

SOFTWARE REQUIREMENTS SPECIFICATION

FOR

PARTICIPATORY ORGANIC GUARANTEE SYSTEM

BY

SAHARA NEXT

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SAHARA

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1. INTRODUCTION

This section should provide an overview of the entire document. No text is necessary between the heading above and the heading below unless otherwise desired.

1.1 Purpose

To automate the registration process to certify proprietary guarantee system of organic farming

1.2 Scope

The Scope of the project is as follows:-

- To build a system through which the user can apply for the registration of local group, the user is able to apply for membership of the local group.
- The User shall be able to apply for certification.
- The **Regional Council user** shall be to enter the details of key field training; the Regional Council user shall be to enter details of weekly attendance, Verify the Local group and local group membership. Enter the peer inspection/appraisal, peer review for season.
- To issue certificate

1.3 Definitions, acronyms, and abbreviations

NA –Not Applicable

PGS – Participatory Organic Guarantee System.

SRS –System Requirement Study

1.4 References

The copy of PGS manual

1.5 Overview

This SRS is organized as follows:-

Section 2 gives an overall idea of product.

Section 2.2 describes the business requirement of the PGS.

Section 3 describes the Functional requirement related to PGS.

Section 4 describes the specific requirement related to PGS. This section also describes the nonfunctional requirement related to PGS

2. OVERALL DESCRIPTION

2.1 Product Perspective

:

2.1.1 System Interfaces

Not applicable.

2.1.2 User Interfaces

As describes in the section 3 of this document

No external hardware interface is required

2.1.3 Hardware Interfaces

Not applicable at this stage

2.1.4 Software Interfaces

Specify the use of other required software products (e.g., a DBMS or operating system), and interfaces with other application systems. For each required software product, provide the following:

- HTML/Java scrip
- Microsoft dot net frame work(As per information till date)
- Ms SQL server 2008
- Under windows server 2008

2.1.5 Communications Interfaces

NA

2.1.6 Memory Constraints

NA

2.1.7 Operations

NA

2.1.8 Site Adaptation Requirements

NA.

2.2 Bussiness Requirment PGS

1. Application for entry into PGS Local Group
 - a. To make the Farm history sheet
 - b. To sign the Organic Farmers pledge
2. Verification of the application for entry in the PGS Local Group
3. To record the attendance for weekly meeting
4. To record the key field day training
5. To enter information for Peer inspection.
 - a. For a season

- b. For Processing and handling
- 6. Registration of Local Group with Regional Council
- 7. Verification of the Local Group
- 8. Local Group summary work sheet for certification
- 9. Agreement between PGS-India Regional Council and Local Group

S A H A R A N E X T

3. FUNCTIONAL REQUIREMENT DESCRIPTION:-

3.1 Functional Requirements List

The following list represents the functional business requirements for the PGS to cater the business requirement.

Functional Req. ID #	Functional Name	Functional Requirement Description	Business requirement step
FR 1.1	Farmer Registration to local group	The system must have the provision so that the Farmer should be able to make an application for the PGS local group.	1
FR 1.2	Farm history	The system must have the provision so that the Farmer should be able to make an entry for the farm history	1 a
FR 1.3	Verification of Farmer to PGS local group	The system must have the provision so that the RC can verify the entry application of farmer for the PGS local group	2
FR 1.4	Organic Farmer pledge	The system must have the provision so that the Farmer should be able to make an entry in the organic farmer pledge	1b
FR 1.5	Weekly attendance	The system must have the provision to record the attendance in the weekly meeting	3
FR 1.6	Key field day training	The system must have the provision to record the key field day training	4
FR 1.7	Information for Peer Inspection/Appraisal Worksheet	The system must have the provision to enter the information for the peer review for a season	5a
FR 1.8	Information for peer inspection/Appraisal worksheet for processing and handling	The system must have the provision to enter the information for the peer review for processing and handling	5 b

FR 1.9	Local group registration	The system must have the provision to enter the information for registration of the local group with regional council	6
FR 2.0	Endorsing of local group information	The system must have the provision to enter the information for endorsing of the local group with regional council	6
FR 2.1	Verify local group information	The system must have the provision to verify the entered information for registration of the local group with regional council	7
FR 2.2	Work sheet group information	The system must have the provision to enter the work sheet summary group information for certification of the local group	8
FR 2.3	Certification Process	The system shall have the provision so the regional council can issue the certificate.	8
FR 2.4	Agreement	The system must have the provision to make the agreement between PGS-India Regional Council and Local Group.	9

3.2 FR 1.1 Farmer Registration to local group

Access to Farmer

This is used to register the farmer to the local group

- **Input:**
 - The farmer shall fill the Annexure I-application form for entry into PGS local group
- **Process:**
 1. The Farmer shall select the district,
 2. The system shall display the village
 3. The Farmer shall enter Name
 4. The Farmer shall enter the place
 5. The farmer shall enter the date
- **Output:**
 - The Annexure I is filled and submitted

- The system shall generate the application number

3.3 Screen Elements Application Form Annexure 1

DEFINITION

This is used by the farmer make an application for an entry to PGS local group.

DATA

The system shall provide for the following screen elements and business rules:

Screen Element	Type of Screen elements	O/M ¹	1/N	Rules
Village	Text	M	1	The system shall display the village for a district
District	text	M	1	From the master table
Name of Farmer	text	M	1	NO numbers, special character
Place	text	M	1	
date	date	M	1	Dd/mm/yyyy
Address of farmer	text	M	1	
Application No	Number	M	1	Generated by system
Application No in sequence	date	M	1	
Date for approval	date	M	1	Dd/mm/yyyy
Assigned membership code no	text	M	1	This will be generated on the logic that is to be given by the PGS
Accepted as LG member	Selection	M	1	Yes or No
Details checked and found adequate or not	Selection	M	1	Yes or No
Name of Local Group leader	text	M	1	The system shall display name of the group leader

¹ Note: O = Optional, M = Mandatory, 1 = Single Value, N = Multi-Valued.

3.3.1 Screen Interface Annexure I:

Annexure I Input Screen

Village	Faridpur	Name of Farmer	ABC
District	Barriley	ADDRESS	211,SECTOR 3 ,VIKAS NAGAR
State	Uttar Pradesh	Date	23/12/2011
Place	Lucknow	Add Farm History	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Submit"/>		Application No	456
<input type="button" value="Refresh"/>			

For official Use

Application No in sequence	120	Details checked	<input checked="" type="radio"/> Yes <input type="radio"/> No
Approval date	21/01/2012	LG member	<input checked="" type="radio"/> Yes <input type="radio"/> No
Assigned membership No 123131			
<input type="button" value="Submit"/>		<input type="button" value="Refresh"/>	

3.3.2 Output for annexure I:-

Annexure I

Application Form For Entry Into PGS Local Group

To
 The Group Convener/Leader
 PGS Local Group
 Village Faridpur
 District Barley
 State Uttar Pradesh

Sir

I am willing to undertake organic crop cultivation and livestock production as per PGS standards and want to become a member of your PGS local group for PGS organic guarantee programme.

Necessary details of my family and farm, past history of production and inputs use and livestock are enclosed herewith in the prescribed format.

I have obtained a copy of PGS Standards and Local Group operational manual and I undertake to adopt these standards on long term basis.

I also undertake to participate in all the activities of PGS Local Group including regular participation in group meetings, key field day training programmes and peer appraisals of farms of other members of the group.

I undertake to abide by the rules and regulations of the Local Group and follow all directives. I undertake to abide by the collective decisions of the Group.

On being formally inducted I undertake to sign the PGS organic pledge and follow it in letter and spirit.

Signature of Farmer

Date

23/12/2011

Name

Place

Lucknow

Address

211 ,sector 3 , vikas nagar

For Use by Local Group Office
 Application No in sequence

120

Details checked and found adequate or not

Yes

No

Placed before the LG executive on Dated for approval

21/01/2012

Accepted as LG member

Yes

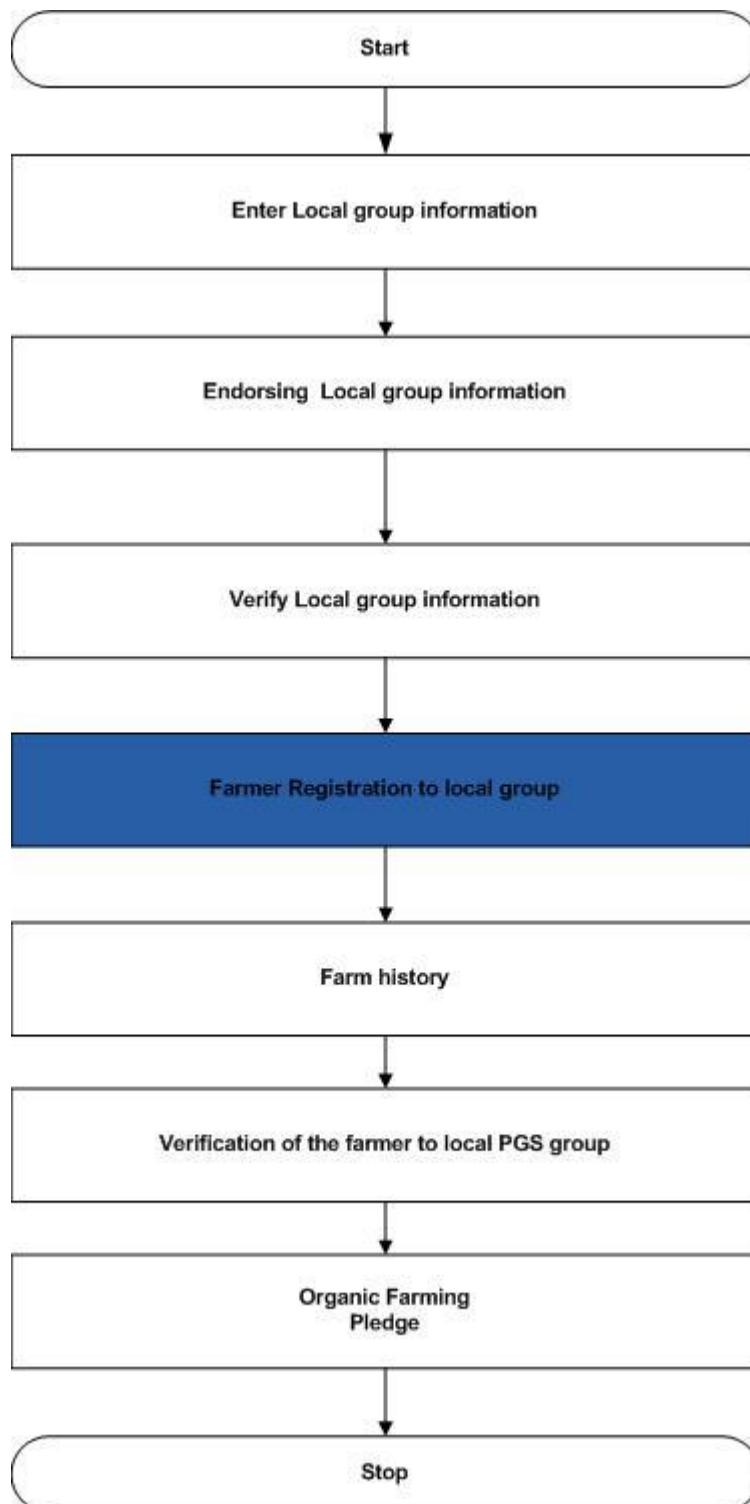
No

Assigned Membership Code

123131

Signature of Local Group Leader

3.4 Process Flow Registration to Local Group:-



3.5 FR 1.2 Farm history

Access to:-Farmer

- **Input:**
- The farmer shall enter the Farm history into the annexure II. The Annexure I should be filled by farmer
- **Process**
 1. The system shall display the name of the farmer.
 2. The Farmer shall enter the Father name of the farmer.
 3. The farmer shall enter the name of family member.
 4. The Farmer shall enter the total area of the farm in acres
 5. The farmer shall enter the plot nos.
 6. The farmer shall upload the rough sketch of the farm lay out.
 7. The farmer shall enter the use of prohibited substances.
 8. The farmer shall enter the information of crop and input for past three years.
 9. The farmer shall enter the following in formation of the season :-
 - The farmer shall select the season.
 - The farmer shall enter information for the crop.
 - The Farmer shall enter information for name of Fertilizer.
 - The Farmer shall enter the quantity.
 - The farmer shall enter name of plant protection
 - The farmers shall enter the quantity of plant protection.
 - The Farmer shall have an option to enter the information for more than one year.
 10. The farmer shall upload the soil testing and water testing.
 11. The farmer shall enter information about the irrigation facilities.
 12. The farmer shall enter details of machines
 13. The farmer shall have the details to enter the tools information
 14. The Farmer shall enter detail of tractors
 15. The farmer shall enter information of live stock for three years
 16. The Farmer shall enter the following information for live stock for one year :-
 - The Farmer shall enter the name of the cattle
 - The Farmer shall enter the number of cattles
 - The farmer shall enter information of the feeds
 - The farmer shall enter the information of the fodder
 - The farmer shall enter details of medicines
 - The farmer shall enter the details of the hormones
 - The farmer shall have the option to enter the information for more than one year.
 17. The farmer shall enter the information contamination control
 - The Farmer shall enter the information of the buffer zone.
 - The farmer shall enter the information of water flow.
 18. The Farmer shall enter the storage facility
 19. The farmer shall enter the information for production facilities.
 - The farmer shall information for available facilities
 - The Farmer shall information for proposed facilities
 20. The farmer chose whether any post harvest facility available.
 21. In case the farmer has offered the whole farm then farmer shall upload the plan for converting farm to whole farm for organic farming.
 - **Output**

- The Farm history is saved in the information

3.5.1 Screen Elements Farm History

DEFINITION

This shall be used to enter the farm history.

DATA

The system shall provide for the following screen elements and business rules:

Screen Element	Type of Screen Element	O/M ²	1/N	Rules
Name of Farmer	Text	M	1	This will come from Annexure I
Father Name	Text	M	1	Number, special character not allowed
Name of family member	Text	O	N	
Total area of farm	Number	M	1	
Plot Nos	Number	M	1	
Last date	date	M	1	Dd/mm/yyyy
Crops taken	text	M	1	
Fertilizer name	text	M	1	
Fertilizer quantity	number	M	1	
Plant protection Name	Text	M	1	
Plant protection quantity	number	M	1	
Irrigation facilities	text	M	1	
Machine Name	text	M	1	
Tool name	text	M	1	
Tractor Name	text	M	1	
Name of cattle	text	M	1	
Number of cattle	text	M	1	
feed	text	M	1	

² Note: O = Optional, M = Mandatory, 1 = Single Value, N = Multi-Valued.

Fodder	text	M	1	
Medicines	text	M	1	
hormones	text	M	1	
Buffer zone	text	M	1	
Storage facility	text	M	1	
Storage facility	text	M	1	
Input production	text	M	1	

3.5.2 Screen Interface Annexure II-farm history

Annexure II Screen 1

Application no	<input type="text"/>	Search
Name of Farmer	ABC	Annexure II screen 1
Fathers Name	XYZ	
Name Of family Member	Rahul	
Total area of farm	23	Annexure II screen 2
Plots No	45	Annexure II screen 3
Last date for use prohibited substance	<input type="text"/> 	<input type="button" value="Select date"/>
		<input type="button" value="Submit"/> <input type="button" value="Refresh"/>

Annexure II Screen 2

Years	<input type="text"/>	Plant Protection Name	EFG	Annexure II screen 1
Crops taken	Karif	Plant Protection quantity	4	
Fertilizer Name	Urea	Irrigation Facilities	Irrigation facilities	
Fertilizer Quantity	12	Tools	Plougher	Annexure II screen 2
Name of cattle	JKY	Tractors	PQR	Annexure II screen 3
Number	12	Medicines /hormones	Harmones	
Feed and Fodder	Fodder	Machine	Trashier	
Year	2012			
		<input type="button" value="Upload reports"/>		
		<input checked="" type="radio"/> Water testing done <input checked="" type="radio"/> Water testing not done <input checked="" type="radio"/> Soil testing done <input checked="" type="radio"/> Soil testing not done		
		<input type="button" value="Submit"/> <input type="button" value="Refresh"/>		
	<input type="button" value="Add more years"/>			

Annexure II screen 3

Contamination control	Contamination
On-Farm Input production	Production
<input checked="" type="radio"/> Post harvest processing	
<input checked="" type="radio"/> Post harvest processing not available	
<input checked="" type="radio"/> Whole farm for Organic	
<input checked="" type="radio"/> Partial Farm for Organic	

Date for approval

Storage Facilities	Storage
--------------------	---------

Schedule for converting whole farm to Organic

Post harvest facilities available

Post harvest facilities Not available

Post harvest facilities

Post

Submit

Refresh

Annexure II screen 1

Annexure II screen 2

Annexure II screen 3

3.5.3 Output for Annexure II-farm history

Annexure II Farm History Sheet			
(To be filled by the Farmer. In case if farmer is illiterate or unable to fill the form, then other group members may help him in completing the history sheet. Alternatively 2 members of the group visit the farmer family and farm and collect the information from farmer orally and fill in the form)			
Name of the Farmer	<input type="text" value="ABC"/>		
Father's name	<input type="text" value="XYZ"/>		
Number of members in the family and name			
Sh	<input type="text" value="Rahul"/>		
Mrs	<input type="text" value="Gyatri"/>		
.....			
.....			
.....			
Total area of the farm in acres .	<input type="text" value="23"/>		
Plot No	<input type="text" value="45"/>		
Attach rough sketch of farm layout with location of utilities, facilities, trees and other permanent structures etc	<input type="button" value="Upload rough sketch"/>		
Last date of use of prohibited substances	<input type="text" value="12/10/2005"/>		
Crop and Input use history for past three years			
Years	Crops taken	Fertilizer inputs used (name and quantity)	Plant protection inputs used (name and quantity)
1 Season a Season b Season c	Karif	Urea 12	EFG 4
2 Season a Season b Season c			
3 Season a Season b Season c			
Whether soil testing and water testing has been done in past, if yes then attach reports			
Irrigation facilities	<input type="button" value="Upload reports"/>		
Availability of machines, tools,	<input type="button" value="Irrigation Facilities"/>		
tractors etc (give details)	<input type="button" value="Trasher"/>		
	<input type="button" value="Plougher"/>		
	<input type="text" value="PQR"/>		

Details of livestock and past three years history

Years	Name of cattle	Number	Details of feed and fodder provided	Details of feed and fodder provided
2012	JKY	12	Fodder	Hormones

Contamination control measures taken/ proposed (such as buffer zone and prevention of water flow from non-organic fields)

Storage facilities available

Details of on-farm input production facilities (available and proposed both)

Post harvest facilities available. If no facilities are available then how they will be arranged

Post	^
< >	▼

Any post harvest processing facility available or not

If whole farm is not brought/offered for organic, then give plan and time schedule for converting whole farm to organic in a phased manner

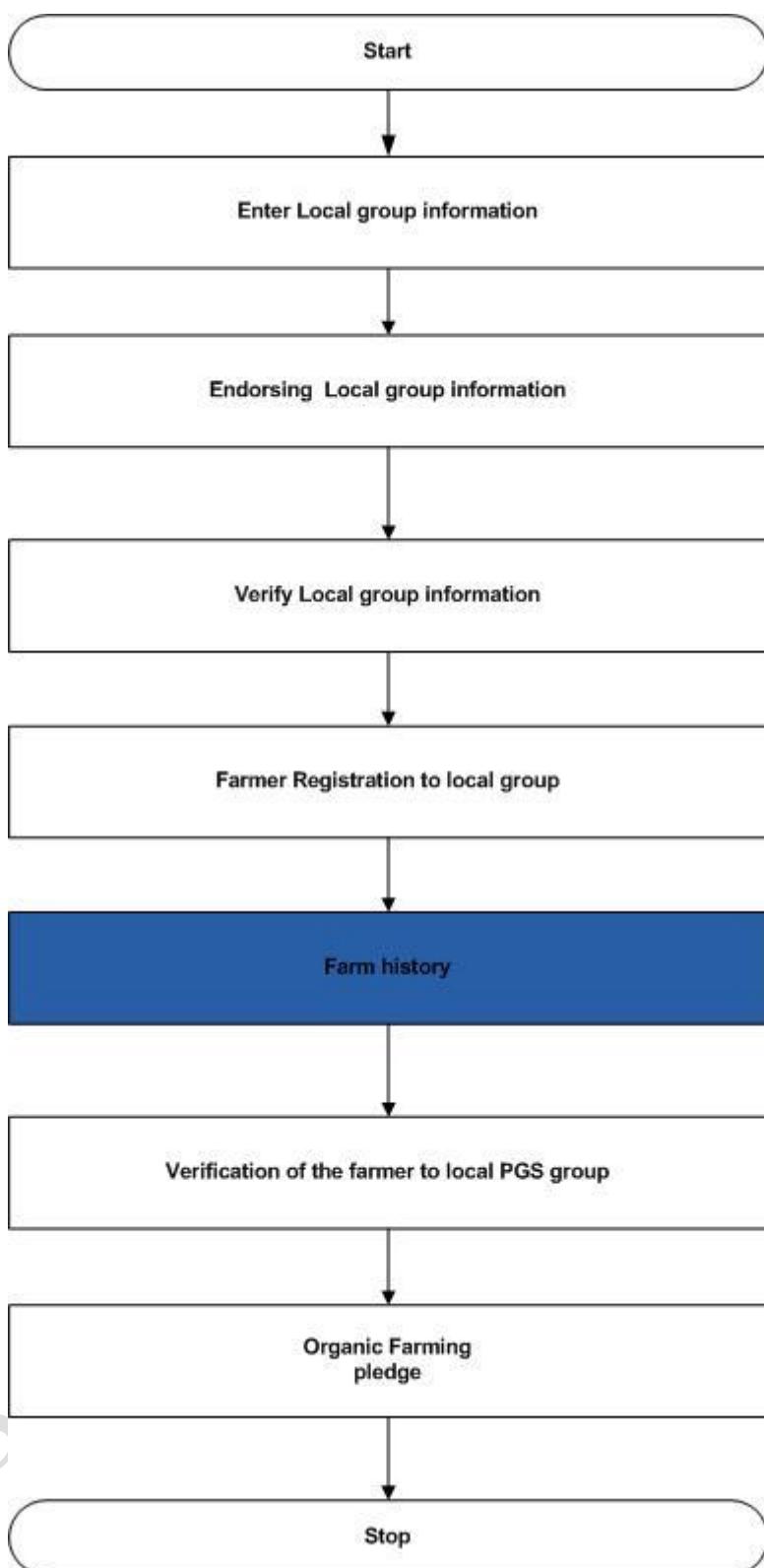
I hereby declare that the information provided above are true to the best of my knowledge and belief and I have not hidden any information which may adversely affect my organic status in future.

Signature of farmer

The information provided above seems to be true and the farmer can be trusted

Signature by other farmer already member of the group

3.6.4 Process Flow Farm History



FR 1.3 Verification of Farmer to PGS local Group

Access to: - Regional Council

- **Input:**
- Annexure I ,Annexure II
- **Process:**

 1. The Regional Council user will search the farmer details which are to be verified.
 2. The system shall display the details of the farmer.
 3. The Regional Council user shall verify the information of the farmer to PGS local group.
 4. The Regional Council user enters information whether details of applicant is checked or not
 5. The Regional Council user enters the date for approval
 6. Regional Council user shall decide whether the applicant can be member of Local Group.

- **Output:**

The details of the farmer is verified

The system shall generated the member ship code

3.5.4 Screen Element -Verification

DEFINITION

This is used to verify the details of farmer.

DATA

The system shall provide for the following screen elements and business rules:

Screen Element	Screen Data Element type	O/M ³	1/N	Rules
Application Number	Number	M	1	This will come from the system

³ Note: O = Optional, M = Mandatory, 1 = Single Value, N = Multi-Valued.

3.5.5 Screen Interface- Verification

Verification Screen 1

Application no	<input type="text"/>	Search	Verification screen 1
Name of Farmer	<input type="text" value="ABC"/>		Verification screen 2
Fathers Name	<input type="text" value="XYZ"/>		Verification screen 3
Name Of family Member	<input type="text" value="Rahul"/>	<input type="button" value="Add more family member"/>	
Total area of farm	<input type="text" value="23"/>		
Plots No	<input type="text" value="45"/>		
Last date for use prohibited substance	<input type="text"/>	<input type="button" value="Select date"/>	
		<input type="button" value="Submit"/>	
		<input type="button" value="Refresh"/>	

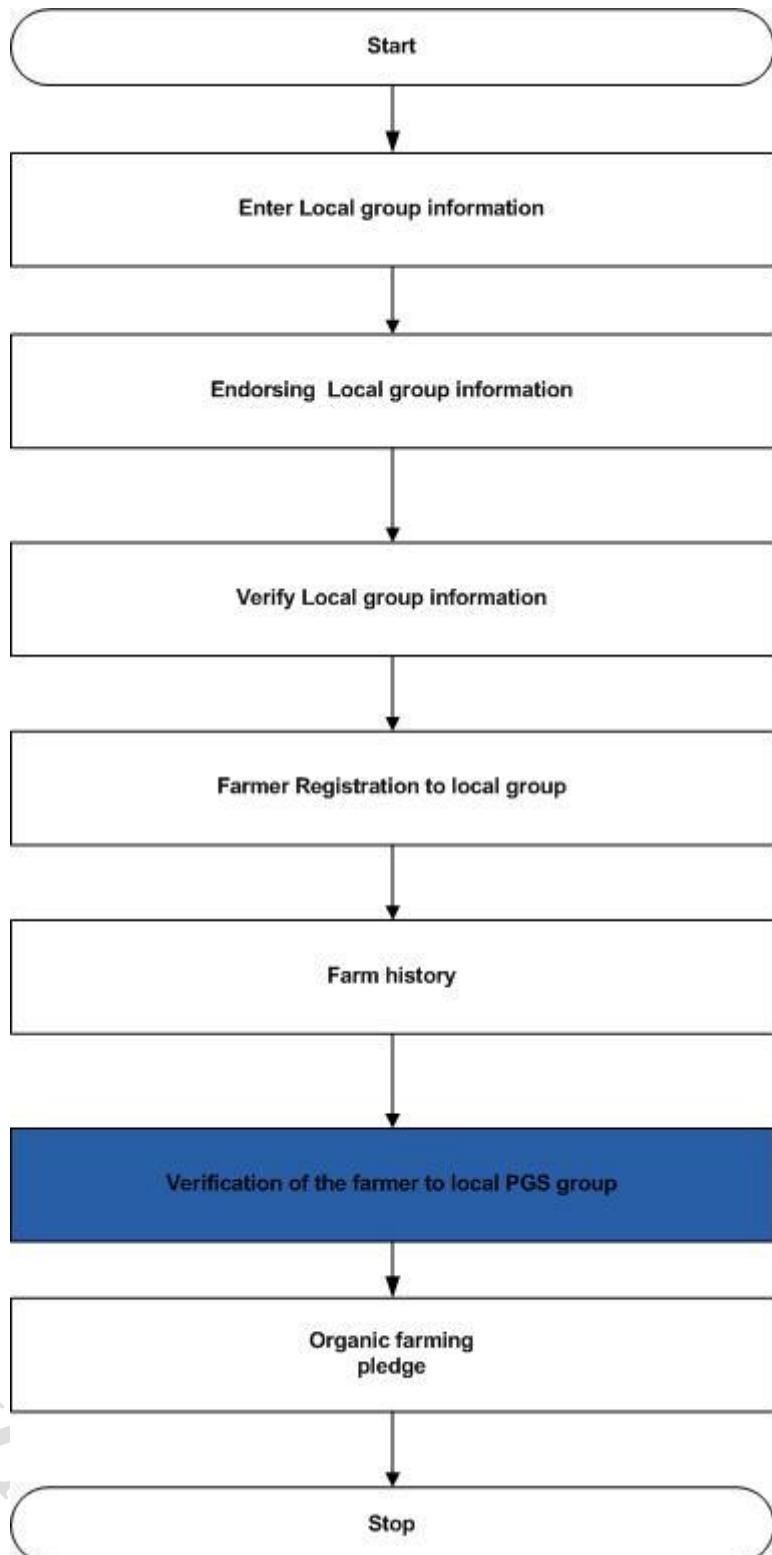
Verification Screen 2

Years	<input type="text" value="1 Season a
1 Season b
1 Season c"/>	Plant Protection Name	<input type="text" value="EFG"/>	Verification screen 1
Crops taken	<input type="text" value="Karif"/>	Plant Protection quantity	<input type="text" value="4"/>	Verification screen 2
Fertilizer Name	<input type="text" value="Urea"/>	Irrigation Facilities	<input type="text" value="Irrigation facilities"/>	Verification screen 3
Fertilizer Quantity	<input type="text" value="12"/>	Tools	<input type="text" value="Plougher"/>	
Name of cattle	<input type="text" value="JKY"/>	Tractors	<input type="text" value="PQR"/>	
Number	<input type="text" value="12"/>	Medicines /hormones	<input type="text" value="Harmones"/>	
Feed and Fodder	<input type="text" value="Foder"/>	Machine	<input type="text" value="Trashier"/>	
Year	<input type="text" value="2012"/>		<input type="button" value="Upload reports"/>	
	<input type="button" value="Add more years"/>		<input type="radio"/> Water testing done <input type="radio"/> Water testing not done <input type="radio"/> Soil testing done <input type="radio"/> Soil testing not done	
			<input type="button" value="Submit"/>	
			<input type="button" value="Refresh"/>	

Verification screen 3

Contamination control	<input type="text" value="Contamination"/>	Storage Facilities	<input type="text" value="Storage"/>	Verification screen 1
On-Farm Input production	<input type="text" value="Production"/>	Schedule for converting whole farm to Organic	<input type="text" value="schedule"/>	Verification screen 2
<input type="radio"/> Post harvest processing <input type="radio"/> Post harvest processing not available <input type="radio"/> Whole farm for Organic <input type="radio"/> Partial Farm for Organic		<input type="radio"/> Post harvest facilities Not available <input type="radio"/> Post harvest facilities available <input type="radio"/> Post harvest facilities Post		Verification screen 3
Date for approval	<input type="text"/>	<input type="radio"/> Accepted as LG member <input type="radio"/> Not Accepted as LG member	<input type="text" value="Assigned member ship code 123131"/>	
	<input type="button" value="Select date"/>		<input type="button" value="Submit"/>	
			<input type="button" value="Refresh"/>	

Process Flow Verification



FR 1.4 Organic Farmer Pledge

Access to: Farmer

- Input:
- The Farmer information is validated by the Regional Council.
- Process:
- The system shall display the organic pledge with the name of farmer, father name, village name, district name.
- The system shall also display the day, month ,year .But the farmer shall have an option to change the value of date
- The Farmer shall take the print out and sign on it.
- Output:

The Organic pledge is displayed to the farmer.

3.5.6 Screen Elements- Organic Pledge

DEFINITION

This will used to display the organic pledge

DATA

The system shall provide for the following screen data elements and business rules:

Screen Element	Screen Element type	O/M ⁴	1/N	Rules
Name of farmer	Text	M	1	This value will come from system
Name of famer father	Text	M	1	This value will come from system
Name of Village	Text	M	1	This value will come from system
Name of district	Text	M	1	This value will come from system
Date of month	number	M	1	dd
month	number	M	1	mm
year	number	M	1	yyyy

⁴ Note: O = Optional, M = Mandatory, 1 = Single Value, N = Multi-Valued.

3.5.7 Screen Interface-Organic Pledge

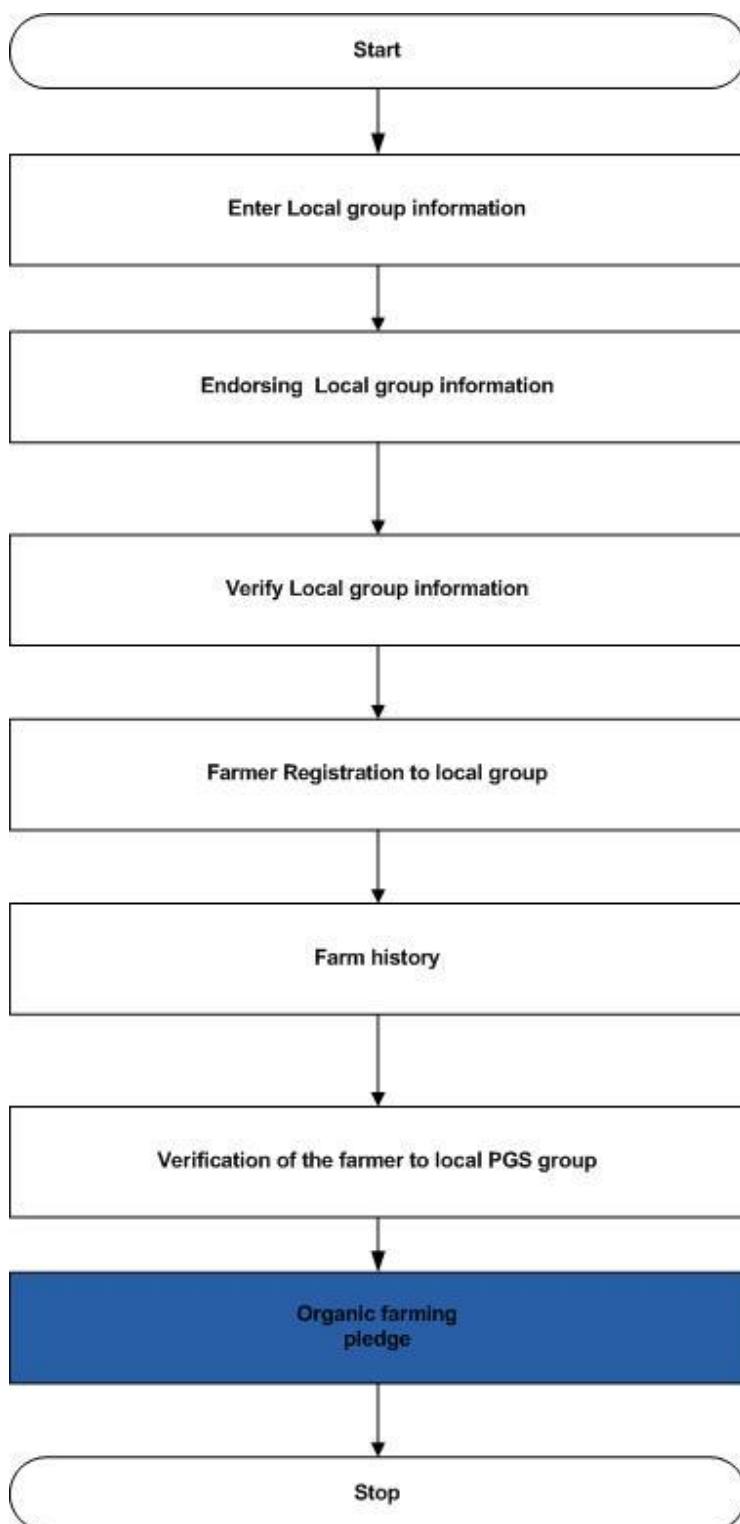
Organic Pledge

Name of Farmer	ABC	Name of Village	Faridpur
Name of Father	XYZ	Name of District	Barrilley
Date of Month	12/02/2012	Place	Delhi
Generated Organic Pledge			
Submit		Refresh	

3.5.8 Output for Organic Pledge

Organic Farmer's Pledge					Annexure III
<input type="text" value="ABC"/>	<input type="text" value="son / daughter of XYZ"/>	<input type="text" value="of Village Faridpur"/>	District		
<input type="text" value="Barrilley"/>	<input type="text" value="hereby declare on 12"/>	<input type="text" value="day of month 02"/>	<input type="text" value="year 2012"/>		
that:					
<ol style="list-style-type: none"> 1. I will follow the PGS organic standards in crop production and livestock rearing/ processing to ensure synthetic input free production system for the long term sustainability, health and well being of soil, environment, crops, livestock, my family and community. I have received a copy of PGS standards and Local Group operational manual. 2. I will not use any synthetic input (such as chemical pesticides, insecticides, herbicides, fungicides, chemical fertilizers, growth regulators and synthetic hormones etc) in any form directly or indirectly in my farming operations brought under PGS programme. 3. I commit to bring my entire farm operations including livestock under organic (or within a period of 24 months) 4. I will check with the Local Group before using any off-farm product that I am unsure of its organic status. 5. I will work with my fellow farmers in the Local Group and attend meetings and trainings to expand and share my knowledge of the standards and organic production techniques. 6. I will work to build the soil through ecologically sustainable farming practices such as crop rotations, composting, cover crops and green manures. 7. I will care for my livestock in ways that ensures their well-being in full compliance of PGS organic standards. 8. I will only use bags and containers that are clean and clearly labeled 'organic only' to harvest, transport and sell our organic products. 9. I will work to prevent contamination by suitable buffers and other means. 10. I will encourage biodiversity through my farming system. 11. I will sell products as Organic only when they are grown on certified land, and have been grown in accordance with PGS organic standards. 12. I will ensure that on the farm during storage, processing, transport and sale there is no contamination or mixing of organically grown with non-organically grown produce. 13. I agree to accept the decision of the Local Group in regards to my certification status. 14. I will participate in appraisals on other farms as per group norms. 15. I will report even minor or unintentional non-compliances to the organic standards on my farm to my Local Group 					
<p>I hereby further declare that the information I have provided in the application and farm history sheet is true to the best of my knowledge. I also hereby declare that during peer appraisal I will fully cooperate with the peer reviewers and provide true information to the best of my and my family's knowledge and I will keep my information up to date with any changes occurred during the process.</p>					
Date	Place	Signature of farmers			
<input type="text" value="12/02/2012"/>	<input type="text" value="Delhi"/>				

3.5.9 Process Flow Organic Pledge



3.6 FR 1.5 Key field day training

Actor :-Regional Council

- Input:
- This is used by the Regional Council to enter the information about the key field day training.
- Process:
- The Regional Council user selects the name of local group displayed by the system.
- The Regional Council user shall enter the number of member present in the meeting.
- The Regional Council user also fills the location of training.
- The Regional Council user fills the date of training
- The Regional Council user also fills the time of training.
- The Regional Council user fills the subject of training
- The Regional Council user fills the theme of training.
- The Regional Council user fills the number of expert persons invited
- The Regional Council user details of collaboration with whom the training was organized.
- The Regional Council user shall enter the name of member who were present in the training
- Output:
- The information about the key field training is record in Annexure V and saved in the system

3.6.1 Screen Interface-Key Field Day

Key Field Day screen 1

Name of PGS local group	Local	Location of training	Location	Screen 1 Key Field
Name of Member	Member	Issues described	Issue	Screen 2 Key Field
Number of Members	Number	Expert persons invited	Expert	
<input type="button" value="Add more member"/> <input type="button" value="Submit"/> <input type="button" value="Refresh"/>				

Key Field screen 2

Date of Training	date	Screen 1 Key Field
Time of training	time	Screen 2 Key Field
Duration	Duration	
Theme of training	theme	
Subject of training	Subject	
Training organized in collaboration with	Traning	
<input type="button" value="Submit"/> <input type="button" value="Refresh"/>		

3.5 SCREEN ELEMENTS KEY FIELD DAY TRAINING

DEFINITION

This is used to record information regarding the key field training

DATA

The system shall provide for the following screen data elements

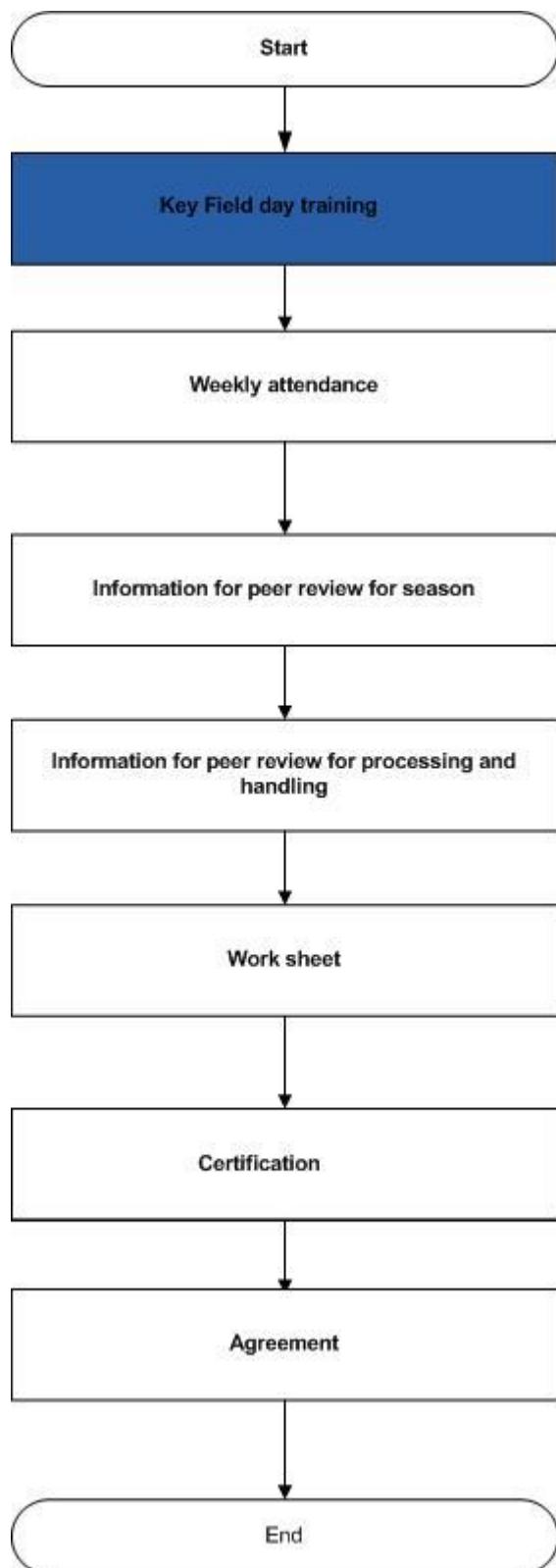
Screen Element	Screen Element description	O/M ⁵	1/N	Rules
Local Group Name	Text	M	1	This will come from the system
Number of member	Number	M	1	
Location of Training	Text	M	1	
Subject Training	Text	M	1	
Expert person invited	Text	M	1	
Issue described	Text	M	1	
Name of member	Text	M	1	
Date of training	date	M	1	Dd/mm/yyyy
Time of training	Number	M	1	
Duration	Number	M	1	
Theme of training	Text	M	1	
Training organized by in collaboration with	Text	M	1	

⁵ Note: O = Optional, M = Mandatory, 1 = Single Value, N = Multi-Valued.

3.6.2 OUTPUT format key field training

Annexure V																													
Format for proceedings and attendance Register for Key Field Day Trainings																													
Name of PGS Local group	Local																												
Number of members	name																												
Location of training	location																												
Date of training and time with total duration	Date, time ; duration																												
Subject and theme of training	subject ;theme																												
Expert persons invited	expert																												
Training was organized in collaboration of whom	trainig																												
Brief description of issues discussed	issues																												
Members present	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S.No</th> <th>Name of Member membe</th> <th>Signature</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>		S.No	Name of Member membe	Signature																								
S.No	Name of Member membe	Signature																											
Name Signature of member presiding the meeting																													

3.6.3 Process Flow Key FIELD DAY Training:-



3.7 FR 1.6 Weekly Attendance

Access to: - Regional Council

- **Input:**

- The Regional Council will enter the proceeding of weekly meeting and record the attendance register

- **Process:**

1. The Regional Council user shall chose the local group name
2. The system shall display the total number of local group member.
3. The Regional Council user will able to enter the number of local group members present
4. The Regional Council user shall be to enter the date and time of weekly meeting.
5. The Regional Council user shall be to enter the important issues discussed and planning done.
6. The Regional Council user shall plan for peer appraisals for next two months.
 - o The Regional Council user shall enter the appraisals date and membership code
7. The system shall display the number of peer appraisals completed since last meeting
8. The Regional Council user shall record any information for any query on problem solving
9. The Regional council shall also enter any other issue raised
10. The Regional council shall also enter any other decision made
11. The Regional council shall chose the name of member who are present in the weekly meetings

- **Output:**

- The Regional Council user shall save the information of weekly meeting and record the information related to attendance

3.7.1 Screen Interface-Weekly Attendance

3.9.2 Output Format –Weekly Attendance

Annexure IV

Format for proceedings and attendance Register for Weekly Meetings

PGS Local Group Name	ABC1																											
Total number of members	12																											
Date and time of weekly meeting	12/05/2011 10:30 AM																											
Important issues discussed and planning done (if any)	Important issues																											
Number of peer appraisals completed since last meeting	5																											
Peer appraisals planned for next two months	7																											
Proposal for any input approval or query on problem solving (give brief)	solving																											
Any other specific issue raised and discussed	Issue																											
Decisions made (if any)	decision																											
 Members present																												
<table border="1"> <thead> <tr> <th>S.No</th> <th>Name of member</th> <th>Signature</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Name</td> <td></td> </tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>		S.No	Name of member	Signature	1	Name																						
S.No	Name of member	Signature																										
1	Name																											
Name Signature of member presiding the meeting																												

3.7.3 Screen Element Attendance Register

DEFINITION

This will be used by the Regional Council to record information with the weekly attendance register

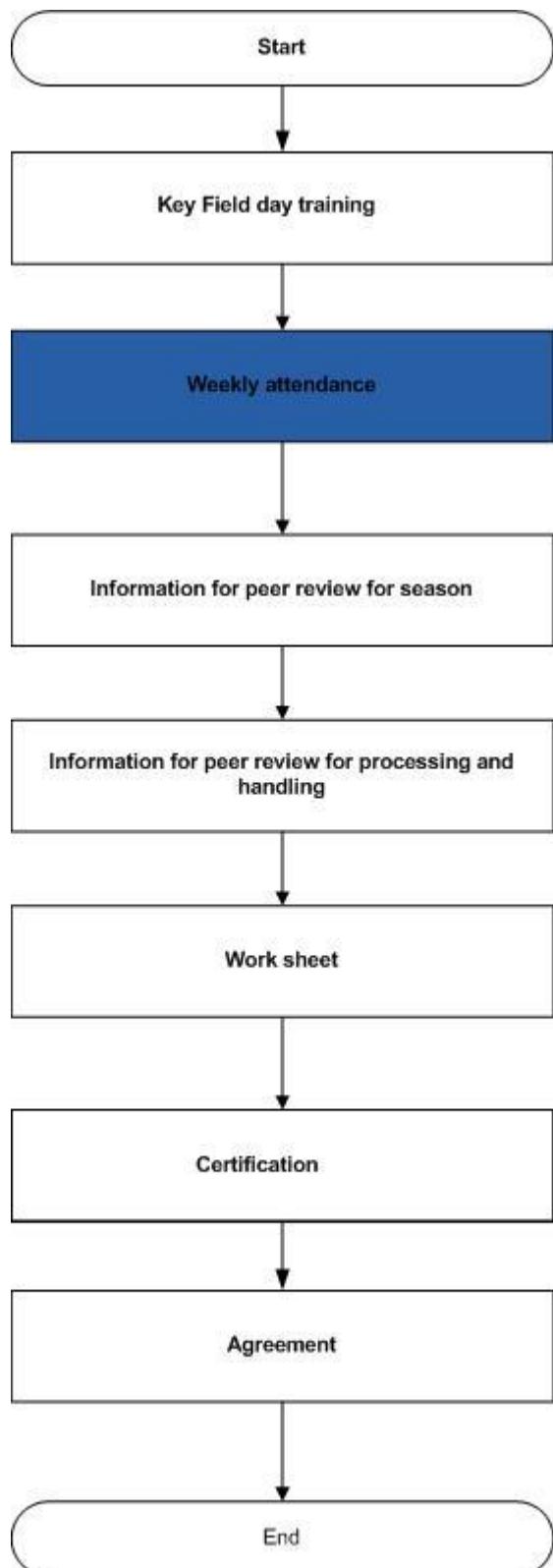
DATA

The system shall provide for the following screen elements and business rules:

Screen Element	Type of Screen Element	O/M ⁶	1/N	Rules
Local Group Name	text	M	1	From the system
Total number of members	number	M	1	
Date	date	M	1	Dd/mm/yyyy
Time of meeting				
Important issues	text	M	1	From the system
No of peer appraisals done	Number	M	1	
Specific issued raised	text	M	1	From the system
Proposals on any input approval or query on problem solving	text	M	1	From the system
Decision made	text	M	1	From the system
Peer appraisal for next Two months	Number	M	1	
Name of Member present	text	M	1	From the system

⁶ Note: O = Optional, M = Mandatory, 1 = Single Value, N = Multi-Valued.

3.7.4 Process Flow Attendance Register



FR 1.7 Information for Peer Inspection/Appraisal Worksheet

Input:

1. The local group member shall perform the peer review inspection and record the peer review for the season in the annexure VI.

Process:

2. The local group member shall fill select the season and year.
3. The local group member shall select the local group code.
4. The system shall display the local group name.
5. The local group member shall enter the appraiser member code. This is same as local member code.
6. The system shall display the appraiser member name.
7. The local group member can enter the name of appraiser.
8. The local group member adds family details.
9. The local group member selects the member code
10. The system shall display the information about the farmer name ,area of land
11. The local group member enters information about the change in the live stock.
12. The local group member enter information about the change in the farm area
13. The local group member enter details of family member present during the inspection
14. The local group member enter the date of inspection
15. The local group member shall enter information about the date last use of prohibited substances
16. The local group member shall enter information about the how many months farmer is doing organic
17. The local group member shall enter the information about the pledge taken by the farmer, whether the farmer has adopted the measure to improve habitat.
18. The local group member shall enter the information about the how the diversity is being maintained
19. The local group member shall enter information about the conversion period.
20. The local group member will enter information about the irrigation.
21. The local group member will have an option to add information about soil and water conversation.

The local group member

22. The local group member shall select the adequate parameter for each type of information regarding the status of NC
23. The local group member shall enter information about the compliance of PGS organic standards
24. The local group member shall also enter information about the production details.
25. The local group member shall enter the date of peer appraisals.
26. The local group member enter information about the duration of peer appraisal
27. The local group member shall also record the information about the type of certification to the farmer.

Output:

- a. Annexure VI is filled and saved in the system.

3.7.5 Screen Interface for Peer Inspection/Appraisal Worksheet

Peer Inspection/Appraisal work sheet

Year	 Select date	Appraiser Member Code	123
Season	karif	Appraiser Member Name	Member 1
Local Group Code No.	001	Compliance organic standards	
Local Group Name	Local Group	Background information	
		Add more Appraiser	Add Family Details
Production details			
		Submit	Refresh

Background information Screen 1

Date of last use of prohibited substances	12/02/2011	c	Screen 1 background
Since how many months farmer is doing organic	12	c	Screen 2 background
Are you satisfied that since taking pledge farmer is not using any synthetic inputs	yes	c	Screen 3 background
Whether farmer has adopted some measures to improve habitat	Enter Text	c	
		details about farmer habitat	
Submit Refresh			

Background information Screen 2

How diversity is being maintained Explain the measures initiated since last inspection or after taking pledge	diversity	c	Screen 1 background
If under conversion period, then what is the exact period of conversion on the date of inspection	Conversion	C	Screen 2 background
Are you satisfied that conversion requirements are being met	Yes	C	Screen 3 background
Do you feel any need for reduction in conversion period? If yes then specify reasons and evidences	yes	c	
		Submit Reset	
Buffer zone is being maintained or not?	yes	c	

Background information screen 3

Are you satisfied that adequate measures have been taken to prevent contamination from water flow	Source of irrigation	Enter Text	Screen 1 background
What is source of irrigation?	yes	C	Screen 2 background
Does it meet the requirements of organic standards	yes	c	Screen 3 background
Specify if any soil and water conservation methods have been adopted. If not please advise (it is a continuous process)Seed and planting material		c	
Are you satisfied with the farmer well acquitted with PGS organic standards and protocols		C	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			

PGS Organic Standards screen 1

Seed and planting material	O	C	Screen 1 Compliance
Conventional Seed and planting material	C	C	Screen 2 Compliance
Are you satisfied that Farm manure meets PGS standards	yes	C	Screen 3 Compliance
Are you satisfied that fertilization process and inputs meets PGS standards	yes	C	Screen 4 Compliance
<input type="button" value="Submit"/> <input type="button" value="Refresh"/>			Screen 5 Compliance

PGS Organic Standards screen 2

Are you satisfied that pest management process meets the requirement of PGS standards	yes	C	Screen 1 Compliance
Weed management practices adopted	weed	C	Screen 2 Compliance
Whether equipments and tools used are properly washed for use in organic farming	yes	C	Screen 3 Compliance
<input type="button" value="Submit"/> <input type="button" value="Refresh"/>			Screen 4 Compliance
			Screen 5 Compliance

PGS Organic Standards screen 3

Give details of veterinary medicines given and vaccination	details	C	Screen 1 Compliance
Are you satisfied the veterinary medicines meets the requirement of PGS standards and were given only in emergency	yes	C	Screen 2 Compliance
Give details of with-holding period after medication	text	C	Screen 3 Compliance
Are you satisfied that all requirements for animal production have been met as per PGS standards	yes	C	Screen 4 Compliance
	<input type="button" value="Submit"/> <input type="button" value="Refresh"/>		Screen 5 Compliance

PGS Organic Standards screen 4

Whether containers used for storage of organic produce meets PGS standards	yes	C	Screen 1 Compliance
Are you satisfied that requirements of storage, containers, bags etc meet PGS standards	yes	C	Screen 2 Compliance
Whether livestock are being treated in proper manner and provided with adequate facilities	yes	C	Screen 3 Compliance
Whether livestock is being fed with organic feed and fodder	yes	C	Screen 4 Compliance
Are you sure that no prohibited substances are being fed to animals	yes	C	Screen 5 Compliance
Give details of veterinary medicines given and vaccinations	details	C	
	<input type="button" value="Submit"/> <input type="button" value="Refresh"/>		

Production Details

Crops/produce	Karif	Expected Yield	12
Requirement from home consumption	5	Surplus available for sale	7
Date of peer appraisal	 <input type="button" value="Select date"/>	How long peer appraisal take	Five hour
Peer appraisal filling worksheet	Peer review name	Name of all the peer appraisers present	Name
Inspection summary recommendation	<input checked="" type="checkbox"/> Full Certification <input checked="" type="checkbox"/> In conversion certification <input checked="" type="checkbox"/> Farmer should make listed improvements and apply for certification next year		
	<input type="button" value="Add more appraisers"/> <input type="button" value="Submit"/> <input type="button" value="Refresh"/>		

Beekeeping

Are you satisfied that bee hives and boxes meet the standards requirement

Are you satisfied that the bee boxes have been placed under organic management/ wild natural fields

Are you satisfied that no prohibited substances have been used in bee rearing or handling

Are you satisfied that all standard requirements for Bee keeping have been met

3.7.6 Screen Elements – Peer Inspection/Appraisal Worksheet

DEFINITION

This is used by the farmer to fill the peer inspection report.

DATA

The system shall provide for the following screen elements

Screen Element	data type element	O/M ⁷	1/N	Rules
Season	text	M	1	
Year	number	M	1	
Name of peer appraisers	text	M	1	
Member code	number	M	1	
Local Group Name	text	M	1	System will display
Local Group Code No	number	M	1	From the system
Farmers Name	text	M	1	
Member Code	number	M	1	From the system
Status of farmer as per last appraisal	text	M	1	From system if this information exists in the system
Area of farm	number	M	1	
Is there any change on farm in area or infrastructure	selection	M	1	The values are Yes or No The system shall display

⁷ Note: O = Optional, M = Mandatory, 1 = Single Value, N = Multi-Valued.

				this
Is there any change in livestock position	selection	M	1	The values are Yes or No The system shall display these values
Name of family member present during inspection*	text	M	1	
Date of Inspection	date	M	1	Dd/mm/yyyy
Date of last use of prohibited substances	date	M	1	Dd/mm/yyyy
Since how many months farmer is doing organic	number	m	1	
Are you satisfied that since taking pledge farmer is not using any synthetic inputs	selection	M	1	The values are Yes or No The system shall display these values
Whether farmer has adopted some measures to improve habitat If yes please provide details. If not then advise improvement	text	M	1	
How diversity is being maintained Explain the measures initiated since last inspection or after taking pledge	text	M	1	
If under conversion period, then what is the exact period of conversion on the date of inspection	text	M	1	
Are you satisfied that conversion requirements are being	selection	M	1	The values are Yes or No The system shall display these values

met				
Do you feel any need for reduction in conversion period? If yes then specify reasons and evidences	text	M	1	
Buffer zone is being maintained or not?	Selection	M	1	The values are Yes or No The system shall display these values
Are you satisfied that adequate measures have been taken to prevent contamination from water flow				
What is source of irrigation? Does it meet the requirements of organic standards	text	M	1	
Specify if any soil and water conservation methods have been adopted. If not please advise (it is a continuous process)	text	M	1	
Are you satisfied with the farmer well acquitted with PGS organic standards and protocols	selection	M	1	
Seed and planting material	selection	M	1	Organic (o) or conventional (c) If conventional whether chemically treated (CT) or not (NT) Genetically modified (GMO) or not (Non-GMO)
Are you satisfied that seed and planting material meets PGS standards	selection	M	1	
List on-farm manures used and quantity	Text	M	1	

Are you satisfied that they meets PGS standards	Selection	M	1	
List any off-farm purchased input used. If yes then give details Whether it was approved by group or not, Does input is approved under NPOP by any agency (give detail)	Text Selection	M M	1 1	
Are you satisfied that fertilization process and inputs meets PGS standards	Selection	M	1	The values are Yes or No The system shall display these values
Weed management practices adopted	text	M	1	
Provide details on plant protection measures On-farm measures Off-farm inputs	Text Text	M M	1 1	
Are you satisfied that pest management process meets the requirement of PGS standards	selection	M	1	The values are Yes or No The system shall display these values
Whether equipments and tools used are properly washed for use in organic farming	selection	M	1	The values are Yes or No The system shall display these values
Whether containers used for storage of organic produce meets PGS standards	selection	M	1	The values are Yes or No The system shall display these values
Are you satisfied that requirements of storage, containers, bags etc meet PGS standards	selection	M	1	The values are Yes or No The system shall display these values
Whether livestock are	selection	M	1	The values are Yes or No

being treated in proper manner and provided with adequate facilities				The system shall display these values
Whether livestock are being treated in proper manner and provided with adequate facilities	selection	M	1	The values are Yes or No The system shall display these values
Whether livestock is being fed with organic feed and fodder	selection	M	1	The values are Yes or No The system shall display these values
Are you sure that no prohibited substances are being fed to animals	selection	M	1	The values are Yes or No The system shall display these values
Give details of veterinary medicines given and vaccinations	text	M	1	
Are you satisfied that veterinary medicines meet the PGS standards and were given only in emergency? Give details of withholding period after medication	Selection Text	M M	1 1	
Are you satisfied that all requirements for animal production have been met as per PGS standards	Text	M	1	
Beekeeping Are you satisfied that bee hives and boxes meet the standards requirement Are you satisfied that the bee boxes have been placed under organic management/wild natural fields Are you satisfied that no prohibited substances have been used in bee rearing or handling Are you satisfied that all standard requirements for Bee keeping have	Selection Selection Selection	M M M	1 1 1	

been met	selection	M	1	
Crops/ produce	text	M	1	
Expected yield	Number	M	1	
Requirement for home consumption	Number	M	1	
Surplus available for sale	Number	M	1	
Date of peer appraisal	date	M	1	Dd/mm/yyyy
How long did the peer appraisal take	text	M	1	

3.7.7 Output for Peer Inspection/Appraisal Worksheet

Annexure VI

Peer Inspection/Appraisal Worksheet

Peer Appraisal sheet for Season

karif

Year

2011

Local Group Name

Local Group

Local Group Code No.

001

Name of peer Appraisers with their member code

1. Sh

Member 1

Member Code

123

2. Sh

Member 2

Member Code

343

3. Sh

Member Code

Farmer's details

S.No	Component	Details
1	Farmers Name	Farmer Name
2	Member Code	345
3	Status of farmer as per last appraisal	status
4	Area of farm	23 acre
5	Is there any change on farm in area or infrastructure	no
6	Is there any change in livestock position	no
7	Name of family member present during inspection	Family member
8	Date of inspection	12/02/2011

During peer appraisal presence of at least one member of the family who is well versed with the PGS programme is a must requirement. In the absence of any representative appraisal cannot proceed

Background Information

S.No	Component	Comments	Status of NC
1	Date of last use of prohibited substances	12/02/2011	C
2	Since how many months farmer is doing organic	12	C
3	Are you satisfied that since taking pledge farmer is not using any synthetic inputs	yes	C
4	Whether farmer has adopted some measures to improve habitat If yes please provide details. If not then improvement	Enter Text	c

S.No	Component	
5	How diversity is being maintained Explain the measures initiated since last inspection or after taking pledge	diversity C
6	If under conversion period, then what is the exact period of conversion on the date of inspection	conversion C
7	Are you satisfied that conversion requirements are being met	yes C
8	Do you feel any need for reduction in conversion period? If yes then specify reasons and evidences	Yes resaon C
9	Buffer zone is being maintained or not? if yes then specify that are you satisfied with the buffer zone If not then advise (but this advice is applicable in conversion period only Non-maintenance of buffer zone after conversion period becomes noncompliance)	Yes Buffer C
10	Are you satisfied that adequate measures have been taken to prevent contamination from water flow	yes C
11	What is source of irrigation? Does it meet the requirements of organic standards	Source of irrigation C
12	Specify if any soil and water conservation methods have been adopted. If not please advise (it is a continuous process)	specify C
13	Are you satisfied that the farmer is well acquainted with PGS organic standards and protocols?	yes C

Status of non-compliance – In case the nature of deficiency or non-compliance is not threatening the organic integrity; it should be rated as A (advisory). If it is threatening organic integrity it should be rated as M (Major non-compliance). If it is of serious nature and a gross violation it should be rated as Serious (S). Major NC reverts the organic status of farmer into in-conversion and Serious (S) NC necessitates sanction (such as suspension, expulsion or reversion of status to registered). Three Advisory (A) on particular issue in three consecutive appraisals turns into Major (M) non compliance and threatens certification status. Full compliance is indicated as "C".

1.Compliance of PGS organic standards

S.No	ITEM	Comments	Status of NC
1	Seed and planting material a. Organic (o) or conventional (c) b. If conventional whether chemically treated (CT) or not (NT) Genetically modified (GMO) or not (Non-GMO)	o C	
	Are you satisfied that seed and planting material meets PGS standards	yes c	
2	List on-farm manures used and quantity Are you satisfied that they meets PGS standards	measure C	
	List any off-farm purchased input used. If yes then give details Whether it was approved by group or not, Does input is approved under NPOP by any agency (give detail)	details C	
	Are you satisfied that fertilization process and inputs meets PGS standards	yes C	
3	Weed management practices adopted	weed C	
	Are you satisfied that weed management process meets PGS standards	yes C	
4	Provide details on plant protection measures a. On-farm measures b. Off-farm inputs	On Farm C Off Farm	
	Whether off-farm inputs were approved by group or not	approved C	
	Whether off-farm inputs are approved under NPOP by any agency (give details)	approved C	
	Are you satisfied that pest management process meets the requirement of PGS standards	yes C	
5	Whether equipments and tools used are properly washed for use in organic farming	yes C	
6	Whether containers used for storage of organic produce meets PGS standards	yes C	
7	Are you satisfied that requirements of storage, containers, bags etc meet PGS standards	yes C	
8	Whether livestock are being treated in proper manner and provided with adequate facilities	yes C	
9	Whether livestock is being fed with organic feed and fodder	yes C	

S.No	ITEM	Comments	Status of NC
10	Are you sure that no prohibited substances are being fed to animals	yes	C
11	Give details of veterinary medicines given and vaccinations	Details	C
12	Are you satisfied that veterinary medicines meet the PGS Standards and were given only in emergency. Give details of with-holding period after medication	Yes text	C
13	Are you satisfied that all requirements for animal production have been met as per PGS standards Beekeeping	Enter Text	C
14	Are you satisfied that bee hives and boxes meet the standards requirement Are you satisfied that the bee boxes have been placed under organic management/ wild natural fields Are you satisfied that no prohibited substances have been used in bee rearing or handling Are you satisfied that all standard requirement for Beekeeping have been met	yes yes yes yes	C C C C

*Status of non-compliance – In case the nature of deficiency or non-compliance is not threatening the organic integrity; it should be rated as A (advisory). If it is threatening organic integrity it should be rated as M (Major non-compliance). If it is of serious nature and a gross violation it should be rated as Serious (S). Major NC reverts the organic status of farmer into in-conversion and Serious (S) NC necessitates sanction (such as suspension, expulsion or reversion of status to registered). Three Advisory (A) on particular issue in three consecutive appraisals turns into Major (M) non compliance and threatens certification status. Full compliance is indicated as "C"

Production details

S.No	Crops/produce	Expected Yield	Requirement for home consumption	Surplus available for sale
1	karif	12	5	7

Inspection summary and recommendations

Although the peer review team does not make the final decision on certification but now that the inspection is over, what would you recommend?

- Full Certification
- In Conversion Certification
- Farmer should make listed improvements and apply for certification next year.

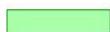
Date of peer appraisal — 12/03/2011

How long did the peer appraisal take Five hour

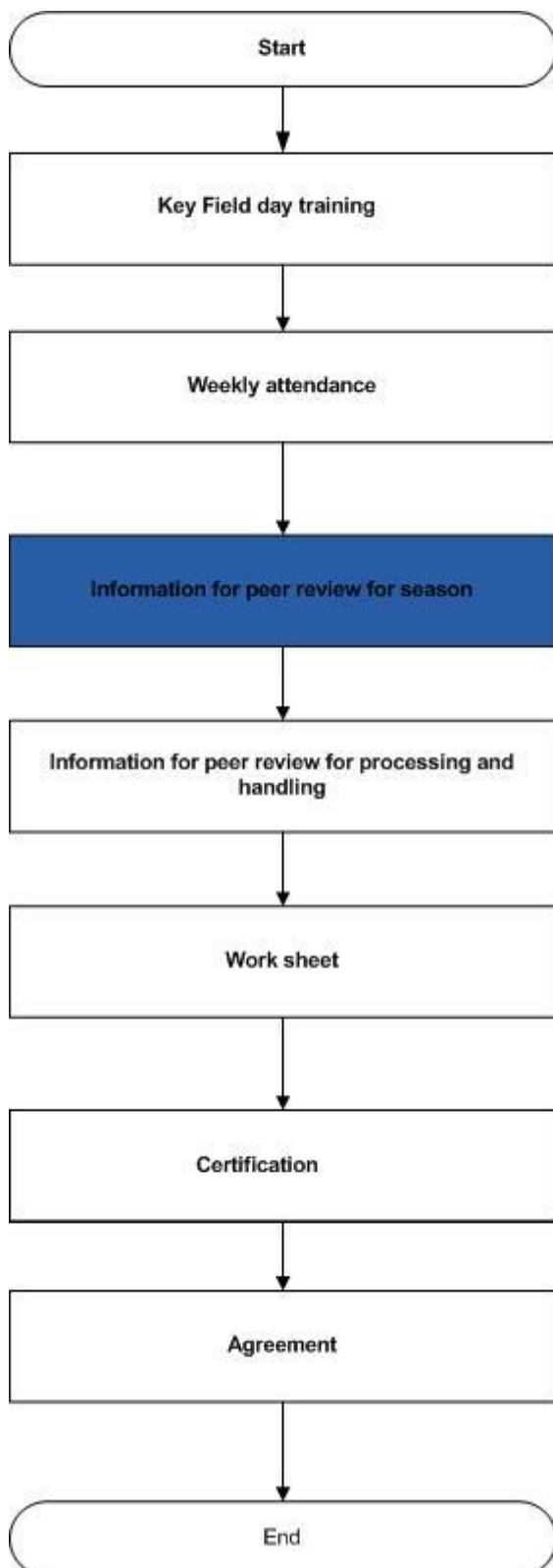
Who was responsible for filling in the peer appraisal worksheet Peer reviewer name

Printed Name, Signatures and Date of all peer-appraisers present at this inspection

Name



3.9.7 Process Flow Peer Review for Season:-



FR 1.8 Information for peer inspection/Appraisal worksheet for processing and handling

Actor: Group Member

- **Input:**
- The Group member shall enter the information for peer inspection/appraisal worksheet for processing and handling
- **Process**
 - The local group member shall select the season and year.
 - The local group member shall select type of processing.
 - The local group member shall enter the details of processing and processing facility.
 - The local group member shall enter the details regarding on farm/off farm or hired facility.
 - The local group member select the facility owned by from the list of farmer member
 - The local group member shall enter the details of other processing activities on premises.
 - The local group member shall select the member code; the system shall display the name of peer appraisers.
 - The local group member shall enter the Local group details, these are as follows :-
 - The local group member shall select the group code ,
 - The system shall display the local group name.
 - The local group member shall enter information about the details of organic produce to be processed with quantity.
 - The local group member shall enter the name of group member present during the inspection
 - The system shall display the local group member name responsible for supervision processing.
 - The local group member shall enter the portion of various ingredients to be used including water, salt and other non-organic additives.
 - The local group member shall enter the appraisals report sheet of processing process these are as follows for each of the components the local group user shall enter the values for observation and status of NC.
 - The local group member shall enter values for storage, these are as follows :-
 - Does storage facility standard requirement of PGS
 - Are you satisfied that necessary measures have been put into place to prevent commingling and contamination
 - Are you satisfied that no prohibited substances have been used in storage
 - Are you satisfied that full standard requirements have been met in storage
 - The local group member shall enter values for processing facility these are as follows:-
 - Specify whether processing facility is certified organic or undertakes non-organic processing also.
 - Whether all equipments, containers and processing facility has been cleaned thoroughly to ensure that no prohibited substances are incorporated in the processing
 - Are you satisfied that the processing unit meets all standard requirements for PGS- organic processing
 - The local group member shall enter values for processing , these are as follows:-
 - Give details of process and specify whether the process is approved process under PGS-organic programme or not
 - Whether all ingredients are PGS organic or not. If not then provide details for each organic and non-organic ingredients

- Are you satisfied that all non-organic ingredients/ purchased ingredients meet standard requirements
- Name, quality and quantity of non-organic additives used
- Are you satisfied that no prohibited substances have been used in processing
- The Local member group shall enter information about Are you fully satisfied that the entire processing process meets the standard requirements or not , if not then specify non-conforming activity /ingredient
- The local group member shall enter the production details as follows :-
 - The local group member shall select the type of finished product.
 - The local group member shall enter the expected total yield.
 - The local group member shall enter the details of packing.
 - The local group member shall enter specify the number of containers with size
- The local group member shall information for storage facility
- The local group member shall information for processing unit
- The local group member shall information for process and output
- **Output**

The information for Annexure VII is saved in the system

SAHARA
NEAT

3.7.8 Input screen format for peer inspection/appraisal worksheet for processing and handling

Annexure VII

Member Code	Member code <input type="button" value="▼"/>	Facility owned by	Group member name <input type="button" value="▼"/>
Name of peer Appraisers	Peer Appraisers <input type="button" value="▼"/>	Detail of other processing activities on premises	Details of processing activities <input type="button" value="▼"/> <input type="button" value="<"/> <input button"="" type="button" value=">"/>
Peer Appraisal sheet	karif <input type="button" value="▼"/>	<input type="button" value="Processing process"/> <input type="button" value="Add more appraisers"/> <input type="button" value="Add Local group details"/> <input type="button" value="Production details"/> <input type="button" value="refresh"/> <input type="button" value="submit"/>	
Year	<input type="button" value="Select Year"/>	<input type="radio"/> On farm <input type="radio"/> Off farm <input checked="" type="checkbox"/> Hired facility	
Type of processing	type <input type="button" value="▼"/>		
Detail of processing and processing facility	Details of processing <input type="button" value="▼"/> <input type="button" value="<"/> <input button"="" type="button" value=">"/>		

Local group details

Group Name	Group 1 <input type="button" value="▼"/>	Name of Group member/representative present during inspection* <input type="button" value="▼"/>	Group member name <input type="button" value="▼"/>
Group Code	1234 <input type="button" value="▼"/>	Proportion of various ingredients to be used including water salt and other non-organic additives <input type="button" value="▼"/>	Portion of various <input type="button" value="▼"/>
Date of Inspection	<input type="button" value="Select date"/>	Details of organic produce to be processed with quantity <input type="button" value="▼"/>	Organic produce <input type="button" value="▼"/>
Name(s) of Group member present responsible for supervision/ processing	Group Name <input type="button" value="▼"/>	<input type="button" value="Submit"/> <input type="button" value="Refresh"/>	

Screen 1 Processing process

Does storage facility meet standard requirement of PGS	Text 1 <input type="button" value="▼"/> C <input type="button" value="▼"/>	Screen1 Processing Process
Are you satisfied that necessary measures have been put into place to prevent co-mingling and contamination	Are you satisfied <input type="button" value="▼"/> C <input type="button" value="▼"/>	
Are you satisfied that no prohibited substances have been used in storage	Prohibited substance <input type="button" value="▼"/> C <input type="button" value="▼"/>	
Are you satisfied that full standard requirements have been met in storage	Full standards <input type="button" value="▼"/> C <input type="button" value="▼"/>	

Screen 2 Processing process

Specify whether processing facility is certified organic or undertakes non-organic processing also	Processing facility <input type="text"/> C <input type="button"/>
Whether all equipments, containers and processing facility has been cleaned thoroughly to ensure that no prohibited substances are incorporated in the processing	All equipments <input type="text"/> C <input type="button"/>
Are you satisfied that the processing unit meets all standard requirements for PGS-organic processing	Containers and processing faculty <input type="text"/> C <input type="button"/>

Screen2
Processing Process

Screen 3 Processing process

Give details of process and specify whether the process is approved under PGS-organic programme or not	details <input type="text"/> C <input type="button"/>
Whether all ingredients are PGS organic or not. If not then provide details for each organic and non-organic ingredients	All ingredients <input type="text"/> C <input type="button"/>
Are you satisfied that all non-organic ingredients/purchased ingredients meet standard requirements	Purchase ingredients <input type="text"/> C <input type="button"/>
Name of non-organic additives used	name <input type="text"/> C <input type="button"/>
Quality of non-organic additives used	12 <input type="text"/> C <input type="button"/>
Quantity of non-organic additives used	good <input type="text"/> C <input type="button"/>
Are you satisfied that no prohibited substances have been used in processing	Yes <input type="text"/> C <input type="button"/>
Are you fully satisfied that the entire processing process meets the standard requirements or not. If not then specify non-conforming	text <input type="text"/> C <input type="button"/>

Screen3
Processing Process

Production details

Processing unit	<input type="text" value="Processing unit"/>	Expected total yield	<input type="text" value="23"/>
Type of Finished Product	<input type="text" value="rose"/>	Storage facility	<input type="text" value="storage"/>
Details of packing	<input type="text" value="packaging"/>	Specify number of containers	<input type="text" value="12"/>
Process and output	<input type="text" value="Process and output"/>	Size of containers	<input type="text" value="3"/>
<input type="button" value="Submit"/> <input type="button" value="Refresh"/>			

3.7.9 Screen Elements for peer inspection/appraisal worksheet for processing and handling

DEFINITION

This screen will be used to enter the values related to the peer inspection/appraisal worksheet for processing and handling

SCREEN

The system shall provide for the following screen elements and business rules:

Screen Element	Screen Element type	O/M ⁸	1/N	Rules
Details of processing and processing facility	text	M	1	
On-Farm/ Off-Farm or Hired facility	selection	M	1	
Facility owned by	text	M	1	
Details of other processing activities on premises	text	M	1	
Name of peer Appraisers	text	M	1	
member code	number	M	1	
Group Name	text	M	1	
Group Code				
Details of organic produce to be processed with quantity	text	M	1	
Proportion of various ingredients to be used including water salt and other non-organic additives	text	M	1	
Name/(s) of Group member present responsible for supervision/processing	text	M	1	
Name of Group member/ representative present during inspection*	text	M	1	
Date of Inspection	date	M	1	Dd/mm/yyyy

⁸ Note: O = Optional, M = Mandatory, 1 = Single Value, N = Multi-Valued.

Does storage facility meet standard requirement of PGS	Text and selection	M	1	There are two type of value for this field
Are you satisfied that necessary measures have been put into place to prevent co-mingling and contamination	Text and selection	M	1	There are two type of value for this field
Are you satisfied that no prohibited substances have been used in storage	Text and selection	M	1	There are two type of value for this field
Are you satisfied that full standard requirements have been met in storage	Text and selection	M	1	There are two type of value for this field
Specify whether processing facility is certified organic or undertakes non-organic processing also.	Text and selection	M	1	There are two type of value for this field
Whether all equipments, containers and processing facility has been cleaned thoroughly to ensure that no prohibited substances are incorporated in the processing	Text and selection	M	1	There are two type of value for this field
Are you satisfied that the processing unit meets all standard requirements for PGS-organic processing	Text and selection	M	1	There are two type of value for this field
Give details of process and specify whether the process is approved process under PGS-organic programme or not	Text and selection	M	1	There are two type of value for this field
Whether all ingredients are PGS	Text and selection	M	1	There are two type of value for this field

organic or not. If not then provide details for each organic and non-organic ingredients				
Are you satisfied that all non-organic ingredients/purchased ingredients meet standard requirements	Text and selection	M	1	There are two type of value for this field
Name, quality and quantity of non-organic additives used	Text and selection	M	1	There are two type of value for this field
Are you satisfied that no prohibited substances have been used in processing	Text and selection	M	1	There are two type of value for this field
Are you fully satisfied that the entire processing process meets the standard requirements or not. If not then specify non-conforming activity/ingredient	Text and selection	M	1	There are two type of value for this field
Type of finished product	Selection	M	1	There are two type of value for this field
Expected total yield	number	M	1	
Details of packing	text	M	1	
Specify number of containers	number	M	1	
Size of containers	number	M	1	
Storage facility	text	M	1	
Processing unit	text	M	1	
Process and output	text	M	1	

3.7.10 Output format for peer inspection/Appraisal worksheet for processing and handling

Annexure VII

Peer Inspection/Appraisal Worksheet for Processing and Handling

Peer Appraisal sheet for karif Year 2012

Type of processing type

Details of processing and processing facility

Details of processing	<input type="button" value="^"/>	<input type="button" value="v"/>
<input type="button" value="<"/>		<input type="button" value=">"/>

On Farm Off Farm Hired Facility

Facility owned by Group member name

Details of other processing activities on premises

Details of processing activities	<input type="button" value="^"/>	<input type="button" value="v"/>
<input type="button" value="<"/>		<input type="button" value=">"/>

Name of peer Appraisers with their member code

- | | | | | | |
|----|----|-----------------|----------------------------------|-------------|----------------------------------|
| 1. | Sh | Peer Appraisers | <input type="button" value="^"/> | Member Code | <input type="button" value="^"/> |
| 2. | Sh | Peer Appraisers | <input type="button" value="^"/> | Member Code | <input type="button" value="^"/> |

Local Group details

S.No	Component	Details
1	Group Name	Group 1
2	Group Code	1234
3	Details of organic produce to be processed with quantity	Organic produce <input type="button" value="^"/> <input type="button" value="v"/> <input type="button" value="<"/> <input type="button" value=">"/>
4	Proportion of various ingredients to be used including water salt and other non-organic additives	Portion of various
5	Name(s) of Group member present responsible for supervision/ processing	Group name <input type="button" value="^"/> <input type="button" value="v"/> <input type="button" value="<"/> <input type="button" value=">"/>
6	Name of Group member/ representative present during inspection*	Group member name <input type="button" value="^"/> <input type="button" value="v"/> <input type="button" value="<"/> <input type="button" value=">"/>
7	Date of Inspection	12/01/2012

*During peer appraisal presence of at least one member of the group who is well versed with the PGS processing standards is a must requirement. In the absence of any representative appraisal cannot proceed

Appraisal report sheet of processing process

S.NO	Component	Observation	Status of NC
1	Storage •Does storage facility meet standard requirement of PGS •Are you satisfied that necessary measures have been put into place to prevent co-mingling and contamination Are you satisfied that no prohibited substances have been used in storage	Text 1 Are you satisfied Prohibited substances	C C C
	Are you satisfied that full standard requirements have been met in storage	Full standard	C
2	Processing facility Specify whether processing facility is certified organic or undertakes non-organic processing also.	Processing facility	C
	Whether all equipments, containers and processing facility has been cleaned thoroughly to ensure that no prohibited substances are incorporated in the processing	All eqipments	C
	Whether all equipments, containers and processing facility has been cleaned thoroughly to ensure that no prohibited substances are incorporated in the processing	Containers and processing faculty	C
3	Processing Give details of process and specify whether the process is approved process under PGS-organic programme or not	Details	C
	Whether all ingredients are PGS organic or not. If not then provide details for each organic and non-organic ingredients	All ingredients	C
	Are you satisfied that all non-organic ingredients/ purchased ingredients meet standard requirements	Purchased ingredients	C
	Name, quality and quantity of non-organic additives used	Name ;12 , good	C
	Are you satisfied that no prohibited substances have been used in processing	yes	C

Are you fully satisfied that the entire processing process meets the standard requirements or not. If not then specify non-conforming activity/ingredient	text	C
---	------	---

Production details

S.No	Type of Finished product	Expected total yield	Details of packaging	Specify number of containers with size
1	rose	23	packaging	12 3

**Inspection summary and recommendations**

Although the peer review team does not make the final decision on certification but now that the inspection is over, what would you recommend for:

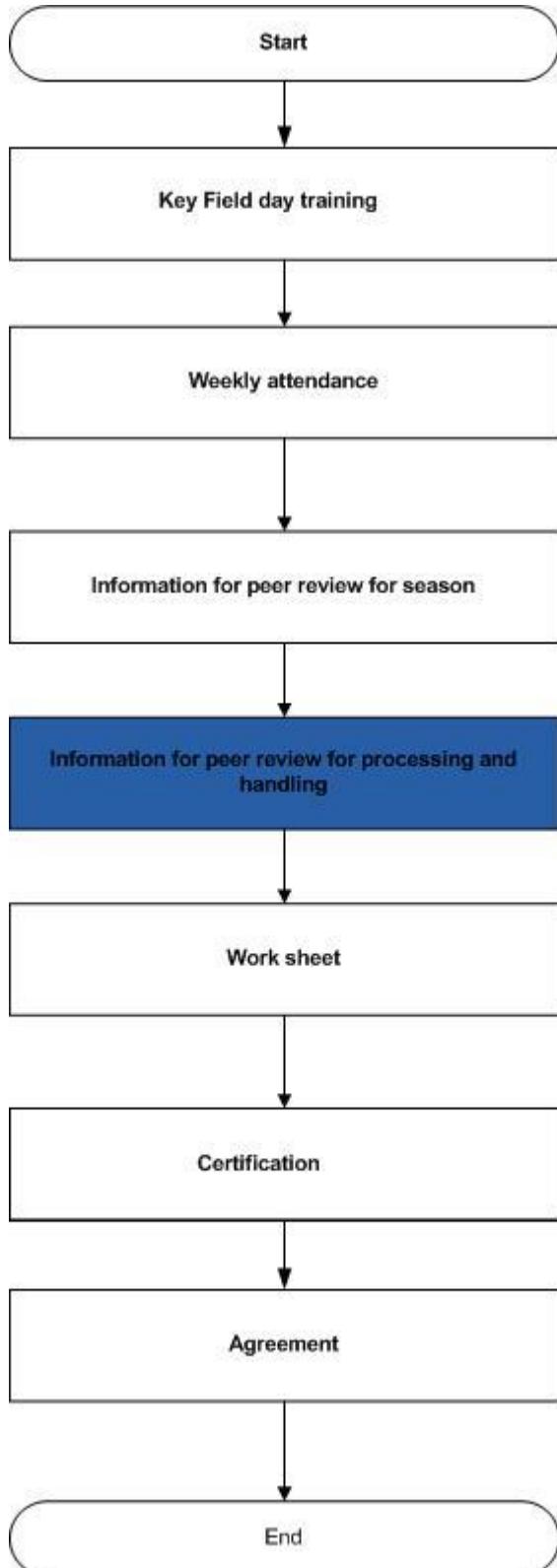
- | | |
|---------------------|--------------------|
| Storage facility | storage |
| Processing unit | Processing unit |
| Process and out put | Process and output |

Date of inspection _____

Name, Signatures and Date of all peer-inspectors present during the appraisal

SAHA

3.9.11 Process Flow Peer Inspection/Appraisal worksheet for processing and handling



FR 1.9 Local Group registration

Access to:-

Local Group leader

This is used to register the Local Group with the regional council

- **Input:**
- The **Local group leader** shall fill the Annexure X –application format for the registration of Local Group with the regional council
- **Process:**
 1. The Local group leader shall login into the system.
 2. Enter Name and address fields to enter the name and address of regional council
 3. Enter the local group name
 4. Enter the address of local group
 5. The system shall display the field value of name of local group, this will same as entered by the local group user in the above part of the screen
 6. The Local group leader shall select the name of peer reviewers.
 7. The local group shall enter the month value
 8. The local group leader shall allocate the **responsibility to the group** member.
 9. The local group leader shall enter the name of the agency
 10. The system shall display the name of the regional council, it will same as entered above by the local group leader.
 11. The local group leader shall enter the select the member name from the list of the member name.
 12. The system shall display name of the group leader name.
- **Output:**
- The Annexure X are stored into the database of the system

3.8 Screen Interface – LOCAL group registration

Registration of Local Group

Name of Regional Council	<input type="text" value="Name of regional coucil"/>	Name of Local Group	<input type="text" value="Name of local group"/>
Address of local group	<input type="text" value="Address"/>	Add Farmer details using Annexure I	
Allocate Role to Farmer <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; padding: 5px; min-width: 150px;"> List of Farmer: Farmer 1 Farmer 2 Farmer 3 </div> <div style="border: 1px solid #ccc; padding: 5px; min-width: 150px; text-align: center;"> Farmer 1 Farmer 2 </div> <div style="border: 1px solid #ccc; padding: 5px; min-width: 150px; text-align: center;"> Role1 Role 2 </div> </div> <div style="margin-top: 10px; text-align: center;"> <input type="button" value="Assign role"/> </div>			
<input type="button" value="Submit"/> <input type="button" value="Refresh"/>			

3.8.1 Screen Element for Annexure X

DEFINITION

This screen will be used to enter the values related to the registration of the Local Group with the Regional Council.

SCREEN

The system shall provide for the following screen elements and business rules:

Screen Element	Screen Element type	O/M ⁹	1/N	Rules
Name of Regional Council	text	M	1	Local Group are registered with in a Local Group
Address –	text	M	1	
Name of Local Group	text	M	1	
Address of local Group- TBD – what values the client wants in this field	text	M	1	
Total Number of Farmers	number	M	1	
Total area to be covered	number	M	1	Total area covered = sum of farm area of all the farmer in the local group
Name of farmer	text			
Name of father of farmer	text			
Village	text			
Total Land holding	number			

⁹ Note: O = Optional, M = Mandatory, 1 = Single Value, N = Multi-Valued.

3.8.2 Output for Annexure X

Annexure X
Application format for Registration of the Local Group (LG) with Regional Council

To

The

Name of Regional Council

Address

Sub:- Request for registration of Local Group under PGS-India programme.

Sir,

We the members of the . are willing to join the PGS-India programme as Local Group to develop an organic participatory guarantee system for our produce. Details of the group are as follows:

1. Name of the Group

2. Total number of farmers (Enclose list of farmers, duly signed by each member)

List of Farmers(from Annexure I)	
<input type="button" value="<"/>	<input type="button" value=">"/>

3. Total area to be covered

4. Copy of application and PGS pledge in respect of individual farmer members are enclosed at S. No.

S.No	value	to	S.No	value
------	-------	----	------	-------

5. Farm History sheet complete in all respects individually for each farmer is enclosed at S. No. .

6. We the members of the (name of the local group) displayed by system collectively and individually declare that:

- a. We have read and understand the PGS-India programme thoroughly and declare that the group is in a position to carry out all the activities of Local Group, as specified under PGS-India operational manual.
- b. We have obtained the copy of PGS-India operational manual and PGS-India Standards and have explained to all the members. A copy of standards in the local language has also been provided to each member.
- c. Each member has signed the PGS pledge in front of the group members and we collectively

undertake to ensure that all the members will follow the PGS-India guidelines in letter and spirit.

- d. members of the group (enclose the list with name and addresses) have undergone the training on PGS-India programme and are in a position to act as peer reviewers.

Peer reviewers list	
<input type="button" value="<"/>	<input type="button" value=">"/>

- e. We undertake to convene the meetings of the Group at least once in two months (at least 6 times a year) to discuss the progress of the programme

f. per the requirement of PGS-India programme. Besides certification decisions, the role and responsibility of each team members is mentioned against each:

g. and to share the experience of each other earned from contacts, trainings or otherwise.

h. All the farmers have committed to bring their entire land holding along with cattle under PGS-India programme in ...Month.value. months time.

- i. We undertake to abide by the guidelines and instructions of the PGS-India programme and the instructions/ guidelines of Regional Council issued from time to time.

We undertake to abide by the decision of the Regional Council and shall work towards image building of the programme.

We undertake to abide by the guidelines and instructions of the PGS-India programme and the instructions/ guidelines of Regional Council issued from time to time.

We undertake to abide by the decision of the Regional Council and shall work towards image building of the programme.

For administrative purpose we have elected/ constituted our Certification team comprising of following members and we authorise the certification team members to undertake all documentary requirement as and when needed as

Name of Team Member	ROLE
Team member name	Group Leader
Team member name	Training and meeting coordinator
Team member name	Peer review facilitator
Team member name	Documentation In-charge
Team member name	Public relation and RC Coordinator

For data uploading on PGS-India Website we have necessary facilities and competence available at our end and shall be doing by our own

Or

We have hired the services of agency (Give name of the agency) for data uploading and the concerned agency has obtained all necessary details from RC.

Or

We request the Regional Council to kindly provide all such facilities and for the same we shall be providing all the details in hard copy to Regional council.

The (Name of RC) is hereby requested to kindly accept our group as authorized local group and grant us with necessary registration, User ID and Pass word etc.

Signature

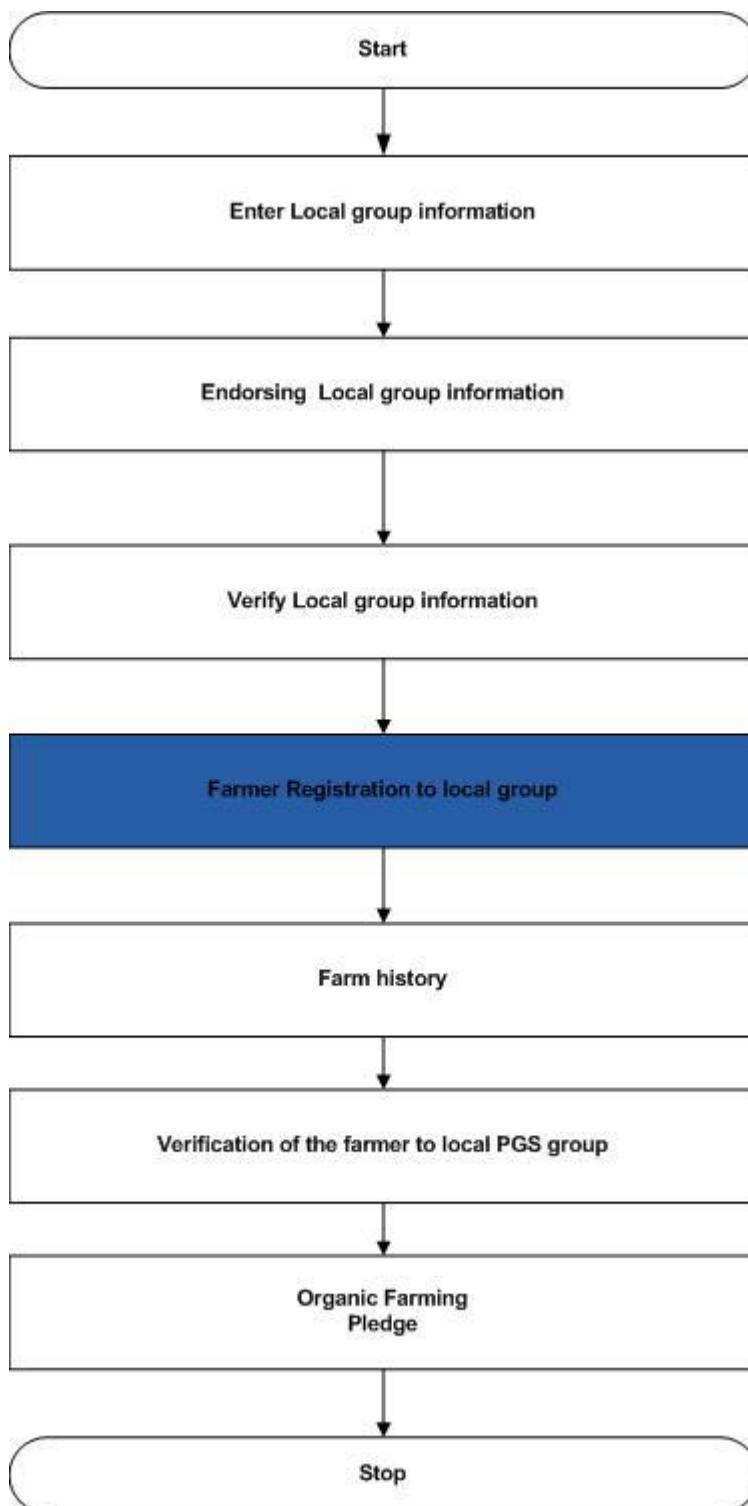
Member 1Name

Member 2Name

Member 3Name

Group Leader Signature
Name.

3.8.3 Process Flow Local Group Registration:-



3.9 FR 2.0 ENDORSEMENT OF LOCAL GROUP:-

- **Input:**
- The Regional council user shall endorse the information of application for registration of local group with regional council.
- **Process:**
- **Actor :-** Regional council user
 1. The system shall show the application of local group which is to be endorsed.
 2. The system shall display all the information about the local group.
 3. The Regional council user shall endorse the information and save endorsed information
- **Output**
- The application for registration of local group is endorsed.
- The system shall generate the local group id.

3.9.1 Screen Interface Endorsement:-

3.9.2 Screen Elements- Endorsement

DEFINITION

This is used to store the information endorse by the regional council

DATA

The system shall provide for the following screen data elements

Screen Element	Screen data element	O/M ¹⁰	1/N	Rules
Endorsement Agency	Text	M	1	Information displayed by the system

¹⁰ Note: O = Optional, M = Mandatory, 1 = Single Value, N = Multi-Valued.

Endorsement Agency code	Number	M		Information displayed by the system
Local group name	Text	M	1	Information displayed by the system
Local group address	Text	M	1	Information displayed by the system
verification	Text	M	1	Information displayed by the system
Details of uploading	Text	M	1	Information displayed by the system
place	Text	M	1	Information displayed by the system
date	date	M	1	Information displayed by the system
endorse	selection	M	1	
Does the endorsing Group/agency is satisfied that the Group is competent enough to undertake PGS-India programme as per guidelines	selection	M	1	Information displayed by the system
Does the endorsing Group/Agency is satisfied that constitution of the group fulfils the requirement of PGS-India programme and the members are trusted with proven dedication for organic.	selection	M	1	Information displayed by the system
Does the endorsing Group/agency is satisfied that the at least few members of the group are fully aware about PGS standards, operational requirements and can undertake peer appraisals	selection	M	1	Information displayed by the system
				Information displayed by the system

3.9.3 Output of Endorsement

Endorsement of the Local Group

(Endorsement of the new group is essential either from already registered PGS group, Regional Council, State Agriculture or Horticulture Department's District or sub-District Officers or from Regional Centre of Organic Farming)

Name of Endorsing Group/agency
(With Registration No in case of group)

RC
12344
Registered Group
State Govt officer
RCOF

Status of the endorsing agency

Name and address of the group being endorsed

Name ,address of group
< >

Explain how the verification has been done

verification
< >

Does the endorsing Group/agency is satisfied that the Group is competent enough to undertake PGS-India programme as per guidelines

Satisfied Non-satisfied

Does the endorsing Group/Agency is satisfied that constitution of the group fulfils the requirement of PGS-India programme and the members are trusted with proven dedication for organic.

Satisfied Non-satisfied

Does the endorsing Group/agency is satisfied that the at least few members of the group are fully aware about PGS standards, operational requirements and can undertake peer appraisals.

Satisfied Non-satisfied

Please provide details that how the group is proposed to undertake on-line data uploading work

Details of uploading
< >

I/We (name and address of endorsee) is/are convinced that the group as mentioned above fulfils the minimum requirements as per PGS-India operational guidelines, at least few members are well versed with the standards and peer appraisal strategy and can carry forward the implementation strategy of PGS-India organic guarantee scheme. The members of the group are known and can be trusted. I/We recommend that the . (name of group) may be considered for grant of registration under PGS-India programme.

Signature

Name and address of the endorsee.

Date

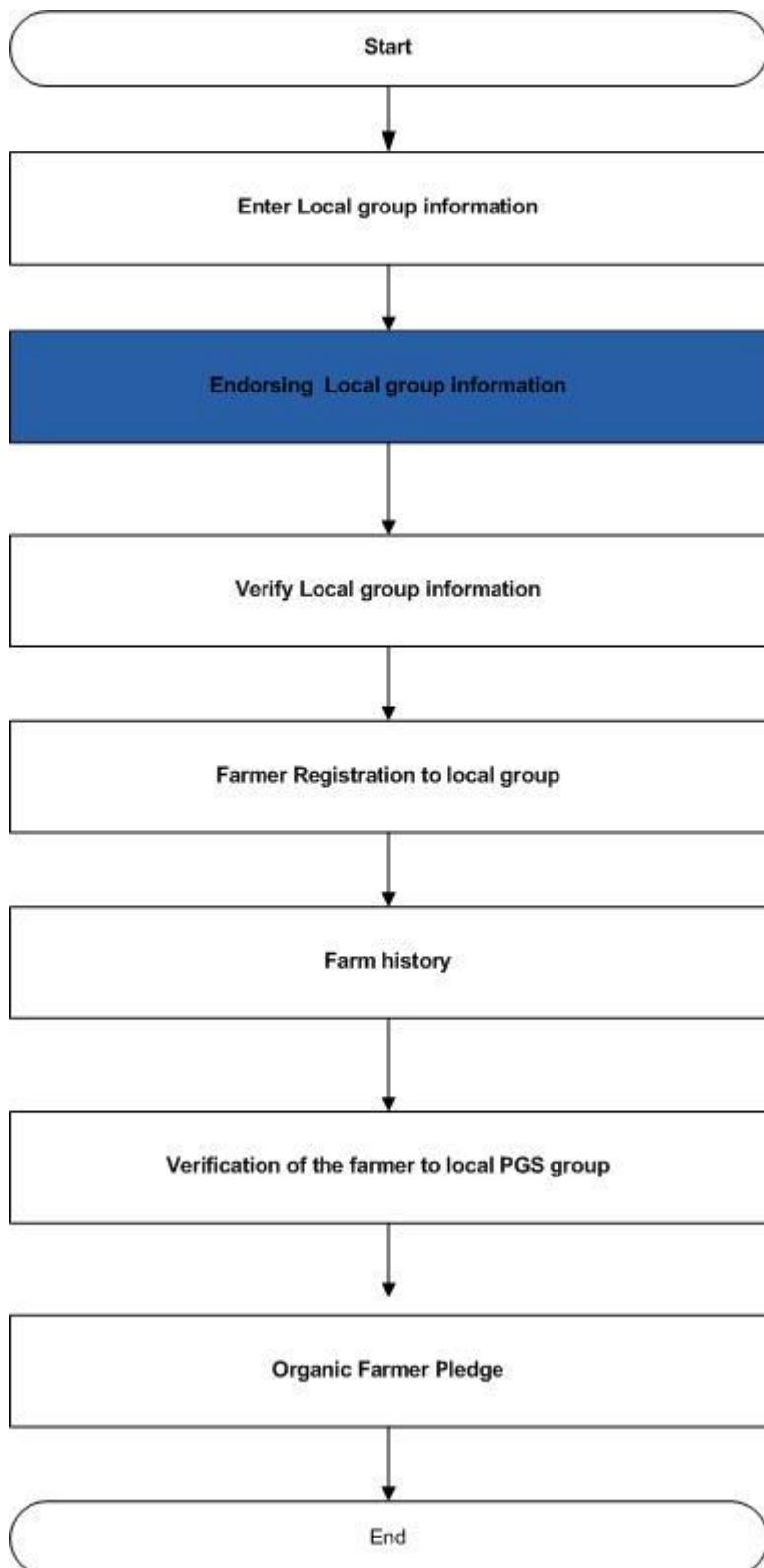
Place

12/03/2011

delhi

RC	Address
----	---------

3.11.4 Process Flow Endorsement:-



FR 2.1 Verify Local group

- **Input:**
 - The Regional council user shall verify the endorsed local group application information
 - **Process**
 - **Actor :** Regional council user
1. The system shall display the endorsed information entered for the local group registration.
 2. The Regional council user shall then verify the information.
 3. The system shall then generate the Local group code.
- **Output:**
- The local group information is verified.
The local group code is generated by the system.

3.9.5 Screen Interface –Verification:-

Verification	
Endorsement agency	RC
Local group name	Name
Verification	<input type="button" value="veri"/>
Does the endorsing Group/agency is satisfied that the Group is competent enough to under take PGS-India programme as per guidelines <input checked="" type="radio"/> yes <input type="radio"/> No	
Does the endorsing Group/Agency is satisfied that constitution of the group fulfils the requirement of PGS-India programme and the members are with proven dedication for organic <input checked="" type="radio"/> yes <input type="radio"/> No	
<input type="radio"/> Verify	<input type="radio"/> No Verify
<input type="button" value="Submit"/> <input type="button" value="Refresh"/>	
Endorsement agency code Local group address Detail of uploading Place date	
12344 Address group Uploading delhi 	
Does the endorsing Group/agency is satisfied that the at least few members of the group are fully aware about PGS standards, operational requirements and can undertake peer appraisals <input checked="" type="radio"/> yes <input type="radio"/> No	

3.9.6 Screen Element-Verification

DEFINITION

This will record the verified information.

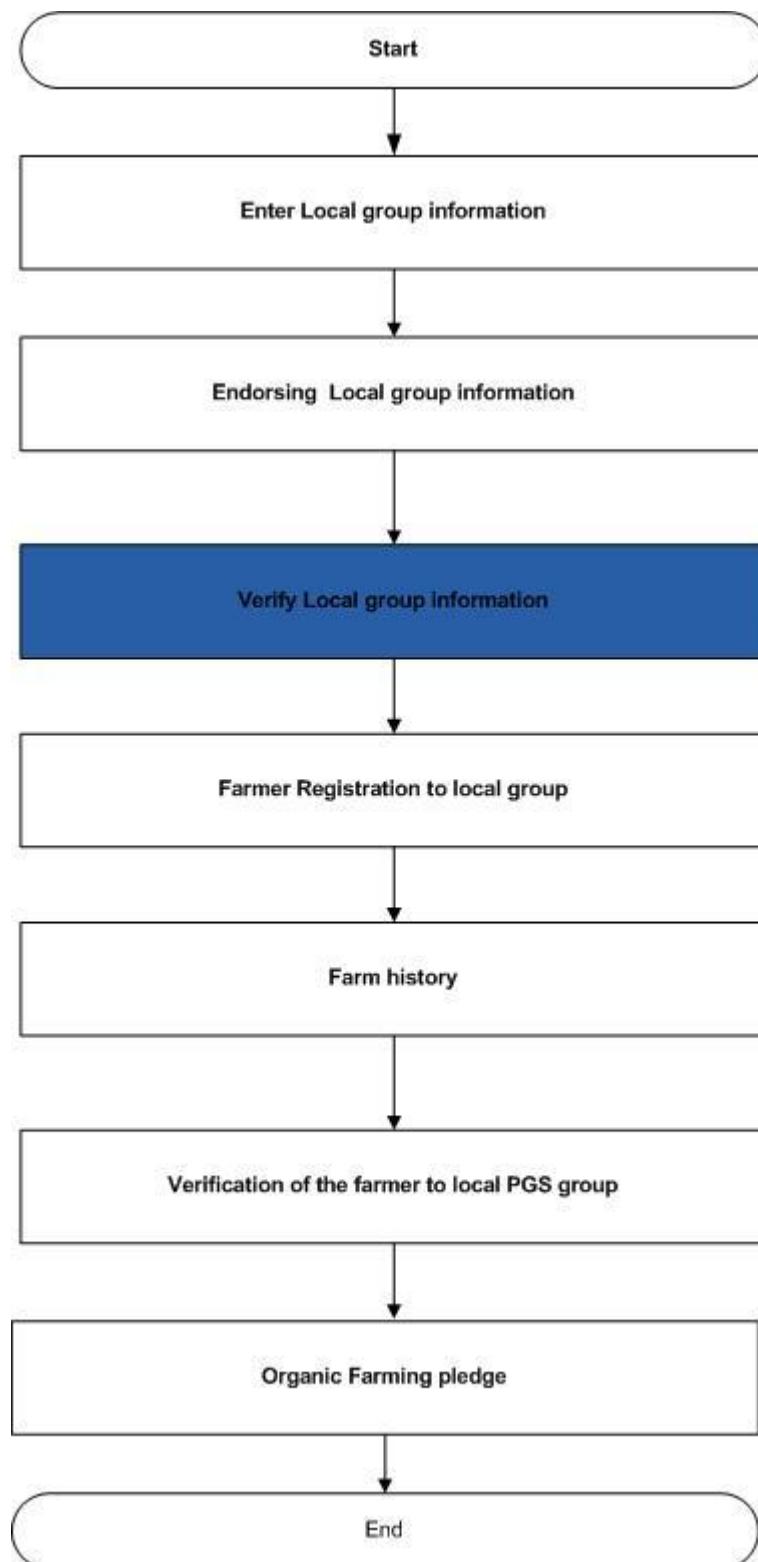
DATA

The system shall provide for the following screen data elements

Screen Element	Screen element data type	O/M ¹¹	1/N	Rules
Endorsement Agency	Text	M	1	Information displayed by the system
Endorsement Agency code	Number	M		Information displayed by the system
Local group name	Text	M	1	Information displayed by the system
Local group address	Text	M	1	Information displayed by the system
Local group Id	Number	M	1	Generated by the system, the logic for its generation is to be given by the PGS
verification	Text	M	1	Information displayed by the system
Details of uploading	Text	M	1	Information displayed by the system
place	Text	M	1	Information displayed by the system
date	date	M	1	Information displayed by the system
verify	selection	M	1	
Does the endorsing Group/agency is satisfied that the Group is competent enough to under take PGS-India programme as per guidelines	selection	M	1	Information displayed by the system
Does the endorsing Group/Agency is satisfied that constitution of the group fulfils the requirement of PGS-India programme and the members are trusted with proven dedication for organic.	selection	M	1	Information displayed by the system
Does the endorsing Group/agency is satisfied that the at least few members of the group are fully aware about PGS standards, operational requirements and can undertake peer appraisals	selection	M	1	Information displayed by the system

¹¹ Note: O = Optional, M = Mandatory, 1 = Single Value, N = Multi-Valued.

3.9.7 Process Flow -Verify Local Group:-



FR 2.2 Local Group Summary Worksheet:-

- **Input:**
- The local group leader fills the Annexure IX –local group summary worksheet
- **Process**
- **Actor :** local Group leader
 - The Local Group leader shall fill the calendar year.
 - The Local Group leader shall select the local group ID.
 - The system shall display the group leader name.
 - The Local Group leader shall enter the information of number of farmer fully confirming to certificated status.
 - The Local Group leader shall enter the information of number farmer granted in conversion.
 - The Local Group leader shall enter the information of number farmer sectioned
- **Output:**
- The local work sheet summary worksheet is saved in the system.

3.9.8 Screen Interface for Local Group Summary Work Sheet (Annexure IX):-

3.9.9 Screen Element ANNEXURE IX

DEFINITION

This is used save the information of local group summary worksheet.

DATA

The system shall provide for the following screen elements and business rules:

Screen Element	Screen Data Type	O/M ¹²	1/N	Rules
Calendar year	date	M	1	
Number of farmer fully confirming to the	Text	M	1	

¹² Note: O = Optional, M = Mandatory, 1 = Single Value, N = Multi-Valued.

certificated status				
Number of farmer granted in -conversion	Text	M	1	
Number of farmer sanctioned	Text	M	1	
Local group Number	Number	M	1	This will come from the system.
Local group name	Text	M	1	This will come from the system.

3.9.10 Output for Local Group Summary Work Sheet:-

Annexure IX

LOCAL GROUP SUMMARY WORKSHEET

(To be submitted to the Regional Council for certification decision approval)

List of Local Group Farms to be Certified this Calendar Year

List	

Calendar Year:

12/02/2011

LOCAL GROUP ID#

1234

(Assigned at the time of formation of the Local Group)

LOCAL GROUP LEADER/Representative

Group leader

Contact Information:

Total number of farmers

1. Number of farmers fully conforming to certified status
(list enclosed as A)

List A	

2. Number of farmers granted in-conversion
(List enclosed as B)

List B	

3. Number of farmers sanctioned
(List enclosed as C)

List C	

Certification decision

We the members of the Local Group [Name] [ID No 1234] hereby individually and collectively declare that members listed at A have achieved the PGS certified status (PGS Organic) and fully conformed all the requirements.

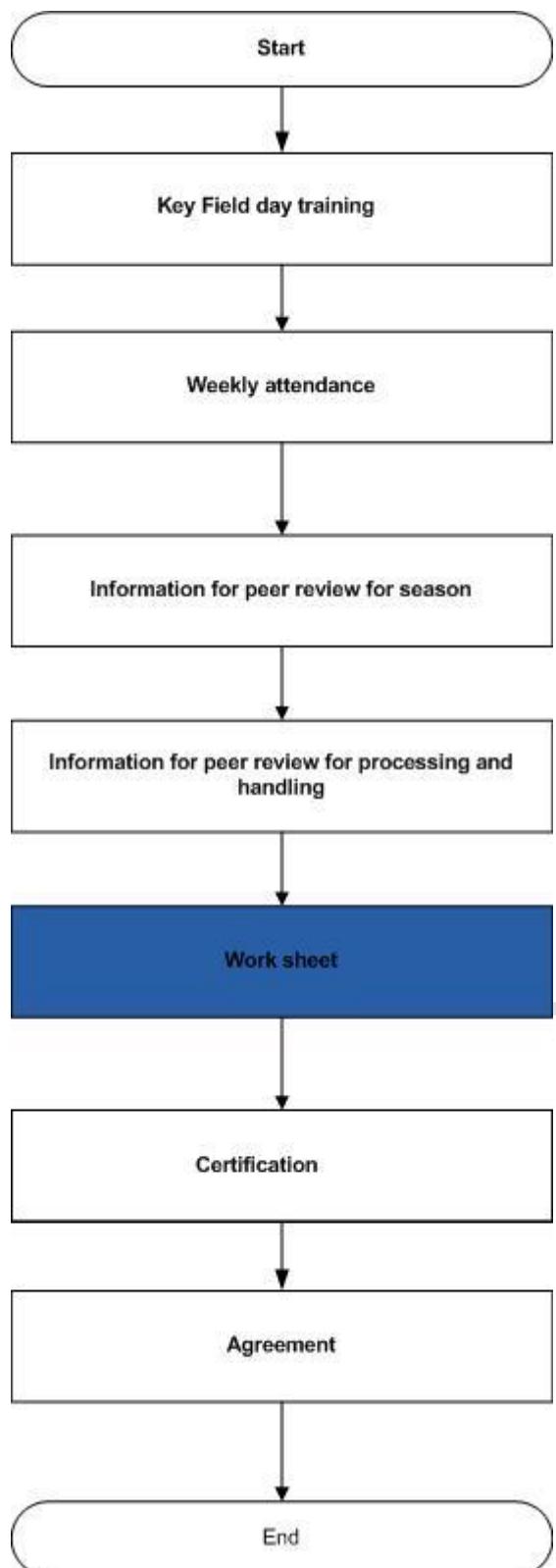
We individually and collectively declare that farmers at B are granted with In-conversion status (PGS Green – Grown without chemicals).

Details of expected produce under PGS-Organic and PGS-Green are given at Annexure I.

Regional Council is requested to kindly approve our certification decision. All required information including peer appraisal sheets have been up-loaded on PGS website and is available for review.

We all group members undertake to abide by the decision of the Regional Council.

Local Group Representative Signature Date

3.12.11 Process Flow Work Sheet:-

3.10 FR 2.3 Certification

- **Input:**
- The Local Group summary worksheet has been submitted by the Local group leader
- **Process:**
- **Actor :-** Regional council user
 1. The Regional council user shall access the information entered by the Local group leader.
 2. The Regional council user select the local group from the list of local group that are to certified
 3. The Regional council user shall enter the decision of the Regional council.
 4. The Regional council user shall also enter information for the decision on certification
 5. The system shall generate the certification unique code.
- **Output:**

The system generated the certification unique Id code

3.10.1 Input Screen Interface Certification:-

3.13.2 Screen Element Certification:-

DEFINITION

This store the information about the certification

DATA

The system shall provide for the following screen elements

Screen Element	Screen Data Element	O/M ¹³	1/N	Rules
List of local Group Farms	text	M	1	The system shall show these values
Decision of Regional Council	text	M	1	
Certification decision approval	text	M	1	
Certification decision not approval	text	M	1	
Name of the council certification Manager	text	M	1	The system shall show these values
Date	date	M	1	Dd/mm/yyyy

¹³ Note: O = Optional, M = Mandatory, 1 = Single Value, N = Multi-Valued.

3.10.3 Output Certification:-

Decision of the Regional Council

decision

Certificated approved

Certification decision approved

Certificated Non approved

Certification unique ID Code

23456

Or

Certification decision not approved due to reasons

Not approved	^ ▼ ↔
< >	

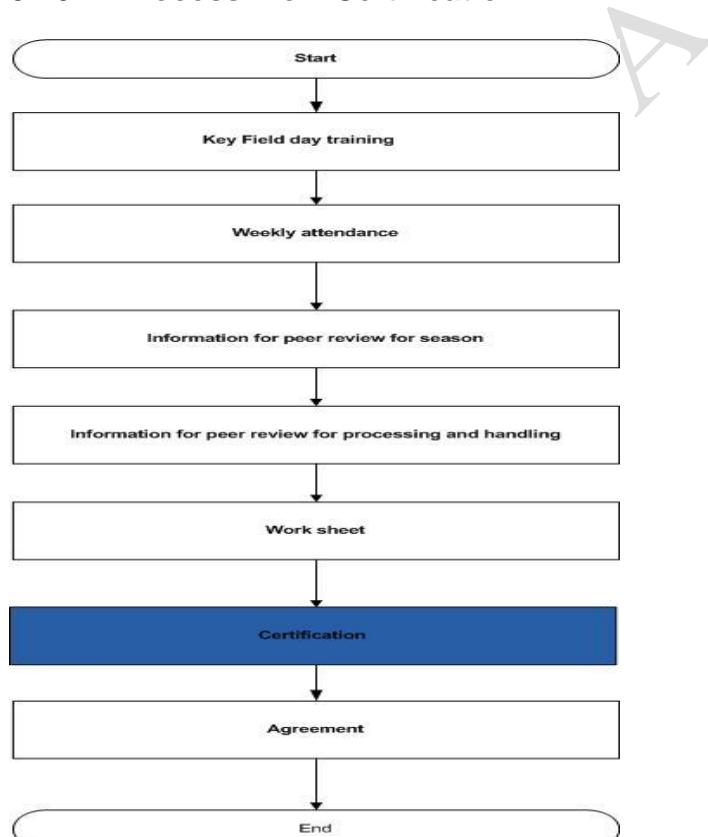
Signature

Regional Council Certification Manager Date

The Right of Appeal

In case of certification approval denial by Regional Council the Local Group can make an appeal to the National Council or to NAC through PGS Secretariat within 2 weeks of the date of notification of the certification denial by the Regional Council OR to the Appellate authority designated by the NAC.

3.10.4 Process Flow Certification



3.14 FR 2.3 Agreement

- **Input:**
- Certification is to be issued
- **Process:**
Actor: Regional council user
 - The Regional council user shall enter the day, month.
 - The Regional council user shall select the Local group ID.
 - The Regional council user shall enter information of witnesses for Regional council and information about the witnesses of local group.
- **Output:**
- The format for agreement –Annexure XI ,Annexure XII

3.11.1 Input Screen Interface Agreement:-

The screenshot shows a Windows-style application window titled "Agreement". The interface is divided into several sections. On the left, there's a group for "Regional Council witness" containing a dropdown for "Local Group Id" (set to 1245), a text field for "Local Group Name" (set to LG), and two text fields for "Name of Regional Council witness" (RC witness 1) and "Address of Regional Council witness" (RG address). Below these are buttons for "Add more Regional Council witness" and "Add more Local group witness". In the center, there's a group for "Group Leader witness" containing a dropdown for "Name of Group Leader witness" (LG witness) and a text field for "Address of Group leader witness" (LG address). Below these are buttons for "Add more Regional Council witness" and "Add more Local group witness". On the right, there's a date selection component with a calendar icon, a "Select date" button, and two text fields for "Local Group Address" (LG address) and "Local Group Address1" (LG address1). At the bottom right are "Submit" and "Refresh" buttons.

3.11.2 Screen Element for Agreement

DEFINITION

Describe the information that will be saved in this entity and how it will be used.

DATA

The system shall provide for the following data elements

Screen Element	Screen data element	O/M ¹⁴	1/N	Rules
Date	date	M	1	Dd/mm/yyyy
Local group id	number	M	1	Data will come from system
Local group name	text	M	1	Data will come from system
Address of Local Group	text	M	1	Data will come from system
Regional council witness name	text	M	1	
Regional council	text	M	1	

¹⁴ Note: O = Optional, M = Mandatory, 1 = Single Value, N = Multi-Valued.

witness address				
Local group witness name	text	M	1	
Local group witness address	text	M	1	

3.11.3 Output Format for Annexure XI



Non-Compliance Guidelines "Catalogue of Sanctions"

Sanctions are given to farmers by the Local Group as a whole OR by the Local Group's elected Ethics Council (if one was created).

S.NO	Situations	Type of sanction
1	<ul style="list-style-type: none"> • Missing Attendance at a required Field Day • Unsatisfactory production system 	Verbal warning
2	<ul style="list-style-type: none"> • Minor violations of the standards or regulations • Repeated written warning for similar problem • Not responding to approval conditions 	Short Suspension of Certification Period determined by length of time it takes for the Grower to get a new peer inspection/consultation
3	<ul style="list-style-type: none"> • Repeated minor violations • Clear violation of the standards not threatening the organic integrity of the product 	Suspension for a fixed period after until farmer(s) take corrective actions.
4	<ul style="list-style-type: none"> • Clear violation of the standards threatening the organic integrity of the product eg: use of prohibited pesticides or synthetic fertilizers. 	Longer term suspension for 1 year Farmer may be moved back into "In Conversion" status.
5	<ul style="list-style-type: none"> • Repeated violations leading to penalties, suspension or withdrawal of approval. • Obvious fraud • Intentional obstruction of the inspection eg: denying inspector access. • Refusal to respond to written requests for additional information 	Termination of participation Farmer(s) banned from PGS membership either permanently or for a set period of time.

The Right of Appeal

The farmer's can make an appeal to the Regional Council within 2 weeks of the date of notification of the sanction by the Local Group OR to the Local Group as a whole if there is an Ethics Council that implemented the sanction

Annexure XI

Format of Agreement to be executed between PGS-India Regional Council and Local Group under PGS-India Programme of National Project on Organic Farming (To be signed on Rs. 20/- Non-Judicial Stamp paper)

An agreement made on .. 12 day of 03 (month) of year Two thousand .. eleven
between

the hereinafter called the RC, which expression shall include

their successors and assignees) on one part and (Name and address of Local Group) LG address

{hereinafter called the said LG which expression shall include their heirs, administrators, executors and legal representatives} on the other part.

Whereas the said LG has under the provisions of the PGS-India programme as stipulated and detailed in PGS-India operational Guidelines and PGS Terms of Reference (ToR) for Local Groups (hereinafter referred to as the said rules, which expression shall include the provisions in force and amendments/modifications made from time to time) has applied to the Regional Council for grant of Registration as LG and whereas the RC has agreed to authorize LG ..as

PGS-India Local Group on the terms and conditions as stipulated in ToR, NOW IT IS HEREBY AGREED that:

1. M/S LG as PGS-India Local Group shall abide by the operational guidelines and ToR for Local Groups, as prescribed by and on behalf of the Executive Secretary PGS India programme and (Name of RC) RC and undertake to perform in true spirit of the PGS-India programme with full commitment and responsibility without any personal interest towards persons or organizations according to the said rule and hereby authorize the Executive Secretary PGS-India and

.... RC..... to take any appropriate action as per the said rules in the event of violations.

2. RC hereby declare that as the has completed all necessary requirement as stipulated under PGS-India programme and in accordance with ToR for LGs the group is granted with registration under PGS-India programme as per the details given in the Registration certificate.

3. RC undertake to provide all the assistance to the said LG in terms of literature, copies of operational manual, standards and capacity building activities, including development of competence of local group members in standards implementation, peer review, analysis of review results and decision making.

4. LG undertakes to provide all assistance and access to all documents, fields, store houses, processing units, cattle houses, fodder storages etc to the authorized persons of RC for surveillance and verification. shall be providing copies of all peer appraisal sheets with necessary LG Summary sheet at the end of every season or at least twice in a year to RC and provide necessary help and assistance in surveillance as authorized by RC.

5. LG declare that they will keep all their information and documents in easy access for inspection by any officials of RC, Zonal Council or of PGS-Secretariat.

6. RC and LG have finalised the mutual working arrangement including the financial payments for the services, to be provided by the RC and agree to abide by our agreement.

7 It is understood that the Local Group or the RC shall have no claim for any financial assistance from Government of India or PGS-India Secretariat.

8. The Executive Secretary, PGS-India, Secretariat shall have full authority for surveillance, verification and monitoring of the functioning of Local groups.

9. LG on being registered as Local Group under PGS-India programme hereby declare that they shall not be the part of any other certification process, other than PGS-India, including the similar PGS programme being run by other non-Government agencies, without the prior approval of the RC/ PGS-India secretariat.

IT IS HEREBY FURTHER AGREED AND DECLARED THAT LG and RC shall work together effectively towards image building of the PGS-India programme and shall not be doing anything or activity which lowers or tarnish the prestige of the programme and/ or jeopardize or threaten the integrity of the organic guarantee. Further it is also declared that none of the partners of LG and RC have any conflict of interest in functioning of the PGS-India organic guarantee process.

Signed on behalf of the

Regional Council

Name

RC

Date

RC address

Signature of Group leader of LG

Name

LG

Address

LG address

Date

12/03/2011

In witness of

Regional Witness 1

Name and Address

RC witness

RC address

LG Witness 1

Name and Address

LG witness

LG address

Annexure XII
PGS-India Programme
Term of Reference for Operation of Local Groups

PGS-India is a voluntary organic Guarantee programme, being operated by the National Centre of Organic Farming (NCOF) under National Project of Organic Farming, Department of Agriculture and Cooperation, Government of India.

PGS-NAC (PGS-National Advisory Committee) is the apex policy and decision making body. National Centre of Organic Farming shall be the secretariat of the programme with Director, NCOF as the Executive authority.

The programme intends to create a network of local organic farmer's groups having competence of organic certification system which are capable of providing organic guarantee based on PGS-India Standards through participatory approach. To make the system transparent and trust worthy there is a provision for appointment of local agencies as Regional Councils. These Regional Councils shall be the agencies situated within the close geographical proximity of the groups and through their participation in group processes, surveillance, and supervision and by verification of documented peer appraisals confirm the organic integrity of the group.

It must be clearly understood that registration of any Local Group by the Regional Council authorized by PGS-India NAC or PGS-India Secretariat is purely voluntary and do not give any guarantee/ assurance for any financial assistance from the Secretariat or Ministry of Agriculture, Govt of India or its any other Institution/ organization associated to the secretariat.

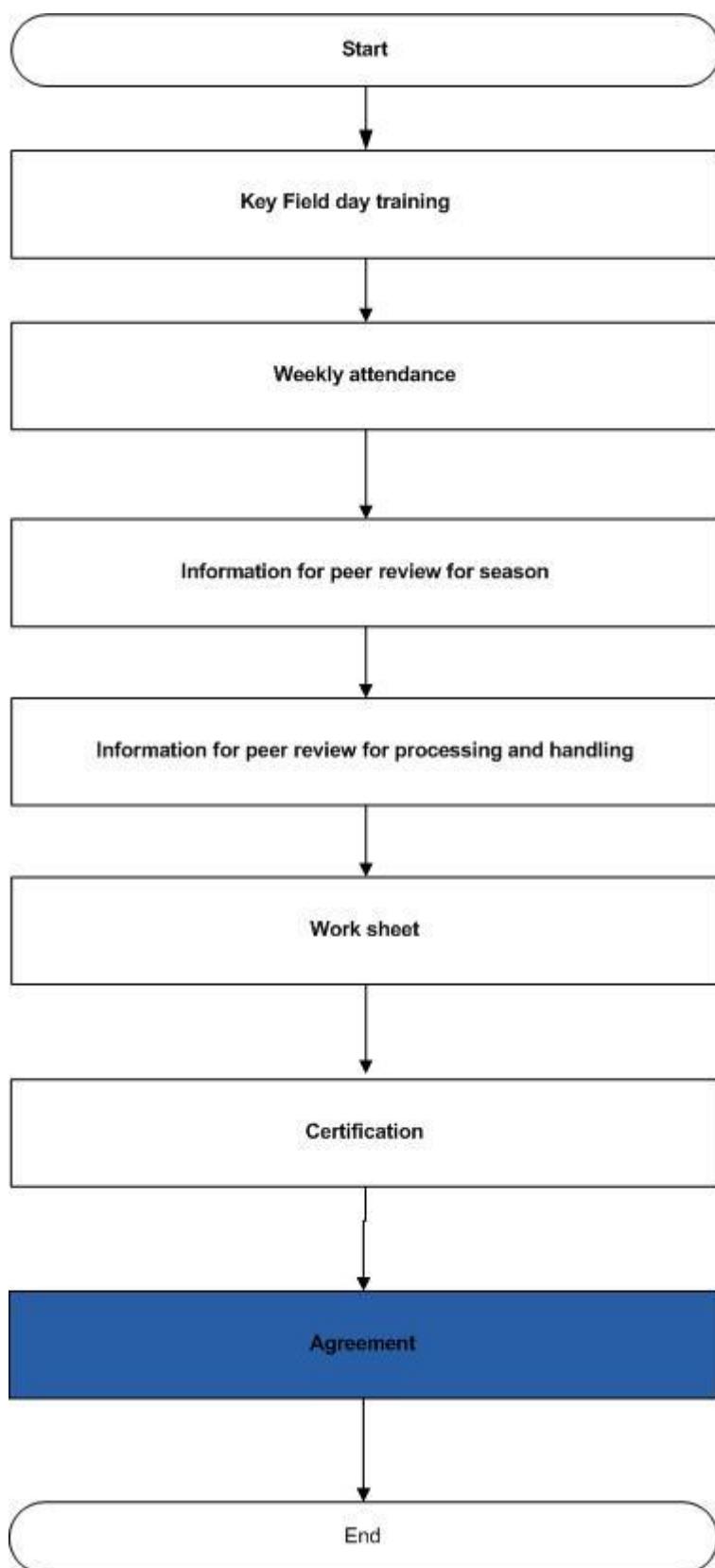
PGS-India NAC being the apex governing body and NCOF being the secretariat of the PGS-India programme, although, shall not be interfering in the autonomic functioning and decision making of the RCs and Local Groups (LGs), but have full right to review the decisions of the LGs and RCs in accordance with the spirit of the PGS and PGS-India operational guidelines.

PGS-India NAC and PGS-India Secretariat shall have the right to surveillance, monitor, review and random sampling of products for residue testing. In all such cases the report shall be sent to the concerned RC for action and simultaneously shall also be hosted on the website of the PGS-India programme.

Registration of LG by RC shall be subject to the fulfilment of eligibility conditions, prescribed in the PGS-India operational manual. Registered LG on being registered is required to function as per the requirement of the PGS-India programme, as specified in PGS-India operational manual and should ensure that at all times they contribute to the confidence building of the consumers in the PGS-India guarantee system.

Although PGS-India programme do not stipulates any fee, but RCs and LGs may agree upon some fee structure to be paid by LGs to RC, depending upon the services being offered by the RC.

3.13.4 Process Flow Agreement:-



3.15 Non-Compliance Guidelines-Catalogue of sanctions

TITLE

Annexure VIII

PURPOSE

This will give to the applicant at the time when applicant is applying for the registration in local group.

CONTENTS

The report shall display the report as shown below:-

Annexure VIII

Non-Compliance Guidelines "Catalogue of Sanctions"

Sanctions are given to farmers by the Local Group as a whole OR by the Local Group's elected Ethics Council (if one was created).

S.NO	Situations	Type of sanction
1	<ul style="list-style-type: none"> • Missing Attendance at a required Field Day • Unsatisfactory production system 	Verbal warning
2	<ul style="list-style-type: none"> • Minor violations of the standards or regulations • Repeated written warning for similar problem • Not responding to approval conditions 	Short Suspension of Certification Period determined by length of time it takes for the Grower to get a new peer inspection/consultation
3	<ul style="list-style-type: none"> • Repeated minor violations • Clear violation of the standards not threatening the organic integrity of the product 	Suspension for a fixed period after until farmer(s) take corrective actions.
4	<ul style="list-style-type: none"> • Clear violation of the standards threatening the organic integrity of the product eg: use of prohibited pesticides or synthetic fertilizers. 	Longer term suspension for 1 year Farmer may be moved back into "In Conversion" status.
5	<ul style="list-style-type: none"> • Repeated violations leading to penalties, suspension or withdrawal of approval. • Obvious fraud • Intentional obstruction of the inspection eg: denying inspector access. • Refusal to respond to written requests for additional information 	Termination of participation Farmer(s) banned from PGS membership either permanently or for a set period of time.

The Right of Appeal

The farmer's can make an appeal to the Regional Council within 2 weeks of the date of notification of the sanction by the Local Group OR to the Local Group as a whole if there is an Ethics Council that implemented the sanction

FREQUENCY

As many times as desired

RECIPIENTS

Farmer

DELIVERY

Word,pdf

3.16 User Characteristics

Describe the general characteristics of the intended users, including

- *educational level*
- *experience*
- *technical expertise*

3.17 Constraints

This subsection of the SRS should provide a general description of any other items that will limit the developer's options. These include:

- *regulatory policies*
- *hardware limitations*
- *interfaces to other applications*
- *parallel operation*
- *audit functions*
- *control functions*
- *higher-order language requirements*
- *signal handshake protocols*
- *reliability requirements*
- *criticality of the application*
- *safety and security considerations*

3.18 Assumptions and Dependencies

List factors that affect the requirements. These factors are not design constraints, but areas where future changes might drive change in the requirements.

4. SPECIFIC REQUIREMENTS

This section should describe all software requirements at a sufficient level of detail for designers to design a system satisfying the requirements and testers to verify that the system satisfies requirements.

Every stated requirement should be externally perceivable by users, operators or other external systems.

At a minimum, these requirements should describe every input into the software, every output from the software, and every function performed by the software in response to an input or in support of an output.

All requirements should be uniquely identifiable (e.g., by number).

The remainder of this sample document is organized according to A.5 Template of SRS Section 3 Organized by Feature shown in the Annex of Std 830-1998

4.1 External Interface Requirements

Provide a detailed description of all inputs into and outputs from the software. This section should complement the interface descriptions under section 2.1 and should not repeat information there. Include both content and format as follows:

- *name of item*
- *description of purpose*
- *source of input or destination of output*
- *valid range, accuracy, and/or tolerance*
- *units of measure*
- *timing*
- *relationships to other inputs/outputs*
- *screen formats/organization*
- *window formats/organization*
- *data formats*
- *command formats*
- *end messages*

These requirements may be organized in the following subsections.

4.1.1 User Interfaces

4.1.2 Hardware Interfaces

4.1.3 Software Interfaces

4.1.4 Communications Interfaces

4.2 Performance Requirements

Specify static and dynamic numerical requirements placed on the software or on human interaction with the software.

Static numerical requirements may include the number of terminals to be supported, the number of simultaneous users to be supported, and the amount and type of information to be handled.

Dynamic numerical requirements may include the number of transactions and tasks and the amount of data to be processed within certain time period for both normal and peak workload conditions.

All of these requirements should be stated in measurable form.

4.3 Design Constraints

Specify requirements imposed by standards, hardware limitations, etc.

4.4 Software System Attributes

The following items provide a partial list of system attributes that can serve as requirements that should be objectively verified.

4.4.1 Reliability

Specify the factors needed to establish the software's required reliability.

4.4.2 Availability

Specify the factors needed to guarantee a defined level of availability.

4.4.3 Security

Specify the factors that will protect the software from accidental or malicious access, misuse, or modification. These factors may include:

- *cryptography*
- *activity logging*
- *restrictions on intermodule communications*
- *data integrity checks*

4.4.4 Maintainability

Specify attributes of the software that relate to ease of maintenance. These requirements may relate to modularity, complexity, or interface design. Requirements should not be placed here simply because they are thought to be good design practices.

4.4.5 Portability

Specify attributes of the software that relate to the ease of porting the software to other host machines and/or operating systems.

4.5 Logical Database Requirements

Specify the requirements for any information that is to be placed into a database, including

- *types of information used by various functions*
- *frequency of use*

- *accessing capabilities*
- *data entities and their relationships*
- *integrity constraints*
- *data retention requirements*

4.6 Other Requirements

SAHARA NEXT