flow chart(s)** that includes equipment used in each step or stage of the process and shows the flow of products through the facility from receiving of raw ingredients to shipping of the final product
- **Documentation of sources of ingredients and processing aids**
- **Sanitation:** Equipment cleaning, storage house cleaning etc.
- **Organic integrity:** Documentation of systems and procedures to prevent commingling and/or contamination of organic ingredients and products throughout all steps of processing.
- **Audit trail/audit control documents:** The organic recordkeeping system must accomplish two objectives: 1) trace products from the raw ingredients to final sale and 2) verify the input–output balance of organic ingredients and organic products.
 - The audit documents for purchase, receiving, storage, production, packaging, handling, transport, and sales may include, invoices, purchase orders for incoming materials, invoices for finished product, descriptions of product tracking or coding, logs for receiving, processing, storage and inventory systems, transport cleaning documentation for incoming and/or outbound materials, and product labels.

- The input/output balance audit documents may include, but are not limited to, inventory, purchase, production, and storage records—including typical conversion figures for shrinkage, reconditioning, donated products, samples, and dumping, shipping, and sales records.
- **Labels**
Labels should enclose finished product labels (retail and wholesale labels on printed packaging, boxes, etc.), with the proper identification of processor, ingredient details, composition, lot number.

External Inspection

The CGCERT inspector will carry out sampled external inspection for grower group. The inspector will inspect the implementation of ICS within the group and production system as per the NPOP standards. The percentage of external control will be determined by the CGCERT on the basis of risk assessment. The external inspector compares his observations with the documents of the internal inspection and evaluates if the Internal Control System, the internal inspections comply with the requirements of NPOP standards. On the basis of External inspection report of the CGCERT Inspector, CGCERT will grant certificate if production system of the grower group is compliant with NPOP standards or otherwise deny the certification.