

DOC No. - 01 / REVISION-01	CGCERT QUALITY MANUAL
CGCERT/ NCCF FM/ QM / CERTIFICATION PROCESS	OPERATOR'S CONTRACT FORM WITH CGCERT (ANNEXURE-A)
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## *Contract Form*

### **Annexure-B**

The agreement made this -----day of -----(month)-----  
(Year) between the CEO of Chhattisgarh Certification Society, India Forestry & Agriculture (CGCERT), India, Raipur, Chhattisgarh of the one part and Operator -----  
-----Forest Range of.....Forest Division-----  
-----and carrying on business of-----at-----.

The agreement witness with as follows:

#### **1) Commencement**

The operation of this agreement shall commence from date----- to till date-----.

#### **2) Regulations:**

The inspection and certification will be based on the valid versions of the following regulations:

Network for Certification & Conservation of Forests- Forest Management (NCCF FM) and CGCERT directives on the interpretation and implementation of the NCCF standard.

The agency retains the right to develop the inspection and certification system on its own responsibility based on the above listed standard.

#### **3) Protection of Information:**

All data pertaining to the Forest area/ processing / manufacturing or trading unit are considered confidential and are handled with utmost secrecy. This non disclosure agreement does not apply to relevant competent authorities. The revocation of certification may be made public.

#### **4) Contract Violations:**

CGCERT may impose sanctions according to the CGCERT's scale of sanctions, in case of violation of this contract or the regulations indicated. The scale of sanctions is an integral part of this contract. The agency reserves the right to amend the scale of sanctions. The agency shall inform the operator of the amendment one month before it will be valid.

#### **5) Amendments:**

All amendments to this contract shall be in writing.

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**6) Conditions of this contract:**

**I -----(Operator's name) hereby assure that:**

- a) I will follow all the rules and regulations of CGCERT and will strictly adhere and comply with NCCF FM standard.
- b) I will submit the required certification fees as per the norms of CGCERT. CGCERT reserves the right to apply additional charges if documents necessary to the completion of the inspection are unavailable. The scale of fees is an integral part of this contract. The agency reserves the right to amend the scale of fees.
- c) I will make a clear distinction between Certification zone and conventional zone to protect integrity throughout the process which affects the Certification integrity.
- d) I will allow announced and un-announced inspections and sampling by CGCERT's Inspectors or person authorized by CGCERT and provide them all the relevant documents necessary for inspections. CGCERT has the right to view operators documents and to view data relevant for the inspection and certification. This applies conventional parts of the operation also.
- e) I agree that authorities and accreditation bodies here in after monitor as the competent authorities relevant for certification may get same access to the premises and data as the CGCERT.
- f) I will make all necessary arrangements and provide all means for physical inspection and optimal co-operation during and in-between the on-site visits.
- g) I will present over the spot during inspections. In case if I am unable to present, then any responsible person (concerned with the matter) will be present with all the necessary documents and records. I will keep records of all my activities under certification management for inspection and certification purpose.
- h) I affirm that my Fields/Firm from which products will be sold, labeled or represented as certified shall have no conventional substances.
- i) I hereby affirm that my product under certification shall be free from conventional throughout the certification system.

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- j) I will inform CGCERT immediately, if I will make any changes in my Annual Plan or suspect any risk which could affect the certification integrity. I will also submit annual report to CGCERT mentioning total production, total quantity sold, total quantity left etc.
- k) I will take prior permission from CGCERT for printing of required quantity of labels; I will use the mark of NCCF FM Logo on certified products only.
- l) I will not represent my products/Forests as NCCF FM certified unless it is not certified by CGCERT.
- m) I do agree with the sanctions imposed on me by CGCERT if any non-compliance is found against production/process.
- n) I do agree that I will not use any political pressure or other influence to gain any favour of CGCERT.



**Seal & Signature**  
C.E.O., CGCERT

**Operators Name**

\_\_\_\_\_  
\_\_\_\_\_

*(Signature)*

Date & Place \_\_\_\_\_