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| Client name: (Group Name) |  | **Office** Regd. No. | | |  |
| **Section 1: Scope** | | | | | **NPOP 5.1** |
| 1. Is grower group based on the Internal Control System (ICS) and small and marginal farmers are part of the grower group. 🞏 Yes 🞏 No 2. If yes, how many years has the grower group been engaged in organic cultivation.        (Year) 3. What is the date of grower group formed?       (DD/MM/YYYY) 4. How many farmers in a grower group? 5. Total land holding (in hectare):       Land offered for organic (in hectare): 6. How many farmers having 3.9 or 4.0 hectare or more than 3.9 or 4.0 hectare land? 7. How much organic offered land is under 3.9 or 4.0 hectare or more than 3.9 or 4.0 hectare land? 8. ICS applying first time for grower group certification? 🞏 Yes 🞏 No 9. Do you previously approved by another certification body? 🞏 Yes 🞏 No 10. If yes, write the name of certification body. 11. Do you shifted from another certification body? 🞏 Yes 🞏 No 12. Have you received any non compliance from last certification body? 🞏 Yes 🞏 No 13. If yes, please describe: | | | | | |
| *Note: Scope certificate and list of non compliances received from last certification body submit along with Organic Plan – Grower Group (If required).* | | | | | |
| **Section 2: Constitution of the ICS** | | | | **NPOP 5.2** | |
| 1. Do you have a legal status? 🞏 Yes 🞏 No 2. If yes, write the legal registration number.        (Attached Copy of Registration) 3. Has a written agreement between the ICS and every group member been signed? (Attached Farmer Agreement)   🞏 Yes 🞏 No   1. Submit the organizational chart of the group management. 🞏 Attached 2. Are you defined procedures and responsibilities of members / committees in ICS manual regarding implementation of ICS? 🞏 Yes 🞏 No 3. Is ICS run by group members (farmers)? 🞏 Yes 🞏 No 4. If no, group members signed the contract with external service provider/mandator/processor/trader to facilitate the maintenance of ICS. 🞏 Yes 🞏 No 5. If yes, write the name of processor/exporter/trader. | | | | | |
| *Note: Submit a copy of incorporation certificate, PAN card, organizational chart, farmer agreement, contract agreement (if required) with external service provider.*  *Use contract agreement template (Annex 1 & 2 of Chapter 5 of NPOP) for farmer application and signing of contract between grower group and external service provider/mandator/processor/trader.* | | | | | |
| **Section 3: Internal Control System** | | | | **NPOP 5.3** | |
| 1. Is ICS is based on internal quality management system (QMS) and comprise policies & procedures for implementation of ICS, internal standards and risk assessment? 🞏 Yes 🞏 No 2. How group members keep their farming activities in the form of record? Please explain      1. Do you have procedure for rating of non conformities as major and minor and deal with non-compliances?   🞏 Yes 🞏 No   1. Do you have procedure for imposing sanctions on default members of the group? 🞏 Yes 🞏 No 2. Do you have procedure for risk assessment related to contamination and commingling during farm level, buying, storage, transportation and processing? 🞏 Yes 🞏 No | | | | | |
| *Note: Submit a copy of ICS Manual and record templates (Refer Annex 1 to 8) along with Organic Plan – Group and Organic Plan - Crop.*  *All the record templates must meet the basic requirement of Chapter 5 of NPOP.* | | | | | |
| **Section 4: How to develop an ICS** | | | | **NPOP 5.4** | |
| 1. Does the policies and procedures of ICS manual is based on Chapter 5 of NPOP? 🞏 Yes 🞏 No 2. Do you have a procedure for identification and registration of farmers? 🞏 Yes 🞏 No 3. How to create the awareness among the grower group regarding grower group certification? (Attached training schedule) 4. Do you have a recruitment policy for ICS personals? (Attached staff list with designation and date of appointment, qualification and experience) 🞏 Yes 🞏 No 5. Do you have a policy for training of staff personnel’s and group members? 🞏 Yes 🞏 No 6. Who is responsible for the review of ICS manual for continual improvement and frequency of review?      1. Are role and responsibilities of each staff personnel’s clearly defined (ICS Manager, Internal Inspector, Approval Manager or Committee, Field Officer, Purchase Officer, Warehouse Manager, Processing Manager etc.)?   🞏 Yes 🞏 No   1. Do you appoint Approval Manager or Committee for the approval or impose sanction of group members, ICS manual and screening of internal inspection findings? Explain        🞏 Yes 🞏 No 2. Do have a sufficient no. of field officers for ensuring timely training of the farmers and implementation of organic standard at farms level? 🞏 Yes 🞏 No 3. Do you appoint purchase officer/s who is well acquainted with the ICS? 🞏 Yes 🞏 No 4. Do you appoint warehouse manager who is very familiar with the organic standard requirements? 🞏 Yes 🞏 No 5. Do you appoint processing manager, if you engaged in processing unit? 🞏 Yes 🞏 No | | | | | |
| **Section 5: Internal Standards** | | | | **NPOP 5.5** | |
| 1. Do you supply internal standards in local language to the group members? 🞏 Yes 🞏 No 2. If not, how to explain internal standards to the group member. 3. The internal standards cover following:   🞏 Production Unit Definition 🞏 Part Conversion Policy 🞏 Conversion Period Policy 🞏 Buffer zone  🞏 Seed/Planting Management 🞏 Fertility/Nutrient Management 🞏 Pest & Disease Management  🞏 Soil Management 🞏 Approval of Inputs 🞏 Drift Control 🞏 Contamination & Commingling  🞏 Parallel Production Policy 🞏 Split Production Policy 🞏 Harvest & Post Harvest Management  🞏 Animal Husbandry Management 🞏 Prevention of Drift 🞏 Other (please specify) | | | | | |
| **Section 6: Conflict of Interest** | | | | **NPOP 5.6** | |
| 1. Does the ICS have a policy and procedure for managing actual or potential conflict of interest? 🞏 Yes 🞏 No Explain 2. Do you have a signed conflict of interest of staff personnel’s? (Attached signed conflict of interest) 🞏 Yes 🞏 No | | | | | |
| **Section 7: Scope of Certification** | | | | **NPOP 5.7** | |
| 1. Does the grower group established and implemented as per NPOP. 🞏 Yes 🞏 No 2. Does the scope of certification clearly defined in ICS manual? 🞏 Yes 🞏 No | | | | | |
| **Section 8: Trade** | | | | **NPOP 5.8** | |
| 1. Do you have a procedure for marketing/trading of organic products? 🞏 Yes 🞏 No   Explain   1. Do you restrict to the group members to sell their products under single entity? 🞏 Yes 🞏 No 2. If not, how they sell their organic products? Please explain. 3. Do you develop the label for selling of organic products? (Attached copy of organic label) 🞏 Yes 🞏 No | | | | | |
| **Section 9: Implementation of Internal Control System** | | | | **NPOP 5.9** | |
| 1. Please list the records that are kept at farm level. 2. Do you have a policy for exit of farmer from the grower group at any time? 🞏 Yes 🞏 No 3. Do you have a policy for accepting a new member from another ICS (Transfer/Shifting of Farmer)? 🞏 Yes 🞏 No 4. If yes, please explain the accepting procedure: | | | | | |
| *Note: Refer Annex 7 for request for leaving of member from the group and annex 8 for approval given by ICS.* | | | | | |
| **Section 10: Operating Document** | | | | **NPOP 5.10** | |
| 1. Please list the records that are kept at ICS office level. 2. What are the group’s areas of risk/organic critical points with respect to maintaining organic integrity (farm level, processing, storage, transportation, trade etc.)? 3. What risk management procedure does the group employ to ensure organic integrity is maintained and not compromised for the areas of risk identified? 4. Do you have a policy to deal with part conversion (growing of organic or in-conversion and non organic crop in same field)? 5. Do you have a policy to decide conversion period before inclusion of new farmer? | | | | | |
| **Section 11: Internal Inspection** | | | | **NPOP 5.11** | |
| 1. How many internal inspections of the group carried out by internal inspectors in a year? 2. Does the internal inspection verified farm, source of seed, input used, harvesting, storage, post harvest handling, animal husbandry, previous internal inspection conditions and findings of internal inspections documented?   🞏 Yes 🞏 No   1. How many internal inspectors do you have per 50 – 60 farmers? | | | | | |
| **Section 12: Internal Approval** | | | | **NPOP 5.12** | |
| 1. Do you have a procedure for approval or impose sanction of group members? 🞏 Yes 🞏 No 2. Do you kept the record for approval or sanction and results of internal inspection? 🞏 Yes 🞏 No | | | | | |
| **Section 13: Yield Estimates** | | | | **NPOP 5.14** | |
| 1. How to estimate the yield of each crop? Explain 2. Do you kept the record for yield estimate and actual harvest of each crop? 🞏 Yes 🞏 No | | | | | |
| **Section 14: Non-Compliances and Sanctions** | | | | **NPOP 5.15** | |
| 1. Do you have a policy on management of non-compliance and sanction? 🞏 Yes 🞏 No 2. Do you kept the record of non-compliance and sanction? 🞏 Yes 🞏 No | | | | | |
| **Section 15: Training of ICS Personnel** | | | | **NPOP 5.16** | |
| 1. Do you have a policy regarding staff personnel’s? 🞏 Yes 🞏 No 2. How many training (s) provided to the staff personnel’s in a year? 3. Do you kept the trainings record? 🞏 Yes 🞏 No | | | | | |
| **Section 16: Training of Farmers** | | | | **NPOP 5.17** | |
| 1. Do you have a policy for farmers training? 🞏 Yes 🞏 No 2. How many training (s) provided to the farmers in a year? 3. Does individual farmer receive at least one initial advisory visit or training? 🞏 Yes 🞏 No 4. Do you kept the trainings record? 🞏 Yes 🞏 No | | | | | |
| **Section 17: Buying Procedure** | | | | **NPOP 5.18** | |
| 1. Do you have a procedure for buying of organic products? 🞏 Yes 🞏 No 2. Do you use lot coding / numbering system for organic products? 🞏 Yes 🞏 No 3. How to prevent commingling of organic product with in-conversion or non-organic products? Explain 4. Do you kept the purchase record? 🞏 Yes 🞏 No | | | | | |
| **Section 18: Storage and Handling Procedure** | | | | **NPOP 5.19** | |
| 1. Do you have own warehouse / storage facility for organic products. 🞏 Yes 🞏 No 2. Does the crops/products identified at all stages of product flow during transition? 🞏 Yes 🞏 No 3. How to segregate organic, in-conversion and non-organic product during storage and handling? Describe 4. How to control pest during storage and handling of products? 5. Do you sub-contract the storage/warehouse for organic or in-conversion products? 🞏 Yes 🞏 No 6. If yes, write the name of sub-contractor | | | | | |
| *Note: Submit copy of sub-contracting agreement and warehouse facility map (if required).* | | | | | |
| **Section 19: Processing** | | | | **NPOP 5.20** | |
| 1. Do you engaged in processing of crops/products? 🞏 Yes 🞏 No 2. Do you have own processing facility for processing of organic/in-conversion products? 🞏 Yes 🞏 No 3. If no, do you sub-contract the processing unit for organic/in-conversion products? 🞏 Yes 🞏 No 4. Does processing steps, ingredients & aids used as defined in Annex-1, 2 of Appendix 5 of Chapter 3 of NPOP standards? 🞏 Yes 🞏 No | | | | | |
| *Note: Submit copy of Organic Plan – Processing & Handling and maintain all the applicable records.* | | | | | |
| Submit the following records along with Organic Plan – Grower Group:  🞏 FairCert Application Packet 🞏 Farmers List 🞏 ICS Manual 🞏 Farmer Registration Form 🞏 Organizational Chart 🞏 Farmer Agreement 🞏 Farmer Diary 🞏 Training Schedule – Staff & Farmers 🞏 Conflict of Interest 🞏 Staff List  🞏 Internal Inspection Checklist (1 Nos.) 🞏 Overview Map 🞏 PAN Card/Legal Certificate 🞏 Organic Label (If Req.)  🞏 Risk Assessment Checklist 🞏 Finding of Last Certifier 🞏 Other | | | | | |
| Name of Operator/ICS Manager: | | | Place: | | |
| Signature of Operator/ICS Manager: | | | Date: | | |

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| ***For Office Use Only*** | |
| **Declaration:**  The Organic Plan – Grower Group has been reviewed by me and complying with organic regulations. The Organic Plan – Grower Group is approved. | |
| Name of Reviewer: | Date: |
| Signature: | Place: |

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| ***For Evaluator/Auditor Only*** | |
| **Declaration:**  The information mentioned in the Organic Plan – Grower Group has been verified by me and compliance with organic regulations. | |
| Name of Evaluator/Inspector: | Date: |
| Signature: | Place: |