

. PGS-India Organic Certification

Name of the Organization
(As an example, mentioned as ABC throughout this document)

Organization Logo

RECORD FORMATS

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	Reviewed By	Approved By	Issued & Controlled By
Name			
Designation			
Signature			

Disclaimer: Please note that these record format are taken from the standard prepared for your guidance in generic form to the best of our judgment taking into consideration, the requirements of PGS India Standard that is to be put in place as we understood. You are advised to go through the PGS India standard requirements as applicable to your scope by visiting the scheme owner website (www.pgsindia-ncof.gov.in) We are not responsible for any consequences that may arise out of the implementation of this QMS Manual.

Format of Agreement to be executed between PGS-India Regional Council (XXX) and Local Group (LG) under PGS-India

(To be signed on Rs. 20/- Non-Judicial Stamp paper)

An agreement made on DD day of MM(month) of year Two thousand YYYY between the Xxx Services private Limited

(hereinafter called the XXX, which expression shall include their successors and assignees) on one part and(Name and address of Local Group)

{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 program 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 XXX and amendments/ modifications made from time to time) has applied to the XXX for grant of Registration as LG and whereas the Xxx has agreed to authorize (Name of local Group)..... as PGS-India Local Group on the terms and conditions as stipulated in ToR, NOW IT IS HEREBY AGREED that:

1. M/S.....(Name of 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 program and XXX and undertake to perform in true spirit of the PGS-India program 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 XXX to take any appropriate action as per the said rules in the event of violations.
2. XXX hereby declares that as the.....(Name of LG) has completed all necessary requirement as stipulated under PGS-India program and in accordance with ToR for LGs the group is granted with registration under PGS- India program as per the details given in the Registration certificate.
3. XXX 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. _____(Name of 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 XXX for surveillance and verification.
5. _____ (Name of LG)
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 XXX and provide necessary help and assistance in surveillance as authorized by XXX .
6. _____ (Name of LG)
declare that they will keep all their information and documents in easy access for inspection by any officials of XXX, Zonal Council or of PGS-Secretariat.
7. XXX and _____ (Name of LG)
have finalized the mutual working arrangement including the financial payments for the services, to be provided by the XXX and agree to abide by our agreement.
8. It is understood that the Local Group or the XXX shall have no claim for any financial assistance from Government of India or PGS-India Secretariat.
9. The Executive Secretary, PGS-India, Secretariat shall have full authority for surveillance, verification and monitoring of the functioning of Local groups.
10. (Name of LG) on being registered as Local Group under PGS-India program hereby declare that they shall not be the part of any other certification process, other than PGS-India, including the similar PGS program being run by other non-Government agencies, without the prior approval of the XXX /PGS-India secretariat.

IT IS HEREBY FURTHER AGREED AND DECLARED
THAT _____

(Name of LG) and XXX shall work together effectively towards image building of the PGS-India program and shall not be doing anything or activity which lowers or tarnish the prestige of the program and/ or jeopardize or threaten the integrity of the organic guarantee. Further it is also declared that none of the partners of LG and XXX have any conflict of interest in functioning of the PGS-India organic guarantee process.

**Signed on behalf of the Regional Council
leader of LG**

Name: _____
Address: _____
Date: _____

Signature of Group

Name: _____
Address: _____

Date:

In witness of

Witness 1 (signature)

Witness 1 (signature)

Name and Address:

Name and Address:

Witness 2 (signature)

Witness 2 (signature)

Name and Address:

Name and Address:

FORMAT 2

PGS-India Program

Terms of Reference for Operation of Local Groups

PGS-India is a voluntary organic Guarantee program, 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 program with Director, NCOF as the Executive authority.

The program 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 program, although, shall not be interfering in the autonomic functioning and decision making of the XXX and Local Groups (LGs), but have full right to review the decisions of the LGs and XXX 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 in XXX for action and simultaneously shall also be hosted on the website of the PGS-India program.

Registration of LG by XXX 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 program, as specified in PGS-India operational manual and should ensure that that at all times they contribute to the confidence building of the consumers in the PGS-India guarantee system.

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

Terms of reference for Registered Local Groups under PGS-India Program

1. The Local Group on being registered as PGS-India Local Group (hereinafter referred as LG) shall ensure that it has provided a copy of the following documents to the Regional Council:

Application form of LG for registration

- a. List of farmer members with a copy of individual application form and duly signed PGS-India pledge
 - b. Individual member's farm history sheet in prescribed proforma.
 - c. In case, if all the members are not converting their entire land holding and cattle herd to organic in one go, then detailed conversion plan of fulfilling the requirement within 24 months
 - d. Agreement to be entered into with XXX.
2. There is a mandatory requirement of group's endorsement by any other registered PGS- India Group or by State Govt Agriculture/ Horticulture Department's District Officer or by XXX itself or by Zonal council or Regional Centers of Organic Farming.

3. At the time of Registration each LG needs to obtain following documents from XXX
 - a. Copy of PGS-India operational manual
 - b. Copy of PGS-India standards in local language
 - c. Copy of all the forms, peer appraisal sheets and LG summary sheet in local language
 - d. LG operating manual, developed by XXX along with the checklists (if any developed by XXX)
 - e. List of the services and activities to be provided to LG by the XXX.
 - f. XXX shall also facilitate availability of technical literature on crop management, nutrient management, plant protection or any other such issues as needed by farmers.
4. The LG shall make all out efforts to promote organic farming and work towards image building and confidence building among its members and other stakeholders of organic farming and consumers
5. If a LG is having only five members then each member shall be the part of certification team. But if the group is large then each LG need to elect its certification team comprising of five members as follows:
 - Group leader
 - Training and meeting coordinator
 - Peer review facilitator
 - Documentation In charge
 - Public relation and XXX Coordinator
 - Certification team is elected every year with the post of Group Leader being rotated.
6. All efforts should be made to ensure that each and every member of the group is active participant in peer review process.
7. Capacity building of farmers is an important component of PGS-India Programme. Each LG shall ensure adequate capacity building measures in consultation with group leaders and XXX for total compliance of standards. At least 2 members of each group need to be properly trained by XXX.
8. In cases where LGs do not have access to computer or internet or LGs are unable to upload the data, XXX need to help them in developing their capacities or obtain the entire data in hard copy and upload in the website. In such cases LGs need to provide all information to XXX in hard copy on paper.
9. LG shall ensure that the members of XXX shall participate in LG group meetings, LG key training program and some peer appraisal visits to assess the strength of the group and to help them improve their implementation processes.
10. Although entire PGS data shall be on-line in the PGS-India website, but each LG shall also ensure that original hard copies of the records such as LG summary sheets, peer appraisal sheets, LGs application with each member history sheet are also maintained in hard copy in separate member files at LG office.
11. LG shall prepare half yearly calendar of activities (such as trainings, capacity building programs, peer appraisals etc) and intimate all group members and XXX for effective coordination.
12. LGs shall also prepare annual or half yearly crop calendar before every sowing season with details of activities to be taken and intimate to XXX in time.
13. As per the requirement each LG shall meet at least six times a year and maintain attendance register and details of meeting proceedings. Each and every member is required to participate

in at least half of such meetings. Participation of members in such meetings reflects the commitment of the member to the program and an important step for endorsement of certification decision by XXX.

14. To keep on building the competence of the members, LGs need to organize some key field day trainings. Proceedings, details of such trainings along with attendance is also an important component for endorsement of certification decision by XXX.
15. LGs shall provide full access to all the documents, records and information, including their fields and members for surveillance, monitoring and groups' competence assessment to representatives of XXX, Zonal Councils or PGS-India Secretariat at any point of time during their visits.
16. LGs shall ensure mutual recognition and support among different LGs at regional and national level by studying each other's processes and functioning and by having surveillance in each other's areas.
17. In case if any LG wanted to leave and desire to join other Regional Council , then the group need to apply to the concerned XXX or in case if XXX is not cooperating then to Zonal Council for No Objection Certificate with full reason and justification. On being satisfied XXX/ ZC can allow LGs to join other regional council . In such cases after obtaining NOC from XXX/ ZC, they can apply for registration to other Regional council with a copy of NOC. Entire record pertaining to that group shall be transferred to the new regional council on their request without any prejudice or condition, what-so-ever.
18. As PGS-India program do not provide for part conversion and parallel production, XXX shall ensure that all LGs stick to these requirements and in case where phased conversion is allowed, proper time schedule of full conversion is chalked out and approved. LGs need to ensure that approved time frame is adhered. In cases where a group or a member of the group fails to meet the requirement of full conversion, he will not be entitled for organic certification, in spite of being attaining full requirements of organic on part fields.
19. Entire Certification process to be followed by LGs is as follows:

Certification Process by Local Group (LG)

Step 1

- i. Form a group comprising of minimum 5 farmers (belonging to close by villages with continuous territory).
- ii. Collect registration and farm history sheet from all the members.
- iii. Obtain copies of PGS Standards and PGS operational documents from nearest office of XXX and distribute to all the members. These documents can also be downloaded from PGS website.
- iv. Convene the meeting of all the members and ask all the members to sign the pledge.
- v. Prepare Local Group operational manual detailing requirement of documents to be maintained by farmers, peer appraisal methodology and checkpoints to be assessed, based on the broad guidelines of PGS-India norms
- vi. Ensure that members have committed to convert their entire land holding and livestock to organic. In case if some members propose to convert their land in phases then draw appropriate strategies to distinctly separate such units with organic ones. Also chalk out a plan for phased conversion and get it approved by Xxx. As per PGS-India norms each member has to bring his entire land holding with livestock within 24 months from the date of registration in the group.

<p>If a farmer under PGS-India group fails to convert his entire land holding and livestock within the stipulated 24 month's time, then he will not be eligible for PGS organic certification and shall continue to remain under conversion.</p>
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- vii. Invite already registered another Local Group to verify the group formation and obtain necessary recommendations. In case if there is no other PGS-LG close by, then contact local State Agriculture office, demonstrate the group's strength on organic and obtain endorsement. Alternatively apply to XXX and request XXX to undertake verification. XXX can also be requested for endorsement of Local Groups.

The Local Groups need to be approved only once and no further renewal is needed. If there are repeated problems (missing paperwork, a random pesticide inspection turns up a problem, a random oversight inspection turns up a problem, etc) THEN they could get disbanded/ sanctioned and have to re-apply and could get re-entry only after taking necessary correction and thorough verification by TQ CERT.

- viii. Register the group on-line on PGS Website. In case if the group do not have access to computer and internet, then services of an local computer operator/ internet cafe can be taken. Alternatively fill all the forms and submit to XXX for uploading the information on PGS website.
- ix. Enter into agreement with the XXX for services to be availed on payment basis (as per mutual agreement).
- x. Request XXX to grant registration, user ID and password.

Step 2

- xii. Follow the PGS guidelines on group meetings, key field trainings and knowledge sharing.
- xiii. Keep vigil on neighboring farmer's farms and if some non-compliances are noticed then inform other group members during group meetings
- xiv. Ensure timely organization of training programs in collaboration with XXX.
- xv. Invite practicing organic farmers and other local experts for problem solving in management issues such as in nutrient management, pest management etc during key trainings and group meetings.
- xvi. Maintain attendance register for group meeting and key field trainings
- xvii. If member farmers are using or propose to use off-farm inputs then verify their organic status, discuss in group meetings and endorse or prohibit their use. Use of such inputs without group's approval shall be treated as non-compliance.

Step 3

- xviii. Chalk out peer appraisal schedule and constitute peer appraisal groups. Each group should have minimum 3 peer appraisers. Depending upon the number of farmers there

can be any number of appraisal teams comprising of three or more members. At least one member in the appraisal team must be literate and well versed in filling the appraisal forms.

- xix. Reciprocal review between two-member group farms is not allowed (i.e. A reviews the B and B reviews A).
- xx. Invite other group peer reviewers or representatives of consumers/traders or local State Agriculture Department officer as invited member of the peer group (but their participation is not mandatory). This may increase the trust and credibility of the group Guarantee.
- xxi. Complete peer review of all the farms at least once in each season. Ensure that all farms have been reviewed objectively.
- xxii. Discuss review reports in the meetings and decide upon the organic status of each farm one by one.
- xxiii. Segregate farmers who have fulfilled all the requirements and consider them for grant of certificate
- xxiv. Discuss about the non-complying farmers and depending upon the nature and gravity of non-compliances issue sanctions.

Step 4

- xxv. Appraisal paper work is checked for completeness and a local Group Summary Worksheet is prepared.
- xxvi. Group or certification committee decides on certification and declares certification status of each group member.
- xxvii. Enter all details on-line in PGS website and send signed copy of the summary worksheet to XXX. Alternatively send all details in hard copy along with signed copy of summary sheet to XXX for uploading the data into PGS website.
- xxviii. Xxx checks details provided in hard copy or on-line. While deciding on approval XXX takes into consideration surveillance report (if any done), complaints received, residue analysis report etc. XXX cannot decide on inclusion or non-inclusion of specific farmers based on information provided, it can decide only on approval or non-approval of certification of the Local Group as a whole. On being satisfied, grants necessary approval on-line.
- xxix. LG prints certificate from PGS website and distribute to individual farmers. Alternatively, LG requests XXX to print the certificates and send to Group leader for

Only the farmers which have completed full conversion period without any major or serious non-compliance shall be declared as "PGS-Organic". Farmers which have one or more major non-compliance or are under conversion period will be declared as "PGS-Green". Only the crops sown after joining the group, taking the PGS pledge in conformity of PGS standards and fully conforming to the PGS standard requirements as per the recommendations of peer reviewers Shall qualify for "PGS-Green". 3 continuous advisories on same issue can shift the status of member.

distribution.

20. Time limit for grant of certification decision

The XXX needs to decide on certification request within 15 days from the date of uploading the LG-summary sheet or submitting the hard copy of the group decision to XXX. If XXX fails to endorse the decision of the LG or otherwise, within 15 days, then ZC need to intervene and decide the issue within next 7 days. In case if ZC also fails to intervene and decide in time then the group can approach PGS Secretariat for decision.

Signed on behalf of T Q Cert

Name: _____

Address: _____

Date: _____

Signature of Group leader of LG

Name: _____

Address: _____

Date: _____

FORMAT 3

Details of Local groups and farmers registered under Regional Councils

SI No.	Name of Local Group Address details (Complete postal address with phone numbers, email ID) and date of Registration and Unique ID no. of Group	Group Leader Name and Address details (Complete postal address with phone numbers, email Id)	Total Number of farmers in Local Group	Farmer Name and Name of Village to which farmer belonging	Unique ID No. of farmer	Total Area covered under organic farming (ha)

Grand Total						

FORMAT 4

Application form for entry into PGS Local Group

To

The Group Convener/Leader PGS

Local Group

Village

District

State.....

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 program.

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 programs 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

Name:

Place

Address:

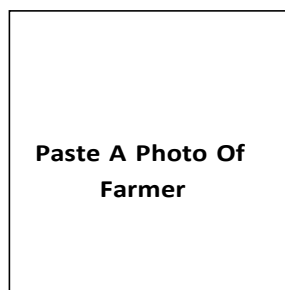
For Use by Local Group Office
Application No in sequence.....
Details checked and found adequate or not.....
Placed before the LG executive on Dated for approval.....

Accepted as LG member (Yes / No) Assigned Membership Code.....

Signature of Local Group Leader.....

FORMAT 5

FARMER HISTORY SHEET



NAME OF GROUP:- _____

Sl. No.	Components	Details
1	Name of the Farmer	

2	Father's name	
3	Age	
4	Gender (M/F)	
5	Category (SC, ST, OBC, GEN)	
6	Mobile Number	
7	E-mail id (if any)	
8	Name of the family members and Relation	1 2 3 4 5 6
9	Village	
	Tehsil/Block	
	District	
	State	
10	Total area of land holding (ha.)	
11	Area offered for Organic (ha.)	
12	No. of plots offered for organic (plots having in different locations)	
13	Date of use of Prohibited substances (Synthetic chemical Fertilizer and pesticides)	
14	Irrigation facilities (source and no.)	1
		2
		3
		4
		5
15	Machine and Tools (Name and No.)	1
		2
		3
		4

		5
16.	Live Stock (Name and No.)	1
		2
		3
		4
		5
17.	Live stock feed and fodder used (on- farm or off-farm) (name and quantity) (kg/day)	
	Live Stock Waste	
	(Dung)(Kg/Day)	
	(Urine)(Lit/Day)	
18.	Live stock medicines used (Name and quantity)	
19.	Contamination control measures proposed	
20.	Storage facilities	
21.	On-farm input production facilities	
22.	Post harvest facilities available	
23.	Post harvest processing facilities	
24.	Farm field map	
25.	Soil testing (Attach Report)	
26.	Water testing (Attach Repot)	

(RABI)

SI.No	Components	Details			
1.	Crop Category (Cereals, Pulses, Vegetables etc.)				
2.	Name of Crop Taken				

3.	Fertilizers Used	Chemical Fertilizers (Name and Qty/Ha)	Bio Fertilizers (Name and Qty/Ha)	Organic Manure (Name and Qty/Ha)	
4.	Plant Protection Measures	Chemical	Botanical Extracts	Bio-Pesticides	Others

Note: (Data for previous three years of RABI seasons required at the time of registration) Use the same format to give details of each season details

(KHARIF)

SI.No	Components	Details			
1.	Crop Category (Cereals, Pulses, Vegetables etc.)				
2.	Name of Crop Taken				
3.	Fertilizers Used	Chemical Fertilizers (Name and Qty/Ha)	Bio Fertilizers (Name and Qty/Ha)	Organic Manure (Name and Qty/Ha)	

4.	Plant Protection Measures	Chemical	Botanical Extracts	Bio-Pesticides	Others

Note: (Data for previous three years of RABI seasons required at the time of registration) Use the same format to give details of each season details

(SUMMER)

Sl.No	Components	Details			
1.	Crop Category (Cereals, Pulses, Vegetables etc.)				
2.	Name of Crop Taken				
3.	Fertilizers Used	Chemical Fertilizers (Name and Qty/Ha)	Bio Fertilizers (Name and Qty/Ha)	Organic Manure (Name and Qty/Ha)	

4.	Plant Protection Measures	Chemical	Botanical Extracts	Bio-Pesticides	Others

Note: (Data for previous three years of RABI seasons required at the time of registration) Use the same format to give details of each season details

FORMAT 6

Organic Farmer's Pledge

I _____ son/daughter of _____
 _____ of Village _____ District _____ hereby declare on _____ day
 of month _____ year _____ that:

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 wellbeing 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

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.

Date

Place

Signature of farmers

FORMAT 7

**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 (name and Address of local group)
.....are willing to
join the PGS-India program as Local Group to develop an organic
participatory guarantee system for our produce. Details of the group are

as follows:

Name of the Group _____ Total number member) _____

Total area to be covered _____

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

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

We the members of the _____ (name of the local group) 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.
- 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 and to share the experience of each other earned from contacts, trainings or otherwise.
- f. All the farmers have committed to bring their entire land holding along with cattle under PGS-India programme in _____ months time.
- g. 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.
- h. We undertake to abide by the decision of the Regional Council and shall work towards image building of the programme.
- i. 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 per the requirement of PGS-India programme. Besides certification decisions, the role and responsibility of each team members is mentioned against each:

- i. Shri _____ Group Leader
- ii. Shri _____ Training and meeting coordinator
- iii. Shri _____ Peer review facilitator
- iv. Shri _____ Documentation In-charge
- v. Shri _____ Public relation &XXX

- j. 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 XXX.

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.

XXX 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 & Name

Member 1

Member 2

Member 3

Member 4

Group Leader Signature Name_____

FORMAT 8

Tentative Certification Team

Local groups Name: _____

List of Farmers (Members in group)

SI No	Farmer Name	Code No.	Village	Certification member (Mention members who will perform certification (Yes or No))

Note: This is tentative indication of farmer among the members of local group who can perform inspection of fields and document peer appraisal details, Young and Educated farmer (both men and women) can perform this activity. It may change later as per requirement of local group

Group Leader Signature
After Approval of Local Groups

FORMAT 9

Endorsement of Local Group

Particulars	Details & Remarks
Name of Endorsing Agency	
1. State Government Authority	
2. Regional Council	
3. PGS Local Group	
Name of Group being Endorsed	
Date of Endorsement	

Group is competent enough to undertake PGS-India program as per guidelines	Yes	No
Constitution of the group fulfils the requirement of PGS-India program and the members are trusted with proven dedication for organic	Yes	No
Few member of the group are fully aware about PGS standards, operational requirements and can undertake peer appraisals	Yes	No
Please provide details that how the group is propose to undertake on-line data uploading work through	Own	Through Regional council

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 considered for grant of registration under PGS-India program.

Date

Signature

**Place
endorsee**

Name and address of the

Formats used after Approval of Local Groups (LG)

FORMAT 10

Format for proceedings and attendance Register for Meetings

1. PGS Local Group Name.....
2. Total number of members.....
3. Date and time meeting.....
4. Important issues discussed and planning done (if any)
.....
.....
.....
.....
.....
5. Number of peer appraisals completed since last meeting
.....
.....
.....
.....
6. Peer appraisals planned for next two months
.....
.....

7. Proposal for any input approval or query on problem solving (give brief)

.....
.....

.....
.....

.....
.....

Any other specific issue raised and
discussed.....

.....
.....

8. Decisions made (if any)

.....
.....

Members present

S.N o.	Name of member	Signature

FORMAT 11

Format for proceedings and attendance Register for Field Day / Trainings

1. Name of PGS Local group :
2. Number of members :
3. Location of training :
4. Date of training and duration :
5. Subject and theme of training :
6. Expert persons invited :
.....
.....
7. Training was organized in collaboration of whom :
.....
.....
8. Brief description of issues discussed
.....
.....

Members present

S.N o.	Name of member	Signature

FORMAT-12A

Peer Inspection / Field Inspection Appraisal Worksheet – Part 1

Peer Appraisal sheet for Season..... Year.....

Local Group Name :

Local Group Code No. :

Name of peer Appraisers with their member code

1.
2.
3.
4.
5.

6. Farmer's details

S.No.	Component	Detail s
1.	Farmers Name	
2.	Member Code	
3.	Status of farmer as per last appraisal	
4.	Area of farm	
5.	Is there any change on farm in area or infrastructure	
6.	Is there any change in livestock position	

7.	Name of family member present during inspection*	
8.	Date of Inspection	

*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

FORMAT 12B

Peer Inspection / Field Inspection Appraisal Worksheet – Part 2

2. Background Information

S. No.	Component	Observation	Status of NC*
1.	Date of last use of prohibited substances		
2.	Since how many months farmer is doing organic		
3.	Are you satisfied that since taking pledge farmer is not using any synthetic inputs		
4.	Whether farmer has adopted some measures to improve habitat If yes please provide details. If not then advise improvement		
5.	How diversity is being maintained Explain the measures initiated since last inspection or after taking pledge		
6.	If under conversion period, then what is the exact period of conversion on the date of inspection		
7.	Are you satisfied that conversion requirements are being met		

8.	Do you feel any need for reduction in conversion period? If yes then specify reasons and evidences		
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 non-compliance		

10.	Are you satisfied that adequate measures have been taken to prevent contamination from water flow		
11.	What is source of irrigation? Does it meet the requirements of organic standards.		
12.	Specify if any soil and water conservation methods have been adopted. If not please advise (it is a continuous process)		
13.	Are you satisfied that the farmer is well acquainted with PGS organic standards and protocols?		

*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) noncompliance and threatens certification status. Full compliance is indicated as “C”.

FORMAT – 12 C

PEER

INSPECTION / FIELD INSPECTION APPRAISAL WORKSHEET – PART 3

Compliance of PGS organic standards

S. No.	Item	Comments	Status of NC*
1.	Seed and planting material a. Organic (o) or conventional (c) If conventional whether chemically treated (CT) or not (NT) c. Genetically modified (GMO) or not (Non-GMO)		
	Are you satisfied that seed and planting material meets PGS standards		
2.	List on-farm manures used and quantity Are you satisfied that they meets PGS standards		

	<p>List any off-farm input used. If yes then give details</p> <p>Whether it was approved by group or not Does input is approved under NPOP by any agency (give detail)</p> <p>Are you satisfied that fertilization process and inputs meets PGS standards</p>		
3.	<p>Weed management practices adopted</p> <p>Are you satisfied that weed management process meets PGS standards</p>		
4.	<p>Provide details on plant protection measures</p> <p>On-farm measures</p> <p>Off-farm inputs</p>		
	Whether off-farm inputs were approved by group or not		
	Whether off-farm inputs are approved under NPOP by any agency (give details)		
	Are you satisfied that pest management process meets the requirement of PGS Standards		
5.	Whether equipment's and tools used are properly washed for use in organic farming		
6.	Whether containers used for storage of organic produce meets PGS standards.		
7.	Are you satisfied that requirements of storage, containers, bags etc. meet PGS standards.		
8.	Whether livestock are being treated in proper manner and provided with adequate facilities		

9.	Whether livestock is being fed with organic feed and fodder		
10.	Are you sure that no prohibited substances are being fed to animals		
11.	Give details of veterinary medicines given and vaccination		
12.	<p>Are you satisfied that veterinary medicines meet the PGS standards and were given only in emergency.</p> <p>Give details of with-holding period after medication</p>		
13.	Are you satisfied that all requirements for animal production have been met as per PGS standards		
14.	<p>Beekeeping</p> <p>Are you satisfied that bee hives and boxes meet the standards requirement.</p> <p>Are you satisfied that the bee boxes have been placed under organic management/ wild natural fields.</p>		
	<p>Are you satisfied that no prohibited substances have been used in bee rearing and handling</p> <p>Are you satisfied that all standards requirements for Bee keeping have been met.</p>		

*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”.

FORMAT - 12D**Peer Inspection / Field Inspection Appraisal Worksheet – Part 4**

1.	Chemical fertilizers used :	Yes/No	Fertilizer Name Quantity(Kg/Ha)
2.	Chemical pesticide/ weedicide /Insecticide etc	Yes/No	Category Name Quantity(Kg/Ha)
3.	Liquid Bio fertilizer consortia/ Liquid Biopesticides/ Neem cake/ Neem Oil/ Phosphate Rich Organic Manure / Zyme Granules Applied	Yes/No	Category Quantity(Kg/Ha) Source of Funding
4.	Soil samples collected from your field by any members of Regional Council /other members (State/Central Govt. / Public agencies)	Yes/No	Member Name No. of Sample No. of Sample Tested
5.	Organic farming practices recommended to you to follow in your farm field by members of Regional Council /other members (State/Central Govt. / Public agencies) based on soil test results	Yes/No	List of Practices
6.	Field inspection done in your farm field during crop production by members of Regional Council /other members (State/Central Govt. / Public agencies)	Yes/No	Name Of LG Member Date Of Inspection Name Of Other Members
7.	Samples collected from your farm field has been analysed for residues of chemicals and pesticides by members of Regional Council /other members (State/Central Govt. / Public agencies)	Yes/No	Name Of Member Sample Collected Name Of Other Members Result Reports

8.	Traditional organic Input Production Units (Panchagavya, Beejamruth and Jeevamruth etc.) of your own / sponsored under governmentscheme in your farm field	Yes/No	Name Of Unit No of Unit Capacity Source of Funding
9.	Planted any Nitrogen Harvest plants in your farm field during organic crop production	Yes/No	Name Of Seed Quantity NO of Plants
10.	Botanical extracts production units (Neem cake, Neem oil) in your farm field of your own / sponsored under government schemes/other agencies	Yes/No	Name Of Unit NO of Unit Source of Funding
11.	Vermicompost production units in your farm field of your own / sponsored under governmentschemes/other agencies	Yes/No	NO of Unit Quantity(kg/Ha) Source of Funding
12.	Transportation facilities you are having or any transportation convenience arranged to you for transportation of organic produce by cluster/XXX/ State/Central Govt. / Public agencies on packs of your products which are going to sale in market	Yes/No	Distance of Market Transportation Facility Arrangement
13.	Spending any amount on utilization of Machineries / Agricultural implements from Custom Hiring Centre (CHC)	Yes/No	Amount(By Own) Amount Supported By XXX Cluster Other Name of Agriculture Implements

14.	Training Attend on organic farming	Yes/No	Training Date SubjectPlace Duration
15.	Exposure visits of organic fieldorganized by attended any meeting on organic farming	Yes/No	Visit DatePlace Duration

FORMAT – 12E

Peer Inspection / Field Inspection Appraisal Worksheet – Part 5

4. Production details:

S.No	Crops/Produce	Expected Yield	Requirement for Home Consumption	Surplus available for sale
1.				
2.				
3.				
4.				

2. 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 _____

How long did the peer appraisal take _____

Who was responsible for filling in the peer appraisal worksheet _____ Printer

Peer Inspection/Appraisal Worksheet for Processing and Handling

Peer Appraisal sheet for Year.....

Type of processing

Details of processing and processing facility On-Farm/ Off-Farm or Hired facility

Facility owned by

Details of other processing activities on premises

Name of peer Appraisers with their member code

1. Sh.....
2. Sh.....
3. Sh.....

1. Local Group Details:

S.No	Component	Details
1.	Group Name	
2.	Group Code	
3.	Details of organic produce to be processed with quantity	
4.	Proportion of various ingredients to be used including water salt and other non organic additives	
5.	Name/(s) of Group member present responsible for supervision/ processing	

6.	Name of Group member/representative present during inspection*	
7.	Date of Inspection	

*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.

2. Appraisal report sheet of processing process

S.No	Component	Observation	Status of NC*
1.	<u>Storage</u> <ul style="list-style-type: none"> <input type="checkbox"/> Does storage facility meet standard requirement of PGS <input type="checkbox"/> Are you satisfied that necessary measures have been put into place to prevent co-mingling and contamination <input type="checkbox"/> Are you satisfied that no prohibited substances have been used in storage <input type="checkbox"/> Are you satisfied that full standard requirements have been met in storage 		
2.	<u>Processing Facility</u> <p>Specify whether processing facility is certified organic or undertakes non-organic processing also.</p> <p>Whether all equipment's, containers and processing facility has been cleaned thoroughly to ensure that no prohibited substances are incorporated in the processing.</p> <p>Are you satisfied that the processing unit meets all standard requirements for PGS-organic processing.</p>		

3.	<u>Processing</u> <ul style="list-style-type: none"> ➤ 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 ➤ Are you fully satisfied that the entire processing process meets the standard requirements or not ➤ If not then specify non-conforming activity/ingredient 		
----	--	--	--

3. Production details

S.No	Type of Finished Product	Expected Total yield	Details of Packing	Specify number of containers with sizes

4. **Production details**

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

Processing Unit

Process and Out

put

Date of inspection

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

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).

Situations	Type of Sanction
<input type="checkbox"/> Missing attendance at a required Field Day <input type="checkbox"/> Unsatisfactory production system	Verbal Warning
<input type="checkbox"/> Minor violations of the standards or regulations <input type="checkbox"/> Repeated written warning for similar problem <input type="checkbox"/> Not responding to approval conditions	Short Suspension of Certification Period determined by length of time it takes the Grower to get a new pass inspection/consultation
<input type="checkbox"/> Repeated minor violations of standards <input type="checkbox"/> Clear violation of integrity of the threatening the organic product	Suspension for a fixed period after until farmer(s) take corrective actions.
<input checked="" type="checkbox"/> Clear violation of the standards threatening the organic integrity of the product eg: use of prohibited pesticides or synthetic fertilizers.	Longer term suspension for one year Farmer may back into regular status or be moved to “in conversion” status.
<input type="checkbox"/> Repeated violations leading to penalties, suspension or withdrawal of approval. <input type="checkbox"/> Obvious fraud <input type="checkbox"/> Intentional obstruction of the inspection eg: denying inspector access. <input type="checkbox"/> 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.

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

Calendar Year: _____

LOCAL GROUP ID# _____

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

LOCAL GROUP LEADER/Representative _____

Contact Information: _____

Total number of farmers

1. Number of farmers fully conforming to
certified status (list enclosed as A)
2. Number of farmers granted
in-conversion (List enclosed as B)
3. Number of farmers
sanctioned (List enclosed as
C)

CERTIFICATION DECISION

We the members of the Local Group ID No.....

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

Decision of the Regional Council
Certification decision approved
Certification unique ID Code

Or

Certification decision not approved due to reasons

2

3

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.



PGS-Certificate

Template-1

Certificate No.

Date of Issue (MM/DD/YYYY).....

PGS – INDIA

A Participatory Organic Guarantee Programme Department of Agriculture and
Cooperation
Govt of India

Scope Certificate

This is to certify that the product(s) and areas(s) of the
mentioned farmer

DHDHD belonging to
PGS-India Group

.....

Registered with Regional Council Noand
name.....are in accordance with requirements of

PGS-India National Standards

For Organic Production

For the process of: “Crop Production”

This Scope Certificate

valid from (MM/DD/YYYY) until

**(MM/DD/YYYY) for those product(s) and
area(s) specified in the annexe**

The validity of this certificate solely depends on the continued compliance with the
required standards and PG -India guidelines.

Logo Authorized by:

Signature of Head of Regional Council Date.....

Signature of PGS India Group Leader Local Group No.....

Name of Regional Council.....

Authorization No.....



(Any one of the type of logo farmer used depending on the organic cultivation status of)

Local Group Name :

Local Group Code :

Farmer's Name :

The validity of this certificate solely depends on the continued compliance with the required standards and PGS-India guidelines.

Member Code	Member Name	Total Organic Area (Ha)	Farmer Status	Crops Name	Production (Kg/ha)

Logo Authorized by:

Signature of Head of Regional CouncilDate.....

Name of Regional Council.....

Authorization No.....

Signature of PGS India Group LeaderLocal Group No.....

	TQ CERT Services Private Limited		SECTION NO. : 0000	
	PGS INDIA CERTIFICATION MANUAL		Issue No. 01	Rev. No. 0X
	COVER PAGE		Date: DD.MM.YYYY	Page X of XX

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Annual Progress Report for the Year.....(Report to be submitted by Regional Council)

(Soft copy to be mailed at nbdc@nic.in)

Name of Regional Council

Complete Address and Contact Details.....

Year of Registration/Authorization.....

Year of Expiry of Authorization

PGS-INDIA Registration ID.....

Sl.No	No. of Groups			Total No. of Farmers			Area ((Ha)			Total N o. Farmer s certifie d		Name of Produ cts produ ced		Produc tion In tones		Total Amount of Revenue generate d from marketing (Rs. In Lakh)	
	Total num ber of Gro ups upto prev ious	Total numb er of Grou ps adde d in the prese nt	Gr and Tot al num ber of Grou ps	Tot al nu m ber of Far mer s	Total num ber of Farm ers adde d in the pres ent	Gr and Tot al nu m ber o	Total of Area (Ha) upto previ ous year (Apri l	Total Area (Ha) ad d ed in the pres ent year (April	Gr and Tot al Are a (Ha)	PG S Gr ee n	PGS - orga nic	PGS - Gree n	PGS - orga nic	PGS - Green	PGS- organic	PGS - Green	PGS- organic

[illegible]