

## PGS-India Organic Certification

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

**Organization Logo**

### **QUALITY MANAGEMENT SYSTEM MANUAL (QMSM)**

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## Record of Revision

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## **INTRODUCTION**

**XXX**

### **SECTION-1**

## **INTRODUCTION**

### **About PGS**

PGS are quality assurance initiatives that are locally relevant, emphasize the participation of stakeholders, including producers and consumers and operate outside the frame of third party certification. PGS is a process where by people in similar situations (in this case small holder producers) in some way assess the production practices of their peers. This process can be formal or informal.

### **PGS-India Guiding Principles**

In tune with the international trends and IFOAM's PGS Guidelines, PGS India system is also based on participatory approach, a share division, transparency, trust, horizontality and networking. In addition, it gives PGS movement a National recognition and institutional structure without affecting the spirit of PGS. Participation is an essential and dynamic part of PGS. Key stake holders (producers, consumers, retailers and traders and others such as NGOs) are engaged in the initial design, and then in the operation of the PGS.

In the operation of a PGS, stake holders (including producers) are involved in decision making and take essential decisions about the operation of the PGS itself. In addition, the producers are engaged in a structured ongoing learning process, which helps them to improve what they do.

**Regional Council (RC)** Regional Council (RC) –XXX is legally registered agency under relevant acts (Companies Act). Xxx personnel have no conflict of interest which can hinder or affect the organic guarantee programme and/ or its credibility.

### **Operational Manual of XXX**

It is a documented policy and procedure system for operation of Regional Councils (XXX), authorized by National Advisory Committee (NAC) under PGS-India programme of National Project on Promotion of Organic Farming (NPOF) including registration of local groups, endorsement of local groups, capacity building of local groups, surveillance, peer appraisal and summary sheet appraisal and certification decision endorsement process within the frame work of PGS India programme as detailed in PGS-India Operational Manual as amended from time and time and/ or as per the directives of PGS-India program secretariat (NCOF).

- 1.1 XXX, shall distribute the operating manual to all the stake holders involved with PGS-India program as well as to all of its staff. Salient features of the PGS scheme for RC shall be displayed on the website of (XXX), in public domain upon approval.
- 1.2 Once accepted and approved by the NCOF, any change/ modification in the operating manual shall be made with prior approval of the NCOF. On being approved by the NCOF, changes/ modifications shall be issued under the signature of authorized person of XXX and shall be intimated to all stakeholders, concerned staff as well as to local groups.

## **SECTION-2**

### **SCOPE**

XXX under approved PGS-India Programme shall offer the following services to PGS Local Group within the frame work of PGS- India Programme:

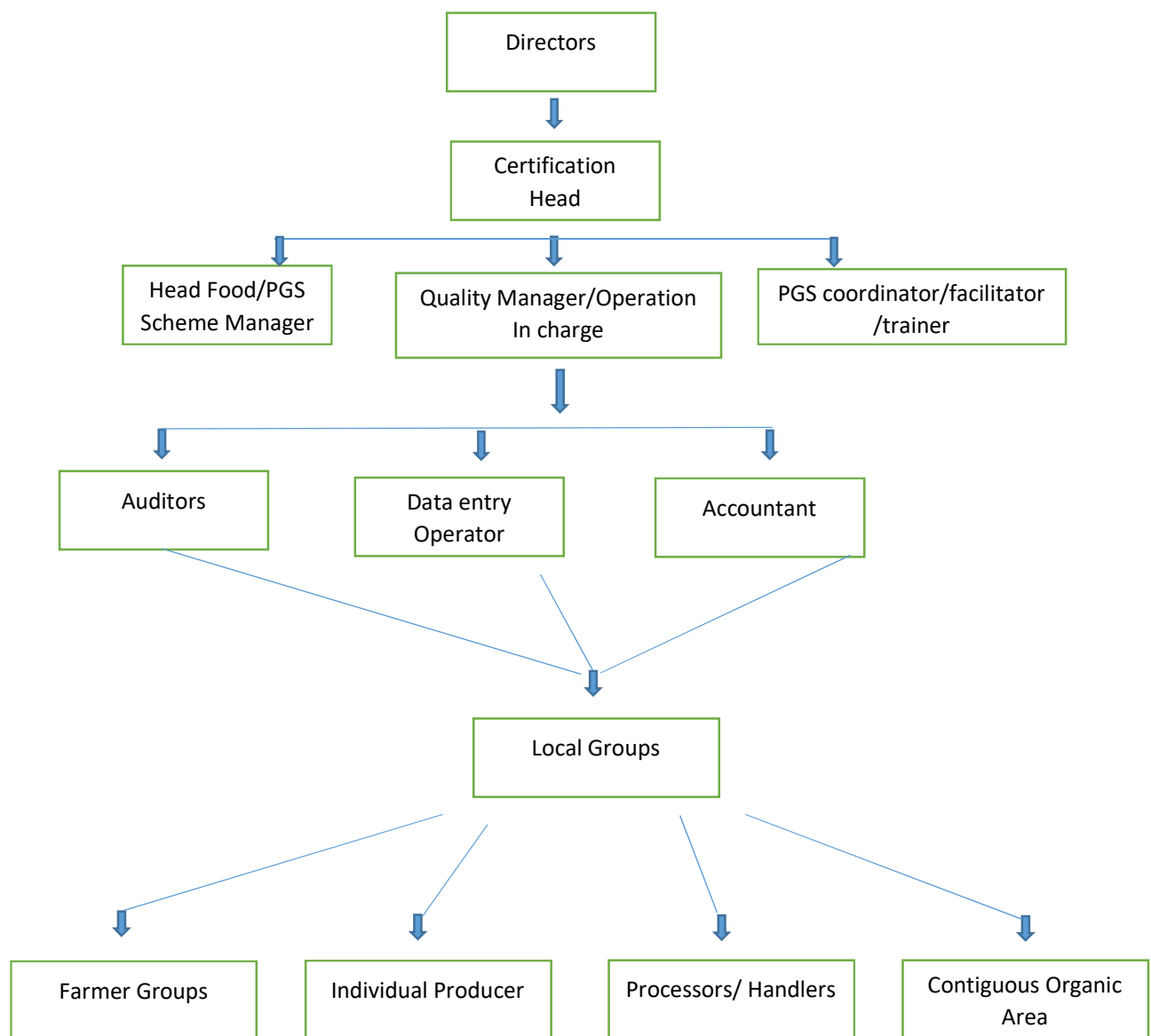
- 2.1 Registration of PGS Local Group (LG) subject to verification of necessary documents like Farm History Sheet, Farmers Registration with local group, Farmers Pledge, Endorsements etc.
- 2.2 Capacity Building of LG by imparting training on Procedures for adoption of PGS-India certification procedures, requirements of meetings, key training programmes, methodology for LG operation, peer appraisals, LG Summary sheet filling, decision making and PGS- organic standards.
- 2.3 XXX provide copies of all the instruction manuals, standards and formats in hard copies in local language to the local groups.
- 2.4 Granting registration certificates, supervision on functioning of groups, assessment of PGS-India standard compliance, local summary sheet appraisal and endorsement of certification decision as per the PGS-India program.
- 2.5 Providing internet and data uploading facilities in PGS-India on- line application tool wherever Local groups do not have access to computer and internet or are not able to operate the system.
- 2.6 Providing printed copies of certificate to group or to individual farmers as per the request of local group.
- 2.7 Monitoring and surveillance of LG, including participation in some peer appraisals
- 2.8 Assisting NCOF and Zonal Councils in sample collection for pesticide residue testing as per the direction of secretariat.
- 2.9 Regional Council (XXX) shall charge responsible fee or service charge for providing the above mentioned services as per agreement between XXX and LG. The service charge and fee structure will be hosted by the XXX on their website in public domain.

### **SECTION-3**

#### **OPERATIONAL AND ORGANIZATIONAL STRUCTURE**

- 3.1 XXX shall have documented operational structure with clear-cut division of duties among its personnel. As per the workload and number of local groups and total number of farmers registered, XXX shall deploy adequate manpower to undertake registration, on-line data up- loading, LG surveillance and supervision, capacity building, LG summary sheet appraisal, certification decision assessment and endorsement and time to time reporting of the progress to Zonal Council and PGS-India program secretariat.
- 3.2 XXX shall host the details of their staff and manpower with description of duties allotted to each, on their website and on the home site of its domain on PGS-India on-line site.
- 3.3 XXX shall recruit trained manpower and personals with adequate experience and expertise in following fields:
  - a. Organic standards under NPOP/NOP/EU and PGS-India
  - b. Certification procedures under third party and participatory guarantee systems
  - c. Organic methods of crop cultivation and processing including knowledge in organic nutrient management and pest management.
  - d. Capacity building and training to farmers/ groups
  - e. Digitization of PGS scheme requirements, data handling and data uploading on on-line application tools using computers.
  - f. Peer appraisals/ internal/ external inspections, inspection and peer appraisal sheet analysis and
  - g. Certification decisions.
- 3.4 Program in-charge and certification In-charge in the XXX shall have undergone training on PGS-India program organized by Zonal councils or PGS-India program secretariat.
- 3.5 XXX shall have at least following two operational wings headed by two qualified persons under the overall supervision and control of XXX Head Food /Scheme Manager.
  - a. Capacity building, literature development, data management, monitoring, surveillance and reporting
  - b. Data appraisal and assessment and LG summary sheet assessment
- 3.6 All certification decisions shall be taken by a committee comprising of at least two persons headed by the XXX operation In-charge or an authorized person assigned with the duty in writing by the XXX Head.

#### **ORGANOGRAM OF REGIONAL COUNCIL (RC)**





## **SECTION-4**

### **MANDATORY REQUIREMENT FOR XXX**

#### **4.1 Registration**

XXX is a legally registered Company under Company Act 1956,

#### **4.2 Financial stability**

The financial management of XXX is sound as evidenced by audited balance sheet showing adequate turnover and necessary funds provision for the operation of Regional Council. Annual budget planning shall also indicate provision of funds for the operation of XXX.

#### **4.3 Competence**

XXX shall have adequate experience and expertise in organic standards, certification and guarantee procedures and at least two of its members shall have undergone training under the program organized by the Zonal councils and PGS-India program secretariat.

4.3.1 XXX has expertise on data handling and access to computer and internet.

4.3.2 XXX ensures all staffs are appointed based on their required qualification and experience.

4.3.3 XXX shall ensure that all staff function according to their clear responsibilities and assigned duties entrusted to them.

#### **4.4 Personnel**

All personnel of XXX shall have expertise in their respective field and they shall be given

detailed assignment and proper instruction with clear responsibility for discharging their duties.

4.4.1 Each personnel shall have no conflict of interest and they shall sign declaration in this regard.

4.4.2 XXX shall ensure training for its personnel for up gradation of their technical knowhow and competence level.

#### **4.5 Credibility**

XXX shall ensure that there is no lapse in its certification process i.e. monitoring, surveillance and endorsement of certification decision.

4.5.1 The certification approval committee shall be rendered credible and impartial by involving different stake holders from other organization/other than PGS group from outside of the XXX.

4.5.2 XXX shall ensure strong action against offender for misusing its logo by withdrawing certification approval without any compromise.

#### **4.6 Trust**

XXX shall verify the expression of trust from the farmer's pledge and declaration towards their commitment for compliance of PGS-India standards for organic integrity as well as for environmental protection and consumer health.

#### **4.7 Transparency**

For adding transparency to certification system, XXX shall publish or upload the list of certified products with details of their firms and non-compliances, if any, in public domain i.e. in National Data base website of PGS-India to ensure public access.

#### **4.8 Conflict of interest**

All personnel of XXX shall have no conflict of interest and in this regard each personnel shall sign a declaration that they will not get involved in any kind of activities compromising the certification decisions and organic integrity under PGS-India programme.

#### **4.9 Non-compliance**

XXX shall have a documented policy and procedure for dealing with non-compliances committed by local groups during its activities in regard to both capacity building as well as Peer appraisal and certification process within specific time period.

4.9.1 XXX shall ensure closure of non-compliances based on corrective actions taken by farmer for grant of certification decision, failing which XXX shall withhold the certification decision.

4.9.2 Records of all non-compliances and their action taken report shall be communicated to the concerned and the relevant records kept in safe custody.

#### **4.10 Appeal**

XXX shall work as appellate authority for considering appeal of farmers against the decision of LG. XXX shall have a documented policy and procedure for resolving the appeals within specific time period i.e. within 15 days.

#### **4.11 Tariff**

XXX shall rationalize its tariff structure for providing paid services to the Local Group(LG) by entering into the agreement with the local group during registration. The tariff shall be structured in terms of following components.

Components of fees

- Registration of Local group
- Training of local group for capacity building
- Travelling/conveyance expense
- Surveillance inspection
- Certification cost
- Issue of scope certificate
- Uploading of data preparation of report

#### **4.12 Documentation**

XXX shall publish its defined policy and procedure for implementation in regard its overall objective and functioning in the form of a 'Operating Manual'.

4.12.1 XXX shall publish its Annual Report to high light its activities for public access with

details of farms certified including profiles of each certified PGS-farmer and non-compliance if any.

4.12.2 All records shall be held secured in a retrievable manner with due signature of authorized

persons for a period of 5 years.

4.12.3 XXX shall also publish documents like operating manual of LG and non-compliance

guidelines for LG in local language.

#### **4.13 Sampling and Residue Testing**

XXX shall randomly select a small percentage of farms/products and draw soil samples/products for testing of pesticide residue. The testing of pesticide residue shall be co-ordinated by the PGS Secretariat.

XXX shall upload the result of the residue testing in the website of PGS-NAC.

#### **4.14 Management Review**

XXX shall conduct internal review twice annually to ensure that all activities in regard to capacity building and surveillance inspection as well as process of grant of approval of certification decision are effectively implemented and corrective measures taken for future.

4.14.1 Positive residue testing report shall be considered as major non- compliance for grant

of approval certification decision to LG.

## **SECTION-5**

### **STANDARD**

XXX shall grant approval of certification decision based on compliance of PGS-India standard to local groups.

5.1 XXX shall publish PGS-India standard in local language and distribute it to LG.

#### **5.2 Conversion**

XXX shall verify that whole farm is brought under organic before grant of certification.

5.2.1 XXX shall not allow any part or parallel conversion but shall allow gradual conversion of whole farm within 24 months' time.

#### **5.3 Capacity Building**

XXX shall organize regular training for local group on various aspects of organic agriculture and PGS certification system to upgrade their technical knowledge.

5.3.1 XXX shall participate in the key field day training of LG and group meeting.

5.3.2 XXX shall also develop online data management skill for LG by providing training on computer and internet access.

## **SECTION -6**

### **SURVEILLANCE INSPECTION AND CERTIFICATION PROCESS**

XXX shall have a documented policy and procedure both for Annual Surveillance Inspection and grant of approval of Certification decision within the frame work of PGS-India programme.

#### **6.1 Application**

XXX will require LG to apply for registration with XXX in prescribed format.

#### **6.2 Registration**

After receiving application in prescribed format XXX shall grant registration to local groups subject to verification of following documents:

- Application for registration, complete in all respect Individual Farm History Sheet
- Endorsement of LG by Central/State Govt. Authorities/other PGS groups Pledge of farmers
- Entire land holding brought under organic or to be gradually brought under conversion within 24 months' time.

6.2.1 XXX shall enter into an agreement with LG in prescribed format in which the LG will require to fulfill all requirement of certification including payment for services.

6.2.2 XXX shall make online registration if data and application are received online and subsequently issue user ID and password on PGS website whereas for off line application XXX shall grant registration and issue ID and Password in hard copy and publish information in website of PGS-India.

#### **6.3 Surveillance Inspection**

##### **6.3.1 Assignment and instruction for Surveillance Inspector**

XXX shall have clear instruction for its surveillance inspectors for conducting inspection and the inspector must be provided with detailed assignment of inspection along with a surveillance inspection check list.

6.3.2 Surveillance Inspector shall physically verify all relevant documents of registration and endorsement in respect of each listed farmer during inspection of LG.

6.3.3 Surveillance Inspector shall physically verify the peer appraisals of all listed farmers and check the consistency of certification decision with degree of compliance of PGS-India Standard.

6.3.4 Surveillance Inspector shall randomly select a small percentage of Farms and conduct sampling of soil / farm produce for residue testing.

6.3.5 Surveillance Inspector shall verify the non-compliance committed by farmer as well as the subsequent corrective measures taken by farmer and also its outcome on the grant of certification decision by the group.

6.3.6 Surveillance inspector of XXX shall verify the records of group meeting and key field day training and the turnout of farmers.

6.3.7 Surveillance inspector shall have to fill up the check list and get it signed both by himself and by the three members of local group and submit the report to XXX along with his comments on compliance of PGS-India standards by the local groups.

#### 6.4 Procedure for Grant of approval of Certification decision

Certification Approval Committee shall impartially take decision on endorsement of certification decision subject to verification of following documents:

- LG work summary sheet complete in all respect
- Annual surveillance inspection report verifying the compliance of PGS-India Standard without any complaint against any farmer
- Results of residue testing is negative
- No non-compliance by any farmer
- Compliance of PGS-India Standard

6.4.1 XXX shall issue approval within 15 days online to LG for taking printout of scope certificate.

6.4.2 XXX shall approve or disapprove certification decision of group but shall not include or exclude any individual farmer from group.

#### 6.5 Condition for withdrawal of certification decision:

XXX shall withdraw approval of certification decision from the whole group subject to following conditions:

- Major non-compliance committed by any member of group which affects the organic integrity as evident from LG summary sheet and surveillance inspection report.
- Local group granted certification decision without taking corrective action in respect of major non-compliance committed by farmer.
- Major non-compliance observed during surveillance inspection. Positive residue test report.

6.5.1 XXX shall communicate the decision of withdrawal of certification approval to the local group with justification within 15 days of receipt of LG Summary Sheet from LG.

## **SECTION -7**

### **SCOPE CERTIFICATE**

XXX shall generate scope certificate bearing Unique Identity Code(UID) which shall contain the entire information regarding the production system, Peer appraisal and decision of group for traceability and public access. The scope certificate as well as summary information will be uploaded by XXX in the PGS-India website. The PGS-India Organic Logo as well as logo of XXX shall be printed on Scope Certificate. The LG farmer will take print out of scope certificate after getting approval from Xxx .