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FOR TQ CERT SERVICES PRIVATE LIMITED

Ref. No. TQC/0922/KFPC/INDG/023

Date-20/10/2022

To: Kashimnagar Farmer Producer Company

Kind Attn: Mr. G. Ramesh

Dear Sir/Madam,

Particulars	Client/ Mandator Details (For invoicing)	Address for corresponding
Client Name:	Kashimnagar Farmer Producer Company	Kashimnagar Farmer Producer Company
Address:	Kashimnagar(V), Kashimnagar (Mdl), Wanaparthi(Dist) Pincode no: 509103	Kashimnagar(V), Kashimnagar (Mdl), Wanaparthi(Dist) Pincode no: 509103
Mobile No:	9704910929	9704910929
Email:	kashimnagarfpcl@gmail.com	kashimnagarfpcl@gmail.com
GST No;	36AAHCK5321L1ZD	36AAHCK5321L1ZD
PAN Card No:	CK5321L1ZD	CK5321L1ZD

Please find enclosed the assessment schedule of your organization as applicable.

We request you to provide,

1. Access to all documents/records/places for the purpose of assessment.
2. Accommodation, Pick up arrangements for the auditors from the place of stay and dropping them back after the assessment.
3. Working lunch.
4. Facilitator(s) to escort the auditors within the premises during the assessment period. Please note that the facilitator(s) are familiar with the facilities and local language, and he should be a responsible person of your organization who can be a witness for the non conformities observed by the assessor and should vouch for them.

In case you have any objection,

- a) For the assessment schedule dates, timings and departments
- b) On the auditors/Technical experts proposed for the assessment, which may constitute conflict of interest because of his past association with your organization.

Please inform us immediately after receiving this communication. If we don't receive any communication in this effect, we presume that you have no objection and proceed with the proposed audit schedule and auditors.

Also inform us about the changes in organization, installation and scope of certification, any significant changes after submission of your application.

The assessment will be conducted in English language, if majority personnel working under quality system, are not conversant with English, please inform us the preferred language in addition to English.

TQ Cert Services Private Limited

(formerly FoodCert India Private Limited)


A wholly owned subsidiary of Tata Projects Limited

Business Address: Quality Services Division, Splendid Tower 6th Floor, H No 1-8-364,437,438 & 445, S P Road Begumpet, Hyderabad -500016, Telangana, India.
EPABX : +91-40-6631 8801/6725 8800, Fax : +91-40-6631 8806.

Registered Office: Fourth Floor, Mithona Towers-1, 1-7-80 to 87, Prenderghast Road, Secunderabad-500 003, Telangana, India.

CIN: U74220TG2003PTC040523 Phone :+91-40-6518 1222, Fax:+91-40-66172535

E-mail: tq@tqcert.in, Website : www.tqcert.in

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FOR TQ CERT SERVICES PRIVATE LIMITED

Annexure-I

Registration. No	TQC/0922/KFPC/INDG/023
Inspector Name and contact numbers	PS Naidu (+91 9246276352) Dr Priyanka (+91 8800263607)- Witness auditor
Location to be assessed	At FPO office -Kashimnagar(V), Kashimnagar (Mdl), Wanaparthi(Dist) Pincode no: 509103
Scope of Assessment-IndGAP (Option 2)	Benchmarking IndG.A.P. to GLOBALG.A.P. (INDIGAP Certification Opt 2)
Type of Assessment- Initial/ Surveillance Audit	Initial
Dates of Assessment	20/10/2022- QMS
Inspection time planned- As per schedule	As per schedule
Standard used for assessment- Current version of IndGAP (Version 4.0/4.1)	India Good Agricultural Practices (IndGAP) (scheme as per ISO 17065, the international standard for product/process certification requirements)-under QCI
Audit / Inspection Schedule-Annexure - II -	PTO

Notes:

1. Schedule is based on the application & annexures (if any) furnished by the client. In case of any deviation contact TQCert office immediately.
2. Normally the audit team will conduct the assessment in English/Native Language.
3. The Inspector will finalize the audit plan along with the scope with the auditee at the Opening Meeting

Very truly yours,

For TQCert India Private Limited



Dr Priyanka Sarkar

TQ Cert Services Private Limited

(formerly FoodCert India Private Limited)

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Annexure – II

Auditor	Activity/Process (QMS Audit)	Time Duration
PS Naidu (Lead Auditor) and Dr Priyanka Sarkar (Witness auditor)	Opening meeting	10.00-10.15
	Review & Evaluation of Quality Manual covering the following elements based on QMS Checklist	
	Review of Internal QMS Audit Checklist	10.15-14.00
	Producer Group structure, Administration & structure, Contractual documentation, Management and Organization, Responsibility and Duties	
	Competency of staff, Quality Manual System documents, Document control, Records & Complaint Handling	
	Internal Audits and Inspections	
	Lunch	14.00-15.00
	Review & Evaluation continues	15.00-16.00
	Product Traceability and Segregation, Sanctions and Non-Conformances, Withdrawal of Certified Product, Subcontractors	16:00-18:00
	Interview with dealing staff	
	Closing meeting- <ul style="list-style-type: none"> Debriefing of observations listing of NCs if any 	18:00- 18:30

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