

## **1. IMPORTANT POINTS TO BE KEPT IN MIND: NOP**

### **Grower Internal Inspections**

- a. Internal inspection is an important step in certification process. Each group member must be inspected at least twice a year whereby even the minute changes at the field level are noted and compliance for standards is also checked.
- b. For internal inspection, a Check List is prepared as per organic standards applicable to the group.
- c. The internal Inspector records their observations according to this check list. After the internal inspection is over, inspector signs an exit interview with the member farmer.

Following points must be kept in mind during internal inspection:

- Details of crop and farm activities.
- Seed/planting materials.
- Fertility management inputs.
- Pest, disease and weed management.
- Irrigation management
- Harvest management
- Packing and storage.
- Record of stock and dispatch.
- Action taken on the non-compliances noted during previous inspection.
- The internal inspector submits report Manager and recommendation of internal inspection is included in certification process by Certification Agency.

- d. Assign the inspectors, inspection findings, findings of last inspections

### **Record keeping System**

Grower Group shall maintain records and relevant supporting documentation such as visual (for example, maps, work-flow charts) concerning inputs and details of their use, production, preparation and transport of organic crops. The grower group shall maintain the organic integrity of products and shall fully record and disclose all activities and transactions in sufficient detail to be easily understood and sufficient to demonstrate compliance with the standard.

Such records must:

- Records must be particular area of certified operation
- Full disclosure all activities and transactions of the certified operation in details

Shall be audited

- maintaining for not less than 5 years beyond their creation, and
- Be sufficient to demonstrate compliance with each Standard.

Records shall make it possible to trace:

- a) The origin, nature and quantity of organic products that have been delivered to the production unit or operation,
- b) The nature, quantity and consignee of products that have left the production unit;
- c) Any other information for the purposes of verification, such as the origin, nature and quantity of inputs, ingredients additives, and manufacturing aids delivered to the production unit, and the composition of processed products;
- d) Activities and processes that demonstrate compliance with this standard.