

## **Important Points related to performing of producer sites internal inspections within the Producer Group**

Section 4A Certification Process for Group Certification, Version 4.1, Rev 5, Version dt 01-11-21 issued by Quality Council of India ([www.qcin.org](http://www.qcin.org)). Sections 4.4 and 5 deals with internal Inspections/audits.

### **1. Coverage and use of Check lists for internal inspections:**

All the producer members of the Group (Option 2) to be inspected using the applicable Control Points and Compliance Criteria Checklists - All Farms Base, Crops Base, fruits & Vegetables Base, Combinable Crops and Spices modules .

### **2. Frequency:**

Minimum of once in a year in case of annual crop or per crop cycle as applicable.

### **3. Competency of Internal Inspector**

- It is most important that internal farm auditor shall meet the competency requirements as specified in Section 4.4 and 5
- Internal inspections become void, if the internal inspections are conducted without meeting the above requirements.

### **4. Use of Internal or External inspectors**

In case, the Group does not have the qualified internal farm auditor, then it can engage the external inspectors meeting the above requirements.

### **5. Language**

- Internal farm auditor shall have working language skills in the corresponding native/working Language. This shall include locally used translator if necessary.

### **6. Practical Knowledge**

- Internal Auditor shall have practical knowledge about the products, they are auditing may be complemented by training on product characteristic
- Audit of own work a producer they have also consulted in the last two years.

## **7. Conflict of Interest**

Internal auditors are not allowed to audit their own work or a producer they have consulted in the last two years.

## **8. Expert Support**

Where internal farm auditor doesn't have the necessary training on food safety and/or good agricultural practices but only QMS training/experience, another person with the training on food safety, hygiene and good agricultural practices can supplement the internal audit team to perform the audit

## **9. Non Conformances during Internal Inspections.**

All Non Conformances if any raised by the Internal Inspectors during internal inspections to be closed by the producer member or the group before scheduling QMS internal audit and external CB inspections.

## **10. Submission of Reports:**

All the inspection reports to be submitted by the internal Farm Auditor to the Group

### **Note:**

The abovestated requirements are prepared by us to the best of our judgement and the visitor must always visit the Quality Council of India website for the correctness of the information provided in the applicable scheme

Date:

Place:

Document Version: