Organic System Plan & Organic Management Plan

This needs to be drafted in local language besides English. If the farmers are illiterate, the internal standards shall contain illustrations in the text for better understanding.

ANNEX-4

Name of ICS:	[ ]		
ICS Managed by Mandator	[ ]		
Trace net registration number (for Existing client)	[ ]		
Organizational Structure/Legal Status	**Sole Proprietor / Owner ☐** **Partnership ☐** **Government/Public Agency ☐** **Other (Specify) ☐**		
Registered office address:	[ ]	**Authorized Responsible Person:**	[ ]
Location of Production units (Village, Tehsil, District, state.)	[ ]		
Distance between ICS office to operational area in KMS	[ ]		

INTRODUCTION
[Introduction of your history and background of your company/ICS/farmers. When and how did you become involved in organic production & formation of group]

1. GENERAL DETAILS OF GROWERS GROUP:		
1.1	Total number of growers in group	[ ]
1.2	Total farm Area of all growers (Hectares)	[ ]
1.3	Total organic production area of all farmers (HA)	[ ]
1.4	Total organic cultivation land of all farmers (HA)	[ ]
1.5	Total Uncultivated land (HA)	[ ]
1.6	Total Number of farmers with more than 4 ha land	[ ]
1.7	Standard for which Certification requested?	NPOP ☐ NOP ☐
1.8	Certificate to be issued on the name of?	[ ]
1.9	Since how many years you have been into organic farming?	[ ]
1.10	When was the group formed (Month/year)?	[ ]
1.11	Is the Certification requested for the 1st time?	[ ]
1.12	If not 1st time certified since …… Year	[ ]
1.13	Previously certified by - Name of Certification body (CB)	[ ]
1.14	Do you have open Non conformances with previous CB? If yes, what are they?	[ ]
1.15	Have you ever denied organic certification?	[ ]
1.16	If yes, describe by whom, when & why? What has changed since then?	[ ]

2. LEGAL IDENTITY/ REGISTRATIONS		
2.1	PAN Card Number :	[ ]
2.2	Aadhar card number :	[ ]

2.3	ICS to Mandator agreement :	[ ]
2.4	Registration number (if any) :	[ ]
2.5	Agreements & Others (indicate):	

3. DETAILS ABOUT FARM ENVIRONMENT :		
3.1	Rainfall (mm)	[ ]
3.2	Soil type (submit copy of soil test report if available)	[ ]
3.3	Temperature	[ ]
3.4	Surrounding environment	[ ]
3.5	Are all farmers land suitable for organic farming/ Crops proposed for Cultivation? Mention previous land use (land filling, garbage dumping, farming etc.)	[ ]
3.6	Any sources of pollution nearby farmer fields (Factories, industries, mines, highways, Adjacent Conventional Agri. Land cultivating High Risk Crops – Cotton/ Chilli, Soybean, Cumin etc.)?	[ ]

4. PARTNERS FOR ORGANIC HANDLING

[ICS have any sub contract with any other company to handle your organic operation like harvesting, on farm processing, processing, exporting, storage etc. Give sub-contractor company name and submit copy of Sub- Contract Agreement]

		Yes	No	NA	Remarks
4.1	Any subcontractor involved in organic handling?	[ ]	[ ]	[ ]	[ ]
4.2	If yes, mention the sub-contractor company details	[ ]	[ ]	[ ]	[ ]
4.3	Mention activity sub contracted	[ ]	[ ]	[ ]	[ ]
4.4	Have you entered into a Signed Contract with the Company?	[ ]	[ ]	[ ]	[ ]
4.5	Mention validity start date and end date	[ ]	[ ]	[ ]	[ ]

5. DATA OF FARMERS, AREA & STATUS

- Indicate in case agricultural units are added, changed or withdrawn from previous year scope certificate.
- If no changes, mention previous year and current year total no of farmers and area.
- In case 1st year of certification, mention Current year total number of farmers and area

Field Status	As per scope (last year)		Changes to current year Scope						As per the AFL Current Year		Remarks
			Added		Changed status		Withdrawal/ Sanctioned				
	No. of farmers	Area in Ha	No. of farmers	Area in Ha	No. of farmers	Area in Ha	No. of farmers	Area in Ha	No. of farmers	Area in Ha	
C1	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
C2	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
C3	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
ORG	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Total	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

6. CROPS REQUESTED FOR CERTIFICATION

- Give details of year, organic status of farm, area of each crop grown in hectares, estimated yield of each crop in Metric Ton & Inputs used in farm.
- Farmers to be photographed along with the standing crops to be maintained at the ICS office

Number of farmers	Area in Ha	Current Year: Status of farm:			Last Year: Status of farm:			Year prior to Last Year: Status of farm:		
		Crop	Estimated yield	Inputs used	Crop	Estimated yield	Inputs used	Crop	Estimated yield	Inputs used
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

7. CONVERSION – NPOP 3.1.2, NOP § 205.202

- According to NPOP standard 3.1.1 conversion period of two years before sowing of annual crops and three years before first harvest of perennial crops is required.
- According to NOP land must have no prohibited substances applied to it for a period of 3 years immediately preceding harvest of the crop.
- All standards requirement shall be met during conversion period.

		Yes	No	NA	Remarks
7.1	Are all farmers undergone Conversion Period as per prescribed Standards?	[ ]	[ ]	[ ]	[ ]
7.2	If Yes, when did farmers start practicing Organic Farming?	[ ]	[ ]	[ ]	[ ]
7.3	If no, in which conversion status are farms now?	[ ]	[ ]	[ ]	[ ]
7.4	Were all plots of farmers undergone conversion period?	[ ]	[ ]	[ ]	[ ]
7.5	Does Farmers have Part Conversion and Part Organic farming?	[ ]	[ ]	[ ]	[ ]
7.6	Do you have any proof that the Farms has been managed Organically? If Yes since when?	[ ]	[ ]	[ ]	[ ]

8. PARALLEL PRODUCTION AND MIXED PRODUCTION – NPOP 4.3.1.5

[In case farmers engaged in parallel production, sufficient buffer zone has to be maintained, Crops must be visually distinguishable, Accurate production estimates must be available, The crops are harvested in such a way that there are reliable methods to verify the actual harvest of the respective crops, Appropriate storage capacity shall exist to ensure separate handling, The documentation regarding the production shall be well managed and make a clear distinction between certified and non-certified production]

		Yes	No	NA	Remarks
8.1	Are farmers following Parallel Production?	[ ]	[ ]	[ ]	[ ]
8.2	If yes, describe how do farmers manage?	[ ]	[ ]	[ ]	[ ]
8.3	If yes, mention for which crops?	[ ]	[ ]	[ ]	[ ]

8.4	Are farmers maintaining sufficient buffer zones? Mention size of buffer zone maintained?	[ ]	[ ]	[ ]	[ ]
8.5	Are the Crops easily distinguishable?	[ ]	[ ]	[ ]	[ ]
8.6	Were Crops harvested separately and records maintained?	[ ]	[ ]	[ ]	[ ]
8.7	Do farmers grow same crop with different status?	[ ]	[ ]	[ ]	[ ]
8.8	If yes, mention how do they manage, system of separation?	[ ]	[ ]	[ ]	[ ]
8.9	Are records for organic production kept separately?	[ ]	[ ]	[ ]	[ ]
8.10	Do farmers have separate, labelled stores for organic inputs?	[ ]	[ ]	[ ]	[ ]
8.11	Do farmers have exclusive/ labelled sprayer/equipment's for organic?	[ ]	[ ]	[ ]	[ ]
8.12	If no, do farmers lend/borrow their sprayer/ equipment's to others/from others?	[ ]	[ ]	[ ]	[ ]
8.13	Whether Equipment's are Cleaned before using for Organic?	[ ]	[ ]	[ ]	[ ]
8.14	Are farmers following split production?	[ ]	[ ]	[ ]	[ ]
8.15	Describe the intercropping system (main crop xxx- Inter crop xxx)	[ ]	[ ]	[ ]	[ ]
8.16	Percentage of intercropped area?	[ ]	[ ]	[ ]	[ ]

9. ENVIRONMENTAL MANAGEMENT (SOIL & WATER CONSERVATION) - NPOP 3.1.10

[Soil & water resources must be handled in a sustainable manner. Organic farming must contribute to environmental safety, ecological protection, human and animal welfare. Suitable measures shall be taken to prevent erosion, salination of soil, excessive and improper use of water and the pollution of ground and surface water. Farmer should not directly or indirectly involve in burning, littering, environmental damage, water pollution which leads to land degradation and pollution of ground and surface water]

		Yes	No	NA	Remarks
9.1	Is soil erosion a problem in any of your farmers field in ICS?	[ ]	[ ]	[ ]	[ ]
9.2	If yes, what measures do farmers take to prevent soil erosion?	[ ]	[ ]	[ ]	[ ]
9.3	What is the Source of Water and purpose for which it is used?	[ ]	[ ]	[ ]	[ ]
9.4	Type of irrigation system used by farmers?	[ ]	[ ]	[ ]	[ ]
9.5	Is water pollution a problem in any of farmers organic fields?	[ ]	[ ]	[ ]	[ ]
9.6	Do farmers burn crop residues and other organic material in organic field?	[ ]	[ ]	[ ]	[ ]
9.7	Do farms include forest areas, wetlands, hedgerows, other ecological valuable areas?	[ ]	[ ]	[ ]	[ ]
9.8	Are farmers involved in logging/ burning of ecological valuable areas to obtain farm land?	[ ]	[ ]	[ ]	[ ]
9.9	How do farmers conserve these valuable areas?	[ ]	[ ]	[ ]	[ ]
9.10	Is Inorganic litter collected and disposed offin a faraway Place?	[ ]	[ ]	[ ]	[ ]

10. ANIMAL HUSBANDRY

[Animal husbandry plays important role in organic farming as that producer can prepare on farm inputs. At the same time number of livestock shall be limited with a view to minimize soil erosion/ over grazing/ pollution caused by animals]

		Yes	No	NA	Remarks
10.1	Do farmers have animal husbandry on their farm?	[ ]	[ ]	[ ]	[ ]
10.2	If yes, describe number and species	[ ]	[ ]	[ ]	[ ]

10.3	How do farmers make livestock beneficial to organic farming?	[ ]	[ ]	[ ]	[ ]

11. SEEDS AND PLANTING STOCK – NPOP 3.1.5, NOP §205.204

- Organic seeds, cuttings, seedlings must be used for organic crops. According to NPOP in case of non-availability of organic seeds or planting stock farmers can use (a) Non-organically produced, untreated seeds and planting stock (b) Non-organically produced seeds and planting stock that have been treated with a substance included in the National List of synthetic substances allowed (c) Non-organically produced annual seedlings may be used to produce an organic crop when a temporary variance has been granted (d) Non-organically produced planting stock to be used to produce a perennial crop may be sold, labeled, or represented as organically produced only after the planting stock has been maintained under a system of organic management for a period of no less than 1 year.
- In case of use of off farm seeds, farmers/ICS have to take approval from ICS prior to use.
- Use of genetically engineered/modified seeds, transgenic plants or plant material is prohibited in Organic farming

11.1	**Crop**	**Own organic**	**Purchased organic seeds**	**Conventional seeds untreated**	**Conventional seeds treated**
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

		yes	No	NA	Remarks
11.2	In case of use of conventional seeds used by farmers, please describe efforts to obtain organic seeds?	[ ]	[ ]	[ ]	[ ]
11.3	In case purchased seedlings used, who is the supplier?	[ ]	[ ]	[ ]	[ ]
11.4	If certified, by which agency/CB?	[ ]	[ ]	[ ]	[ ]
11.5	Confirm that no GMO Varieties used by framers in ICS	[ ]	[ ]	[ ]	[ ]
10.6	If planting stock used by farmers, Kindly fill the below:	[ ]	[ ]	[ ]	[ ]

Type of planting stock	Source of planting stock	ORGANIC	NONORGANIC
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]

12. FERTILIZATION/ CROP NUTRIENT MANAGEMENT – NPOP 3.2.7, NOP § 205.203

- Organic farming must conserve soil fertility & diversity through crop nutrient management & crop rotations. Tillage and cultivation practices that maintain or improve the physical, chemical, and biological condition of soil and minimize soil erosion.
- Crop nutrients and soil fertility shall be managed through rotations, cover crops, and the application of plant and animal materials.
- Composted animal manure can be used as defined in NOP 205.203 (c)(i)
- Composted plant and animal materials can be used which was produced through a process defined in NOP 205.203 (c)(ii)
- In case of use of any off farm inputs, approval from CB has to be taken prior to use

		Yes	No	NA	Remarks
12.1	List all materials that farmers use for soil fertility and crop nutrition?	[ ]	[ ]	[ ]	[ ]
12.2	Give details like type, origin, Organic/Non organic, Time of application?	[ ]	[ ]	[ ]	[ ]
12.3	Quantity used per Hectare	[ ]	[ ]	[ ]	[ ]
12.4	Date (approx.) of last use of Prohibited Substances /Inputs?	[ ]	[ ]	[ ]	[ ]
12.5	In case on farm prepared inputs, mention Details of method of preparation?	[ ]	[ ]	[ ]	[ ]
12.6	Do farmers follow crop rotation which improves fertility?	[ ]	[ ]	[ ]	[ ]
12.7	If yes, name crops and details of crop rotation plan?	[ ]	[ ]	[ ]	[ ]

12.8	In case no crop rotation followed, what are the measures taken to improve situation?	[ ]	[ ]	[ ]	[ ]
12.9	Do farmers use composted plant and animal materials?	[ ]	[ ]	[ ]	[ ]
12.10	If yes, produced as per Procedure defined in NOP 205.203 (c)(ii) (Incorporated at least 120 days before harvest of a Crop whose edible portion may contact the Soil surface or soil particles Incorporated at least 90 days before harvest of a crop whose edible portion does not directly contact the soil surface or soil particles)	[ ]	[ ]	[ ]	[ ]
12.11	Is composted manure applied as defined in NOP 205.203 (c)(i)? (Applied to land used for a Crop not intended for Human Consumption – Pasture, Hay & Cover Crops etc.)	[ ]	[ ]	[ ]	[ ]
12.12	Do fertility/nutrient management plan causing any pollution to soil, water & environment?	[ ]	[ ]	[ ]	[ ]
12.13	Do farmers use Manure contains any human Excreta & Urine?	[ ]	[ ]	[ ]	[ ]
12.14	Do farmers use sewage sludge as a fertility input or mix in manure as an ingredient?	[ ]	[ ]	[ ]	[ ]
12.15	In case of use of cow urine, is it fermented?	[ ]	[ ]	[ ]	[ ]
12.16	Any mineral fertilizers used?	[ ]	[ ]	[ ]	[ ]
12.17	Any chemical treated mineral fertilizers/ mineral fertilizers which are other than listed in Appendix 1 3.2.6.6 used?	[ ]	[ ]	[ ]	[ ]

12.18	How do you/farmers monitor the effectiveness of fertility management program? (soil testing, microbiological testing, observation of soil , observation of crop etc.)	[ ]	[ ]	[ ]	[ ]
12.19	How often do you/farmers conduct fertility monitoring? (weekly, monthly, annually, as needed)	[ ]	[ ]	[ ]	[ ]

13. DISEASE , PEST & WEED CONTROL – NPOP 3.1.8, NOP § 205.206

- Before using any substance to control disease, pest and weeds in farm, farmer must try prevention through crop rotations, Soil Organisms, promoting natural enemies, using resistant varieties, removal of habitat, Vegetation and Wildlife etc.
- In case of use of any off farm inputs, approval from CB has to be taken prior to use

13.1	Name of the pest/disease/weed problematic in farmer's fields (with crop name)? (Ex: pest xxx – crop xxx)	[ ]
13.2	What are the cultural, Physical, Mechanical, biological measures do farmers follow to prevent?	[ ]
13.3	Do farmers use any inputs to control them?	[ ]

13.4	**Name of crop**	**Name of disease/pest/weed**	**Product used**	**Dosage**	**Source/origin**
	[ ]	[ ]	[ ]	[ ]	[ ]
	[ ]	[ ]	[ ]	[ ]	[ ]

		Yes	No	NA	Remarks
13.5	Name ingredients used to prepare on farm inputs/ used as On- Farm Inputs	[ ]	[ ]	[ ]	[ ]
13.6	Describe method of preparation of on farm inputs?	[ ]	[ ]	[ ]	[ ]
13.7	If any off farmers used by farmers? If yes, are they certified?	[ ]	[ ]	[ ]	[ ]

13.8	If yes, Name of the CB who approved organic inputs?	[	[	[	[

14. CONTAMINATION CONTROL/MAINTAINENANCE OF ORGANIC INTEGRITY – NPOP 3.1.9, NOP § 205.272

[Measures shall be taken by the farmer to minimize contamination. Sufficient size Buffer zones shall be maintained. In case of use of Polyethylene and polypropylene or other polycarbonates coverings such as plastic mulches, fleeces, insect net and silage wrapping, they shall be removed from the soil. Reusable bag or container has to be thoroughly cleaned. Packaging materials, and storage containers, or bins that contain a synthetic fungicide, preservative, or fumigant shall not be used which may leads to contamination]

		Yes	No	NA	Remarks
14.1	Any risk observed to organic farm from adjacent conventional farm?	[ ]	[ ]	[ ]	[ ]
14.2	If yes, how do farmers manage to prevent contamination from drift?	[ ]	[ ]	[ ]	[ ]
14.3	How do ICS/Farmers monitor for crop contamination? (visual observation, residue analysis, GMO testing, photographs, wind direction/speed data, other (specify)	[ ]	[ ]	[ ]	[ ]
14.4	How often ICS/Farmers conduct crop contamination monitoring? (weekly, monthly, annually, as needed)	[ ]	[ ]	[ ]	[ ]
14.5	Do farmers maintain sufficient size buffer zone?	[ ]	[ ]	[ ]	[ ]

14.4	**Field No. of Name**	**Border (N,S,E,W)**	**Adjoining land use (organic, nonorganic etc.)**	**Type & width of buffer (Roads, grass strip, cropland)**	**Is crop grown in buffer area? Y/N**
	[ ]	[ ]	[ ]	[ ]	[ ]

	[ ]	[ ]	[ ]		[ ]	[ ]

		Yes	No	NA	Remarks
14.5	If crops are grown in buffer areas, how are they separated during harvest, storage and sales?	[ ]	[ ]	[ ]	[ ]
14.6	Is irrigation water a source of pollution?	[ ]	[ ]	[ ]	[ ]
14.7	If yes, what measures do farmers take to prevent contamination?	[ ]	[ ]	[ ]	[ ]
14.8	What measures do growers take to prevent pollution from (Factories/adjacent non-organic land etc.)?	[ ]	[ ]	[ ]	[ ]
14.9	What type of packing material do you use (cardboard, plastic, wood, HDPE, Natural fiber, others etc.)?	[ ]	[ ]	[ ]	[ ]
14.12	Does packaging material contaminate your organic products? If yes, what are they?	[	[	[	[

15. HARVEST & POST HARVEST HANDLING - NPOP 3.5.7

[Product integrity shall be maintained during all activities. Farmers has to record the harvested quantities of all crops which are organic certified. Harvesting and post harvesting activities includes harvest of produce, post-harvest handling (ex: threshing, winnowing, cleaning) on farm processing (ex: drying), storage and transport. Prior intimation and approval is mandatory for treatment of organic produce / storage area]

15.1	Name the Equipment's used by the farmers to harvest the produce	[

15.2	**Crop**	**Estimated yield (previous year)**	**Actual harvest yield**	**Period of harvest**	**Produce sold as organic by taking TC (Y/N)**
	[ ]	[ ]	[ ]	[ ]	[ ]
	[ ]	[ ]	[ ]	[ ]	[ ]

	[ ]	[ ]	[ ]		[ ]	[ ]

		Yes	No	NA	Remarks
15.3	Mention post-harvest activities that are followed by farmers in ICS?	[ ]	[ ]	[ ]	[ ]
14.4	Any on farm processing of products done by farmers in their own farms?	[ ]	[ ]	[ ]	[ ]
14.5	Is processing area and equipment used for both organic and non-organic products?	[ ]	[ ]	[ ]	[ ]
15.6	If yes, measures taken to prevent contamination/co – mingling	[ ]	[ ]	[ ]	[ ]

15.7	**Name of product**	**Steps involved**	**Processed product**	**Recovery (%)**	**List of records maintained**	**List of machineries / Equipment's used**
	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

		Yes	No	NA	Remarks
15.8	Do Farmers have own storage facility? Where is it located?	[ ]	[ ]	[ ]	[ ]
15.9	How do farmers transport produce from farm to storage facility?	[ ]	[ ]	[ ]	[ ]
15.10	What is the capacity of each storage rooms (Average in Mt)? & is it sufficient to store their own produce?	[ ]	[ ]	[ ]	[ ]
15.11	Do ICS Have storage facility?	[ ]	[ ]	[ ]	[ ]
15.12	If yes, name & Location?	[ ]	[ ]	[ ]	[ ]
15.13	Type of ICS storage rooms(Dry/cold)?	[ ]	[ ]	[ ]	[ ]

15.14	Capacity of ICS storage room?	[ ]	[ ]	[ ]	[ ]
15.15	Do ICS Store Organic and Conventional Products in the same Storage Room? If Yes, how do you maintain separation?	[ ]	[ ]	[ ]	[ ]
15.16	Name the problematic pests in your storage facility?	[ ]	[ ]	[ ]	[ ]
15.17	How do you manage pests in your facility (Good sanitation, sealed door& windows, traps, removal of habitat, UV light, controlled temperature, others etc.)?	[ ]	[ ]	[ ]	[ ]
15.18	Any storage treatments are followed at farm or farmers houses / storage areas?				
15.19	Explain how your Organic Products are Transported?	[ ]	[ ]	[ ]	[ ]
15.20	In case conventional products transported in same vehicle, describe how do you manage contamination risk?	[ ]	[ ]	[ ]	[ ]

16. LABELLING – NPOP 3.5.6, NOP §205.303

[Organic products must be well labelled at different steps of post-harvest activities. Labels must include information like, name of product, quantity, producer, organic condition, lot number, name of certification body and logos, period of harvest etc. ICS has to submit labels to CB and the CB will assess labels as per NPOP 6.1 & NOP § 205.300 - § 205.312]

		Yes	No	NA	Remarks
16.1	Do farmers & ICS use labels at all post-harvest stages?	[ ]	[ ]	[ ]	[ ]
16.2	Are products labelled as per standard requirement?	[ ]	[ ]	[ ]	[ ]
16.3	Mention particulars on label (name, lot number, Quantity etc.) used by ICS?	[ ]	[ ]	[ ]	[ ]

16.4	Is your label approved by ICS?	[ ]	[ ]	[ ]	[ ]

17. CONSTITUTION OF THE ICS& TRAININGS– NPOP 5.2, 5.16, 5.17					
[In case the farmers cannot run the ICS, they may enter into a contract with an external service provider/mandator/trader to facilitate the maintenance of internal control system, training, co-ordination and marketing of certified produce. ICS staff must be trained by a competent person and farmers must be trained by ICS staff]					
17.1	Is the group organized by processing or export company	[ ]	[ ]	[ ]	[ ]
17.2	Is the group managed by Self or Mandator? If Mandator involved, give the name of Mandator?	[ ]	[ ]	[ ]	[ ]
17.3	Is the group divided into sub groups? If yes, How many subgroups? (Provide details in AFL)	[ ]	[ ]	[ ]	[ ]
17.4	Have you defined roles and responsibilities of all staff members in your ICS manual?	[ ]	[ ]	[ ]	[ ]
17.5	Do you have constitution of the organization presented by an organizational chart?	[ ]	[ ]	[ ]	[ ]
17.6	Are all staff members well trained by a competent person and aware of standards?	[ ]	[ ]	[ ]	[ ]
17.7	How many staff trainings conducted in a year?	[ ]	[ ]	[ ]	[ ]
17.8	Are all farmers well trained by ICS staff and aware of standards?	[ ]	[ ]	[ ]	[ ]
17.9	How many farmers trainings conducted in a year?	[	[	[	[

18. INTERNAL QUALITY SYSTEM - NPOP 5.3					
[Group certification is based on the concept of an internal Quality Management System comprising of Implementation of the internal control system, Internal standards & Risk assessment.]					
18.1	Do you have internal quality system?	[ ]	[ ]	[ ]	[ ]
18.2	Does your IQS includes all requirements of organic standards?	[ ]	[ ]	[ ]	[ ]
18.3	Do you have IQS covering all procedures for all operations (farmer registration to Buying procedure)?	[ ]	[ ]	[ ]	[ ]
18.4	Do you have procedures and formats for registration, exit of farmers, sanctions etc.	[ ]	[ ]	[ ]	[ ]
18.5	Have you done risk assessment to the group covering all critical control points? If yes, assessed Risk is categorized under (Low/medium/high)?	[ ]	[ ]	[ ]	[ ]
18.6	In case of medium/ high risk, are they suitably addressed and measures taken?	[ ]	[ ]	[ ]	[ ]
18.7	Do you have procedure for complaint handling?	[ ]	[ ]	[ ]	[ ]
18.8	Have you received complaints & how did you record it?	[ ]	[ ]	[ ]	[ ]
18.9	Do the ICS have internal standards in local language covering all aspects and a copy made available to all farmers?	[ ]	[ ]	[ ]	[ ]
18.10	Do you have a defined traceability system/procedure to trace back the product from a lot to origin?	[ ]	[ ]	[ ]	[ ]
18.11	Describe the system/process you use for lot numbering/coding?	[ ]	[ ]	[ ]	[ ]
18.12	Do the ICS manual cover procedure for yield estimation? Describe how do you estimate yield?	[ ]	[ ]	[ ]	[ ]
18.13	Is buying procedure covered in ICS manual?	[ ]	[ ]	[ ]	[ ]

18.14	How do you ensure that ICS purchase produce from only certified farmers?	[ ]	[ ]	[ ]	[ ]
18.15	Whether Digital (pictorial/video graphic) evidence of procurement process maintained at the ICS office for scrutiny by the CB inspectors?	[ ]	[ ]	[ ]	[ ]
18.16	Do you have defined procedure to sanction & Approve farmer?	[ ]	[ ]	[ ]	[ ]
18.17	Have you imposed any sanctions to farmers? If yes, list out the farmers (Attach annex)	[ ]	[ ]	[ ]	[ ]
18.17	Do you have procedure to update farmer list? (Attach Approved farmers list)	[ ]	[ ]	[ ]	[ ]
18.20	Are all farmers in group following same production system/practices	[	[	[	[

20. RECORDS – NPOP 4.4.7.2, §205.103

Mark **"YES"** of all Records you maintain for Organic Production. Enclose all Records. All the below listed records shall be made available for verification during the audit.

20.1	How long do you keep records?	[ ]
20.2	How frequently you check the effective implementation of OMP? (Monthly/Annually/As needed)	[ ]

		Yes/ No/ NA			**Yes/ No/ NA**
20.3	Legal/land records/ownership documents/agreements/registration copies/Aadhar card of farmers	[ ]	20.20	Project overview map, Village maps, Field maps showing boundaries, permanent features of farm, crops, neighboring plot	[ ]

				details of all organic plots etc.	
20.4	Agreements between ICS & Framers	[ ]	20.21	Invoices for purchase of off farm inputs (seeds, fertilizers, pesticides) & distribution records	[ ]
20.5	Approved farmers list with address of farms, organic area, yield estimates, internal inspections details & result of inspection	[ ]	20.22	Harvest records with date, quantity, crop,	[ ]
20.6	Farm diaries of all farmers describing farm activities of each plot (seed sowing, yield estimates, input use, pest, disease, weed control activities, to harvest, harvested quantity, storage period of produce and sales)	[ ]	20.23	Product reconciliation of all farmers with harvest, sales, stock quantity updated	[ ]
20.7	Risk Assessment done by ICS	[ ]	20.24	Storage records that show storage location, storage identification, field numbers, Quantity Stored	[ ]
20.8	On farm product processing records with date, recovery percentage	[ ]	20.25	Residue analyses of inputs (i.e., manure sourced off-farm)	[ ]
20.9	Lab test reports of soil/water /product	[ ]	20.26	Documentation of attempts to source organic seeds, seedlings and/or planting stock	[ ]
20.10	Records of TC, Sales , Waybills, invoices, Shipping records	[ ]	20.27	Cleaning records of equipment's/machineries/storage/transport with all details (date, substance used, signature)	[ ]
20.11	Monitoring records (soil tests, tissue tests, water tests, quality tests, observational)	[ ]	20.28	Copy of organic standard	[ ]
20.12	Compost production records	[ ]	20.29	Previous year scope certificates, NC closures & reports	[ ]
20.13	Field history sheets	[ ]	20.30	Complaints records	[ ]
20.14	CB approvals (label/off farm input)	[ ]	20.31	Updated ICS manual	[ ]

20.15	Farmers training record with (date, location, content, signature of trainer & farmer)	[ ]	20.32	Digital (pictorial/video graphic) evidence of procurement process to be maintained at the ICS office for scrutiny by the CB inspectors.	[ ]
20.16	staff training record with (date, location, content, signature of trainer & staff)	[ ]	20.33	Farmers to be photographed along with the standing crops and to be maintained at the ICS office.	[ ]
20.17	Two Internal inspection checklist of all farmer	[ ]	20.34	Credentials of Transport operators involved in the transportation of produce to be maintained.	
20.18	Agreement with sub contract company		20.35	Photos / videos of Physical movement of goods to be captured during loading & covering the consignment of produce to seller.	
20.19	Staff files (resumes, appointment letters, Conflict of interest)				
20.36	Maintaining other documents if any? (Mention):		[ ]		

19. INTERNAL INSPECTORS, INSPECTIONS& APPROVALS – NPOP 5.4.2, 5.11, 5.12

[ICS Must have one internal inspector for 50-60 farmers and conduct 2 internal inspections in a year. The ICS manager/Approval committee member shall have a procedure to approve or impose sanction to the farmers in the group.]

19.1	Are internal inspectors well aware of standards and well trained?	[ ]	[ ]	[ ]	[ ]
19.2	Do ICS have adequate number of internal inspectors (1 inspector per 50-60 farmers)?	[ ]	[ ]	[ ]	[ ]
19.3	Did the internal inspectors conduct 100% inspections (2 internal inspections) in a year?	[ ]	[ ]	[ ]	[ ]
19.4	Are all internal inspectors signed COI copy?	[ ]	[ ]	[ ]	[ ]
19.5	have internal inspectors verified all farm activities as per standards and noted all	[ ]	[ ]	[ ]	[ ]

	observations in checklist?				
19.6	Are all internal inspection checklists signed by inspector, farmer & representative & Approval committee?	[ ]	[ ]	[ ]	[ ]
19.7	Were results reported to ICS manager and approval committee?	[ ]	[ ]	[ ]	[ ]
19.8	Are all internal inspection checklists signed and approved by approval committee?	[ ]	[ ]	[ ]	[ ]

DECLARATION

I do hereby affirm that all statements made in this organic system plan are true and correct. I understand that acceptance of this organic system plan in no way implies granting of certification by the CB. I agree to comply with standard requirements and inform to CB about all important matters and all changes in production system.

I/We agree to establish, implement, and update Annually an Organic System Plan & affirm that

- The (OSP) includes and accurately describes all aspects of my/our current Organic operation.
- I/We will immediately notify CB, of any change in my/our Certified operation or portion of it that may affect its compliance with the Act or Regulations. I/We will submit an update whenever changes are made, thus ensuring that the Application/OSP consistently reflects my/our current organic operation.
- I/We have made/kept a copy of my/our Application, Organic System Plan (OSP), and all applicable Attachments
- I/We will permit On-site Inspections with complete access to the Production or Handling operation, including Non-Certified Production and Handling areas, structures and offices, by the Certifying Agent.
- I understand that my operation may be subject to Announced and/or Unannounced Inspections and / or Sampling for Residues at any time as deemed appropriate to ensure compliance with NPOP Regulations.
- I/We agree to maintain all Records applicable to the Organic operation for not less than 5 years beyond their creation and to allow Authorized Representatives of the Certifying Agent access to such Records during normal business hours for Review and Copying to determine Compliance.
- I/We agree to immediately notify Certifying Agency concerning any application, including Drift, of a Prohibited Substance to any Field, Production Unit, Site, Facility, Livestock, or Product that is part of the Operation.
- This is a common document for both NPOP & NOP standees only .relevant references May be filled up.
- I/We affirm that all information in this Application/OSP is true and accurate to the best of my/our knowledge.

Name of the operator:	Date:
Signature:	Place:

Date of Receipt of Filled Plan:	
Result of Assessment:	Approved ☐ Not Approved ☐
Date of Approval:	
Name of Evaluator:	
Signature:	
Remarks of Evaluator:	

Additional remarks by Inspector: