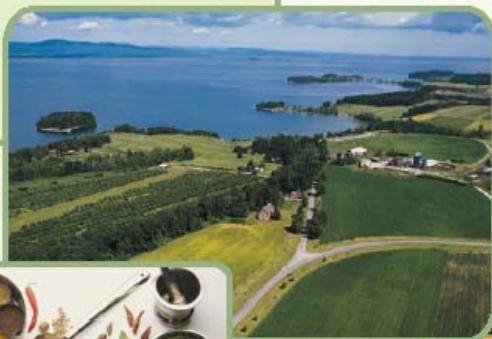


# NATIONAL PROGRAMME FOR ORGANIC PRODUCTION



सत्यमेव जयते

**DEPARTMENT OF COMMERCE  
MINISTRY OF COMMERCE & INDUSTRY  
NEW DELHI**

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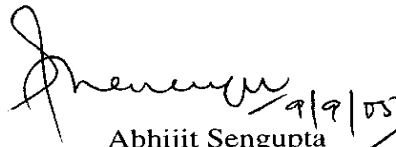
## PREFACE

In India, the development of organic agriculture is receiving increasing attention among farmers, producers, processors, traders, exporters and consumers. Growing consciousness of health hazards due to the possible contamination of farm produce from the use of chemical fertilizers have immensely contributed to the revival of this form of farming during the last five years.

Agro-climatic conditions in India and our agricultural biodiversity are conducive to organic agriculture and, hence, offer a tremendous scope for cultivation of a wide range of organic products. India is now understood to be a potential supplier of organic products to the international market. Presently, India is exporting these products to Europe, US and Japan and volumes are looking up.

To provide a focused and well directed development of organic agriculture and quality products, Ministry of Commerce and Industry, Government of India launched the National Programme on Organic Production (NPOP) in the year 2000, which was formally notified in October 2001 under the Foreign Trade & Development Act (FTDR Act). This document provides information on standards for organic production, systems criteria & procedures for accreditation of inspection and certification bodies, the national organic logo and the regulations governing its use. The standards and procedures have been formulated in harmony with international standards such as those of Codex and IFOAM and keeping Indian requirements in mind. This updated sixth edition covers the more recent issues of group certification for small / marginal farmers and mandatory checks required to be carried out by the certification bodies during their inspections. A number of other improvements have also been made in the NPOP documents to meet the latest international requirements. All this has been possible with the continued inputs provided by different Govt. departments and commodity boards.

It is expected that this document will serve as useful reference book for the organic producers, processors, traders, exporters, importers, inspection and certification bodies in India and abroad.

  
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New Delhi  
9<sup>th</sup> September 2005

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# **SECTION – 1**

## **DEFINITIONS**

### **ACCREDITATION:**

Accreditation means Registration by the National Accreditation Body for certifying organic farms, products and processes as per the National Standards for Organic Products and as per the guidelines of the National Accreditation Policy and Programme for organic products.

### **ACCREDITED PROGRAMME:**

Means programme of accrediting Inspection and Certification Agencies which have been accredited by the Accreditation Agency and which have agreed to comply with the Accreditation contract.

### **ANNUAL REPORT:**

Means the report on operators, products and processors submitted annually to the Accreditation Agency by the accredited Inspection and Certification Agencies.

**APPEAL:**

Shall be the process by which an Inspection and Certification Agency can request reconsideration of a decision taken by the Accreditation Agency or an operator can request reconsideration of a decision by the Certification Agency.

**APPLICANT:**

Shall be the Inspection and Certification Agency that has applied for Accreditation to the Accreditation Agency.

**AYURVEDA:**

Ayurveda is a traditional naturopath system of medicines and health care of India.

**BUFFER ZONE:**

A clearly defined and identifiable boundary area bordering an organic production site that is established to limit application of, or contact with, prohibited substances from an adjacent area.

**CERTIFICATE:**

Would mean a document issued by an accredited agency declaring that the operator is carrying out the activities or the stated products have been produced in accordance with the specified requirements in accordance with the National Standards for Organic Products.

**CERTIFICATE OF REGISTRATION:**

Shall mean the document issued by the Inspection and Certification Agency, declaring that the operator is licensed to use the certificate on specified products.

**CERTIFICATION:**

Shall be the procedure by which a written assurance is given by the Certification Agency that a clearly identified production or processing system has been methodically assessed and conforms to the specified requirements.

**CERTIFICATION MARK:**

Shall mean certification programme's sign, symbol or logo which identifies the products as being certified according to the National Standards for Organic Products.

**CERTIFICATION PROGRAMME:**

Shall mean the system operated by an Inspection and Certification Agency in accordance with the criteria for carrying out certification of conformity as laid down herein.

**CERTIFICATION TRANSFERENCE:**

The formal recognition by an Inspection and Certification Agency of another Certification programme or Agency or projects or products certified by that programme or Agency, for the purpose of permitting its own certified operators to trade or process under the programme's own certification mark, the products which are certified by the other programme.

**CHAIN OF CUSTODY:**

All relevant steps in the production chain including growing, harvesting, processing, handling and related activities detailed in Section 4 of the accreditation criteria that have been inspected and certified, as appropriate.

**COMPETENT AUTHORITY:**

Shall mean the official government agency for accreditation.

**CONTAMINATION:**

Pollution of organic product or land; or contact with any material that would render the product unsuitable for organic certification.

**CONSULTANCY:**

Shall mean the advisory service for organic operations, independent from inspection and certification procedures.

**CONVENTIONAL:**

Farming systems dependent on input of artificial fertilizers and/or chemicals and pesticides or which are not in conformity with the basic standards of organic production.

**CONVERSION:**

The process of changing an agricultural farm from conventional to organic farm. This is also called transition.



**CONVERSION PERIOD:**

The time between the start of organic management, and the certification of crops as organic.

**DECLARATION OF INTEREST:**

Declaration of no personal / commercial conflict of interest by all concerned involved in the process of inspection and certification.

**DISINFECTANT:**

A product that minimizes by physical or accepted chemical means, the number of microorganisms in the environment, to a level that does not compromise food safety and suitability.

**EVALUATION:**

Shall be the process of systematic examination of the performance of an Inspection and Certification Agency to meet the specific requirements under the National Accreditation Programme.

**FARM UNIT:**

An agricultural farm, area or production unit managed organically, by a farmer or a group of farmers.

**FOOD ADDITIVE:**

Food additive is an external permissible ingredient added to improve the keeping quality, consistency, colour and other physico chemical, sensory properties, wholesomeness and safety of food

**GENETIC DIVERSITY:**

Genetic diversity means the variability among living organisms from agricultural, forest and aquatic ecosystem. This includes diversity within species and between species.

**GREEN MANURE:**

Manure consisting of fresh green plant matter, which is ploughed in or turned into the soil for the purpose of soil improvement.

**GROUP CERTIFICATION:**

Certification of an organized group of producers, processors and exporters with similar farming and production systems and which are in geographical proximity.

**GUIDELINES FOR ORGANIC PRODUCTION AND PROCESSING:**

Standards for organic production and processing established by the Accreditation Agencies for specific crops in accordance with the National Standards for Organic Products.

**HABITAT:**

The area in which a plant or animal species naturally exists.

**HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP):**

A systematic process that identifies food safety hazards, critical control points, critical limits, corrective actions and documentation and integrates monitoring procedures to ensure food safety.

**OR**

The Hazard Analysis Critical Control Point (HACCP) system is a science based on systematic approach to producing safe food. Food safety management systems based on HACCP are internationally recognized as the most effective way to ensure food safety and minimize the risks of food poisoning.

**HOMEOPATHY:**

Homeopathy is a system of medicine based on the principle of “*Similia, Similibus, Curentur* (let likes be treated by likes)”.

**HOMEOPATHIC TREATMENT:**

Treatment of disease based on administration of remedies prepared through successive dilution of a substance that in larger amounts produces symptoms in healthy subjects similar to those of the disease itself.

**INGREDIENT:**

Shall mean any substance, including a food additive, used in the manufacture or preparation of a food and present in the final product although possibly in a modified form.

**INPUTS BANNED:**

Those items, the use of which is prohibited in organic farming.

**INPUT MANUFACTURING:**

Shall mean the manufacturing of organic production or processing inputs.

**INPUTS PERMITTED:**

Those items that can be used in organic farming.

**INPUTS RESTRICTED:**

Those items that are allowed in organic farming, in a restricted manner, after a careful assessment of contamination risk, natural imbalance and other factors arising out of their use. Farmers should consult the certifying agency.

**INSPECTION:**

Shall include the site visit to verify that the performance of an operation is in accordance with the production or processing standards.

**INSPECTION AND CERTIFICATION AGENCY:**

Shall be the organization responsible for Inspection and Certification.

**INSPECTION AGENCY:**

Shall mean the agency that performs inspection services as per the National Accreditation Policy and Programme.

**INSPECTOR:**

Shall be the person appointed by the Inspection and Certification Agency to undertake the inspection of an operator.

**INTERNAL CONTROL SYSTEM:**

A documented quality assurance system that allows the external certification body to delegate the inspection of individual group members to a body identified from within the operators of the group.

**INTERNAL REVIEW:**

Shall mean an assessment of the objectives and performance of a programme by the Certification or the Accreditation Agency itself.

**IRRADIATION:**

High energy emissions from substances for the purpose of controlling microbial, pathogens, parasites and pests in food, preserving the food or inhibiting physiological processes such as sprouting or ripening.

**LABELLING:**

Means any written, printed or graphic matter that is present on the label, accompanies the food, or is displayed near the food, including that for the purpose of promoting its sale or disposal.

**LICENCE:**

Shall be the Accreditation contract that grants a certifier the rights associated with its accredited status in line with the National Program for Organic Production.

**LIVESTOCK:**

Shall mean any domestic or domesticated animal including bovine (including buffalo and bison), bovine, porcine, caprine, equine, poultry and bees raised for food or in the production of food. The products obtained by hunting or fishing of wild animals shall not be considered as part of this definition.

**MARKETING:**

Means holding for sale or displaying for sale, offering for sale, selling, delivering or placing on the market in any other form.

**MULTIPLICATION:**

The growing of seed / stock / plant material to supply for future production

**NATIONAL ACCREDITATION BODY (NAB):**

Shall be the agency set up by the Steering Committee for National Programme for Organic Production for accrediting Inspection and Certification Agencies.

**NATURAL FIBRE:**

A filament of plant or animal origin.

**OPERATOR:**

Shall mean an individual or a business enterprise practicing organic farming or organic processing.

**ORGANIC:**

Refers to a particular farming system as described in these standards and not to the term used in chemistry.

**ORGANIC AGRICULTURE:**

It is a system of farm design and management to create an eco system, which can achieve sustainable productivity without the use of artificial external inputs such as chemical fertilizers and pesticides.

**ORGANIC PRODUCTION UNIT:**

Shall mean a unit / holding or stock farm complying with the rules of NPOP regulations.

**ORGANICALLY-PRODUCED FEEDING STUFFS / FEED MATERIALS:**

Shall mean feeding stuffs / feed material produced in accordance with the rules of production laid down in NPOP regulations.

**ORGANIC SEEDS AND PLANTING MATERIAL:**

Seed and planting material produced under certified organic system.

**PACKAGE OF PRACTICES:**

Guidelines for organic production and processing established by the Accreditation Agencies for specific crops, specific to the region.

**PARALLEL PRODUCTION:**

Shall mean any production where the same unit is growing, breeding, handling or processing the same products both in a certified organic and a non-certified organic system. Similarly a situation with “organic” and “in conversion” production of the same product is also parallel production.

**PART CONVERSION:**

Shall be when part of a conventional farm or unit has already been converted to organic production or processing and a part is in the process of conversion.

**PLANT PROTECTION PRODUCT:**

Shall mean any substance intended for preventing, destroying, attracting, repelling, or controlling any pest or disease including unwanted species of plants or animals during the production, storage, transport, distribution and processing of food, agricultural commodities, or animal feeds.

**PREPARATION:**

Shall mean the operations of slaughtering, processing, preserving and packaging of agricultural and animal products and also alterations made to the labeling concerning the presentation of the organic production method.



**PROCESSING AIDS:**

A substance or material not consumed as a food ingredient by itself but used in the processing of raw materials, food or its ingredients to fulfil a certain technological purpose during treatment or processing and which may result in unintentional but unavoidable presence of residues or derivatives in the final product.

**QUALITY SYSTEM:**

Documented procedures, which are established, implemented, and periodically audited to ensure that production, processing, handling, management, certification, accreditation and other systems meet the specified requirements and outcomes by following standardized protocols.

**RAW MATERIALS:**

All ingredients other than food additives.

**SANITIZE:**

To adequately treat the produce or food-contact surfaces by a process that is effective in destroying or substantially reducing the numbers of vegetative cells of micro organisms of public health concern, and other undesirable micro organisms, but without adversely affecting the safety and quality of the product.

**SPLIT PRODUCTION:**

Where only part of the farm or processing unit is certified as organic. The remainder of the property can be (a) non-organic, (b) in conversion or (c) organic but not certified. Also see parallel production.

**STANDARDS:**

Shall mean the standards for National Organic Products established by the Steering Committee for National Programme for Organic Production.

**SURVEILLANCE:**

The measures undertaken to provide monitoring of an operator's / certification body's compliance with the standards / criteria for meeting the certification / accreditation requirements.

**TRANSACTION / IMPORT CERTIFICATE:**

Document issued by a certification body declaring that the specified lot or consignment of goods is derived from production and / or processing system that has been certified.

**USE OF GMO AND GMOs DERIVATIVES:**

A plant, animal, microbe or their derivatives that are transformed through genetic engineering.

**VETERINARY DRUG:**

Means any substance applied or administered to any food-producing animal, such as meat or milk-producing animals, poultry, fish or bees, whether used for therapeutic, prophylactic or diagnostic purposes or for modification of physiological functions or behaviour.

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## **SECTION – 2**

### **SCOPE AND OPERATIONAL STRUCTURE OF NATIONAL ORGANIC PROGRAMME**

The National Programme for Organic Production proposes to provide an institutional mechanism for the implementation of National Standards for Organic Production, through a National Accreditation Policy and Programme. The aims of the National Programme for organic production, inter alia, include the following:

- (a) To provide the means of evaluation of certification programmes for organic agriculture and products as per the approved criteria.
- (b) To accredit certification programmes
- (c) To facilitate certification of organic products in conformity to the National Standards for Organic Products.
- (d) To encourage the development of organic farming and organic processing

#### **2.1 SCOPE**

The National Programme for Organic Production shall, among others, include the following:

- (a) Policies for development and certification of organic products
- (b) National standards for organic products and processes
- (c) Accreditation of programmes to be operated by Inspection and Certification Agencies
- (d) Certification of organic products

## **2.2 STRUCTURE**

### **2.2.1 Operational Structure:**

The operational structure of the National Programme for Organic Production is given in Fig. 1 at page-19. The programme will be developed and implemented by the Government of India through its Ministry of Commerce and Industry as the apex body. The Ministry will constitute a National Steering Committee for National Programme for Organic Production, whose members will be drawn from Ministry of Commerce and Industry, Ministry of Agriculture, Agricultural and Processed Food Products Export Development Authority (APEDA), Coffee Board, Spices Board and Tea Board and other government and private organisations associated with the organic movement. To advise the National Steering Committee on relevant issues pertaining to National Standards and Accreditation, sub-committees will be appointed. The National Steering Committee for National Programme for Organic Production will formulate a National Accreditation Policy and Programme and draw up National Standards for Organic Products, which will include standards for organic production and processes as well as the regulations for use of the National Organic Certification Mark.

National Accreditation Policy and Programme will be administered by the National Accreditation Body, which will define the overall policy objectives for the Accreditation programmes and operations. The National Steering Committee may amend the Accreditation procedures whenever it deems fit. The National Accreditation Policy and Programme is subject to periodic internal review, which will be conducted by the Technical Committee, which will advise the National Steering Committee about the need and content of such amendments in the National Programme for Organic Production.

### **2.2.2 National Accreditation Body**

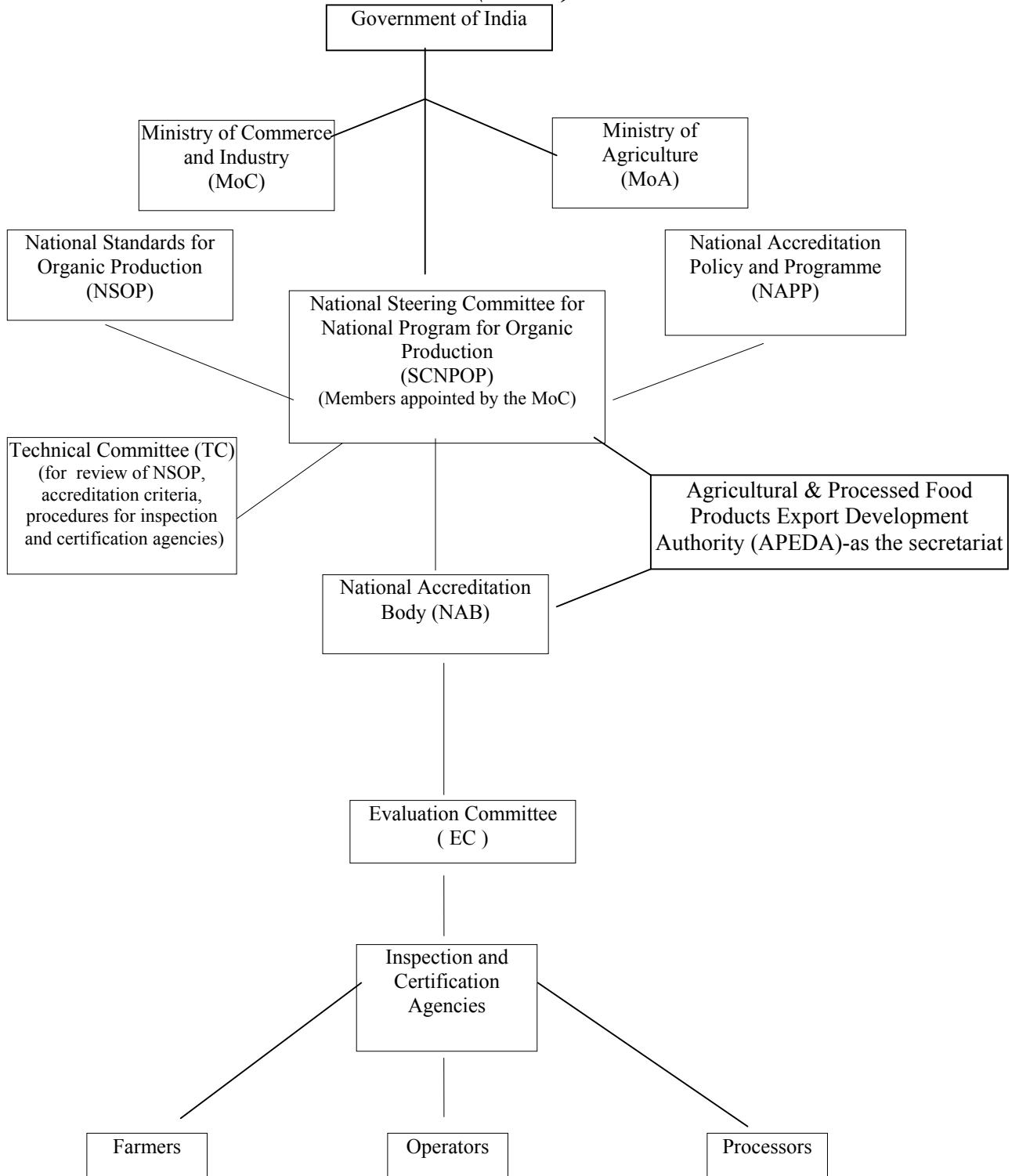
The National Steering Committee would also function as the National Accreditation Body. The members of the National Accreditation Body shall comprise of representatives from Ministry of Agriculture, Ministry of Commerce and Industry, APEDA, Coffee Board, Spices Board and Tea Board. The Chairman of the Body shall be the Chairman of the National Steering Committee.

The work of the National Accreditation Body will include:

- (a) Drawing up procedures for evaluation and Accreditation of certification programmes.
- (b) Formulating procedures for evaluation of the agencies implementing the programmes.
- c) Accreditation of inspection and certification agencies

Every certifier will implement a certification programme and a programme cannot be accredited without accrediting the certifier.

**Fig. 1: Operational Structure of National Programme for Organic Production (NPOP)**



### **2.2.3 Evaluation Committee**

Eligible Inspection and Certification Agencies implementing certification programmes will be evaluated by an Evaluation Committee. The Evaluation Committee will be appointed by the National Accreditation Body. The members of the Evaluation Committee will comprise of members drawn from the APEDA, Coffee Board, Spices Board, Tea Board, Ministry of Agriculture and Export Inspection Council of India (EIC) / Export Inspection Agencies (EIAs).

APEDA, on behalf of the National Accreditation Body, will receive and screen applications from the certification agencies, will coordinate and arrange evaluation visits etc. to ascertain the credentials of certification programmes of the applicants. The Evaluation Committee will submit its recommendations to the National Accreditation Body for considering accreditation.

### **2.2.4 Accredited Inspection and Certification Agencies**

Based on the recommendations of the Evaluation Committee, eligible Inspection and Certification Agencies will be accredited by the National Accreditation Body. These agencies should be well versed with the operating procedures, the NSOP and the international standards. Their programmes should have been in operation for at least one year and they should be able to provide the supporting documents.

### **2.2.5 Inspectors**

The inspectors, appointed by the accredited Inspection and Certification Agencies will carry out inspection of the operations through records maintained by the operators as per specified formats and also by periodic site inspection. Based on compliance with the standards and certification programmes, accredited Inspection and Certification Agencies will certify the organic status of products and operations, specifying their conditions and recommendations.

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# **SECTION – 3**

## **NATIONAL STANDARDS FOR ORGANIC PRODUCTION**

### **3.1 CROP PRODUCTION AND ANIMAL HUSBANDRY IN GENERAL**

#### **3.1.1 Conversion Requirements**

##### **General Principles**

Organic agriculture means a process of developing a viable and sustainable agro-ecosystem. The time between the start of organic management and certification of crops and/or animal husbandry is known as the conversion period.

The whole farm, including livestock, should be converted according to the standards over a period of **three years**.

##### **Recommendations**

For a sustainable agro-ecosystem to function optimally, diversity in crop production and animal husbandry must be arranged in such a way that there is an interplay of all the elements of the farming management.

Conversion may be accomplished over a period of time. A farm may be converted step by step.

The totality of the crop production and all animal husbandry should be converted to organic management.

There should be a clear plan of how to proceed with the conversion. This plan shall be updated if necessary and should cover all aspects relevant to these standards.

The certification programme should set standards for different farming systems so that they can be clearly separated in production as well as in documentation, and the standards should determine norms to prevent a mix up of input factors and products.

## **Standards**

### 3.1.1.1.

The standards requirements shall be met during the conversion period. All the standards requirements shall be applied on the relevant aspects from the beginning of the conversion period itself.

### 3.1.1.2.

If the whole farm is not converted, the certification programme shall ensure that the organic and conventional parts of the farm are separate and inspectable.

### 3.1.1.3.

Before products from a farm/project can be certified as organic, inspection shall have been carried out during the conversion period. The start of the conversion period may be calculated from the date of application of the certification programme or from the date of last application of unapproved farm inputs provided it can demonstrate that standards requirements have been met from that date of implementation.

For the length of conversion periods, please refer to sections 3.2.2 and 3.3.2.

#### 3.1.1.4

Simultaneous production of conventional, organic in conversion and/or organic crops or animal products which cannot be clearly distinguished from each other, will not be allowed.

#### 3.1.1.5.

To ensure a clear separation between organic and conventional production, a buffer zone or a natural barrier should be maintained. The certification programme shall ensure that the requirements are met.

#### 3.1.1.6.

A full conversion period is not required where de facto full standards requirements have been met for several years and where this can be verified through several means and sources. In such cases inspection shall be carried out with a reasonable time interval before the first harvest.

### **3.1.2 Maintenance of Organic Management**

#### **General Principles**

Organic certification is based on continuance.

#### **Recommendations**

The certification programme should only certify production which is likely to be maintained on a long-term basis.

#### **Standards**

##### 3.1.2.1.

Converted land and animals shall not get switched back and forth between organic and conventional management.

### **3.1.3 Landscape**

#### **General Principles**

Organic farming should contribute beneficially to the ecosystem.

#### **Recommendations**

Areas which should be managed properly and linked to facilitate biodiversity:

- Extensive grassland such as moorlands, reed land or dry land
- In general all areas which are not under rotation and are not heavily manured
- Extensive pastures, meadows, extensive grassland, extensive orchards, hedges, hedgerows, groups of trees and/or bushes and forest lines
- Ecologically rich fallow land or arable land
- Ecologically diversified (extensive) field margins
- Waterways, pools, springs, ditches, wetlands and swamps and other water rich areas which are not used for intensive agriculture or aqua production
- Areas with ruderal flora.

The certification programme shall set standards for a minimum percentage of the farm area to facilitate biodiversity and nature conservation.

#### **Standards**

##### **3.1.3.1.**

The certification programme shall develop landscape and biodiversity standards.

## **3.2 CROP PRODUCTION**

### **3.2.1 Choice of Crops and Varieties**

#### **General Principles**

All seeds and plant material should be certified organic.

#### **Recommendations**

Species and varieties cultivated should be adapted to the soil and climatic conditions and be resistant to pests and diseases.

In the choice of varieties genetic diversity should be taken into consideration.

#### **Standards**

##### 3.2.1.1

When organic seed and plant materials are available, they shall be used. The certification programme shall set time limits for the requirement of certified organic seed and other plant material.

##### 3.2.1.2.

When certified organic seed and plant materials are not available, chemically untreated conventional materials shall be used.

### 3.2.1.3.

The use of genetically engineered seeds, pollen, transgene plants or plant material is not allowed.

## **3.2.2 Duration of Conversion Period**

### **General Principles**

The establishment of an organic management system and building of soil fertility requires an interim period, the conversion period. The conversion period may not always be of sufficient duration to improve soil fertility and re-establish the balance of the ecosystem but it is the period in which all the actions required to reach these goals are started.

### **Recommendations**

The duration of the conversion period must be adapted to:

- the past use of the land
- the ecological situation

### **Standards**

#### 3.2.2.1.

Plant products produced can be certified organic when the national standards requirements have been met during a conversion period of at least two years before sowing or in the case of perennial crops other than grassland, at least three years (thirty-six months) before the first harvest of products. The accredited inspection and certification agency may decide in certain cases (such as idle use for two years or more) to extend or reduce the conversion period in the light of previous status of the land but the period must equal or exceed twelve months.

#### 3.2.2.2.

The conversion period can be extended by the certification programme depending on, e.g., past use of the land and environmental conditions.

#### 3.2.2.3.

The certification programme may allow plant products to be sold as "produce of organic agriculture in process of conversion" or a similar description during the conversion period of the farm.

#### 3.2.2.4.

For the calculation of inputs for feeding, the feed produced on the farm unit during the first year of organic management, may be classified as organic. This refers only to feed for animals which are themselves being reared within the farm unit and such feed may not be sold or otherwise marketed as organic. Feed produced on the farms in accordance with the national standards is to be preferred over conventionally grown / brought-in feeds.

### **3.2.3 Diversity in Crop Production**

#### **General Principles**

The basis for crop production in gardening, farming and forestry in consideration of the structure and fertility of the soil and surrounding ecosystem and to provide a diversity of species while minimising nutrient losses.

#### **Recommendations**

Diversity in crop production is achieved by a combination of :

- a versatile crop rotation with legumes

- an appropriate coverage of the soil during the year of production which diverse plant species

## **Standards**

### 3.2.3.1.

Where appropriate, the certification programme shall require that sufficient diversity is obtained in time or place in a manner that takes into account pressure from insects, weeds, diseases and other pests, while maintaining or increasing soil, organic matter, fertility, microbial activity and general soil health. For non perennial crops, this is normally, but not exclusively, achieved by means of crop rotation.

## **3.2.4 Fertilisation Policy**

### **General Principles**

Sufficient quantities of biodegradable material of microbial, plant or animal origin should be returned to the soil to increase or at least maintain its fertility and the biological activity within it.

Biodegradable material of microbial, plant or animal origin produced on organic farms should form the basis of the fertilisation programme.

### **Recommendations**

Fertilisation management should minimise nutrient losses.

Accumulation of heavy metals and other pollutants should be prevented.



Non synthetic mineral fertilisers and brought in fertilisers of biological origin should be regarded as supplementary and not a replacement for nutrient recycling.

Adequate pH levels should be maintained in the soil.

## **Standards**

3.2.4.1.

Biodegradable material of microbial, plant or animal origin shall form the basis of the fertilisation programme.

3.2.4.2.

The certification programme shall set limitations to the total amount of biodegradable material of microbial, plant or animal origin brought onto the farm unit, taking into account local conditions and the specific nature of the crops.

3.2.4.3.

The certification programme shall set standards which prevent animal runs from becoming overmanured where there is a risk of pollution.

3.2.4.4.

Brought-in material (including potting compost) shall be in accordance with Appendix I.

3.2.4.5.

**Manures containing human excreta (faeces and urine) shall not be used.**

3.2.4.6.

Mineral fertilisers shall only be used in a supplementary role to carbon based materials. Permission for use shall only be given when other fertility management practices have been optimised.

3.2.4.7.

Mineral fertilisers shall be applied in their natural composition and shall not be rendered more soluble by chemical treatment. The certification programme may grant exceptions which shall be well justified. These exceptions shall not include mineral fertilisers containing nitrogen (see Appendix 1).

3.2.4.8.

The certification programme shall lay down restrictions for the use of inputs such as mineral potassium, magnesium fertilisers, trace elements, manures and fertilisers with a relatively high heavy metal content and/or other unwanted substances, e.g. basic slag, rock phosphate and sewage sludge (Appendix I).

3.2.4.9.

Chilean nitrate and all synthetic nitrogenous fertilisers, including urea, are prohibited.

## **3.2.5 Pest, Disease and Weed Management including Growth Regulators**

### **General Principles**

Organic farming systems should be carried out in a way which ensures that losses from pests, diseases and weeds are minimised. Emphasis is placed on the use of a balanced

fertilising programme, use of crops and varieties well-adapted to the environment, fertile soils of high biological activity, adapted rotations, companion planting, green manures, etc.

Growth and development should take place in a natural manner.

### **Recommendations**

Weeds, pests and diseases should be controlled by a number of preventive cultural techniques which limit their development, e.g. suitable rotations, green manures, a balanced fertilising programme, early and predrilling seedbed preparations, mulching, mechanical control and the disturbance of pest development cycles.

The natural enemies of pests and diseases should be protected and encouraged through proper habitat management of hedges, nesting sites etc.

Pest management should be regulated by understanding and disrupting the ecological needs of the pests.

An ecological equilibrium should be created to bring about a balance in the pest predator cycle.

### **Standards**

#### 3.2.5.1.

Products used for pest, disease and weed management, prepared at the farm from local plants, animals and micro-organisms, are allowed. If the ecosystem or the quality of organic products is likely to be jeopardised, the Procedure to Evaluate Additional Inputs to Organic Agriculture (Appendix 3) and other relevant criteria shall be used to judge if the product is acceptable. Branded products must always be evaluated.

#### 3.2.5.2.

Thermic weed control and physical methods for pest, disease and weed management are permitted.

#### 3.2.5.3.

Thermic steritisation of soils to combat pests and diseases is restricted to circumstances where a proper rotation or renewal of soil cannot take place. Permission may be given by the certification programme only on a case by case basis.

#### 3.2.5.4.

All equipments from conventional farming systems shall be properly cleaned and free from residues before being used on organically managed areas.

#### 3.2.5.5.

The use of synthetic herbicides, fungicides, insecticides and other pesticides is prohibited. Permitted products for plant pest and disease control is listed in Appendix 2.

#### 3.2.5.6

The use of synthetic growth regulators and synthetic dyes are prohibited.

#### 3.2.5.7.

The use of genetically engineered organisms or products are prohibited.

#### 3.2.5.8

Accredited certification programmes shall ensure that measures are in place to prevent transmission of pests, parasites and infectious agents.

## **3.2.6 Contamination Control**

### **General Principles**

All relevant measures should be taken to minimise contamination from outside and from within the farm.

### **Recommendations**

In case of risk or reasonable suspicion of risk of pollution, the certification programme should set limits for the maximum application levels of heavy metals and other pollutants.

Accumulation of heavy metals and other pollutants should be limited.

### **Standards**

#### 3.2.6.1.

In case of reasonable suspicion of contamination, the certification programme shall make sure that an analysis of the relevant products to detect the possible sources of pollution (soil and water), shall take place to determine the level of contamination.

#### 3.2.6.2.

For protected structure coverings, plastic mulches, fleeces, insect netting and silage rapping, only products based on polyethylene and polypropylene or other polycarbonates are allowed. These shall be removed from the soil after use and shall not be burnt on the farmland. The use of polychloride based products are prohibited.

## **3.2.7 Soil and Water Conservation**

### **General Principles**

Soil and water resources should be handled in a sustainable manner.

### **Recommendations**

Relevant measures should be taken to prevent erosion, salination of soil, excessive and improper use of water and the pollution of ground and surface water.

### **Standards**

#### 3.2.7.1.

Clearing of land through the means of burning organic matter, e.g. slash-and-burn, straw burning shall be restricted to the minimum.

#### 3.2.7.2

The clearing of primary forest is prohibited.

#### 3.2.7.3.

Relevant measures shall be taken to prevent erosion.

#### 3.2.7.4.

Excessive exploitation and depletion of water resources shall not be allowed.

#### 3.2.7.5.

The certification programme shall require appropriate stocking rates which do not lead to land degradation and pollution of ground and surface water.

3.2.7.6.

Relevant measures shall be taken to prevent salination of soil and water.

### **3.2.8 Collection of Non Cultivated Material of Plant Origin and Honey**

#### **General Principles**

The act of collection should positively contribute to the maintenance of natural areas.

#### **Recommendations**

When harvesting or gathering the products, attention should be paid to maintenance and sustainability of the ecosystem.

#### **Standards**

3.2.8.1.

Wild harvested products shall only be certified organic if derived from a stable and sustainable growing environment. Harvesting or gathering the product shall not exceed the sustainable yield of the ecosystem, or threaten the existence of plant or animal species.

3.2.8.2.

Products can only be certified organic if derived from a clearly defined collecting area, which is not exposed to prohibited substances, and which is subject to inspection.

3.2.8.3.

The collection area shall be at an appropriate distance from conventional farming, pollution and contamination.

3.2.8.4.

The operator managing the harvesting or gathering of the products shall be clearly identified and be familiar with the collecting area in question.

### **3.3 ANIMAL HUSBANDRY**

#### **3.3.1 Animal Husbandry Management**

##### **General Principles**

Management techniques in animal husbandry should be governed by the physiological and ethological needs of the farm animals in question. This includes:

- That animals should be allowed to conduct their basic behavioural needs.
- That all management techniques, including those where production levels and speed of growth should be concerned, for the good health and welfare of the animals.

##### **Recommendations**

For welfare reasons the herd or flock size should not adversely affect the behavioural patterns of the animal.

##### **Standards**

3.3.1.1.

The certification programme shall ensure that the management of the animal environment takes into account the behavioural needs of the animals and provides for:

- Sufficient free movement



- Sufficient fresh air and natural daylight according to the needs of the animals
- Protection against excessive sunlight, temperatures, rain and wind according to the needs of the animals
- Enough lying and/or resting area according to the needs of the animal. For all animals requiring bedding, natural materials shall be provided.
- Ample access to fresh water and feed according to the needs of the animals
- Adequate facilities for expressing behaviour in accordance with the biological and ethological needs of the species.

No compounds used for construction materials or production equipment shall be used which might detrimentally affect human or animal health.

#### 3.3.1.2.

All animals shall have access to open air and/or grazing appropriate to the type of animal and season taking into account their age and condition, to be specified by the certification programme.

*The certification programme shall allow exceptions in cases where:*

- *The specific farm or settlement structure prevents such access provided animal welfare can be guaranteed*
- *Areas where feeding of animals with carried fresh fodder is a more sustainable way to use land resources than grazing, provided animal welfare is not compromised.*

*Restrictions shall always include a time limit which shall be set for each exception.*

Poultry and rabbits shall not be kept in cages.

Landless animal husbandry systems shall not be allowed.

#### 3.3.1.3.

When the natural day length is prolonged by artificial lighting, the certification programme shall prescribe maximum hours respective to species, geographical considerations and general health of animals.

#### 3.3.1.4.

Herd animals shall not be kept individually.

*The certification programme may allow exceptions, e.g., male animals, smallholdings, sick animals and those about to give birth.*

### **3.3.2 Length of Conversion Period**

#### **General Principles**

The establishment of organic animal husbandry requires an interim period, the conversion period.

#### **Recommendations**

The whole farm, including livestock, should be converted according to the standards set out in this document. Conversion may be accomplished over a period of time.

Replacement poultry should be brought onto the holding at the start of the production cycle.

#### **Standards**

##### 3.3.2.1.

Animal products may be sold as "product of organic agriculture" only after the farm or relevant part of it has been under conversion for at least twelve months

and provided the organic animal production standards have been met for the appropriate time.

#### 3.3.2.2.

The certification programme shall specify the length of time by which the animal production standards shall be met. With regard to dairy and egg production, this period shall not be less than 30 days.

#### 3.3.2.3.

Animals present on the farm at the time of conversion may be sold for organic meat if the organic standards have been followed for 12 months.

### **3.3.3 Brought-in Animals**

#### **General Principles**

All organic animals should be born and raised in the organic holding.

#### **Recommendations**

Organic animal husbandry should not be dependent on conventional raising systems. When trading or exchanging livestock, it should preferably take place between organic farms or as part of a long term cooperation between specific farms.

#### **Standards**

##### 3.3.3.1.

When organic livestock is not available, the certification programme shall allow brought-in conventional animals according to the following age limits:

- 2 day old chickens for meat production

- 18 week old hens for egg production
- 2 week old for any other poultry
- piglets up to six weeks and after weaning
- calves up to 4 weeks old which have received colostrum and are fed a diet consisting mainly of full milk.

Certification programmes shall set time limits (not exceeding 5 years) for implementation of certified organic animals from conception for each type of animal.

#### 3.3.3.2.

Breeding stock may be brought in from conventional farms at an annual rate not exceeding 10% of the adult animals of the same species in the organic farm.

*For brought-in breeding stock the certification programme shall allow a higher yearly maximum than 10% in the following cases and with specific time limits.-*

- *Unforeseen severe natural or man made events*
- *Considerable enlargement of the farm*
- *Establishment of a new type of animal production on the farm*
- *Small holdings*

### **3.3.4 Breeds and Breeding**

#### **General Principles**

Breeds should be chosen which are adapted to local conditions.

Breeding goals should not be at variance with the animal's natural behaviour and should be directed towards good health.

## **Recommendations**

Breeding shall not include methods which make the farming system dependent on high technological and capital intensive methods.

Reproduction techniques should be natural.

## **Standards**

3.3.4.1.

The certification programme shall ensure that breeding systems are based on breeds that can both copulate and give birth naturally.

3.3.4.2.

Artificial insemination is allowed.

3.3.4.3.

Embryo transfer techniques are not allowed in organic agriculture.

3.3.4.4.

Hormonal heat treatment and induced birth are not allowed unless applied to individual animals for medical reasons and under veterinary advice.

3.3.4.5.

The use of genetically engineered species or breeds are not allowed.

## **3.3.5 Mutilations**

### **General Principles**

The animals' distinctive characteristics should be respected.

## **Recommendations**

Species shall be chosen which do not require mutilation.

Mutilations shall be allowed only in exceptional cases and shall be kept to the minimum.

## **Standards**

### 3.3.5.1

Mutilations are not allowed.

*The certification programme shall allow the following exceptions:*

- *Castrations*
- *Tail docking of lambs*
- *Dehorning*
- *Ringing*
- *Mulesing*

Suffering shall be minimised and anaesthetics used where appropriate.

## **3.3.6 Animal Nutrition**

### **General Principles**

The livestock should be fed 100% organically grown feed of good quality.

All feed shall come from the farm itself or be produced within the region.

The diet shall be offered to the animals in a form allowing them to execute their natural feeding behaviour and digestive needs.

### **Recommendations**

The diet should be balanced according to the nutritional needs of the animals.

Products from the organic feed processing industry shall be used.

Colouring agents shall not be used in organic livestock production.

### **Standards**

#### 3.3.6.1.

The certification programme shall draw up standards for feed and feed ingredients.

#### 3.3.6.2.

The prevailing part (at least more than 50%) of the feed shall come from the farm unit itself or shall be produced in co-operation with other organic farms in the region.

*The certification programme shall allow exceptions with regard to local conditions under a set of time limit for implementation.*

#### 3.3.6.3.

For the calculation purpose only, feed produced on the farm unit during the first year of organic management, may be classed as organic. This refers only to feed for animals which are themselves being reared within the farm unit and such feed may not be sold or otherwise marketed as organic (as 4.2.4).

#### 3.3.6.4.

Where it proves impossible to obtain certain feeds from organic farming sources, the certification programme shall allow a percentage of feed consumed by farm animals to be sourced from conventional farm. The maximum percentages of such feeds are given in the following table and shall be calculated in terms of the average diet for each animal category. These maximum percentages shall be followed the whole year round:

Ruminants (dry matter intake)	15%
Non-ruminants (dry matter intake)	20%

These percentages will be reduced within 5 years to

Ruminants (dry matter)	10%
Non-ruminants (dry matter)	15%

*The certification programme shall allow exceptions to these percentages, with specific time limits and conditions in the following cases:*

- *Unforeseen severe natural or man-made events*
- *Extreme climatic or weather conditions*
- *Areas where organic agriculture is in early stages of development*

#### 3.3.6.5.

The following products shall not be included nor added to the feed given to farm animals:

- Synthetic growth promoters or stimulants
- Synthetic appetisers
- Preservatives, except when used as a processing aid
- Artificial colouring agents
- Urea



- Farm animal by-products (e.g. abattoir waste) to ruminants
- Droppings, dung or other manure (all types of excreta) even if technologically processed
- Feed subjected to solvent (e.g. hexane), extraction (soya and rape seed meal) or the addition of other chemical agents
- Pure amino acids
- Genetically engineered organisms or products thereof

This covers both organic and conventional feeding stuffs.

#### 3.3.6.6.

Vitamins, trace elements and supplements shall be used from natural origin when available in appropriate quantity and quality.

*The certification programme shall define conditions for use of vitamins and minerals from synthesised or unnatural sources.*

#### 3.3.6.7.

All ruminants shall have daily access to roughage.

#### 3.3.6.8.

The following fodder preservatives shall be used:

- Bacteria, fungi and enzymes
- By-products of food industry (e.g. molasses)
- Plant based products

*Synthetic chemical fodder preservatives shall be allowed in special weather conditions. The certification programme shall specify conditions for use of substances from synthesised or unnatural sources e.g. acetic, formic and propionic acid, vitamins and minerals.*

3.3.6.9.

The certification programme shall set minimum weaning times taking into account the natural behaviour of the relevant animal species.

3.3.6.10.

Young stock from mammals shall be raised using systems which rely on organic milk, preferably from their own species.

*In emergencies the certification programme shall allow the use of milk from non-organic farming systems or dairy based milk substitutes so long as they do not contain antibiotics or synthetic additives.*

### **3.3.7 Veterinary Medicine**

#### **General Principles**

Management practices should be directed to the wellbeing of animals, achieving maximum resistance against disease and preventing infections.

Sick and injured animals shall be given prompt and adequate treatment.

#### **Recommendations**

Natural medicines and methods, including homeopathy, ayurvedic, unani medicine and acupuncture, shall be emphasised.

When illness does occur the aim should be to find the cause and prevent future outbreaks by changing management practices.

Where appropriate, the certification programme should set conditions based on the farm's veterinary records to minimise the use of medicines.

The certification programme should make a list of medicines specifying the withholding periods.

## **Standards**

### 3.3.7.1.

The well-being of the animals is the primary consideration in the choice of illness treatment. The use of conventional veterinary medicines are allowed when no other justifiable alternative is available.

### 3.3.7.2.

Where conventional veterinary medicines are used, the withholding period shall be at least double the legal period.

### 3.3.7.3.

Use of the following substances is prohibited :

- Synthetic growth promoters
- Substances of synthetic origin for production, stimulation or suppression of natural growth
- Hormones for heat induction and heat synchronisation unless used for an individual animal against reproductive disorders, justified by veterinary indications

### 3.3.7.4.

Vaccinations shall be used only when diseases are known or expected to be a problem in the region of the farm and where these diseases cannot be controlled by other management techniques. The certification programme shall define conditions for such cases.

Legally required vaccinations are allowed.

Genetically engineered vaccines are prohibited.

### **3.3.8 Transport and Slaughter**

#### **General Principles**

Transport and slaughter should minimise stress to the animal. Transport distance and frequency should be minimised.

The transport medium should be appropriate for each animal.

#### **Recommendations**

Animals should be inspected regularly during transport.

Animals should be watered and fed during transport depending on weather conditions and duration of the transport.

Stress to the animal shall be minimised, especially taking into consideration:

- Contact (by eye, ear or smell) of each animal with dead animals or animals in the killing process
- Existing group ties
- Resting time to release stress

Each animal shall be stunned before being bled to death. The equipment used for stunning should be in good working order. Exceptions can be made according to cultural practice. Where animals are bled without prior stunning this should take place in a calm environment.

## Standards

### 3.3.8.1.

Throughout the different steps of the process there shall be a person responsible for the well- being of the animal.

### 3.3.8.2

Handling during transport and slaughter shall be calm and gentle. The use of electric sticks and such instruments are prohibited.

### 3.3.8.3.

The certification programme shall set slaughter and transportation standards that will take into consideration:

- Stress caused to the animal and person in charge
- Fitness of the animal
- Loading and unloading
- Mixing different groups of animals or animals of different sex
- Quality and suitability of mode of transport and handling equipment
- Temperatures and relative humidity
- Hunger and thirst
- Specific needs. of each animal

### 3.3.8.4.

No chemical synthesised tranquillisers or stimulants shall be given prior to or during transport.

### 3.3.8.5.

Each animal or group of animals shall be identifiable during all steps.

3.3.8.6.

Where the transport is by axle, the journey time to the slaughterhouse shall not exceed eight hours.

*Certification programmes may grant exceptions on a case to case basis.*

### **3.3.9 Bee Keeping**

#### **General Principles**

The collection area should be organic and/or wild and should be as varied as possible to fulfil the nutritional needs of the colony and contribute to good health.

The feed supplied should be fully organic.

Bee keeping is considered to be part of animal husbandry. The general principles therefore also apply to bee keeping.

#### **Recommendations**

The feeding of colonies shall be seen as an exception to overcome temporary feed shortages due to climatic conditions.

The foundation comb should be made from organic wax.

When bees are grown in wild areas, consideration should be taken of the indigenous insect population.

## Standards

### 3.3.9.1.

Hives shall be situated in organically managed fields and/or wild natural areas. Hives shall not be placed close to fields or other areas where chemical pesticides and herbicides are used.

*Exceptions can be made by certification bodies on a case to case basis.*

### 3.3.9.2.

Feeding shall only take place after the last harvest before the season when no foraging feed is available.

### 3.3.9.3.

Each bee hive shall primarily consist of natural materials. Use of construction materials with potentially toxic effects are prohibited.

### 3.3.9.4.

Persistent materials may not be used in beehives where there is a possibility of permeation of the honey and where residues may be distributed in the area through dead bees.

### 3.3.9.5.

Wing clipping is not allowed

### 3.3.9.6.

Veterinary medicine shall not be used in bee keeping.

When working with the bees (e.g. at harvest) no repellent consisting of prohibited substances shall be used.

#### 3.3.9.7.

For pest and disease control and for hive disinfection the following products shall be allowed:

- caustic soda
- lactic, oxalic, acetic acid
- formic acid
- sulphur
- etheric oils
- bacillus thuringiensis

### **3.4 FOOD PROCESSING AND HANDLING**

#### **3.4.1 General**

##### **General Principles**

Any handling and processing of organic products should be optimised to maintain the quality and integrity of the product and directed towards minimising the development of pests and diseases.

##### **Recommendations**

Processing and handling of organic products should be done separately in time or place from handling and processing of non organic products.

Pollution sources shall be identified and contamination avoided.

Flavouring extracts shall be obtained from food (preferably organic) by means of physical processes.



## Standards

### 3.4.1.1.

Organic products shall be protected from co-mingling with non-organic products.

### 3.4.1.2.

All products shall be adequately identified through the whole process.

### 3.4.1.3.

The certification programme shall set standards to prevent and control pollutants and contaminants.

### 3.4.1.4.

Organic and non-organic products shall not be stored and transported together except when labelled or physically separated.

### 3.4.1.5.

Certification programme shall regulate the means and measures to be allowed or recommended for decontamination, cleaning or disinfection of all facilities where organic products are kept, handled, processed or stored.

### 3.4.1.6.

Besides storage at ambient temperature, the following special conditions of storage are permitted (See Appendix 4):

- Controlled atmosphere
- Cooling
- Freezing
- Drying
- Humidity regulation

Ethylene gas is permitted for ripening.

## **3.4.2 Pest and Disease Control**

### **General Principles**

Pests should be avoided by good manufacturing practices. This includes general cleanliness and hygiene.

Treatments with pest regulating agents must thus be regarded as the last resort.

### **Recommendations**

Recommended treatments are physical barriers, sound, ultra-sound, light, and UV-light, traps (incl. pheromone traps and static bait traps), temperature control, controlled atmosphere and diatomaceous earth.

A plan for pest prevention and pest control should be developed.

### **Standards**

#### 3.4.2.1.

For pest management and control the following measures shall be used in order of priority:

- Preventive methods such as disruption, elimination of habitat and access to facilities
- Mechanical, physical and biological methods
- Pesticidal substances contained in the Appendices of the national standards
- Other substances used in traps

Irradiation is prohibited.

#### 3.4.2.2.

There shall never be direct or indirect contact between organic products and prohibited substances. (e.g. pesticides). In case of doubt, it shall be ensured that no residues are present in the organic product.

#### 3.4.2.3.

Persistent or carcinogenic pesticides and disinfectants are not permitted.

The certification programme shall set up rules to determine which protection agents and disinfectants may be used.

### **3.4.3 Ingredients, Additives and Processing Aids**

#### **General Principles**

100% of the ingredients of agriculture origin shall be certified organic.

#### **Recommendations**

For the production of enzymes and other micro-biological products the medium shall be composed of organic ingredients.

The certification programme should take into consideration:

- The maintenance of nutritional value
- The existence or possibility of producing similar products.

## Standards

### 3.4.3.1.

In cases where an ingredient of organic agriculture origin is not available in sufficient quality or quantity, the certification programme may authorise use of non organic raw materials subject to periodic re-evaluation. Such non-organic raw material shall not be genetically engineered.

### 3.4.3.2.

The same ingredient within one product shall not be derived both from an organic and non-organic origin.

### 3.4.3.3.

Water and salt may be used in organic products.

### 3.4.3.4.

Minerals (including trace elements), vitamins and similar isolated ingredients shall not be used.

*The certification programme may, grant exceptions where use is legally required or where severe dietary, or nutritional deficiency can be demonstrated.*

### 3.4.3.5.

Preparations of micro-organisms and enzymes commonly used in food processing may be used, with the exception of genetically engineered micro-organisms and their products.

### 3.4.3.6.

The use of additives and processing aids shall be restricted.

### **3.4.4 Processing Methods**

#### **General Principles**

Processing methods should be based on mechanised, physical and biological processes.

The vital quality of an organic ingredient shall be maintained throughout each step of its processing.

#### **Recommendations**

Processing methods shall be chosen to limit the number and quantity of additives and processing aids.

#### **Standards**

##### 3.4.4.1.

The following kinds of processes are approved :

- Mechanical and physical
- Biological
- Smoking
- Extraction
- Precipitation
- Filtration

##### 3.4.4.2.

Extraction shall only take place with water, ethanol, plant and animal oils, vinegar, carbon dioxide, nitrogen or carboxylic acids. These shall be of food grade quality, appropriate for the purpose.

3.4.4.3.

Irradiation is not allowed.

3.4.4.4.

Filtration substances shall not be made of asbestos nor may they be permeated with substances which may negatively affect the product.

### **3.4.5 Packaging**

#### **General Principles**

Ecologically sound materials should be used for the packaging of organic products.

#### **Recommendations**

Packaging materials that affect the organic nature of the contents should be avoided.

Use of PVC materials is prohibited.

Laminates and aluminum should be avoided.

Recycling and reusable systems shall be used wherever possible.

Biodegradable packaging materials shall be used.

#### **Standards**

3.4.5.1 The materials used must not affect the organoleptic character of the product or transmit to it any substances in quantities that may be harmful to human health.

## **3.5 LABELLING**

### **General Principles**

Labelling shall convey clear and accurate information on the organic status of the product.

### **Recommendations**

When the full standards requirements are fulfilled, products shall be sold as "produce of organic agriculture" or a similar description.

The name and address of the person or company legally responsible for the production or processing of the product shall be mentioned on the label.

Product labels should list processing procedures which influence the product properties in a way not immediately obvious.

Additional product information shall be made available on request. All components of additives and processing aids shall be declared.

Ingredients or products derived from wild production shall be declared as such.

### **Standards**

#### **3.5.1.1.**

The person or company legally responsible for the production or processing of the product shall be identifiable.

#### 3.5.1.2.

Single ingredient products may be labelled as "produce of organic agriculture" or a similar description when all Standards requirements have been met.

#### 3.5.1.3.

Mixed products where not all ingredients, including additives, are of organic origin may be labelled in the following way (raw material weight):

- Where a minimum of 95% of the ingredients are of certified organic origin, products may be labelled "certified organic" or similar and should carry the logo of the certification programme.
- Where less than 95% but not less than 70% of the ingredients are of certified organic origin, products may not be called "organic". The word "organic" may be used on the principal display in statements like "made with organic ingredients" provided there is a clear statement of the proportion of the organic ingredients. An indication that the product is covered by the certification programme may be used, close to the indication of proportion of organic ingredients.
- Where less than 70% of the ingredients are of certified organic origin, the indication that an ingredient is organic may appear in the ingredients list. Such product may not be called "organic".

#### 3.5.1.4.

Added water and salt shall not be included in the percentage calculations of organic ingredients.

#### 3.5.1.5.

The label for in-conversion products shall be clearly distinguishable from the label for organic products.



#### 3.5.1.6.

All raw materials of a multi-ingredient product shall be listed on the product label in order of their weight percentage. It shall be apparent which raw materials are of organic certified origin and which are not. All additives shall be listed with their full name.

*If herbs and/or spices constitute less than 2% of the total weight of the product, they may be listed as "spices " or "herbs " without stating the percentage.*

#### 3.5.1.7.

Organic products shall not be labelled as GE (genetic engineering) or GM (genetic modification) free in order to avoid potentially misleading claims about the end product. Any reference to genetic engineering on product labels shall be limited to the production method.

## **3.6 STORAGE & TRANSPORT**

### **General Principles**

Product integrity should be maintained during storage and transportation of organic products.

### **Recommendations**

Organic Products must be protected at all times from co-mingling with non-organic products.

Organic products must be protected at all times from contact with materials and substances not permitted for use in organic farming and handling.

## Standards

### 3.6.1

Where only part of the unit is certified and other products are non-organic, the organic products should be stored and handled separately to maintain their identity.

### 3.6.2

Bulk stores for organic product should be separate from conventional product stores and clearly labeled to that effect.

### 3.6.3

Storage areas and transport containers for organic product should be cleaned using methods and materials permitted in organic production. Measures should be taken to prevent possible contamination from any pesticide or other treatment not listed in Appendix – 2.

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# **SECTION - 4**

## **ACCREDITATION OF INSPECTION AND CERTIFICATION AGENCIES**

### **A. ACCREDITATION REGULATIONS**

#### **1. SHORT TITLE & COMMENCEMENT**

- (a) These regulations shall be called the Accreditation Regulation 2001 under the National Organic Programme for organic production.
- (b) They shall come into force on the date of their publication in the Official Gazette.
- (c) These Regulations shall apply to all certification agencies in India which propose to engage, or are already engaged before the commencement of these Regulations, in the certification of production and processing of organic crops/products under these Accreditation Agencies as organic.

#### **2. SCOPE OF ACCREDITATION**

- (a) These Regulations shall apply to all certification agencies whether they are individuals, firms, co-operatives, societies which are already engaged, or which propose to engage in the work of certifying organic crops/products, who must comply with ISO Guide 65.
- (b) No Certificate granted by a Certification Agency in respect of products as organic shall be valid unless the agency is accredited by the NAB authorised by the Ministry of Commerce and Industry, Government of India.
- (c) The NAB, if it is satisfied that it is necessary or expedient in public interest to do so with the approval of the Central Government, by notification in the official

gazette, add or delete any other products or processes to be brought under the scope of these regulations.

- (d) The NAB will follow the criteria defined in the Accreditation criteria for Inspection and Certification agency as specified under section 3 of these regulations.
- (e) Govt. of India shall have absolute right for revision of the Accreditation criteria, as and when deemed appropriate by it after following the necessary procedure as laid down under section 3 of these regulations.

### **3. NATIONAL ACCREDITATION BODY**

- (a) The National Steering Committee (NSC) would also function as the NAB. After the evaluation of the agency, the NAB would consider accreditation of the Inspection and Certification agency.
- (b) The Committee for Accreditation shall comprise of representatives from Ministry of Agriculture, Ministry of Commerce and Industry, APEDA, Coffee Board, Spices Board and Tea Board. The Chairman of the NSC would be the chairman of this committee. The appellate authority would be the Commerce Secretary.
- (c) The Committee shall meet as and when necessary and the quorum for any such meeting shall be six. If required, the issues for accreditation by the committee can also be decided through circulation. The committee shall meet at least twice in a year.
- (d) The said Committee for Accreditation shall have the authority to conduct random or surprise field inspections, including analysis of samples drawn from the certified operators' (producer groups) farms.

#### **4. APPLICATION FOR ACCREDITATION**

- (a) Applicants seeking Accreditation, as an Agency or renewal thereof shall submit an application to the authorized officer in the form prescribed, available with APEDA along with fee prescribed for the purpose and specified in these Regulations.

#### **5. ACCREDITATION FEE**

- (a) An applicant shall deposit an Accreditation fee of Rs.15, 000/- along with the application form for Accreditation for the first year. The fee shall be in the form of a bank draft in favour of APEDA payable at New Delhi. The NAB however, shall have the right to revise the said fee from time to time.

Provided further that in the event of non-approval of Accreditation by the NAB constituted for the purpose, the fee paid shall be refunded after deducting 25% there of towards processing charges.

- (b) The Certificate of Accreditation will be valid for a period of 3 years from the date of issue of Certificate of Accreditation.
- (c) For renewal of certificate of Accreditation there shall be a renewal fee of Rs.10, 000/- for a period of 3 years, which shall be remitted with the application for renewal.

#### **6. ALLOCATION OF ACCREDITATION NUMBER**

All Accredited Inspection and Certification Agencies shall be allotted a specific Accreditation number, which cannot be transferred or reassigned.

## **7. APPROVAL/NON-APPROVAL OF ACCREDITATION**

- (a) On receipt of the application duly filled in all respects, together with the prescribed fee, APEDA, on behalf of the NAB, shall conduct a preliminary screening of all the applications. If the application is found in order, the APEDA shall arrange for field evaluation by the EC nominated by the NAB. The NAB shall consider the application, after reviewing the evaluation report submitted by the EC. In case the applicant fulfills the prescribed criteria with a reasonable tariff structure for inspection and certification, the Committee shall give approval to the Certification Agency.
- (b) The NAB may, if it considers appropriate, give opportunity to the applicant to fulfill / rectify any deficiencies (tariff structure, inadequacy in manpower, resources and operations) found during the evaluation.
- (c) In the case of non-approval, the same shall be intimated to the applicant in writing along with reasons thereof.
- (d) The Certificate of Accreditation shall be valid for a period of three years from the date of issue.

## **8. ACCREDITATION CONTRACT**

- (a) On approval of Accreditation, APEDA, on behalf of the NAB, shall inform the Certification Agency about the approval along with a copy of the prescribed Accreditation contract. The Certifying Agency shall execute the contract on a non-judicial stamp paper of the value intimated to the applicant, within fifteen days, from the date of receipt of approval.
- (b) On receipt of the Contract duly signed by the authorised person of the Certification Agency, APEDA shall issue the Certificate of Accreditation within a period of fifteen days, from the date of receipt of the contract.

## **9. UPDATION & RENEWAL OF ACCREDITATION**

Accredited Inspection and Certification Agencies will have to undergo an annual updating procedure on the lines similar to the initial Accreditation procedure for renewal of Accreditation:

- (a) APEDA, on behalf of the NAB, shall renew the certificate for a block of three years on payment of a sum of Rs.10, 000 (Rupees Ten Thousand only) which is to be paid along with the application for renewal, which shall be filed by the Certification Agency at least 30 days before the expiry of the Accreditation period.
- (b) Application for renewal of Accreditation along with the fees prescribed shall be submitted by the Certification Agency to reach the Authorized Officer 30 days before the expiry of Accreditation period.
- (c) The Chairman of APEDA shall, however, have the power to condone any delay in submitting the said renewal application, in the event of a reasonable cause shown for the same.
- (d) The renewal of the certificate for Accreditation shall be based on the past performance of the Inspection and Certification Agency and the NAB shall have the right to renew or reject such applications, at their absolute discretion.
- (e) In the event of rejection of an application for renewal, APEDA, on behalf of the NAB, shall furnish the reasons for such rejections, in writing.
- (f) Chairman of the NAB shall be the Appellate Authority for deciding any appeal filed on account of any such rejection.
- (g) The Ministry of Commerce and Industry, Govt. of India, shall be the Competent Authority for entertaining all appeals. Decisions on such appeals shall be final and binding on both the parties.

## **10. POWER TO ISSUE GUIDELINES**

- (a) APEDA, on behalf of the NAB, shall have the powers to issue necessary guidelines to the Certification Agencies for inspection and certification programmes, from time to time.

## **11. LOGO**

The logo used under the certification programme will be called “India Organic”. This shall be the seal used on all the certified organic products, which would identify that the product is organically produced and originates from India.

## **12. USE OF LOGO**

- (a) All Accredited Agencies shall be entitled to use this logo for certified organic products. Use of the logo will be based on the fulfillment of the terms and conditions, contained under these regulations.
- (b) Products marketed by any person can bear the National Organic Logo, only if the necessary certification is done by an Inspection and Certification Agency accredited by the NAB.

## **13. SUSPENSION/ TERMINATION OF ACCREDITATION**

The Certificate of Accreditation granted to an agency shall be liable to be suspended for a specific period or permanently terminated in the event of violation of any of the clauses under these regulations and of such other directions issued by the NAB or Govt. of India from time to time.



Provided that in case of suspension, the NAB shall have the powers to nominate any other Certification Agency to continue the work of certification in order to protect the interest of the operators.

#### **14. APPEALS AND REVISION OF AWARD ON APPEALS**

- (a) An appeal in respect of such suspension and/ or termination of the Certificate of Accreditation shall lie with the Chairman of the NAB. The appeal shall be filed within a period of 30 days from the date of issue of suspension / termination by the NAB.
- (b) The Ministry of Commerce and Industry, Govt. of India, shall be the Competent Authority for revision of the decision of the Appellate Authority. The revision shall be filed within 30 days from the date of issue of award on the appeal. However, the said periods for filing an appeal/revision can be condoned by the Respective Authority, in the event of a reasonable cause being shown.

#### **15. AMENDMENT TO THE REGULATIONS**

The NAB may, with the prior approval of the NSC, delete, amend or modify any of the clauses contained in these Regulations.

#### **16. JURISDICTION**

In case of any disputes arising out of these Regulations, guidelines and or the conditions and directions issued by the Govt. of India and NAB from time to time, only the court situated within the territorial jurisdiction of the NAB, shall have the jurisdiction to try and entertain the same.

## **17. CATEGORIES FOR ACCREDITATION**

Accreditation shall be granted for each category of products as follows:

- (a) Organic agricultural production
- (b) Organic processing operations
- (c) Wild products
- (d) Forestry
- (e) Organic animal production and processing

The Certification Agencies applying for Accreditation should be actively engaged in programmes related to organic agriculture movement/production and their programmes should have been in operation for at least one year.

## **18. RECIPROCITY**

### **18.1 National**

Products certified organic by any Accredited Certification Agency as per NPOP will be accepted as organic by the other Certification Agencies also.

### **18.2 International**

For imported organic products, the authority for approval will be the NAB. It will decide on the recommendations of the Inspection and Certification Agencies or in the event of an equivalency agreement to grant a licence based on such equivalency agreement. It will notify a list of such Inspection and Certification Agencies.

Organic products certified under the exporting countries' organic standards require to be re-certified for import as per NPOP. Any Inspection and Certification Agency which

wishes to re-certify any imported product or products with imported certified ingredients are required to apply to the NAB for inclusion of such products and the procedure for their certification in the certification programme.(MOU)

## **19. STANDARDS**

### **19.1 The National Standards for Organic Production**

Inspection and Certification Agencies shall follow the National Standards for Organic Production under the National Programme for Organic Production notified under the Foreign Trade (Development and Regulation Act), 1992 (FTDR). These standards will be reviewed by the TC periodically. Revisions and amendments will be made as and when required. The amendments will be proposed to the NSC for consideration. After approval by the NSC, the amendments will be carried out under the National Programme for Organic Production. The accredited Inspection and Certification Agencies will be allowed a certain phase-in period before the amendments/revisions become effective.

### **19.2 Guidelines for Organic Production and Processing**

Guidelines for specific crops in accordance with the National Standards for organic Production will be prepared by the concerned departments (Ministry of Agriculture and Commodity Boards) and will be submitted to the NSC for approval.

### **19.3 Package of Practices**

Package of practices for specific crops, specific to the region in accordance with the National Standards for Organic Production will be prepared by Ministry of Agriculture and Ministry of Commerce.

## **20. ISSUE OF CERTIFICATES**

The accredited Inspection and Certification Agency will issue Scope Certificates, Product Certificates and Transaction Certificates certifying compliance to the National Organic Standards based on reports of inspection.

### **B. ACCREDITATION CRITERIA**

The criteria defined in this document is based on recommendations by the NSC of Govt. of India for National Programme for Organic Production. These criteria along with the National Standards for Organic Production will cover the requirements to be fulfilled by agencies seeking Accreditation for themselves and for the organic programmes operated by them under ISO Guide 65. Evaluation of the certification programmes, details of the procedure of inspection, the process of certification and the redressal of grievances regarding certification are also covered under the Accreditation criteria for organic programmes.

#### **1. APPLICATION OF THE CRITERIA**

These criteria are to be followed for approving accredited programmes certifying organic agriculture, products and processes according to these programmes. However, the NAB may grant provisional Accreditation setting out conditions for fulfillment of some of the criteria within a specified time following Accreditation. The time limit will depend upon the factors such as:

- degree of deviation from the criteria .
- safeguards within the certification programme that may minimize problems related to non compliance of the criteria.
- the general development of organic agriculture in the region.
- the regulatory framework within which the certification programme operates.

- All Inspection and Certification Agencies (national and international) shall have an established office in India for carrying out certification of organic products of Indian origin.
- Any special circumstances

These conditions and the timetable shall form the part of the Accreditation contract.

If the number and degree of non-compliance are substantial the NAB will deny the Certificate of Accreditation or withhold Accreditation, pending action taken by the applicant programme to attend to compliance of the criteria.

If the NAB decides that in the context of all the policies and performance of a programme, non-compliance within a particular criterion is not of serious consequence, it may recommend full adherence to the criterion without making it a condition of accreditation. Such recommendation, however, may be changed into mandatory conditions on re-evaluation or when changes in the programme are made.

## **2. REVISION OF ACCREDITATION CRITERIA**

The Accreditation criteria may be revised from time to time as may be considered necessary based on proposals made by interested parties or other sources to NAB.

Ministry of Commerce reserves the right to make changes in the Accreditation criteria if the development of the Accreditation programme, international harmonization activities or other relevant factors may deem necessary.

All applicant and accredited certification programmes and other interested parties and regulatory authorities may be consulted in the process of amendment of the Accreditation criteria.

The final deciding authority on changes to the criteria will be the Ministry of Commerce and Industry. All the applicants and accredited certification programmes and agencies will be informed of any changes.

The implementation of the revised criteria will come into force on the day of its notification. Applicant programmes that have already been evaluated before the date of implementation of the revised criteria will be assessed according to the previous criteria.

### **3. GENERAL ACCREDITATION CRITERIA**

Accredited Inspection and Certification Agencies shall operate based on the following criteria:

#### **3.1 Competence**

The Inspection and Certification Agencies shall have adequate resources, sound financial management and shall demonstrate professional competence based on adequate training and experience of its officers and personnel. Standards, inspection and certification shall cover all relevant aspects of products and production methods.

#### **3.2 Independence**

The Inspection and Certification Agencies shall have structures and procedures to enable it to be free to operate without undue influence from vested interests or otherwise.

#### **3.3 Accountability and Responsibility**

The officers and personnel of the Agency shall be accountable by having clear lines of authority. The Agency shall take full responsibility for all activities of its own officers and personnel and/or those sub-contracted within its system.

### **3.4 Objectivity**

The Inspection and Certification Agency shall be impartial. Inspection and certification shall be based on an objective assessment of relevant factors, as documented under section 4 of the NPOP document. The programme shall have procedures for consideration of appeals.

### **3.5 Credibility**

The Inspection and Certification Agencies shall take all adequate measures to ensure that there is no misuse of its licences, certificates and marks of conformity.

### **3.6 Quality Improvement and Internal Review**

The Inspection and Certification Agencies shall provide adequate arrangements for continuous quality improvement and have adequate procedures for evaluation of its development and performance. It shall have procedures for dealing with complaints and the remedial actions taken relevant to the certification programme.

### **3.7 Access to Information**

Production standards, organizational structures, financial resources, rules and procedures for granting of certification, training arrangements for personnel, procedural records, and similar information shall be published or made available, as deemed appropriate. A list of certified producers shall also be published.

### **3.8 Confidentiality**

The Inspection and Certification Agencies shall have adequate arrangements to ensure confidentiality of information regarding specific operators, (certified in the course of its certification programme) at all organizational levels, including committees and contracted agencies.

### **3.9 Participation**

The Inspection and Certification Agencies shall provide adequate procedures for enabling input from affected parties.

### **3.10 Non-discrimination**

The policies and procedures under which the Inspection and Certification Agencies operate and their administration shall be non-discriminatory and shall be administered without reference to race, national background, religious affiliation, gender, age or marital status.

## **4. SPECIFIC CRITERIA FOR ACCREDITATION**

For each relevant criteria, the evaluation of the certification programme not only assesses the theoretical content, but also the practical application of the policies and procedures. This shall demonstrate a high degree of competence, consistency and effectiveness. The general requirements for assessment and accreditation of the certification programme would be based on the ISO Guide 61.

It is recognized that new programmes, and programmes operating in economically less favoured areas may have difficulty in fulfilling all the "formal" criteria. Changes may be required to suit cultural and social conditions and traditions. In such cases, the NAB will



take such factors into consideration for certification, provided that the integrity of organic production and certification is maintained and that the general criteria are met.

## **5. GENERAL PROVISIONS FOR INSPECTION AND CERTIFICATION AGENCIES**

### **5.1 Application of Procedures**

Inspection and Certification Agencies shall demonstrate a high degree of competence, consistency and effectiveness in the practical application of their procedures.

### **5.2 Adherence to Regulations**

The Inspection and Certification Agencies should adhere to relevant governmental and regional regulations.

### **5.3 Registration**

The Inspection and Certification Agencies shall have always to display such documents, which provide its legal and official status.

The Inspection and Certification Agencies shall have documents, which demonstrate its ownership or control of the certification mark, where such a mark exists.

### **5.4 Structure**

The Inspection and Certification Agencies shall have a documented structure of operations, which safeguards impartiality, including provisions to ensure the impartiality of the operations of the Inspection and Certification Agencies. This structure shall enable

the participation of all parties significantly concerned in the development of policies and principles regarding the content and functioning of the certification system.

When activities are delegated to committees, such committees shall have clear responsibilities and rules of procedures.

The Inspection and Certification Agency shall have clear division of the functions of inspection, certification and appeals.

## **5.5 Regulation on Conflict of Interest**

### ***5.5.1 Declarations of interest***

A declaration of interest by all persons involved in certification, inspection and appeals shall be placed on file in writing at the Inspection and Certification Agency's office.

### ***5.5.2 Signed agreements***

All such persons associated with the inspection and certification shall sign an agreement to abstain from any inspection or other decision-making in case they have any family, business, trade or advisory connection with the operator.

### ***5.5.3 Exclusion***

All persons with a potential conflicting or vested interest shall be excluded from work, discussions and decisions at all stages of the certification process relating to the potential conflict.

In case of paid consultancy work undertaken by inspectors, such exclusion must apply for two years prior to inspection.

#### ***5.5.4 Payment of fees***

The Inspection and Certification Agencies shall be entitled to a certification fee from the operator. However, the payment of the said fee itself shall not ipso facto entitle the grant of Certificate to the operator and decision on the grant of the Certificate shall be independent of the payment of fees. All financial transactions of inspection and certification relating to domestic as well as exports will be charged in Indian currency.

#### **5.6 Confidentiality**

The Inspection and Certification Agencies shall have adequate arrangements to ensure confidentiality of the information obtained in the course of its certification activities at all levels of its organization, including the establishment of a confidentiality policy and the requirement for all personnel to sign a confidentiality agreement.

#### **5.7 Other Functions of the Certification Agency**

##### ***5.7.1 General***

The Inspection and Certification Agencies shall not provide any product or service, which could compromise the confidentiality, objectivity or impartiality of its certification process and decision, unless these are clearly separated in a manner that ensures that such compromise cannot occur. Inspection and Certification Agencies shall ensure that activities of related agencies do not affect the confidentiality, objectivity and impartiality of its certifications.

### ***5.7.2 Consultancy services provided to operators***

The Inspection and Certification Agencies accredited under NPOP shall not provide any consultancy services to operators.

Pre-assessment of production to identify areas of weakness and proposals for improvements may be done as part of the certification process.

The Inspection and Certification Agencies may offer advice to the certified operators regarding compliance with organic standards, and this information shall be offered without any additional fee.

Generic information, training and advice through newsletters, seminars etc. may be offered to all certified operators in a non-discriminatory manner.

### ***5.7.3 Marketing activities***

Inspection and Certification Agencies shall have a policy regarding referrals resulting from inquiries from the trade, promotional activities and other market related activities.

Such policy shall at least include:

- equal treatment of all certified operators
- that the Inspection and Certification Agencies do not engage in the actual sales, pricing and other direct commercial activities.
- that the Inspection and Certification Agencies do not solicit individual applications based on individual operator's needs.

## **5.8 Equity in Access and Non Discrimination**

The Inspection and Certification Agencies shall make its services accessible for all applicants whose activities fall within its declared field of application.

Certification requirements, inspections and decisions shall be confined to the scope of the certification being granted. Access shall not be conditional upon the size of the supplier or membership of any association or group, nor shall certification be conditional upon the number of certificates already issued.

Fee structure shall not unduly discriminate against operators of any special groups or on the basis of membership.

Application shall be open to all operators regardless of commercial considerations.

## **5.9 Membership Organizations**

Inspection and Certification Agencies that are run by membership organisations shall have identical requirements for membership and certification, or run the Inspection and Certification Agencies as a clearly separated activity, without membership requirements.

## **5.10 Public Information**

The Inspection and Certification Agencies shall actively inform the public of the scope of its certification and the contents of the standards.

The Inspection and Certification Agencies shall have a documented policy for public information. It shall at least include:

- Policies on which information is public and those on which the information is not public.
- Standards and a general description of the Inspection and Certification Agencies shall be available to the public.
- The Inspection and Certification Agencies shall have a current public list of certified operators, including names and addresses (location). A listing of sub-licensed production must also be available although this may be a general list without linkage to the main licensee.
- The production of public reports on its certification activities, preferably in the format of an annual report.

## **6. MANAGEMENT**

### **6.1 General**

The Inspection and Certification Agencies shall:

- have the financial stability and resources required for the operation of a certification system.
- employ or contract sufficient number of personnel, including inspectors, who have the necessary education, training, technical knowledge and experience for performing certification functions relating to the type, range and volume of work performed.
- have resources to respond to queries, complaints, etc. within a reasonable time frame.
- have a documented description of its administration, including officers and responsibility.

## **6.2 Personnel**

The Inspection and Certification Agencies shall have documented recruitment policy for deploying personnel having necessary education, training, technical knowledge and experience in organic agriculture and/or processing.

Documented information on the qualifications, training and experience of all personnel shall be maintained by the Inspection and Certification Agency.

Personnel shall be made available clear, up-to-date, documented instructions pertaining to their duties and responsibilities.

## **6.3 Subcontracting**

When an Inspection and Certification Agency subcontracts work related to certification (e.g. inspection) to an external agency or person, an agreement covering the arrangements including confidentiality and conflict of interest shall be drawn up which shall be duly signed by both the parties.

The Inspection and Certification Agency, before executing any such agreement, shall ensure that the subcontracted agency or person is competent and complies with all applicable provisions of these criteria.

The Inspection and Certification Agency shall be fully responsible for such subcontracted work.

## **6.4 Documentation and Document Control**

The Inspection and Certification Agencies shall maintain a system for the control of all documentation relating to the certification system and shall ensure that:

- The current issues of appropriate documentation are available at relevant locations.
- All correction in documents are made by the authorized persons.
- All changes are processed in a manner, which will ensure direct and speedy action.
- Superseded documents are removed from use throughout the organization and its agencies.
- All affected parties are notified of the changes.
- Documents shall be reissued when substantial amendments are made.
- A register of all appropriate documents with the respective date of issues shall be maintained.

## **6.5 Records**

All records shall be safely stored and held secure and in confidence to the operator, for a minimum period of five years.

Inspection reports, certification decisions, certificates and other relevant records shall be signed by the authorized person.

The record keeping system shall be transparent and enable easy retrieval of information.

## **6.6 Quality Management and Internal Review**

The Inspection and Certification Agencies shall conduct periodic internal inspection covering all procedures in a planned and systematic manner, to verify that the certification system is implemented and is effective.

The Inspection and Certification Agencies shall ensure that:



- personnel responsible for the area inspected are informed of the outcome of the inspection;
- corrective actions are taken in a timely and appropriate manner;
- the results of the inspection are documented.

The Inspection and Certification Agency's management shall review its system at definite intervals and records of such reviews shall be maintained.

## **7. STANDARDS**

### **7.1 General**

Inspection and Certification Agencies shall comply with the National Standards for Organic Production. Standards shall be presented in a way adapted to the language, capacity and knowledge of the operators. Standards shall be published for all production systems or product categories certified by the Inspection and Certification Agencies.

### **7.2 Standards Review**

- The standards shall be reviewed regularly.
- The body responsible for review shall be the NSC for National Programme for Organic Production.
- The date of implementation of the standards shall be indicated in the standards.
- Where required, a time period shall be allowed for operators to implement major changes to the standards.
- Deadlines for implementation by the operators shall be clearly stated.

## **8. INSPECTION**

### **8.1 General**

Standard inspection procedures shall be followed by the inspection and certification agencies as given in Appendix-9.

The inspector shall have access to all relevant facilities, including accounts and other documentation of the operator.

The policies and procedures for inspection shall be documented and shall include:

- The basis for assignment of inspectors.
- Grounds for objection to inspection by operator.
- Instructions for inspection visits.
- Inspection methods and frequency.
- Inspection requirements.
- Sampling requirements.
- Instructions for preparation of reports.

### **8.2 Assignment**

The inspector shall be assigned by the Inspection and Certification Agencies.

Prior to the assignment of the inspector, the Inspection and Certification Agency shall:

- ensure sufficient expertise needed for the actual inspection.
- exclude any possible conflict of interest.

Operators shall have neither the right to choose nor to recommend inspectors. In case the operator wants to change the Inspection and Certification agency, they shall inform the authority, i.e., APEDA stating the reasons for their decision. APEDA, after verifying records from the previous certification body, would allow the operator to register under a new Inspection and Certification agency of its choice.

The operators shall have the right to be informed about the identity of the inspector before the inspection visit, and to raise objections related to any potential conflict of interest. This does not apply to unannounced inspections.

Continuous inspection by a single inspector for the same operator should be avoided.

The accredited Inspection and Certification Agency shall apply the precautionary measures during inspection and certification as detailed in Appendix-9. When an irregularity is committed by the operator in terms of Section-3, the entire lot or production affected by irregularity will be removed from the production site / chain and sanctions shall be imposed on the operator. APEDA shall be informed about the action taken on the operator.

In case APEDA finds irregularities or infringements related to application of this regulation by the inspection and certification agencies, it shall report to the NAB for further action.

### **8.3 Inspection Visit and Report**

Sufficient information shall be made available to the inspectors about the operator to allow proper preparation by the inspector. This includes, among others, earlier inspection findings, a description of activities/processes, maps/plans, product specifications, and used inputs, earlier irregularities, infringements, conditions and disciplinary measures.

The visit and the questionnaires used during the inspection, and the reports emanating from the inspection, shall be comprehensive, covering all relevant aspects of the production standards and shall adequately validate the information provided.

Inspection and Certification Agencies shall have access to any non-organic production unit, or units associated by ownership or management. Inspection, including document review, should include such units when there is sufficient reason for doing so, such as production of the same kind of products etc.

Inspection reports and inspection shall, as far as possible, follow a specified protocol to facilitate a non-discriminatory and objective inspection procedure.

Reports shall be designed to allow for elaboration and analysis by the inspector on areas where compliance might be partial, standards might not be clear etc.

Inspection reports shall give adequate information on what was actually checked, including, but not restricted to:

- date and time of inspection,
- persons interviewed,
- crops/products requested for certification,
- fields and facilities visited,
- documents reviewed,

In addition the report shall contain:

- inspector's observations,
- evaluation of compliance to standards, and certification requirements.

## **8.4 Methods and Frequency**

Inspection methods and frequency shall be determined by, among others;

- Intensity of production.
- Type of production.
- Size of operation.
- Outcome of previous inspections and the operator's record of compliance.
- Any complaints received by the programme.
- Whether the unit or operator is engaged only in certified production.
- Contamination and drift risk.
- Complexity of production.

#### ***8.4.1 Inspection frequency***

The Inspection and Certification Agencies shall have a written policy on inspection frequency and it shall interalia include:

- Inspection of licensed operators shall take place at least once annually.
- Inspection of sub-contracted operators shall take place at least once annually.
- There shall be provisions for more inspections with respect to the factors in 6.4 above.
- A minimum number (percentage) of unannounced inspections to be carried out and the number shall be determined along with the basis for selection of operators to be subject to such inspections.
- The manner in which the cost of "extra" inspection is to be borne.
- Timing of inspections shall not be so regular as to become predictable.

#### ***8.4.2 Inspection methods***

Inspections shall regularly include, but are not restricted to:

- Visits of facilities, fields, etc.
- Review of records and accounts.

- Calculation of input/output norms, production estimates etc.
- Assessment of production system of operator.
- Interview with responsible persons.

## **8.5 Analysis and Residue Testing**

Testing is a major instrument for organic certification, provided it is done by competent institutions accredited as per ISO 17025 having appropriate facilities for quality testing. After evaluation of the laboratories, the NAB would authorize the labs for residue testing of the soil, organic products and organic inputs. The testing laboratory shall have operating manuals and procedures for residue testing of pesticides, heavy metals and other prohibited substances.

The Inspection and Certification Agencies shall have documented policies and procedures on residue testing, genetic testing and other analysis. These policies, must, interalia, include:

- Identification of cases in which samples shall be taken for analysis where, use of a substance prohibited by the standards, is suspected.
- Indication of any random sampling requirements.
- Instructions to the inspectors on sampling requirements and methods.
- Post-sampling procedures.
- fixation of responsibility for payment of sampling.

## **8.6 Inspection Regime for Part Conversion and Parallel Production**

Part conversion is the stage or situation when conventional, in conversion and/or organic production or processing occur in the same unit.

Parallel production is defined as any production where the same unit is growing, breeding, handling or processing the same products both of certified organic quality and of non-certified organic quality. A situation where "organic" and "in-conversion" production of the same product is carried out, is also parallel production.

### ***8.6.1 Provisions for part conversion in production and processing***

The Inspection and Certification Agencies shall develop special inspection regimes when part conversion occurs. Certification in situations of part conversion may only be granted when there is a system to safeguard the products against being mixed or contaminated.

The Inspection and Certification Agencies shall ensure:

- that appropriate storage capacity exists to ensure separate handling;
- that the documentation regarding the production is well managed and makes a clear distinction between certified and not certified production;
- that inspections are carried out at critical times;
- that inspection is done in a timely manner;
- that accurate production estimates are available.

### ***8.6.2 Provisions for parallel production***

If a farm is engaged in parallel production, the certification programme shall ensure, in addition to the requirements for part conversion, the following: -

- buffer zones are maintained for demarcation
- crops are visually distinguishable or
- the crops are harvested in such a way that there are reliable methods to verify the actual harvest of the respective crops (i.e. inspections between harvests, extra inspections during harvests).

Such a system shall be approved by the certification programme for each individual situation.

If parallel production is allowed in animal husbandry and bee keeping, the certification programme must develop documented procedures and inspection regimes appropriate for that kind of production.

## **8.7 Inspection for Use of Genetically Engineered Products**

Inspection and Certification Agencies shall implement a system of inspection for potential use of genetically engineered products. When use of such products is detected at any stage, certification shall not be granted.

Inspection and Certification Agencies shall at least once in a year publish and distribute to all operators and inspectors a booklet listing the common name and product name of all known genetically engineered products or of all non-genetically engineered products relevant to the areas of certification.

Such booklet shall include the following where appropriate to the certification being conducted:

- seeds and planting stock
- animal breeds
- production inputs
- livestock inputs
- processing aids
- ingredients

When appropriate, operators must be required to retain signed statements from all suppliers verifying that no genetically engineered products were supplied.



## **9. CERTIFICATION**

### **9.1 The Responsible Body and Certification Decisions**

**Note:** Certification decisions are not only limited to initial approval of operators, but also approval of products, changes in production, disciplinary measures etc.

The Inspection and Certification Agencies shall ensure that each decision on certification is taken by person(s) different from those who carried out the inspection or assessment.

The agency responsible for certification decisions shall reflect a diversity of stakeholders, without any single interest predominating.

Where certification decisions are delegated to a small committee or officers, the Inspection and Certification Agencies shall demonstrate reporting and review functions that enables the agency responsible for certification to exercise ultimate control and responsibility for such decisions.

#### ***9.1.1 Exceptions***

If exceptions are granted, clear criteria and procedures for granting exceptions shall be evolved.

- Exceptions shall be clearly limited in time.
- The rationale for any exception shall be properly recorded.

### **9.2 The Certification Process**

The certification policies and procedures shall interalia include:

- all procedural steps in processing the application, until final certification;
- that the certification status of all operators and their production be indicated throughout the certification process;
- procedures for extension and updating certification, including certification of individual products; [The Inspection and Certification Agencies shall require the operator to inform of any changes in production as modification to the products, the manufacturing process, extension of acreage etc. The Inspection and Certification Agencies shall determine whether the announced changes require further investigations. In that case, the operator shall not be allowed to release certified products resulting from such changes until the Inspection and Certification Agencies have notified the operator accordingly].
- that the certification decisions be recorded and clearly communicated to the operator;
- that, where certification is denied, the reasons shall be clearly stated;
- that the programme shall be able to impose conditions and restrictions. Mechanisms for monitoring compliance with such conditions and restrictions shall be in place.
- that the criteria for the acceptance of applicants, formerly certified by other certification programmes shall be documented. Relevant records from the other certification programme must be requested;
- that, when asked for by the operator, relevant records are released to another certification programme.
- that processing of inspection reports and certification decision shall be done in a timely manner.
- that processing of any issue related to violations shall be done with highest priority.

All policies and procedures shall be documented.

### **9.3 Appeals**

The Inspection and Certification Agencies shall have procedures for the consideration of appeals against its decisions.

The Inspection and Certification Agencies shall:

- keep a record of all appeals
- take appropriate follow up actions
- document the action taken

Persons responsible for the decision being appealed against shall not be involved in the final decision on the appeal.

### **9.4 Certification Records and Reports**

#### ***9.4.1 Operator files***

Operator files shall be up to date and contain all relevant information, including history and product specifications. The Inspection and Certification Agencies shall have relevant data available for all certified production units, including any sub-contractors and members of grower groups.

Inspection reports and written documentation shall provide sufficiently comprehensive information to enable the Inspection and Certification Agencies to make competent and objective decisions.

The files shall demonstrate the way in which each certification procedure was applied, including inspection reports and outcome of imposed disciplinary measures.

The Inspection and Certification Agencies shall maintain regularly updated lists of all certified production units and of all certified processed products.

#### ***9.4.2 Records***

Records shall be kept by respective Inspection and Certification Agencies for:

- Violations
- Precedents
- Exceptions
- Disciplinary measures

**Note:** This will normally mean that such information shall be available both in the producer's file as well in a separate record, or registered in a database system.

#### ***9.4.3 Annual report***

An annual report shall include details on:

- area certified / under conversion
- the number of inspections performed
- the number of certified operators
- number of operators under conversion
- number of grower groups certified
- the frequency and kind of violations and disciplinary measures
- the frequency and kind of exemptions
- the frequency and kind of complaints
- the frequency and kind of appeals
- the frequency and kind of infringements found
- total quantity of organic products produced under the certification programme.

- name of the products / crops certified (processed and non-processed)
- quantity of products exported (processed and non-processed)
- quantity of products sold in the domestic market (processed and non-processed)
- number of transaction certificates issued (copies of every transaction certificate to be attached with the report.
- other areas of concern.

## **9.5 Integrity of the System**

The certification system shall be based on written agreements, with clear responsibilities of all parties involved in the chain of operations for production of a certified product.

The certified operators shall sign contracts, agreements or affidavits obliging them inter alia to:

- follow the production standards and other published requirements for certification
- accept inspections
- supply accurate information
- notify the certification programme of any changes

The programme shall not allow operators to switch in and out of the certification system.

### ***9.5.1 Disciplinary measures***

The Inspection and Certification Agencies shall have a documented range of disciplinary measures (sanctions) including measures to deal with minor infringements of the standards.

A clear procedure for imposing such measures shall be in place.

The disciplinary measures applied shall be effective.

### ***9.5.2 Withdrawal of certification***

Where an infringement that affects the organic integrity is found, the Inspection and Certification Agencies shall ensure that the indication of certification is removed from the entire lot of the production run which is affected by the infringement concerned.

Where a violation is made by the operator, the Inspection and Certification Agencies shall withdraw certification from the operator for a specified period and inform about their decision to NAB.

## **9.6 Marks and Certificates**

The Inspection and Certification Agencies shall establish guidelines concerning the use of its mark, accreditation number, National Organic Logo or other reference to the certification.

The Inspection and Certification Agencies shall exercise proper control over the use of its licences, certificates and certification marks.

Incorrect references to the certification system or misleading use of licences, certificates or marks shall be dealt with by suitable disciplinary actions. This will be applicable also to any use of these marks, licence or certificates by non-certified operators.

The Inspection and Certification Agencies shall have documented procedures for withdrawal and cancellation of contracts, certificates and certification marks.

### ***9.6.1 Certificate of registration / Scope Certificate***

Certificate of Registration shall include:

- Name and address of the operator
- Name and address of the certification programme and accreditation number
- Reference to the applicable standards
- Products or product categories
- Date of issue
- Validity

### ***9.6.2 Transaction certificate***

The Inspection and Certification Agencies may issue transaction certificates only if the seller provides all the required details. The Inspection and Certification Agencies shall take reasonable measures to verify that the information provided is correct before issuing the certificate. The Inspection and Certification Agencies shall take adequate measures, including ensuring that certificates contain sufficient information, to prevent fraudulent usage.

Copies of all export certificates and transaction certificates issued shall be sent to NAB for records and will also be stored in a manner that enables easy retrieval and inspection of information on each operator.

### ***9.6.3 Product certificate***

The certifier on request of the operator will issue product certificate to the buyer, at a cost to be borne either by the operator or the buyer. Product certificate shall contain the following:

- The name and description of the seller

- The name and description of the buyer
- The date of delivery of the product
- The date of issuing of certificate
- A clear indication of the product, its quantity and wherever applicable, the quality and season thereof
- Lot numbers and other identification (marks) of the products
- Reference to invoice or bill of lading
- An indication of the certification programme and the applicable standard
- A statement from the certifier that the product is produced according to the applicable standards

Wherever applicable, the original certification of raw materials, and any other certification from another programme shall be indicated on product certificates.

Copies of transaction certificates issued to operators shall be stored in a manner that enables easy retrieval of information on each operator.

## **10. LICENSED OPERATORS**

### **10.1 Information to the Licensees**

The Inspection and Certification Agencies shall ensure that each certified licensed operator has at the time of application:

- An up-to-date version of the applicable national standards for organic products.
- An adequate description of the procedure for inspection, certification and appeals.



*For the existing operators*

- Notification of changes in the standards and relevant procedures without undue delay.
- A valid certificate or other written proof of certification status.
- Valid contracts/licences.

Operators shall have the right to get copies of inspection findings and other documentation related to the certification of their production, unless the documents are confidential such as filed complaints, confidential section of inspection reports.

## **10.2 Records and Documentation Maintained by the Licensee**

The Inspection and Certification Agencies should require that each licensee has a record keeping system adapted to the type of production that enables the Inspection and Certification Agencies to retrieve necessary information and to seek verification of the production, storage, processing, purchase and sales.

## **11. INSPECTION AND CERTIFICATION OF ALL STAGES IN HANDLING**

The following applies to inspection and certification of the whole production chain, and clarifies what is applicable for various special cases.

Each step in the handling of a product shall be inspected, at least once annually.

This means that not only the farmers but also the storage units, the processing units, packaging, shipment etc. shall be inspected. Any exceptions to this shall be based on a documented risk assessment and be restricted to situations as identified in these criteria.

Any person who sells a product (raises invoice) shall be registered and certified. Normally this applies until the product is in its final package/has its final label.

### **11.1 Packed Products**

The Inspection and Certification Agencies are not obliged to have a system for inspection of products that are further handled after being packed in the final consumer package, and/or after issuing of a transaction certificate. The Inspection and Certification Agencies are however, obliged to take action where there is reason to believe that the standards have been or may be violated at such later stages. Examples of such situations could be fumigation in harbours etc.

### **11.2 Storage Facilities**

Depending on the kind of storage, the product, packing, prevailing storage practices (i.e. fumigation) and the time of storage, inspections may be required. Inspection and certification agencies shall conduct a risk assessment to determine future need for inspection for all storage facilities including port facilities.

### **11.3 Transport Facilities**

Transport is normally not certified as such, but remains under the responsibility of the party owning the product during the transport.

### **11.4 Chain of Custody**

Inspection and certification body shall not issue any licence to use its certification mark or issue any certificate for any products unless it is assured of the chain of custody of the product where steps in the production chain have been certified by other accredited

inspection and certification agencies under NPOP as per the national standards of production.

## **12. INSPECTION AND CERTIFICATION OF WILD PRODUCTS**

These criteria only apply for the Inspection and Certification Agencies that certify wild production as defined in the National Standards for Organic Products. All relevant criteria apply to the inspection and certification of wild production. The collectors are normally not subject to requirements similar to those of a farmer in a grower group, though the integrity of the system shall be guaranteed.

The responsible operator shall be dealt with as any other certified party. The operator shall issue instructions to the collectors, that at least:

- defines the area of collection
- informs them about the standards and other requirements for certification

The collectors shall sign statements that they have followed the instructions. The operator shall have records of all collectors, and the quantities bought from each collector. The area of production shall be properly identified on appropriate maps, which shall be large and distinct enough to reduce the risk of mixing up with non-certified production. Any local agents (middlemen) must be properly contracted by the operator.

The inspection regime shall, apart from normal inspection, visit to the operator and the facilities, including:

- interviews with the collectors.
- visit to an appropriate portion of the certified area.
- visits to and interviews of any local agents.
- interviews of landowners and other parties (environment agencies, NGOs etc.) supplying relevant information about the area of collection.

## **13. INSPECTION AND CERTIFICATION OF INPUT MANUFACTURING**

Many Inspection and Certifying Agencies operate system of approval of input manufacturing without issuing any form of license or rights to the use of logo to the manufacturer. Other Inspection and Certifying Agencies certify input products.

### **13.1 Approval Systems**

Where Inspection and Certifying Agencies issue lists or in any other way approve products without formal certification, it shall document at least the following measures:

- the application procedure, including the necessary documents to be submitted by the applicant;
- the procedure to be followed in evaluating the product's compliance with the programme's standards;
- the decision making authority;
- the period for which approval is granted and the requirements for the manufacturer to report changes in composition or other relevant factors;
- a clear statement of the nature and guarantee of the approval.

The Inspection and Certifying Agencies shall not receive any endorsement payments. Approval systems shall allow for indication of the approval on the product itself.

## **14. INSPECTIONS AND CERTIFICATION OF GROWER GROUPS**

The Inspection and Certification Agency will have documented policies and procedures for carrying out inspection of grower groups. The detailed guidelines for certification of grower groups are given in Section-5 of the NPOP document.

## **14.1 Evaluation of the internal control system**

For evaluating the internal control system, the Inspection and Certification Agency shall ensure that: -

- Internal inspections of all operators have been carried out twice annually.
- New operators are included in the group after the internal inspections are completed as per the procedures agreed with the certification body.
- Sample inspections shall be carried out with the relevant documents from the internal control inspection body.
- Methods and results of the internal control system shall be evaluated for compliance with NPOP standards. The evaluation shall include a witness audit i.e. the inspector shall visit a number of internal control inspections.
- Instances of non-compliance and the active measures taken by internal inspection body with special reference to sanctions shall be assessed from the documentation.
- Adequate records of inspections are maintained by the internal control system.
- Internal control records are in compliance with the findings of the inspection and certification body's sample inspection results.
- The operator's knowledge of NPOP standards is adequate.

## **14.2 Grower group records**

In addition to certification records of the group as a whole, the Inspection and Certification Agency shall maintain basic data of all the operators.

Inspection and Certification Agency shall have a standardized format for sourcing the information from the grower groups which shall include list of farms, location on an area map, year of joining in the grower group, date of previous inspection (internal / external),

area of cultivation, crops, traditional / cultural practices and yield estimates. The grower group shall update the required information and submit to the external inspection agency.

### **14.3 Responsibility and sanctions**

The certification body shall have a clear policy for sanctions in the event of non-compliances by the group and/or by individual operators.

The Inspection and Certification Agency on detection of non-compliance by the group or its individual operators and failure of the internal control system, shall invoke sanctions on the group. The sanction shall also include provisions for withdrawal of certification of the whole group.

## **15. CERTIFICATION SYSTEMS**

Where an Inspection and Certification Agency issues certificates or allows the use of its certification mark on input products, in addition to the measures in para-11.1 above, the programme shall document the inspection and certification procedures including the relevant requirements under section 7 and 8 above. This shall clearly indicate:

- the inspection frequency which may be less than annual.
- the requirements other than the composition of the product that will be checked during inspection and evaluated for making the certification decision (source of the ingredient for compliance of the inputs allowed under the NPOP standards, pollution / contamination risks etc.).

## **16. CERTIFICATION TRANSFERENCE**

### **16.1 General Certification Transference (acceptance of other certification programmes)**

It shall be the function of the Accredited Inspection and Certification Agencies to evolve a basis of such transference. The NAB reserves the right to, at a future date, require that accredited Inspection and Certification Agencies only grant such transference to products covered by a certification or programmes accredited according to equivalent criteria and procedures as decided by the National Organic Programme.

In the short term the NAB will assess the procedures of certification transference according to the following criteria:

The procedures and responsibility for granting such recognition shall be clearly documented. The assessment and decision to include a programme shall be documented to show that objective criteria are used.

There shall be a formal register of recognized certification programmes.

Inclusion in the register shall be on the basis of at least one of the following:

- A recent and adequate evaluation visit conducted and report prepared either by the programme-granting acceptance or by a third party.
- Accreditation details.
- Any other Accreditation system deemed equivalent to the Inspection and Certification Agencies must demonstrate, to the satisfaction of the NAB, that the referred programme is equivalent to a programme accredited by the NAB.
- The Inspection and Certification Agencies may accept other programmes in the process of evaluation by the NAB. Such acceptance shall only be permitted for a limited time period.

Full documentation of the registered Inspection and Certification Agencies including standards, inspection and certification procedures and valuation reports shall be available.

A contract with the other Inspection and Certification Agencies that regulate the obligations of the parties shall be drawn up. This can also be a multilateral agreement. Such a contract shall, inter alia, contain the following provisions:

- The scope of the mutual recognition (applicable for all products).
- The obligation to inform each other of changes in major programme or standards.
- The obligation to inform each other of the certified production (lists of certified operators).
- Indemnification.
- Obligation to inform the other party in case of loss of accreditation, regulatory approval and similar circumstances.
- The right to review the other party's performance.
- The right to have access to relevant information.
- The regulation of confidentiality.
- Dispute settlement provisions.

The registration of transference is subject to periodic reviews and updates.

The processors, traders or other licensees operating according to the register shall be promptly informed of any changes in the status of recognized programmes.

## **16.2 Re-certification**

Inspection and Certification Agencies need not re-certify products or processes that are certified by an Inspection and Certification Agency accredited under the National Programme for Organic Production, within the validity of the certificate.



### **16.3 Certification "partnerships"**

There might be situations where Inspection and Certification Agencies develop "joint ventures" or "partnerships" with other Inspection and Certification Agencies. The NAB reserves the right to formulate criteria for Accreditation in such cases at a future date. Meanwhile, in developing any such partnership the Inspection and Certification Agencies shall consider the relevant aspects of the criteria for "general certification transference", "individual certification transference" and "sub-contracting". However, before accepting any new operator under their certification programme, they shall inform NAB and the previous certifier about the operator and seek the relevant information and records for further evaluation and reference.

## **17. COMPLAINTS**

The Inspection and Certification Agencies shall have policies and procedures for dealing with complaints against its operation and against certified operators.

Complaints shall be dealt with in a speedy and efficient manner. The Inspection and Certification Agencies shall keep a record of all complaints and remedial actions relating to certification.

When a complaint is resolved a documented resolution shall be made and forwarded to the complainant and the party concerned.

## **C. ACCREDITATION PROCEDURES**

### **1. BACKGROUND**

The aims of the National Accreditation Programme is:

- to provide the means of evaluation of inspection and certification agencies for organic agriculture and products as per approved criteria for accreditation based on the international criteria as per ISO Guide 65
- to accredit inspection and certification agencies
- to provide the means of evaluation of the facilities available with the laboratories for residue testing of soil, inputs and organic products
- to accredit testing laboratories

## **2. SCOPE**

### **2.1 Inspection and Certification Agencies**

Accreditation is open to Inspection and Certification Agencies engaged in the inspection and certification of organic production and/or processing operations.

The Inspection and Certification Agencies' programmes must conform to all applicable standards, structures and operating procedures as laid down in the national standards for organic products and to the accreditation criteria as per the national organic programme.

The Inspection and Certification Agency's programmes must have:

- been in operation for a minimum period of one year prior to the evaluation.
- it should provide all required documents for reference.

The evaluation of the Inspection and Certification Agency will include the evaluation and selection process of the inspectors. In accordance with the accreditation criteria, the certification agency must exercise full responsibility for any services that it contracts out to third parties. The accreditation contract will be primarily with the Inspection and Certification Agency.

The scope of the National Accreditation Programme does not include advisory services extended to certification programmes.

The Accreditation status of an Inspection and Certification Agency will apply to inspection and certification of only those categories of production, products and processing covered by the programme.

### **3. CONFLICT OF INTEREST**

A declaration of interest by all persons involved in certification, inspection and appeals shall be on file at the Inspection and Certification Agency's office. They shall sign an agreement to abstain from any inspection or other decision making in case they have family or business connection, trade or advisory with the operator.

In the case of paid consultancy work undertaken by inspectors, such exclusion must apply for two years prior to inspection.

The Inspection and Certification Agencies shall also seek the moral understanding that inspectors who cease to be employed will not undertake related consultancy for two years following their leaving the employment.

All persons with a potential conflicting or vested interest shall be excluded from work, discussion and decisions at all stages of the certification process related to the potential conflict.

The Inspection and Certification Agencies shall be entitled for a certification fee from the operator. However, the outcome of the certification decision itself shall be independent of the payment of fees.

## **4. STANDARDS**

### **4.1 General**

The Inspection and Certification Agencies shall comply with the National Standards for Organic Products. Standards shall be presented in a way adapted to the language, capacity and knowledge of the operators. Standards shall be published for all production systems or product categories by the Government of India.

### **4.2 Standards Review**

- The standards shall be reviewed regularly.
- The body responsible for review shall be the NSC for National Programme for Organic Production.
- The date of implementation of the standards shall be indicated in the standards.
- Where relevant, a time period shall be allowed for operators to implement major changes to the standards.
- Deadlines for implementation by the operators shall be clearly stated.

## **5. ACCREDITATION CONTRACT PERIOD**

The term of the accreditation contract is decided at the time the accreditation decision is made by the NAB.

## **6. USE OF ACCREDITATION STATUS**

All accredited Inspection and Certification Agencies will be allotted a specific accreditation number, which cannot be transferred or reassigned. The accredited Inspection and Certification Agencies will use the assigned number in all their documents, reports and correspondence.

## **7. FEE**

Charges shall be set by the accredited inspection and certification agencies to cover the operating cost of the accredited Inspection and Certification Agency. Charges shall be made in the following categories annually:

- Grower groups (small & marginal farmers)
- Cooperatives and cottage industries
- Large farmers, estates and exporters
- Medium and large sized processors

The components of the fee would cover the following: -

- Application fee
- Travel and inspection
- Assessment and report preparation (manday cost)
- Issue of certificates (Scope Certificate, Product certificate and Transaction certificate)

The fee for inspection and certification would be applicable as approved by the NAB.

## **8. AMENDMENTS**

Ministry of Commerce, Govt. of India reserves the right to make changes in the accreditation criteria, procedures and national standards set out in the policy document, if the development of the accreditation programme, international harmonisation activities and other relevant factors may deem it necessary. All applicants and accredited Inspection and Certification Agencies will be informed of any amendments. The implementation of the amended criteria standards and procedures will come into force the day of its notification. Accredited applicant programmes that have already been evaluated before the date of implementation of the revised criteria/ standards/procedures will be assessed according to the previous conditions.

## **9. REVIEW OF THE ACCREDITATION PROGRAM**

The Accreditation Programme is subject to periodic internal review in line with its National Organic Programme and Policy. The review will be conducted as and when required based on the proposals made by interested parties addressed to the NAB.

## **10. COMPLAINTS**

- The Inspection and Certification Agencies shall have policies and procedures for dealing with complaints against its operation and against certified operators.
- Complaints concerning the Inspection and Certification Agencies should be addressed to the NAB's office.
- The Inspection and Certification Agencies shall keep a record of all complaints and remedial actions related to certification.
- Complaint shall be dealt with in a speedy and efficient manner and the complainants will be informed of the decision.
- If dissatisfied with the NAB's decision, the complainant may refer the matter to the Secretary, Ministry of Commerce.

## **11. APPLICATION, EVALUATION AND ACCREDITATION PROCEDURES**

### **11.1 Procedure for the Accreditation of Inspection and Certification Agencies**

The accreditation procedure will have the following steps :

- Screening of the application and documentation
- Evaluation and assessment of programme

- Accreditation

## **11.2 Application and Screening Procedures**

1. All applications will be made to APEDA in Form-I by the prospective Inspection and Certification Agencies operating certification programmes along with the prescribed fee.
2. On receipt of requests, APEDA will provide the required information regarding the Accreditation programme, the requirements to be fulfilled by the applicant.
3. The applications should be accompanied by a fee of Rs.15000/- by way of demand draft in favour of APEDA. The following documents should be submitted along with the application.
  - Documentary evidence of the organization, financial status (turnover), annual report and number of employees along with their bio-data,
  - Details of the certification committees, standards committees, inspectors etc,
  - A copy of the operating manual, quality manual
  - Tariff proposed
  - Documentary evidence of accreditation by any other country or programme.
  - The applications should be signed by head of the organization, partner, director, managing trustee duly authorized for the purpose and a documentary evidence/power of attorney/copy of the resolution, as the case may be.
4. Preliminary scrutiny of the application will be carried out by APEDA. The applicant may be required to provide additional information / documentation.
5. APEDA will screen the documents with respect to the National Standards for Organic Production as well as the accreditation criteria for Inspection and

Certification Agencies and prepare a screening report. In case the application is in order, it will be forwarded to the EC authorized for this purpose for carrying out the evaluation.

### **11.3 Evaluation and Assessment of application for accreditation**

1. A detailed evaluation of the certification programmes would be carried out by an EC comprising of three members drawn from the commodity boards along with a representative each from Ministry of Agriculture and EIC/EIA. An outside expert may also be associated, if required. This evaluation would be conducted through physical evaluation of the applicant's office, personal discussions, project visit, etc. The members would be selected based on the following criteria:
  - He / She should have knowledge of organic farming, standards, policies relating to NPOP and other international standards.
  - The evaluator must not have, or have had any interest during the past two years in the agency to be evaluated,
  - An Inspection and Certification Agency shall not be evaluated by the same committee for more than two consecutive evaluations
2. The date of visit of the EC will be informed to the applicant in advance. The applicant would need to confirm the visit.
3. If serious grounds for challenging the appropriateness of the findings of the assigned EC are submitted in writing by the Inspection and Certification Agency, the NAB may reassign the evaluation. Where agreement regarding the EC cannot be reached, the matter will be referred to the NAB for a decision.
4. The EC are briefed and provided with the screening report and any other necessary documents.



5. At the start of the evaluation visit, a meeting will be held at the office of the Inspection and Certification Agency, with officers of the applicant programme. A detailed inspection of the certification office files will be undertaken.
6. The EC will check, among other things, that:
  - All valid documents are complete in all respects.
  - The inspection reports are comprehensive and enable sound certification decisions to be taken on the basis of the information provided.
  - The certification decisions are consistent with the degree of compliance recorded in the inspection reports.
  - Where the certification programme has imposed conditions or restrictions, that their implementation has been adequately monitored and documented.
  - The Inspection and Certification Agency is operating in accordance with the national basic standards for organic products and the national criteria for accreditation programmes. Issues of possible non-compliance highlighted by the screening report are substantiated or clarified.
  - That, in the case of re-evaluations, compliance with conditions of Accreditation has been accurately recorded in the annual reports.
7. The EC will be given access to the files of the operators and select a sample for inspection. The sample number will be given by the Programme Manager, taking into account:
  - The number of certified producers in the Inspection and Certification Agency's Programme;
  - The number of types of operations certified;
  - The number of inspectors;
8. The EC will visit the operators identified in the sample and conduct check inspections. The EC will require access to all previous inspections, if any.

9. The EC will, among others, check that:
- The practices of the operator conform to the Standards of the certification programme;
  - The inspection files accurately record the production system;
  - The inspection system is capable of identifying non-compliance and is implemented in line with the stated approach in the operating manual of the programme;
  - The operator has the appropriate documents of the Inspection and Certification Agency;
10. At the end of the evaluation visit, EC will summarize the findings in a meeting in the office of the Inspection and Certification Agency.
11. The EC will incorporate the findings in the screening report. This combined report, known as the evaluation report will also include:
- The history and structure of the Inspection and Certification Agency;
  - Its independence from commercial activity in the field in which it operates;
  - A review and comparison of the standards against the national standards for organic products;
  - The procedures involved in the inspection and certification programme, including documentation;
  - The findings of the evaluation visit, including operator visits and any instances of non-compliance observed;
  - A summary of the main findings of the visit together with any recommendations and conclusions.

12. When the report is complete, the EC will forward it to the NAB who will send a copy to the office of the evaluated programme for acceptance of the report. The evaluated Inspection and Certification Agency will be invited to identify any inaccuracies in the report and to provide explanatory comments. These will be included in the report as comments of the applicant Inspection and Certification Agency together with any opinion from the EC when appropriate.
13. The EC will review the evaluation report and assess the compliance of the Inspection and Certification Agency with the national standards for organic products and the accreditation criteria. These will be noted in the evaluation document.
14. The EC will compile a summary of discrepancies with recommendations for remedial action.
15. The EC will submit the evaluation report together with the summary of discrepancies to the NAB.
16. In case the EC is satisfied that the inspection and certification programme conforms to the National Standards and Accreditation Criteria, it will recommend for accreditation to the NAB.

#### **11.4 Accreditation Procedures**

1. The NAB is responsible for the decision on the accreditation of an applicant Inspection and Certification Agency.
2. When the NAB is satisfied that the applicant Inspection and Certification Agency meets the requirements, it will be awarded Accreditation status. NAB may award Accreditation status conditional on corrective action being undertaken according to an agreed schedule. Alternatively, the NAB may withhold accreditation status until all conditions are met.

3. The applicant will be informed in writing of the decision. If the NAB decides that an applicant programme does not meet the requirements for Accreditation, the Inspection and Certification Agency will be informed of the necessary improvements for re-application.
4. Applicants may wish to seek review of specific conditions without officially appealing to the NAB. Such requests must be addressed to the Chairman of the NAB and include substantive reasons why the condition imposed is considered inappropriate or unjustified. The NAB may seek additional information before reaching its final decision.
5. Accredited status will be awarded only for the certification of categories of production and processing covered by the National Standards for Organic Production and the Inspection and Certification Agency itself.
6. Once the applicant Inspection and Certification Agency has agreed to the conditions imposed and the timetable for compliance, the applicant will be sent an Accreditation contract which must be signed and returned with the annual fee. The contract provides a licence to the Inspection and Certification Agency to use its Accreditation status subject to the terms stated in the contract.
7. Once the contract has been signed, APEDA will issue a certificate of Accreditation, containing at least the following details:
  - Accreditation number;
  - The name and address of the Inspection and Certification Agency;
  - The nature of the activities covered;
  - The date of issue and date of expiry;
8. The contract with the Inspection and Certification Agency will be signed by an APEDA official on behalf of the NAB.

## **11.5 Annual Surveillance and Review Evaluations**

1. Accredited Inspection and Certification Agencies are required to submit an annual report to APEDA. This annual report should contain an updated report on recent developments in the Inspection and Certification Agency's Programme such as the number of operators certified, under conversion, geographical area of operation and changes in personnel, and a compliance report in which compliance with imposed conditions is reported, supported by documentary evidence. The report should also mention any irregularities or infringements found with the operators related to the application of the standards.
2. The EC will review the annual report and will recommend measures and action to be taken for decision making by the NAB.
3. Depending upon whether the Inspection and Certification Agency has complied with conditions imposed by the NAB, and the extent and nature of changes to the Inspection and Certification Agency's Programme, NAB may take any of the following courses of action:
  - Renew the Accreditation period if the contract has expired;
  - Impose new conditions requiring corrective action according to an agreed timetable;
  - Extend the accreditation period subject to a full re-evaluation during the ensuing 12 month period or shorter;
  - Impose any of the sanctions listed in Para 13 below.
4. NAB requires regular review evaluations, at least once every year.
5. Procedures for the review evaluation are normally identical to those of the initial evaluation.
6. The accredited Inspection and Certification Agency would submit an annual report covering the turnover (financial and staff), number of projects certified, under certification and products exported in terms of quantity and value.

## **12. COMPLAINTS**

1. Complaints regarding the functioning of an accredited Inspection and Certification Agency should, in the first instance, be directed to the Inspection and Certification Agency in question. Only in cases where the complainant feels that the complaint has not been handled satisfactorily by the accredited Inspection and Certification Agency, the complaint be lodged with APEDA in such a manner that confidentiality regarding the source of such a complaint is maintained.
2. The EC will investigate the complaint. When the EC considers that the complaint is sufficiently substantiated, it will inform the Inspection and Certification Agency concerned and invite a response. The matter will then be referred to the NAB to formulate a complaints resolution. The complainant is informed of the complaints resolution.
3. If the complaint is upheld, the NAB may impose appropriate sanctions.

## **13. SANCTIONS**

In event of non-compliance with the accreditation contract or failure to fulfill conditions, the NAB may apply one or more of the following sanctions:

- Issue a warning letter or letter of reprimand;
- Impose additional conditions and insist for rectification within a prescribed time limit;
- Impose penalty, not only for non-compliance with conditions but also for being late or filing a deficient annual report;
- Require the Inspection and Certification Agency to undergo a re-evaluation within a certain period;
- Suspend Accreditation;
- Terminate Accreditation.

## **14. TERMINATION OF ACCREDITATION**

1. The NAB may terminate the accreditation status of an Inspection and Certification Agency if performance and conduct of the agency is not in accordance with the Accreditation criteria or the conditions laid down in the Accreditation contract.
2. If non-compliance is severe, the NAB reserves the right to revoke the contract without allowing future rectification. When a licence is withdrawn, the NAB will publish the name of the Inspection and Certification Agency on the APEDA website and may release a public statement.
3. Conditions where Accreditation status may be withdrawn include, but are not limited to:
  - Non compliance with the Accreditation criteria or the national standards for organic products by the Inspection and Certification Agency;
  - Failure to fulfill conditions of Accreditation related to non-conformities within the agreed timetable;
  - Misuse of Accreditation status;
  - Refusal to allow or hindering full access to information to the EC.
  - Failure to pay fees and charges on time
  - Failure to comply with any sanctions imposed.

## **15. APPEALS**

1. The applicant or accredited Inspection and Certification Agency can appeal against the Accreditation decisions. Appeals must be lodged within 60 days of the disputed decision. Appeals should be directed to the NAB.
2. The NAB will consider the appeal and take a final decision.

3. If the final decision of the NAB is considered unacceptable by the Inspection and Certification Agency, it may appeal to the Secretary, Ministry of Commerce and Industry within 30 days of the decision given by the NAB.

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# **SECTION-5**

## **GUIDELINES FOR CERTIFICATION OF GROWER GROUPS**

### **5.1 SCOPE**

This system shall be based on the internal quality system and shall apply to producer groups, farmer's cooperatives, contract production and small scale processing units. The producers in the group must apply similar production systems and the farms should be in geographical proximity. Farms with land holding of 4 ha and above can also belong to a group but will have to be inspected annually by the external Inspection and Certification Agency. The total area of such farms shall be less than 50% of the total area of the group. Processors and exporters can be a part of the same group but will have to be inspected annually by the external Inspection and Certification Agency.

### **5.2 CONSTITUTION OF THE GROUP ORGANIZATION**

The group will have a legal status or constitution of the organization and shall be presented by an organizational chart.

For implementation of the procedures to maintain the internal control system, responsibilities shall be delegated to individual members / committees for carrying out specific activities.

### **5.3 INTERNAL QUALITY SYSTEM (IQS)**

Group certification is based on the concept of an Internal Quality System comprising of the following: -

- Implementation of the internal control system
- Internal standards
- Risk assessment.

An external inspection and certification body should be identified for conducting annual inspection of the individual group / unit. The external inspection agency shall evaluate by checking the IQS documentation, staff qualifications and re-inspecting some farms.

## **5.4 HOW TO DEVELOP AN IQS**

The following are the minimum requirements for setting up an IQS for grower groups: -

- Development of Internal Control System (ICS)
- Identification of producer groups
- Creation of awareness about group certification
- Identification of qualified personnel for maintaining the internal control system
- Give necessary training in production and IQS development
- Preparation of IQS manual containing policies and procedures
- Implementation of the policies and procedures
- Review and improvement of the IQS document for maintaining a harmonized IQS.

### ***5.4.1 Internal quality system manager (IQS Manager)***

IQS manager shall develop and implement the IQS and would be responsible to organize internal inspections, coordinate between field staffs, approval staff, and the external inspection agency. The IQS manager shall have defined procedures to approve or sanction farmers.

The responsibility of IQS manager shall be to ensure that all the standards requirements are fully implemented by the group.

#### ***5.4.2 Internal inspectors***

Adequate number of internal inspectors shall be identified from within the group. The inspectors shall be qualified and well versed with the standards to perform internal inspections.

#### ***5.4.3 Approval manager / committee***

Qualified person or approval committee shall be designated from within the group to take the approval decision. The approval manager/committee shall be well versed with organic procedures of IQS, internal standards and NPOP standards.

#### ***5.4.4 Field officers***

Field officers should be identified among the group, one at each production area. The field officer shall train the farmers by organizing field extension services.

#### ***5.4.5 Purchase officers***

Purchase officers shall be identified who would be responsible for correct purchase of produce from the farmers. The purchase officer is required to be well versed with IQS.

#### ***5.4.6 Warehouse manager***

If there are separate warehouses, it may be necessary to have a warehouse manager who would be responsible for handling the produce. He / she shall be well versed with the procedures of IQS for proper implementation.

### ***5.4.7 Processing manager***

If a processing unit is operated by the IQS operator, it may be necessary to assign a processing manager. The processing manager is required to be trained in the handling procedures. When the processing of the produce is being organized in a company, the latter needs to be inspected by the certifier and would be responsible for processing according to the internal handling rules. In such case, the processing unit shall have a formal contract with the grower group.

## **5.5 INTERNAL STANDARDS**

The internal standards shall be prepared in local language by the IQS manager for the region of operations under the framework of NPOP standards. If the farmers are illiterate, the internal standards shall contain illustrations in the text for better understanding. The internal standards would contain: -

- Definition of production unit
- How to deal with part conversion
- Conversion period
- Farm production norms for the entire production unit (e.g. seeds, nutrient management, pest management, soil management, approved inputs, prevention of drifts, livestock husbandry management)
- Harvest and post harvest procedures

## **5.6 CONFLICT OF INTEREST**

The IQS personnel shall not have any conflict of interest that might hinder the work. All possible conflicts shall be declared in a written statement. In such cases, the IQS shall ensure that alternative solutions are found.

## **5.7 SCOPE OF CERTIFICATION**

The certification shall be granted to the group with reference to the regulations / standards adopted by the group.

## **5.8 TRADE**

The group will market the products under a single entity. For trading the products from the group of producers, the IQS shall draw up relevant procedures.

## **5.9 PROCEDURES FOR IMPLEMENTATION OF INTERNAL CONTROL SYSTEM**

For maintaining the internal control system, the following procedures shall be adopted by the grower group.

### ***5.9.1 Registration of members***

All members of the group will be formally (legally) registered under a single entity.

### ***5.9.2 Provision of documents to the members of the grower group***

Each member of the grower group will be supplied with docket in local languages, which will contain the following –

- Copy of IQS manual
- Internal standards document
- NPOP document (Each member / staff shall be communicated when there is a revision in the standards.)
- Definition of the production unit

- Farm Entrance Form (farm data sheet), including last use of prohibited inputs
- Field records (main cultivation measures, use of inputs, harvested quantities, post harvest procedures): remark: may be included in internal farm checklist.
- Prevailing farming system and package of practices available for the area
- Details and description of the various steps required for the process flow right from cultivation to harvest and sales of the products.
- Written contract (for formal commitment) of each grower within the group
- Annual farm inspection checklist
- Information on training programmes and provision of advisory services by the field officers.

## **5.10 OPERATING DOCUMENT**

The quality manager shall prepare the operating document, which shall be followed by all the members of the group. The operating document will contain the following: -

- 5.10.1 An overview map (village or community map) showing location of each member's production unit. The map should indicate the crops cultivated in rotation and also mark any farm in an area, which could be identified as high risk due to drift from non-conventional farms.
- 5.10.2 Farmer's list with code and name of the farmer, total area, area under crop (or number of plants), date of registration with the group, date of last use of forbidden products, date of internal inspection, name of internal inspector, result of internal inspection (separate lists for in-conversion farmers)
- 5.10.3 List of farmers who have been issued sanctions with the reason and the duration of the sanction (if relevant).
- 5.10.4 The risk shall be assessed by IQS manager for the grower group every year. The risk assessment should be made at the farm level, processing, transporting and

during trade. The IQS will take all measures to minimize the identified relevant risks.

#### **5.10.4.1**      *Critical control points for risk assessment*

- Measures taken by the farmers to deal with part conversion (if farmers still grow some non-organic crops).
- Conversion period
- Production rules for the whole production unit, e.g., seeds, fertilization and soil management, pest management, approved inputs, prevention of drifts, animal husbandry.
- Harvest and post harvest procedures.
- Processing and handling standards

### **5.11 INTERNAL INSPECTIONS**

- At least two inspections of the group (one in growing season of each crop) shall be carried out by the internal inspector and will be documented.
- The inspection will be carried out in presence of the member or his representative and must include a visit of the whole farm, storage of inputs, harvested products, post harvest handling and animal husbandry.
- The internal inspector will also verify if the internal standards have been followed and whether the conditions of the previous internal inspection have been fulfilled.
- The visit of the internal inspector will be documented in the farm inspection checklist duly signed by the inspector and counter-signed by the member or his representative.
- In case of severe non-compliance, the results will be reported immediately to the IQS manager and all measures will be taken according to the internal sanction procedures.

## 5.12 EXTERNAL INSPECTIONS

The external Inspection and Certification Agency will re-inspect some of the farms for the evaluation of the grower group for efficient internal control system for compliance with the NPOP Standards.

The sampling plan for inspection shall be based on the inspector's perception of risk based on the following factors:

1. Size of holding
2. Number of the members in the group
3. Degree of similarity between the production system and crop system
4. Inter-mingling / contamination
5. Local hazards

Sampling methods for different size of the grower group shall be based on the following table given below: -

Number in the grower group (N)	Number of producers to be inspected					
	Initial audit		Reassessment		Surveillance visit	
	Number to be inspected (n= $\sqrt{N}$ )	% of total	Number to be inspected (n= $0.8\sqrt{N}$ )	% of total	Number to be inspected (n= $0.6\sqrt{N}$ )	% of total
< 25	5	20	4	16	3	12
26-50	5-7	19-14	4-6	15-12	3-4	12-8
51-100	7-10	14-10	11-8	22-8	4-6	8-6
101-250	10-16	10-6	8-13	8-5	6-10	6-4
251-500	16-22	6-4	13-18	5-4	10-13	4-3
501-750	22-27	4	18-22	4-3	13-16	3-2
751-1000	27-32	4-3	22-26	3	16-19	2
1001-1500	32-39	3	26-31	3-2	19-23	2
1501-2000	39-45	3-2	31-36	2	23-27	2-1
2001-2500	45-50	2	36-40	2	27-30	1
>2500	50	2	40	2	30	1



### **5.13 YIELD ESTIMATES**

Yields will be estimated for each crop for individual farmer in the group. This activity should be carried out especially during harvesting and should be counter-checked with the estimates during buying.

### **5.14 INTERNAL APPROVALS**

The IQS manager will have a defined procedure to approve or impose sanction on the farmers in the group. All internal farm checklist are screened by internal approval staff with special focus on the critical control points of risk / difficult cases.

- The approval committee for providing internal certification status will check the assessment of the internal inspector. If necessary, conditions will be set out for achieving compliance with the NPOP.
- The next competent person or committee must confirm results of the internal inspection in an approval procedure.

### **5.15 NON-COMPLIANCES AND SANCTIONS**

In case of non-compliances, the IQS shall take corrective or mitigating measures.

- Procedures for implementation of sanctions will be defined in case of non-compliance.
- Sanctions have to be documented (list of farmers issued sanctions, documentation of identified non-conformities in the files).
- Farmers who have used prohibited inputs on their farms must undergo again the full conversion period (if they remain in the group). In such cases, it has to be

checked whether the farmers have already delivered produce and whether this (now no longer certified) produce has been mingling with other produce. If this has been the case, the certification body needs to be notified immediately and the mingled produce kept separate until further instructions.

## **5.16 TRAINING OF IQS PERSONNEL**

1. Each internal inspector will be trained annually by a competent person.
2. The date of the training, list of participants will be documented.
3. The date of participation and content of the training of all IQS staff needs to be documented in the staff files.

## **5.17 TRAINING OF FARMERS**

The IQS manager will organize regular training to the farmers in the group: -

1. Each farmer needs to receive at least one initial advisory visit by the extension service or in a organized training.
2. The list of participants and content of the training needs to be documented.

## **5.18 BUYING PROCEDURES**

To ensure genuineness of the products from the group, the following minimum requirements should be followed during buying: -

1. The status of the farmer in the group should be checked.
2. The supplied amount should be compared with the harvested amount and estimated yield. In case of doubt, the produce is kept apart until clarified by the IQS Coordinator.
3. The delivered quantity of the product will be registered in the purchase record.

4. Farmer will be issued a receipt duly signed by the purchase officer stating the quantities of the product delivered with date.
5. All documents have to indicate the status of the certified product (organic or in-conversion).
6. Bags should be labeled as 'organic' or as 'in-conversion'.

## **5.19 STORAGE AND HANDLING PROCEDURES**

The purchase or the warehouse manager during the handling of produce shall check the document to ensure the compliance with the NPOP standards. The following are the minimum requirement that will be followed during storage and handling: -

- Identification of the product at all stages of product flow during transition.
- Segregation of organic products from in-conversion products.
- Fumigation of containers, irradiation / ionization, etc. are prohibited.
- The location in the warehouse during storage must be labeled as 'organic' or 'in-conversion'.

## **5.20 PROCESSING**

During the handling of the produce, the documentation must be checked for compliance with the NPOP standards.

- Central Processing Units will be inspected by the external inspection and certification body.
- Ingredients and processing aids must be used as defined in Annexe-4 and 5 of Section-3 of NPOP standards.
- During the product flow (transition), the products should be separated from non-organic products.
- The processing steps will be documented.

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# SECTION – 6

## ORGANIC CERTIFICATION MARK

### 6.1 ORGANIC LOGO

A trademark – “India Organic” will be granted on the basis of compliance with the National Standards for Organic Production (NSOP). Communicating the genuineness as well as the origin of the product, this trademark is owned by the Government of India. Only such exporters, manufacturers and processors whose products are duly certified by the accredited inspection and certification agencies, will be granted the licence to use of the logo which would be governed by a set of regulations.



### 6.2 SPECIFICATIONS

The Indian Organic Logo must comprise of the colour specifications listed below: -



C -70 M -10  
Y -100 K -0



C -70 M -20  
Y -100 K -10



C -10 M -0  
Y -80 K -15



C -10 M -80  
Y -80 K -0



C -55 M -15  
Y -0 K -0

### **6.3 CONCEPT OF ORGANIC LOGO**

Symbolizing the rhythm of cosmic and earth forces represented by the blue and brown waves of force and energy, 'India Organic' logo celebrates the essence of nature. These forces work in harmony upon the earth's environment and this rhythm is reinforced and supported by the green plant growth. The colours used have a special significance in the logo concept. The cosmic force in blue symbolizes universal purity. Richness of soil, nourished with natural ingredients in organic farming, is symbolized by the earth forces in golden brown. The plant in green uses the colour of nature and natural products untouched by chemicals. The blue background is symbolic of earth's environment that is congenial for life to thrive in and is also free of pollution and harmful chemicals. India Organic etched over the surface authenticates the carrier as "Organic" and also establishes the Indian connection for all the carriers of the mark. Beautifully synthesizing all the elements of our environment, the logo also communicates total adherence to the National Organic Standards.

### **6.4 REGULATIONS FOR GRANT OF LICENCE TO USE CERTIFICATION MARK FOR ORGANIC PRODUCTS**

In pursuance to the Standards for the Organic Products of March 2000, and the modifications and additions that may in the future be made thereto, the following regulations, which include any modifications and additions thereto, shall apply for grant of a licence for use of the Certification Mark only on the certified products produced, processed, packed and labeled as per the National Standards for Organic Products.

1. Short Title and Commencement – (1) These regulations may be called the Organic Products Certification Mark Regulations, 2002.
2. They shall come into force on the date of acceptance by the NSC for National Program for Organic Production constituted by the Ministry of Commerce and Industry.

Definitions – In these regulations, unless the context otherwise requires-

- a. National Accreditation Body (NAB) means a body appointed by the NSC constituted under the National Program for Organic Production by the Government of India.
- b. Inspection and Certification Agency shall mean that agency accredited by the NAB for carrying out the activities defined herein.
- c. Certification Mark means the India Organic logo.
- d. Applicant means a producer, processor, exporter and importer who applies to Inspection and Certification Agency for grant of a licence to use the Certification Mark and includes an importer.
- e. Licensee shall mean an applicant who has been granted the licence to use of the Certification Mark.
- f. Standards for the organic products shall mean National programme for Organic Production containing the Standards for Organic Products.
- g. Form means a form annexed to these regulations.
- h. All other words and expressions used in the regulations and not defined herein shall have the ordinary meanings assigned in the English language.

- a) **3. Manner of Applying for Licence** – (1) Every application for the grant of a licence shall be made to Inspection and Certification Agency on Form-11.
- (2) Every application for a licence shall be accompanied by a statement furnishing in detail any scheme of inspection and testing, which the applicant maintains or has been in use or proposes to maintain or to put into use and which is designed to regulate, during the course of manufacture or production, the quality of the product or process for which the licence is applied for.
- (3) Every application shall be signed in the case of an individual, by the applicant or, in the case of a firm, by the proprietor, partner or the managing director of the firm or by any other person authorised to sign any declaration on behalf of the firm. The name and designation of the person signing the application shall be recorded legibly in the space set apart for the purpose in the application form.
- (4) Every application for a licence shall, on receipt by the Inspection and Certification Agency, be numbered in order of priority of the receipt and be acknowledged.
- 5) The Inspection and Certification Agency accredited by NAB may call for any supplementary information or documentary evidence from any applicant in support of or to substantiate any statement made by him in his application, within such time as may be directed by the accredited Inspection and Certification Agency, and non-compliance with such direction may have the effect of the application being summarily rejected by the Inspection and Certification Agency.

- 6) On receipt of an application for a licence and before granting a licence, the Inspection and Certification Agency may-
- a) require evidence to be produced that the product or process in respect of which a licence has been applied for conforms to the related directions and specifications as maintained by the NAB;
  - b) require evidence to be produced that the applicant has in operation a scheme of routine inspection and testing, which will adequately ensure that all marked products or process shall conform to the directions and specifications as provided in the standards for the Organics Products;
  - c) require all reasonable facilities to be provided to an Inspector of the Inspection and Certification Agency to inspect the farms, processing units, office, workshop, testing laboratories or godowns and any other premises of the applicant and to draw and test sample or samples for the purpose of verifying the evidence produced by the applicant under clause (a) or clause (b) or both;
  - d) for the purpose of clause (a), direct the applicant to submit samples to such testing authority as Inspection and Certification Agency may consider appropriate. The expenses for testing shall be borne by the applicant; and
  - e) On the basis of any report received under clause (c) or clause (d) or both, the Inspection and Certification Agency may, as deemed fit, require the applicant to carry out such alterations in, or addition to, the process of manufacture or production in use by the applicant.



**4) Grant of Licence -** (1) If Inspection and Certification Agency, after a preliminary inquiry, is satisfied that the applicant or Licensee having regard to requisite skill, resources, production, processing previous performance and antecedents relevant to the issuance of the licence is fit to use the Certification Mark, the Inspection and Certification Agency shall grant a licence in Form 12 authorising the use of the Certification Mark in respect of the product or class of products manufactured by the applicant or Licensee in respect of the process employed in any production, manufacture or work, subject to such terms and conditions as specified in these regulations. The Inspection and Certification Agency shall intimate the applicant about grant of licence.

(1A) The Applicant shall be entitled to use the Certification Mark and restrict his use thereof to goods or services, which will meet the norms and standard specification of the products. The Certification Mark may be affixed to the products and/or used on packaging or promotional material or in the context of advertising activities.

(1B) In the event of a withdrawal of the right to use the aforesaid Mark the certificate or the Licence shall be returned to Inspection and Certification Agency. The right to use the Certification Mark expires at the same time without giving rise to any indemnification claim against the NAB and/or Inspection and Certification Agency.

(1C) The Applicant is entitled to the aforesaid Mark but shall be answerable for the safety of their products themselves. They shall furnish proof of holding sufficient product liability insurance in respect thereof, if required by the Inspection and Certification Agency. No liability whatsoever will be accepted by Inspection and Certification Agency or the NAB.

(1D) Where the application for a licence is made by a person, whose licence is cancelled by the Inspection and Certification Agency due to furnishing of incorrect information or use of the Standard or Certification Mark in relation to any other product to deceive the public, he shall not be eligible to apply for a period of six months from the date of such cancellation. The period of disqualification shall be determined by Inspection and Certification Agency having regard to the facts and circumstances of each case and it shall not exceed a period of one year.

- 2) A licence shall be granted on Form 12 for a period of one year and a declaration by licensee shall be given on Form 13.
- 3) The Inspection and Certification Agency may, during the period of the validity of the licence, alter by giving one month's notice to a licensee any terms and conditions subject to which the licence has been granted.
- 4) Where Inspection and Certification Agency, after a preliminary inquiry, is of the opinion that a licence should not be granted, the Inspection and Certification Agency shall give a reasonable opportunity to the applicant of being heard, either in person or through a representative authorised by him on his behalf, and may take into consideration any fact or explanation urged on behalf of the applicant before rejecting the application.

- 5) A licence shall expire at the end of the period for which it is granted.
- 6) Particulars of all licences issued by Inspection and Certification Agency under these regulations in connection with the use of the Certification Mark shall be entered in a register which the NAB shall maintain.

- 5. Conditions of a Licence** – (1) The Certification Mark shall be applied in such manner as it may be easily visible as a distinct mark on the products or the covering or on test certificates relating to articles which cannot be labeled or covered. The Certification Mark shall be applied to only such types, grades, classes, varieties, sizes of the products for which the licence has been granted. The licensee shall get the facsimile of the Certification Mark proposed to be used by him, approved from the accredited Inspection and Certification Agency.
- (2) When a Certification Mark has been specified in respect of an article or process, no person other than the licensee in possession of a valid licence shall make any public claim, through any advertisement, sales promotion leaflets, pricelists or the like, that his product conforms to the relevant Certification Mark or carries the Certification Mark.
- (3) So long as the Certification Mark is not specified for an article or process, a person may not publically claim that this product or process conforms to the Certification Mark.
- (4) (a) Every licensee or applicant shall institute and maintain, to the satisfaction of accredited Inspection and Certification Agency, a system of control to keep up the quality of his production or process by means of a scheme of testing and inspection, so as to ensure that the article or process, in respect of which the Certification Mark is being used, comply with the relevant norms and procedures of Inspection and Certification Agency and/or standards for the Organic Products.

- (b) The licensee or applicant shall maintain a complete record of the tests and inspection and such other data as specified in the scheme for testing and inspection, to establish to the satisfaction of Inspection and Certification Agency that the required control of production or process has been and being satisfactorily maintained. Such records shall, on demand, be made available for inspection to Inspection and Certification Agency.

(5) (a) Any licence granted by Inspection and Certification Agency may be suspended or cancelled by it, if it is satisfied:-

- i. that the products marked with the Certification Mark under a licence do not comply with the related norms and procedures of the Inspection and Certification Agency; or
  - ii. that the licensee or applicant had used the Mark in respect of a process which does not come up to the related directions and specification of Inspection and Certification Agency; or
  - iii. that the licensee or applicant failed to provide reasonable facilities to the Inspection and Certification Agency enable them to discharge the duties imposed on them; or
  - iv. that the licensee or applicant has failed to comply with any of the terms and conditions of the licence.
- (b) Before Inspection and Certification Agency suspends or cancels any licence, it shall give the licensee not less than fourteen days notice of its intention to suspend or cancel the licence.
- (c) On the receipt of such notice, the licensee may submit an explanation on his behalf to Inspection and Certification Agency within fourteen days from the receipt of the notice. If an explanation is submitted, Inspection and Certification Agency may consider the explanation and give a hearing to the licensee within fourteen days from the date of receipt of such explanation or before the expiry of the notice whichever is longer.
- (d) If no explanation is submitted, Inspection and Certification Agency may, on the expiry of period of the notice, suspend or cancel the licence by addressing a written communication within 14 days of the expiry of the period stipulated in sub-paragraph (c) herein above.

(e) Where a licence has been suspended or cancelled, the licensee shall discontinue forthwith the use of the Certification Mark notwithstanding the pendency of any appeal before the NAB and if there be, with the licensee or his agents, any articles in stock which have been improperly marked, the licensee or his agents, as the case may be, shall take necessary steps to get the Certification Mark on such articles either removed, cancelled, defaced or erased.

(6) When a licence has been suspended or cancelled, the Inspection and Certification Agency shall so advise the licensee in writing and publish such a suspension or cancellation in a manner as found appropriate by said Inspection and Certification Agency

(7) (a) If, at any time, there is some difficulty in maintaining the conformity of the product or articles to the specification or the testing equipment goes out of order, the marking of the product shall be stopped by the licensee, under intimation to Inspection and Certification Agency. The marking may be resumed as soon as the defects are removed and information regarding such resumption of marking be sent to Inspection and Certification Agency, immediately thereafter.

(b) If, at any time, Inspection and Certification Agency has sufficient evidence that the product carrying the Certification Mark may not be conforming to designated norms and procedures, the licensee shall be directed to stop marking of such product. The resumption of marking on the product shall be permitted by Inspection and Certification Agency after satisfying itself that the licensee has taken necessary actions to remove the deficiencies.

- (8) The decision of Inspection and Certification Agency for arriving at such decision shall be communicated, in writing by registered post, to the applicant or the licensee, as the case may be.
- (9) An inspection, specially made at the request of an applicant or a licensee, shall be chargeable to the account of applicant or the licensee. Charges for such special inspection or inspections shall be such as may be decided by Inspection and Certification Agency.
- (10) When the designated norms and procedures of Inspection and Certification Agency are withdrawn and not superseded by any other norms and procedures, any licence issued in respect thereof shall be deemed to have been cancelled from the date of withdrawal of such designated norms and procedures as stated above and any such licence shall be surrendered to Inspection and Certification Agency by the licensee forthwith. In the case of such cancelled licence, a part of the licence fee, if paid in advance, proportionate to the unexpired period of the licence, shall be adjusted against any future fee or licence fee payable by licensee or the said part of the licence fee can be refunded depending on the decision of the Inspection and Certification Agency.



- (11) The following procedure shall apply in the case of inspection in respect of any product or process where a licence for the use of Certification Mark in respect of that article or process has been issued, or an application has been made for a licence.
- a. When Inspection and Certification Agency proposes to inspect the process or product of an applicant, he shall, preferably, give reasonable notice of his visit to the applicant but for inspection of premises of a licensee, such notice is not necessary;
  - b. If during an inspection, Inspection and Certification Agency wishes to take one or more samples of any product, material or substance, he shall do so in the presence of the licensee or the applicant or a responsible person belonging to the establishment of the licensee or the applicant, as the case may be;
  - c. Inspection and Certification Agency may at his discretion, and shall if the licensee or applicant or the responsible person belonging to the establishment demands it, take duplicate samples and give one sample to the licensee or the applicant or such responsible person;
  - d. Inspection and Certification Agency may at his discretion, and shall if the licensee or applicant or the responsible person belonging to the establishment demands it, place each such sample in a covering and jointly seal each sample. In the case of samples drawn by Inspection and Certification Agency which cannot be so sealed, such samples shall be marked with certain identification to establish their identity;

- e. impression of the seals and details of identification shall be given in the Inspection and Certification Agency's report. The samples shall be labelled giving complete details; and
  - f. Inspection and Certification Agency shall give a receipt for sample or samples taken and retain a duplicate copy of the receipt duly signed by the person in whose presence the sample was taken.
- 12) Inspection and Certification Agency may take samples of products marked with the Certification Mark from the godowns or any such premises of any agent of the licensee or from the articles put up for sale in the open market by the licensee or his agent.
- 13) Inspection and Certification Agency shall arrange at least one inspection visit in a year in respect of each licence.
- 14) Inspection and Certification Agency shall make a detailed report of every inspection made by them.

6. **Fees** – (1) Every application for the grant of a licence shall be accompanied by a fee payable to Inspection and Certification agency and which shall not exceed the fee prescribed by the NAB from time to time.

No such fee or part thereof shall, in any circumstance, be refunded, except in the event of operation of paragraph 5 (10) herein.

7. **Undertaking**-Prior to grant of licence, the applicant shall sign an undertaking to the effect that he will make no claim direct or implied that the licence to be granted relates to any products or processes other than those that will be set out in the licence.
8. **Surveillance and regular review**-(a) The grant of licence shall be followed by surveillance visits. The frequency and extent of visits shall be determined by Inspection and Certification Agency.
  - b. The surveillance visits may be without notice to the licensee to ensure that the systems and procedures already assessed are being maintained.
  - c. The special reassessment visit shall be necessary where a licensee fails to observe the conditions of the licence or where there have been significant changes in the organization of the licensee. The licensee shall be liable for the costs of such special visits.

9. **Use of Certification Mark** -The licensee may use the Certification Mark only as authorised by Inspection and Certification Agency.
  
10. **Publicity-**
  - (a) The Inspection and Certification Agency shall maintain a list of licensees and make it available to the NAB
  
  - b. The list shall be updated periodically,
  - c. The licensee shall inform potential customers, purchasers or purchasing authorities of the full and exact details of the licence.
  - d. The licensee shall display the licence in his premises.
  - e. The licensee shall make use of the certification mark as authorised.
  - f. The licensee shall state in documentation brochures or through advertising media that the organization or location to which the licence applies have been assessed and approved by the Inspection and Certification Agency. In such advertisement the National Standards for Organic Products for which a licence has been granted is to be stated and a higher level of approval than granted is not to be implied.
  - g. A licensee who has been granted a licence for System Certification Mark shall not claim or imply that the produce manufactured by him has been certified or approved by the Inspection and Certification Agency unless he is holding a valid licence for that product under the recognized product certification scheme of the NAB.

11. **Obligations of the licensee**-A licensee on grant of a licence to use of the Certification Mark shall:
- a. at all times comply with the requirements of the licence as set out therein and comply with these regulations or any amendments hereto:
  - b. only claim that he is holding a licence in respect of the capability which is the subject of the licence and which relates to the products or processes in accordance with the licence requirements,
  - c. not use the licence in any manner to which the NAB may object and shall not make any statement concerning the authority of the Licensee's use of the licence which in the opinion of the Inspection and Certification Agency may be misleading,
  - d. submit to Inspection and Certification Agency for approval the form in which he proposes to use his licence or proposes to make references to the licence,
  - e. upon suspension or termination of the licence, however determined, discontinue its use forthwith and withdraw all promotional and advertising matter which contains any reference thereto,

- f. Permit access to the inspector of Inspection and Certification Agency for purposes of assessment, audit or surveillance. The licensee shall give full details of all actions taken in response to field problems arising from allegations of defects in products or processes covered in the licence and allow the inspector of the Inspection and Certification Agency access to all relevant records and documents for the purpose of verifying such details,
- g. Be required to produce evidence of continuing operations for the products or processes covered by the licence. Licensee shall notify the Inspection and Certification Agency in writing of discontinuance in such operations exceeding three months. Discontinuance of a licence in excess of six months or more may lead to cancellation of licence. In such cases, a new application shall be lodged with the accredited Inspection and Certification Agency and an assessment visit will be necessary prior to grant of a new licence,
- h. Pay all financial dues to the Inspection and Certification Agency in the manner prescribed by it, even for the period of discontinuance or suspension of licence.

12. **Surrender of-**A licence may be surrendered by the licensee at any time in writing to the Inspection and Certification Agency. In the case of surrender, the licensee shall return the licence with all the related documents to the Inspection and Certification Agency.
  
13. Powers of Inspection and Certification Agency – The Inspection and Certification Agency may at its discretion:
  - a. Refuse to grant a licence or extend its scope or cancel or alter so as to reduce the scope of the licence provided that the refusal, cancellation or alteration is a recommendation of the inspector of the Inspection and Certification Agency as to which a decision by the committee constituted by the Inspection and Certification Agency shall be conclusive. The refusal to renew or cancel a licence for failure to discharge to obligations shall be based on the report of the inspector of the Inspection and Certification Agency on assessment/audit during surveillance and regular review. Such decisions shall be communicated to the applicant or licensee in writing,
  
  - b. The Inspection and Certification Agency shall be entitled to suspend a licence if there are sufficient grounds of non-compliance of the following:
    - i) if surveillance by Inspection and Certification Agency proves non-conformity to the relevant requirements but immediate termination is not considered necessary;
    - ii) if improper use of the licence, related documents, is not remedied to the satisfaction of accredited Inspection and Certification Agency.
    - iii) if there has been any contravention of the procedures set out by accredited Inspection and Certification Agency,

- iv) if the licensee fails to meet financial obligations to Inspection and Certification Agency, and
  - v) on any other grounds specifically provided for under the procedures, rules or formally agreed between the licensee and Inspection and Certification Agency.
- c. Where a licence has been suspended or cancelled on the expiry of the period of its validity, the licensee shall discontinue forthwith the use of the licence notwithstanding the pending of any appeal before the NAB and shall return the licence and related documents to the Inspection and Certification Agency.
- d. Where the licensee is unable, in a reasonable period of time, to rectify any deficiencies, which make the licensee unable to comply with the requirements of this scheme, the licence may be cancelled. Cancellation of the licence in such case shall require the licensee to lodge a fresh application followed by the procedure prescribed in these regulations for the grant of a new licence.



14. **Misuse of licence-** The licensee shall be deemed to have misused the licence, if he does not cease to display or otherwise use the licence for use of the Certification Mark immediately after:
- a) Surrender of licence, suspension or cancellation,
  - b) The licensee has failed to implement changes as advised by Inspection and Certification agency.
15. **Importer-** Any applicant who is an importer of the products shall be granted a licence to use the Certification Mark in the instance where an equivalency agreement exists with the country from where the product is exported or where such equivalency agreement does not exist then the applicant shall be subjected to the same regulations contained herein except for that of inspection at the location of production and that, instead, the applicant would be required by accreditation criteria and procedures of the National Programme For Organic Production.
16. **Appeals-** Appeals against any decision of accredited Inspection and Certification Agency shall be made to the NAB within 60 days from the date of decision of the Inspection and Certification Agency accompanied by a fee of Rs. 500/- in the form of DD drawn in favour of APEDA on behalf of NAB, and the licensee shall abide and be subjected to the decision.

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# **SECTION – 7**

## **APPENDICES**

### **Appendix 1**

#### **Products for Use in Fertilising and Soil Conditioning**

In organic agriculture the maintenance of soil fertility may be achieved through the recycling of organic material whose nutrients are made available to crops through the action of soil micro-organisms and bacteria.

Many of these inputs are restricted for use in organic production. In this appendix "restricted" means that the conditions and the procedure for use shall be set by the certification programme. Factors such as contamination, risk of nutritional imbalances and depletion of natural resources shall be taken into consideration.

#### **Matter Produced on an Organic Farm Unit**

- |  |           |
|--|-----------|
| • Farmyard & poultry manure, slurry, urine | Permitted |
| • Crop residues and green manure           | Permitted |
| • Straw and other mulches                  | Permitted |

#### **Matter Produced Outside the Organic Farm Unit**

- |   |            |
|---|------------|
| • Blood meal, meat meal, bone meal and feather meal without Preservatives             | Restricted |
| • Compost made from any carbon based residues<br>(animal excrement including poultry) | Restricted |

- Farmyard manure, slurry, urine  
Restricted (preferably after control fermentation and / or appropriate dilution) “factory” farming sources not permitted.
- Fish and fish products without preservatives  
Restricted
- Guano  
Restricted
- Human excrement  
Not allowed
- By-products from the food and textile industries of biodegradable material of microbial, plant or animal origin without any synthetic additives  
Restricted
- Peat without synthetic additives (prohibited for soil conditioning)  
Permitted
- Sawdust, wood shavings, wood provided it comes from untreated wood  
Permitted
- Seaweed and seaweed products obtained by physical processes, extraction with water or aqueous acid and/or alkaline solution  
Restricted
- Sewage sludge and urban composts from separated sources which are monitored for contamination  
Restricted
- Straw  
Restricted
- Vermicasts  
Restricted
- Animal charcoal  
Restricted
- Compost and spent mushroom and vermiculate substances  
Restricted
- Compost from organic household reference  
Restricted

- Compost from plant residues Permitted
- By products from oil palm, coconut and cocoa (including empty fruit bunch, palm oil mill effluent (pome), cocoa peat and empty cocoa pods) Restricted
- By products of industries processing ingredients from organic agriculture Restricted

## **Minerals**

- Basic slag Restricted
- Calcareous and magnesium rock Restricted
- Calcified seaweed Permitted
- Calcium chloride Permitted
- Calcium carbonate of network origin (chalk, limestone, gypsum and phosphate chalk) Permitted
- Mineral potassium with low chlorine content (e.g. sulphate of potash, kainite, sylvinit, patenkali) Restricted
- Natural phosphates (e.g. Rock phosphates) Restricted
- Pulverised rock Restricted
- Sodium chloride Permitted
- Trace elements (baron, In, Fe, Mn, molybolerum, Zn) Restricted
- Woodash from untreated wood Restricted
- Pottassium sulphate Restricted
- Magnesium sulphate (Epson salt) Permitted
- Gypsum (calcium sulphate) Permitted
- Stillage and stillage extract Permitted

- Aluminum calcium phosphate Restricted
- Sulphur Restricted
- Stone mill Restricted
- Clay (bentonite, perlite, zeolite) Permitted

### **Microbiological Preparations**

- Bacterial preparations (biofertilizers) Permitted
- Biodynamic preparations Permitted
- Plant preparations and botanical extracts Permitted
- Vermiculite Permitted
- Peat Permitted

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*“Factory” farming refers to industrial management systems that are heavily reliant on veterinary and feed inputs not permitted in organic agriculture.*

## Appendix 2

### Products for Plant Pest and Disease Control

Certain products are allowed for use in organic agriculture for the control of pests and diseases in plant production. Many of these products are restricted for use in organic production. Such products should only be used when absolutely necessary and should be chosen taking the environmental impact into consideration.

In this appendix "restricted" means that the conditions and the procedure for use shall be set by the certification programme.

#### I. Substances from plant and animal origin

- |  |             |
|--|-------------|
| • <i>Azadirachta indica</i> [neem preparations (neem oil)]   | Restricted  |
| • Preparation of rotenone from <i>Derris elliptica</i> ,<br><i>Lonchocarpus</i> , <i>Thephrosia spp.</i>   | Restricted  |
| • Gelatine   | Permitted   |
| • Propolis   | Restricted  |
| • Plant based extracts (e.g. neem, garlic, pongamia, etc.)   | Permitted   |
| • Preparation on basis of pyrethrins extracted from<br><i>Chrysanthemum cinerariaefolium</i> , containing possibly a<br>synergist pyrethrum cinerafolium | Restricted  |
| • Preparation from <i>Quassia amara</i>  | Restricted  |
| • Release of parasite predators of insect pests  | Restricted  |
| • Preparation from <i>Ryania</i> species   | Restricted  |
| • Tobacco tea  | Not allowed |

- Lecithin Restricted
- Casein Permitted
- Sea weeds, sea weed meal, sea weed extracts,  
sea salt and salty water Restricted
- Extract from mushroom (Shiitake fungus) Permitted
- Extract from Chlorella Permitted
- Fermented product from Aspergillus Restricted
- Natural acids (vinegar) Restricted

## **II. Minerals**

- Chloride of lime/soda Restricted
- Clay (e.g. bentonite, perlite, vermiculite, zeolite) Permitted
- Copper salts / inorganic salts (Bordeaux mix, copper hydroxide,  
copper oxychloride) used as a fungicide, maximum 8 kg per ha  
per year depending upon the crop and under the supervision of  
inspection and certification agency Restricted
- Mineral powders (stone meal, silicates) Not allowed
- Diatomaceous earth Restricted
- Light mineral oils Restricted
- Permanganate of potash Restricted
- Lime sulphur (calcium polysulphide) Restricted
- Silicates (sodium silicate, quartz) Restricted
- Sodium bicarbonate Permitted
- Sulphur (as a fungicide, acaricide, repellent) Restricted

### **III. Microorganisms / Biocontrol agents**

- Viral preparations (e.g., Granulosis viruses, Nuclear polyhydrosis, viruses etc.) Permitted
- Fungal preparations (e.g., Trichoderma species etc.) Permitted
- Bacterial preparations (e.g., Bacillus species etc.) Permitted
- Parasites, predators and sterilized insects.” Permitted

### **IV. Others**

- Carbon dioxide and nitrogen gas Restricted
- Soft soap (potassium soap) Permitted
- Ethyl alcohol Not allowed
- Homeopathic and Ayurvedic preparations Permitted
- Herbal and biodynamic preparations Permitted

### **V. Traps**

- Physical methods (e.g., chromatic traps, mechanical traps, light traps, sticky traps and pheromones) Permitted
- Mulches, nets Permitted



## Appendix 3

### Criteria for the Evaluation of additional inputs to organic agriculture

Appendices 1 & 2 refer to products for fertilising of the soil and control of plant pest and diseases in organic agriculture. But there may well be other products which may be useful and appropriate for use in organic agriculture which may not fall under these headings. Appendix 3 outlines the procedure to evaluate other inputs into organic production.

The following checklist should be used for amending the permitted substance list for fertilising the soil conditioning purposes:

- The material is essential for achieving or maintaining soil fertility or to fulfil specific nutrient requirements, for specific soil-conditioning and rotation purposes which cannot be satisfied by the practises outlined in Chapter 4 or of other products included in Appendix 1  
and
- The ingredients are of plant, animal, microbial or mineral origin which may undergo the following processes:
  - physical (mechanical, thermal)
  - enzymatic
  - microbial (composting, digestion)and
- Their use does not result in, or contribute to, unacceptable effects on, or contamination of, the environment, including soil organisms
- Their use has no unacceptable effect on the quality and safety of the final product

The following checklist should be used for amending the permitted substance list for the purpose of plant disease or pest and weed control:

- The material is essential for the control of a harmful organism or a particular disease for which other biological, physical or plant breeding alternatives and/or effective management techniques are not available  
and
- The substances (active compound) should be plant, animal, microbial or mineral origin which may undergo the following processes:
  - physical
  - enzymatic
  - microbial
 and
- Their use does not result in, or contribute to, unacceptable effects on, or contamination of, the environment.
- Nature identical products such as pheromones, which are chemically synthesised may be considered if the products are not available in sufficient quantities in their natural form, provided that the conditions for their use do not directly or indirectly contribute to contamination of the environment or the product.

## **Evaluation**

When an input is to be evaluated it must first be investigated by certification programmes to see whether it fulfils the following six criteria. An input must fulfil all 6 requirements before it can be accepted as suitable for use in organic agriculture.

Inputs should be evaluated regularly and weighed against alternatives. This process of regular evaluation should result in organic production becoming ever more friendly to humans, animals, environment and the ecosystem.

## **1. Necessity**

The necessity of each input must be established. This will be investigated in the context in which the product will be used.

Arguments to prove the necessity of an input may be drawn from such criteria as yield, product quality, environmental safety, ecological protection, landscape, human and animal welfare.

The use of an input may be restricted to:

- Specific crops (especially perennial crops)
- Specific regions
- Specific conditions under which the input may be used

## **2. Nature and Method of Production**

### **Nature**

The origin of the input should usually be (in order of preference):

- Organic - vegetative, animal, microbial
- Mineral

Non-natural products which are chemically synthesised and identical to natural products may be used.

When there is any choice, renewable inputs are preferred. The next best choice is inputs of mineral origin and the third choice is inputs which are chemically identical to natural products. There may be ecological, technical or economic arguments to take into consideration in the allowance of chemically identical inputs.

## **Method of Production**

The ingredients of the inputs may undergo the following processes:

- Mechanical
- Physical
- Enzymatic
- Action of micro-organisms
- Chemical (as an exception and restricted)

## **Collection**

The collection of the raw materials comprising the input must not affect the stability of the natural habitat nor affect the maintenance of any species within the collection area.

### **3. Environment**

#### **Environmental Safety**

The input must not be harmful or have a lasting negative impact on the environment. Nor should the input give rise to unacceptable pollution of surface or ground water, air or soil. All stages during processing, use and breakdown must be evaluated.

The following characteristics of the input must be taken into account:

#### **Degradability**

All inputs must be degradable to their mineral form.

Inputs with a high acute toxicity to non-target organisms should have a maximum shelf-life of five days.

Natural substances used as inputs which are not considered toxic do not need to be degradable within a limited time.

### **Acute toxicity to non-target organisms**

When inputs have a relatively high acute toxicity for non-target organisms, restrictions for their use is needed. Measures have to be taken to guarantee the survival of these non-target organisms. Maximum amounts allowed for application may be set. When it is not possible to take adequate measures, the use of the input must not be allowed.

### **Long-term chronic toxicity**

Inputs which accumulate in organisms or systems of organisms and inputs which have, or are suspected of having, mutagenic or carcinogenic properties must not be used. If there are any risks, sufficient measures have to be taken to reduce any risk to an acceptable level and to prevent long lasting negative environmental effects.

### **Chemically synthesised products and heavy metals**

Inputs should not contain harmful amounts of man made chemicals (xenobiotic products). Chemically synthesised products may be accepted only if identical to the natural product.

Mineral inputs should contain as few heavy metals as possible. Due to the lack of any alternative, and long-standing traditional use in organic agriculture, copper and copper salts are an exception for the time being. The use of copper in any form in organic agriculture must be seen, however, as temporary and use must be restricted with regard to environmental impact.

## **4. Human Health and Quality**

### **Human Health**

Inputs must not be harmful to human health. All stages during processing, use and degradation must be taken into account. Measures must be taken to reduce any risks and standards set for inputs used in organic production.

### **Product quality**

Inputs must not have negative effects on the quality of the product, e.g., taste, appearance and quality.

## **5. Ethical Aspects - Animal Welfare**

Inputs must not have a negative influence on the natural behaviour or physical functioning of animals kept at the farm.

## **6. Socio Economic Aspects**

Consumers' perception: Inputs should not meet resistance or opposition of consumers of organic products. An input might be considered by consumers to be unsafe to the environment or human health, although this has not been scientifically proven. Inputs should not interfere with a general feeling or opinion about what is natural or organic, e.g., genetic engineering.

## Appendix 4

### List of Approved Ingredients as Additives and Processing Aids Used in Processing of Organic Foods

#### Food Additives and Carriers <sup>1</sup>

Intl Numbering System	Additive/ Processing aid	Used as		Food category	Functions	Limitation / Note
		Addi tive	Proc. .Aid			
INS 170	Calcium carbonate	*	*	GA	Anticaking, acidity regulator, emulsifier, stabiliser	
INS 220	Sulphur dioxide	*	*	W	Preservative, stabiliser	Max. 0.3mg/l
INS 224	Potassium metabisulphite	*	*	W		
INS 270	Lactic acid	*	*	FV, W, MP	Acidity regulator	
INS 290	Carbon- dioxide	*	*	GA	Carbonating agent, packing gas	
INS 296	Malic acid	*	-	FV, MP	Acidulent	
INS 300	Ascorbic acid	*	-	GA	Antioxidant,	
INS 306	Tocopheroles, mixed natural concentrates	*	-	GA	Antioxidant	
INS 322	Lecithin	*	*	GA	Antioxidant, emulsifier, stabiliser	
INS 330	Citric acid	*	-	FV, MP	Acidity regulator Antioxidant	Restricted 1 gm/l
				W		

<sup>1</sup> Food Additives may contain carriers which shall be evaluated

INS 335	Sodium citrate	*	-	ME, MP	Acidity regulator Antioxidant	
INS 336	Potassium citrate	*	-	ME, MP	Acidity regulator Antioxidant	
INS 400	Aliginic acid	*	-	FV	Emulsifier, stabiliser,thickener	
INS 401	Sodium alginate	*	-			
INS 402	Potassium alginate	*	-			
INS 333	Calcium citrate	*	-	ME, MP	Acidity regulator Antioxidant	
INS 334	Tartaric acid	*	*	W, MP	Flour treatment, raising agent, emulsifier, antioxidant, preservative	
INS 407 INS 335	Sodium tartrate	*	*	CO, CB		
INS 336	Potassium tartrate	*	*	C, CO, CB		
INS 341	Mono calcium phosphate	*	—	C	Only for raising flour	
INS 342	Ammonium phosphate	*	—	W	-	0.3 gm/l
INS 406	Agar	*	-	MP, F	Emulsifier, Stabiliser Thickner	(Max.0.5%)
INS407	Carrageenan	*	-	MP, F		
INS 410	Locust bean gum	*	-	MP, F		
INS 412	Guar gum	*	-	MP, F		
INS 413	Tragacanth gum	*	-	GA	Emulsifier, Stabiliser Thickner	(Max. 0.5%)
INS 414	Arabic gum	*	-	MP, F		



INS 415	Xanthan gum	*	-	F, FV, CB	Emulsifier, Stabiliser Thickner	(Max. 0.5%)
INS 416	Karaya gum	*	-	MP, F		
INS 440	Pectin(Unmodified form )	*	-	FV, F, CB	Emulsifier, Stabiliser,Thickner	
INS 500	Sodium carbonate	*	*	CO, CB	Acidity regulator, Stabiliser, Anticaking agent, Raising agent	
INS 501	Potassium carbonate	*	*	C, CO, CB	Acidity regulator Stabiliser. For drying grapes	
INS 503	Ammonium carbonate	*	-	C, CO, CB	Acidity regulator Stabiliser, Raising agent	
INS 504	Magnesium carbonate	*	-	C, CO, CB	Acidity regulator Stabiliser	
INS 508	Potassium chloride	*	-	FV	Stabiliser, Thickner	
INS 509	Calcium chloride	*	-	ME, F, FV, SO	Coagulation, firming agent	
INS 516	Calcium sulphate	*	*	CB, SO	Acidity regulator, Stabiliser , Flour treatment, coagulation agent.	Restricted Only in baker's' yeast
INS 517	Ammonium sulphate	*		W	Encourage the growth of yeasts	Restricted to 0.3 gm/l
INS 524	Sodium hydroxide	*	*	C, S, Flours & Starches	Acidity regulator, Surface treatment of traditional bakery products. Proces. aid for sugar	

INS 526	Calcium hydroxide	*	*	S, C	Additive for maize tortilla flour. Proces. aid for sugar	
INS 938	Argon	*	-	GA		
INS 941	Nitrogen	*	*	GA		
INS 948	Oxygen	*	*	GA		
INS153	Wood ash	-	*	MP	Coating agent	
INS 181	Tannin	-	*	W	Clarifying agent	
INS 184	Tannic Acid	-	*	W	Filtration aid	
INS 513	Sulphuric acid	-	*	S	pH adjustment of water in sugar production.	
INS 551	Silicon dioxide	-	*	W, Dehydr- ated FV Herbs & Spices	Gel or colloidal solution Anticaking agent	
INS 553	Talc	-	*	GA	Lubricant	0.5% -PFA

INS 901	Beeswax	-	*	GA	Releasing agent	
INS 903	Carnauba wax	-	*	GA	Releasing agent	
	Activated carbon	-	*	GA	Decolorizer	
	Bentonite	-	*	FV, W	Filter aid, clarifying agent	
	Casein	-	*	W	Clarifying agent	
	Diatomaceous earth	-	*	S, FV, W	Filter aid	
	Egg white albumen	-	*	W	Clarifying agent	
	Ethanol	-	*	GA	Solvent	
	Gelatine	-	*	MP, FV, W	Emulsifier, Clarifying agent	
	Isinglass	-	*	W	Clarifying agent	
	Kaolin	-	*	GA	Filter aid , Extraction of propolis	
	Perlite	-	*	GA	Clarifying agent	
	Preparations of bark	-	*	S		
	Vegetable oils	-	*	GA	Greasing, releasing agent	
	Glycerol	-	*	Plant extracts	Restricted	
	Beet sugar	-	*		Restricted	

	Natural Colors	*	-	GA	Coloring agent	
	Carotenoids					
	Chlorophyll					
	Annatto					
	Saffron					
	Riboflavin (Lactoflavin)					
	Curcumin					
	Caramel					
	Canthaxanthin					

**Key - list of abbreviations used in above tables:**

\* Could be used as

- Not used as:

GA - Generally Unrestricted

MP - Milk Products

F - Fat products

ME - Meat Products

C - Cereal Products

FV - Fruit/ Vegetable

W - Wine

S - Sugar

products

CO - Confectionery

CB - Cakes and Biscuits

SO - Soybean products

**Flavouring Agents**

- Volatile (essential) oils produced by means of solvents such as oil, water, ethanol, carbon dioxide and mechanical and physical processes
- Natural smoke flavour

- Use of natural flavouring preparations should be approved as per the national procedure to evaluate additives and processing aids based on Criteria for evaluation of additional inputs to organic agriculture (Appendix 3).

### **Preparations of Microorganisms**

- Preparations of microorganisms accepted for use in food processing. Genetically modified organisms are excluded.
- Bakers yeast produced without bleaches and organic solvents.

### **Preparations of Microorganisms and Enzymes**

These may be used as processing aids with approval based on the national procedure to Evaluate Additives and Processing Aids for Organic Food Products.

### **Ingredients**

- Drinking water
- Salts (with sodium chloride and potassium chloride as basic component generally used in food processing)
- Minerals (including trace elements) and vitamins, fatty acids, amino acid and other nitrogenous compounds where their use is legally required or where severe dietary or nutritional deficiency can be demonstrated.

### **Criteria For The Evaluation Of Additives And Processing Aids For Organic Food Products**

#### **Introduction**

List of additives, processing aids, flavoring agents and colors in organic food products are listed in Appendix-4. The following aspects and criteria should be used for evaluation of additives and processing aids in organic food products.

#### **1. Necessity**

Additives and processing aids may only be allowed in organic food products if each additive or processing aid is essential to the production wherein the authenticity of the product is respected and the product cannot be produced or preserved without them

#### **2. Criteria for the approval of additives and processing aids.**

The additives and processing aid may be used in the processing of organic foods where:

- There are no other acceptable technologies available to process or preserve the organic product.
- The use of additives or processing aids which minimize physical or mechanical damage to the foodstuff as a substitute for other technologies which if used would result in such damage.
- The hygiene of the product cannot be guaranteed as effectively by other methods (such as a reduction in distribution time or improvement of storage facilities).

- Additives or processing aids do not compromise the authenticity of the product.
- The additives or processing aids do not confuse the customer by giving the impression that the final product is of higher quality than is justified by the quality of the raw material. This refers primarily but not exclusively, to coloring and flavoring agents
- Additives and processing aids should not detract from the overall quality of the product.
- The additives, generally shall have 'GRAS' (Generally Regarded As Safe) status indicating that they are safe when used in accordance with good manufacturing practices.

### **3. Step by step procedure for the use of additives and processing aids**

- a) Instead of using additives or processing aids, the preferred first choice is
  - Food grown under organic conditions which are used as a whole product or are processed in accordance with the IFOAM basic standards, e.g., flour used as a thickening agent or vegetable oil as a releasing agent.
  - Foods or raw materials of plant and animal origin which are produced only by mechanical or simple physical procedures, e.g., salt.
  
- b) The second choice is:
  - Substance isolated from food and produced physically or by enzymes, e.g., starch, tartrates, pectin.
  - Purified products of raw materials of non-agricultural origin and microorganisms, e.g., acerola fruit extract, enzymes and microorganism preparations such as starter cultures.

- c) In organic food products the following categories of additives and processing aids are not allowed:
- “Nature identical” substances
  - Synthetic substances primarily judged as being unnatural or as a “new construction” of food compounds such as acetylated crosslinked starches (modified starches).
  - Additives or processing aids produced by means of genetic engineering
  - Synthetic coloring and synthetic preservatives.
  - Carriers and preservatives used in the preparation of additives and processing aids shall also be taken into consideration.



## Appendix 6

### Approved additives for manufacturing of packaging films for packaging of organic foodstuffs

Certain additives are allowed for use in manufacture of packaging films for packaging of foodstuffs. However, many of these are restricted for use in packaging of organic foodstuffs. Restricted means that the conditions and procedures for use shall be set by the accredited certification programme.

The following are approved additives under restriction: -

#### Use of plastics for packaging of organic foodstuffs

S. No.	Products	Limitation
1.	4,4'-Bis(2-benzoxazolyl)stilbene	Restricted
2.	9,9-Bis(methoxymethyl)fluorine	Restricted
3.	Carbonic acid, copper salt	Restricted
4.	Diethyleneglycol	Restricted
5.	2-(4,6-Diphenyl-1,3,5-triazin-2-yl)-5-(hexyloxy)phenol	Restricted
6.	Ethylenediaminetetraacetic acid, copper salt	Restricted
7.	2-(2-Hydroxy-3,5-di-tert-butyl-phenyl-5-chlorobenzotriazole	Restricted
8.	2-Methyl-4-isothiazolin-3-one	Restricted
9.	Phosphoric acid, trichloroethylester	Restricted
10.	Polyesters of 1,2 propanediol and/or 1,3-and 1,4 butanediol and/or polypropyleneglycol with adipic acid, also end-capped with acetic acid or fatty acids C10-C18 or n-octanol and/or n-decanol	Restricted
11.	1,1,1-Trimethylolpropane	Restricted
12.	3-hydroxybutanoic acid 3-hydroxy pentanoic acid, copolymer	Restricted

**List of Approved Feed Materials, Feed Additives and  
Processing Aids for Animal Nutrition**

**1. Feed Materials of Plant Origin**

- Cereals grains, their products and by - products
- Oilseeds, oil fruits, their products and by - products
- Legume seed, their products and by - products
- Tuber roots, their products and by - products
- Other seeds and fruits
- Forages and roughages
- Molasses as a binding agent

**2. Feed Material of Animal Origin**

- Milk and milk products
- Fish, other marine animals, their products and by - products

**3. Feed Material of Mineral Origin**

- |                       |            |
|-----------------------|------------|
| • Sea salt, rock salt | Restricted |
| • Sodium sulphate     | Restricted |
| • Sodium carbonate    | Restricted |
| • Sodium bicarbonate  | Restricted |
| • Sodium chloride     | Restricted |
| • Calcium carbonate   | Restricted |
| • Calcium lactate     | Restricted |
| • Calcium gluconate   | Restricted |

- Bone dicalcium phosphat precipitate Restricted
- Defluorinated dicalcium phosphate Restricted
- Defluorinated monocalcium phosphate Restricted
- Anhydrous magnesia Restricted
- Magnesium sulphate Restricted
- Magnesium chloride Restricted
- Magnesium carbonate Restricted

#### **4. Trace Elements**

- Iron Feed additives
- Iodine Feed additives
- Cobalt Feed additives
- Manganese Feed additives
- Zinc Feed additives
- Molydenum Feed additives
- Selenium Feed additives

#### **5. Vitamins**

Restricted

#### **6. Enzymes**

Restricted

#### **7. Micro-organisms**

Restricted

#### **8. Preservatives for silage**

- E-336 Formic acid
- E-260 Acetic acid
- E-270 Lactic acid
- E-280 Propionic acid

## **9. Binders, anti-caking agent and coagulants**

- E-551b Colloidal silica
- E-551c Kieselgur
- E-553 Sepiolite
- E-558 Bentonite
- E-559 Kaolinitic clays
- E-561 Vermiculite
- E-599 Perlite

## **10. Processing aids for silage**

- Sea salt
- Coarse rock salt
- Enzymes
- Yeasts
- Sugar
- Sugar beet pulp
- Cereal flour
- Molasses
- Lactic

## Appendix 8

### Products Authorized for Cleaning and Disinfection of Livestock Buildings and Installations

- Potassium and sodium soap
- Water and steam
- Milk of lime
- Lime
- Quicklime
- Sodium hypochlorite (e.g. as liquid bleach)
- Caustic potash
- Hydrogen peroxide
- Natural essences of plants
- Citric, peracetic acid, formic, lactic, oxalic and acetic acid
- Alcohol
- Nitric acid (dairy equipment)
- Phosphoric acid (dairy equipment)
- Formaldehyde
- Sodium carbonate

## Appendix 9

### **MANDATORY CHECKS TO BE UNDERTAKEN BY THE ACCREDITED INSPECTION AND CERTIFICATION AGENCY DURING INSPECTION**

#### **A. For conversion to organic cultivation**

The conversion plan and the measures referred by the operator are to be checked by the inspector before approval by the Inspection and Certification Agency. Approval must be confirmed every year after the initiation of the conversion plan.

The inspector should check that the above conditions are met in the case of production of seeds, vegetative propagating material and transplants.

For the production of perennial crop products (fruit growing, vines) the following should be checked for meeting the conditions for compliance: -

- Whether production area is a part of the conversion plan
- To check that whether the last part of the area in the farm would be converted to organic production in the shortest possible period (not to exceed a maximum of 5 years).
- Appropriate measures are taken by the operator for the separation of the products obtained from organic and non-organic units.

The conversion plan proposed by the operator should be signed with an undertaking that he / she shall perform all the operations, shall comply with para-3.5 of Section-3 and that

in the event of infringements, will accept the sanctions enforced referred to in Section-4 of NPOP document.

**B. Plants and plant products at production site**

1. Should ensure that the operator shall inform in advance the Inspection and Certification Agency regarding harvest of every crop in the farm.
2. Should also ensure that after completion of the harvesting process, the operator shall inform the Inspection and Certification Agency about the total quantity harvested on the units concerned. Any distinguishing features observed for demarcation of organic produce from non-organic produce (such as quality, colour, average weight, etc.) shall also be informed.
3. In case an operator runs several production units in the same area, with non-organic crops or crop products, the inspector should also inspect the storage area of non-organic input products (such as fertilizers, plant protection products, seeds etc.).
4. Whether the farms and storage units are separated from non-organic farms and non-organic storage units.

Processing and packaging units of organic products can be considered as part of the production unit, when processing & packaging activities take place at the production site.

5. On suspicion of use of unauthorized products, samples for testing of products (products as well as inputs used) must be taken.

**C. For collection of wild products**

1. When the registered operator's activity is limited to only collection of wild products, the Inspection and Certification Agency must take all the precautionary measures to ensure compliance with the provisions under NPOP.
2. The inspector should countercheck to ensure that the guarantees given by the producer meet the provisions referred at 3.2.8 Section-3, of NPOP.
3. Measures taken by the operator for compliance with NPOP must be checked and noted.

**D. Records / documentation**

1. The records /files maintained by the operator should be checked by the inspector to trace the origin, nature and quantities of all raw materials purchased.
2. To verify the application of all the inputs used are documented.
3. Written or documentary receipts / accounts must be checked for the quantities and consignees of all agricultural products sold by the operator. (Quantities sold directly to the buyer should also be accounted on a daily basis by the operator).

**E. Inspection of input storage units**

Storage area of organic inputs used in production should also be inspected and verified (allowed/restricted as per annex-1&2).



## **F. Transportation**

1. Transportation units should be checked for confirming that the organic products are transported to other units, including wholesalers and retailers, in appropriate closed containers or packaging with a proper label as referred in para-3.5, Section-3.

## **G. Inspection for production of agricultural products and processed food stuffs composed of plant origin**

- 1) Undertaking from the operator to perform the operations in such a way as to comply with para-3.5 of Section - 3 and will accept, the enforcement of the measures referred to in para-8.2 section in the event of infringements.
- 2) Check the facilities available for the processing, packaging and storage of agriculture products before and after the operations.
- 3) Check whether the unit has separate areas within the premises for the storage of products, before and after the operations.
- 4) Whether the operations must be carried out continuously until the complete run is over for organic products and are separated from similar operations performed for non-organic products (place and time of operators to be checked).
- 5) To ensure that if such operations are not carried out frequently, the Inspection and Certification Agency shall be informed in advance, for a particular day & time.
- 6) Samples for testing of products should be taken. However, they must be taken where the use of unauthorized products is suspected.

Written documents must be checked for enabling the inspector to trace:

- the origin, nature and quantities of certified agricultural products delivered to the unit
  - nature, quantities and consignees of certified products left the unit
  - any other information, such as the origin, nature and quantities of ingredients, additives and manufacturing aids delivered to the unit
  - composition of processed products,
  - processed, packaged or stored non-organic products in the unit concerned.
- 7) To check that measures taken by the operator for identification of organic products (lots) from non-organic products.
- 8) To check that products are transported to other units, (including wholesalers and retailers) in appropriate packaging or closed containers to prevent contamination or substitution of non-organic products.
- to check that the products were checked for the label on the packaging or container by the operator and have been mentioned in the records.

## **H. Inspection report**

- The report should give a full description of the farms / units, collection areas highlighting the storage, processing, production and packaging operations

- The report should also mention the date and time of last application of inputs on the farm / unit or collection areas.(reference to the restricted / prohibited inputs in Annexe-1 and 2).
- The report should highlight conditions / sanctions any to be imposed for certification.
- In the event of suspicion of any infringement by the operator, the inspector should clearly mention in his report.
- The inspection report should be prepared after every visit by the inspector and should be countersigned by the responsible person of the unit inspected.

## Appendix 10

### **Precautionary Measures to be Taken During Inspection & Certification of Imported Agricultural Products/Processed Food Stuffs of Plant Origin**

**(Mandatory requirement for the accredited Inspection and Certification Agencies -reference to section-4.)**

#### **I. Imports of plant products and processed foodstuffs of plant origin**

1. When organic products are imported, the Inspection and Certification Agency should inspect the following: -

- Visit the importers premises for present activities, products imported from various countries and the points of entry of the product into India.
- Any other facilities the importer intends to use for the storage of the imported organic products,
- Whether the importer has ensured that the products imported are produced in compliance with the national standards for organic production.
- Whether import operations are in compliance with the provisions in 18.2, section 4 of NPOP. In the event of infringement, enforcement of the measures referred to in para-8.2, section of NPOP will apply.
- Storage facilities of the importer.
- The documents related to the import transaction should be audited for trace back of the products to the origin. The trace back checks would cover nature and quantity of the product concerned as well as transportation and distribution arrangements,.
- Inspection and transaction certificates of the exporting country, etc.

- Whether the products imported are kept separate from the other agricultural products and/or foodstuffs.
  - Whether measures are taken to ensure identification of lots and to avoid mixing with products not obtained in accordance with the rules laid down in the NPOP.
2. Samples for testing of substances may be taken. However, they must be taken where the use of unauthorized substances is suspected. An inspection report must be prepared after each visit, countersigned by the person responsible for the unit inspected.
  3. Products imported should be checked for appropriate packaging or containers to verify prevention of substitution of the content and that the packages are provided with identification of the exporter and with any other marks and numbers serving to identify the lot with the inspection certificate.
  4. Where the check creates any doubt as to the origin of the product from the exporting country or from an exporter in other country not acceptable under para 18.2 section 4 or about the organic nature of the products, these may not be allowed to be placed on the Indian market, or further processed or packaged. Only after such doubt has been dispelled, the product shall be placed on the market or allowed to be further processed or packaged.
  5. Products may be transported to other units, including wholesalers and retailers, only in appropriate packaging or containers closed in a manner preventing substitution of the content and shall be labeled stating,
    - the name and address of the importer of the product, or a statement which enables the receiving unit and the inspection body to identify unequivocally the importer of the product.
    - The name of the product, including a reference to the organic production method under section 3 of NPOP

6. The inspection certification body must make a full inspection at least once a year of the importer's premises, storage facility, etc. This should be followed by un-announced visits during any time of the year of certification.

\*\*\*\*\*

# **SECTION – 8**

## **FORMATS**

Organic Production is best served by the ability on the part of producers being able to demonstrate an adherence to the prescribed package of practices adopted for the production of a particular product. Towards this end, a careful record of the steps undertaken, observations made and the diary of events would help build customer confidence and product reliability. Such records will also help in diagnosing causes of problems and deriving factual information drawn from wide range of data.

An illustrative set of forms to be maintained at the Certification Agency, farm level, wholesale/retail levels are prescribed for adoption. All agencies involved in organic production are expected to maintain records in the forms drawn up.

Special care is to be taken by Inspecting and Certification Agencies to maintain farm level records, where the farmer is unable to maintain the record.

## FORM - 1

### APPLICATION FORM FOR ACCREDITATION

1. Organisation/Address Phone No :  
Fax No :  
Email address :
2. Contact Person
3. Year of Foundation
4. Type of Certification
5. Accreditation and Reciprocity : Is your organisation already accredited by any organic programme? Do you hold any reciprocal agreements with other certifiers. If yes, please give details. (If needed attach a separate page)
6. Organisation and Structure : No. of employees with curriculum vitae. (Please draw up an organisation chart)
7. Organisation Policy : Details of certification committee and CV of members.
8. Performance / Turnover of last 3 years.
9. Background
10. What is your motivation?
11. Do you conduct inspectors' training programme?
12. Please describe your record system (about growers, processors, wholesalers, retailers).
13. Please describe your certification procedures.
14. Do you test for residues? If so, in which laboratory are your samples tested?
15. Are you aware of the certification procedures and programme of organic farming?
16. Which organic standards do you follow?
17. Are you aware of the NSOP and NAPP?
18. Which are the products you plan to certify or are certifying?
19. Please explain the concept of organic farming and products in 300 words.



20. Please indicate your tariff structures for various services along with the terms and conditions.

21. List of annexures.

22. Declaration:

All the information stated above are correct to the best of my knowledge.

**NAME / DESIGNATION**

**DATE / SIGNATURE**

## FORM – 2

### **MEMORANDUM OF UNDERSTANDING FOR ACCREDITATION AS AN INSPECTION & CERTIFICATION BODY FOR ORGANIC PRODUCTS IN INDIA**

This Memorandum of Understanding (hereinafter called the MoU) is signed this----- day/month/year between National Accreditation Body of the Govt. of India (hereinafter called the NAB), represented by Agricultural and Processed Food Products Export Development Authority (APEDA), New Delhi, represented by Mr.----- on the one hand and M/s.----- (hereinafter called-----) represented by Mr.----- on the other.

Based on the Indian National Programme for Organic Production (NPOP), the MoU provides for all the necessary preconditions for evaluation and accreditation of M/s.----- to function as an Inspection & Certification body in India for export of organic products.

1. M/s.----- shall have an established office for carrying out inspection and certification of organic products of Indian projects.
2. M/s.----- shall provide all information necessary for evaluation by the Evaluation Committee of its certification performance as well as all documentation of the certified operations.
3. M/s.----- shall give full cooperation during the process of evaluation to the Evaluation Committee.
4. M/s.----- shall further make all necessary arrangements and provide all means of information for evaluation during the field evaluation.
5. M/s.----- shall fulfill its inspection, evaluation and certification according to the criteria set in the National Programme for Organic Production. In addition hereto, M/s.----- may render such other services that are not in contravention with the NPOP.
6. M/s.----- shall set out its annual charges to the operators in the annexed format to be paid in Indian Rupees in India.
7. M/s.----- shall submit their report within one month after the evaluation and payments by their clients. M/s. ----- shall levy charges to the operators in the manner given in Annex-I.

8. M/s.----- is hereby authorized and required to use the “India Organic” logo on all documentation/product labeling and also authorized to grant licence to an applicant for use of the logo in pursuance to the provisions of Regulations pertaining to Certification Mark for Organic Products.
9. M/s.----- shall submit an annual report to APEDA by 31<sup>st</sup> January every year. The annual report would contain an updated report on the recent developments in the certification programmes such as number of operators certified (under conversion / converted) geographical area of operations, financial turnover, change in personnel, irregularities or infringements found with the operators related to the application of standards, products exported in terms of quantity and value and country of destination.
10. This MoU shall be valid for three years from the date of signing by both the parties unless terminated earlier by a breach committed by M/s. ----- of the provisions contained herein and the NPOP. The MoU shall be renewed subsequently if the performance meets the criteria of the NPOP on the basis of evaluation by the evaluation committee authorized for this purpose. In case of default in performance, the MoU is liable to be cancelled following a review.

DD/MM/YY

For M/s.-----

For and on behalf of the National Accreditation Body

Mr.-----

(Designation)

Address

Chairman

Agricultural and Processed Food

Products Export Development

Authority (APEDA), New Delhi

**Format of annual charges to the Indian operators in Rupees**

<b>Item</b>	<b>Certification only on NPOP (in Rupees)</b>	<b>Certification on Indian and foreign standards (in Rupees)</b>	<b>Remarks</b>
Fee for inspection and certification	--- per day --- per hour	--- per day --- per hour	For preparations inspection visits and certification work
Fee for travel time	--- per day --- per hour	--- per day --- per hour	--
Travel expenses	Actuals	Actuals	For travel, food and accommodation where applicable
Fee for scope certificate	1000/-	--	The added value of widely recognized certificate
Fees per transaction certificate, if required	500/-	1000/-	--
Chemical analysis, if required	Actual costs	Actual costs	Soil samples, water samples, leaf samples and product samples

The items given in the above fee structure shall be the same with different tariff for different categories such as: -

- A. Small holder groups
- B. Grower groups
- C. Individual farmers
- D. Small processors
- E. Estates
- F. Medium size processors
- G. Manufacturers / exporters / importers

**FORM – 3**

**CONTRACT FORM FOR CERTIFICATION TRANSFERENCE  
(FOR FOREIGN CERTIFICATION PROGRAMMES)**

**1. PARTIES:**

This contract is made and duly signed between the two parties named hereafter:

\_\_\_\_\_

\_\_\_\_\_ represented by \_\_\_\_\_  
(the Inspection and Certification Agency)  
and the

\_\_\_\_\_ represented by \_\_\_\_\_  
APEDA on behalf of NAB

**2. GENERAL:**

Trading activities and processing of multi-ingredient products make it likely that products covered with certificates from different programmes are handled and/or mixed into one final produce. In any such case, the final authority of approval is the NAB. The APEDA on behalf of NAB issues a list of all such certification programmes that (after thorough investigations) have been found equivalent to the programmes directly accredited.

### **3. PURPOSE:**

This contract provides for the necessary preconditions for general acceptance and periodic reevaluation of the certificates provided by the forementioned certifier as equivalent to those issued by the agencies accredited by the NAB.

### **4. DEEDS:**

On request of the NAB, the Inspection and Certification Agency will provide all information necessary for periodic evaluation of its certification performance as well as all documentation for the certified operators and products. The Inspection and Certification Agency will support the NAB in all possible ways in optimizing the market survey, transparency and control in either area of responsibility.

The Inspection and Certification Agency will furthermore inform the NAB of any changes in the standards, scope, and methods relevant to the quality of their inspection and certification procedures for organic products.

### **5. FINANCES:**

All requested information and support will be provided free of charge. In return the NAB will charge no fees for registration of this certification transference.

### **6. DURATION:**

This contract is made for a limited duration. It may be cancelled without prior warning by decision of the NAB.

### **7. LIABILITY:**

No liability may be deducted from this contract or its cancellation by any party.

-----

\_\_\_\_\_  
Place and Date

\_\_\_\_\_  
Place and Date

\_\_\_\_\_  
Signature, XXXX

\_\_\_\_\_  
Signature, XXXX

**FORM - 4**

**FORMAT FOR REQUEST FOR ISSUE OF PRODUCT  
CERTIFICATE**

From : The Producer

To : The Certifier

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Dear Sir,

**Sub : Request for Issue of Product Certificate**

1. Name and address of exporter/producer
2. Name and address of importer/buyer
3. Name and address of merchant exporter
4. Products - Invoice no. and date
5. Quality / Status (Organic/Organic under conversion - 1st or 2nd year)
6. Origin of produce
7. Net weight/Gross weight
8. Year of harvest
9. Internal Lot nos.
10. No. and kind of packing units
11. Remarks

Yours faithfully,

**Signature of producer**



**FORM - 5**  
**FORMAT FOR FARM CERTIFICATE**

---

Accreditation no. of  
the certifier

Certifier's name and  
address

**FARM CERTIFICATE**

No.

Name and address  
of farm

Product category

Area of farm

Size of processing unit

Based on the inspection conducted and Memorandum of Understanding, the certifier (name) herewith certifies that the above mentioned operation produces according to the organic methods of NSOP.

Date \_\_\_\_\_

Signature

Place \_\_\_\_\_

Seal

Validity of certification

---

## **FORM - 6**

### **FORMAT FOR PRODUCT CERTIFICATE**

---

#### **PRODUCT CERTIFICATE**

No.

Product :

Quality :

Harvest :

Origin :

Packing Units :

Net Weight :

Invoice No. :

Name and address of the seller :

Name and address of the buyer :

Declaration :

This is to certify that the products designated above have been obtained in accordance with the rules of production and inspection of the organic production and operation of the organic production method, as set by the NSOP and monitored by \_\_\_\_\_ (Name of the certifier).

Date \_\_\_\_\_

Signature

Place \_\_\_\_\_

Seal

---

## FORM - 7

### CERTIFICATION TRANSFERENCE REGISTER

#### AREA OF APPLICATION:

This register will include all foreign certification programmes or accreditation schemes which will be found equivalent to NSOP. Certified organic products of any registered foreign programmes will be considered for marketing along with the certified products of the accredited domestic programmes.

#### THE REGISTER:

##### Foreign certification programmes

Country	Name of Programme	Field	Restrictions	Decision
ABC	XYZ	Food production Food processing Wild products Textile Internal certification	Annual supervision report OR None	Date

##### Foreign Accreditation Schemes

Country	Name of Scheme	Field	Restrictions	Decision
Europe	EEC, implementation of EEC-Reg. 2092/91	Food production Food processing	Not applicable for - animal products - textile - forest products	Date
International	IFOAM	Food production Food processing Wild products	Not applicable for - textile - forest products	Date

**VALIDITY:**

This register will be renewed annually.

This issue:

- 
1. Running number
  2. Date of issue
  3. Date of enforcement
-

**FORM - 8**

**APPLICATION FORM FOR IMPORT/TRANSACTION  
CERTIFICATE**

Name of licensee :.....  
Licence number :.....  
Name of seller/exporter :.....  
  
Address :.....  
Country :.....  
  
Name last producer or processor :.....  
Address :.....  
Country :.....  
  
Trade name of product :.....  
Country of dispatch/origin :.....  
Status  organic  under conversion to organic  
Gross and net mass gross:..... net:.....  
or alternative units alternative units:.....  
Packed or bulk  bulk  packed in units of .....

Invoice-no with date :.....  
Transport document no. :.....  
Container-no. :.....  
Identification-code (eg. lot-no) :.....  
Harvest/production year :.....  
  
Name consignee/buyer :.....  
Address :.....  
Country :.....  
Address of place of destination :.....  
(only to be filled in if different from address of consignee/buyer)

Send certificate to  seller/exporter  buyer/consignee

**I have truthfully filled in all the information required and I have also enclosed copies of:  Invoice and  transport documents involved.**

Date: ..... Name and signature of the applicant:.....

## FORM - 9

### ANNUAL QUESTIONNAIRE FOR FARMERS & PROCESSING UNITS (To be provided at Inspection)

-----

#### 1. Basic Data

-----

		Remarks
Operator	a)	
Address	b)	
Closest Railway Station		
Closest Airport		
Telephone/Fax	c)	
Responsible person at Farm / Processing Unit	d)	
Managing Director	e)	

-----

#### 2. Information on Changes

-----

There have been the following changes since the last questionnaire was filled out :

Please mark where applicable			Please number the annexures accordingly	Remarks
Branch	Change			
	Yes	No		
Legal Form				
Structure of operator				
Changes in responsibilities				
Changes of construction				
Place of production				
Variety of non organic production				

Suppliers				
<b>Please mark where applicable</b>				
Branch	Change		Please number the explanations according to the annexures	Remarks
	Yes	No		
Recipes				
Processing methods				
Packing				
Label				
Licence contracts				
Book keeping				
Identification system				
Quality control				
Hygienic measures				
Distribution system				
Clientele/System of selling				
Purchase system				
Others				

-----

**3. Turnover**

-----

			Remarks
Please add the following figures of your company based on the last book keeping year			
Turnover total volume	Year ended -----	Rs. -----	
Turnover organic products	Year ended -----	Rs. -----	

-----  
**4. Quality Control**  
 -----

	Remarks
Did you carry out any residue analysis since the last questionnaire ? If so, what kind of, how many and by whom ? (Please enclose copies of the results).	

-----  
**5. List of Annexures**  
 -----

		Remark
Would you please list and number all documents which you enclose to this questionnaire		
Code	Title	
	Sample of labels Sample of promotion material Current price list	

The operator

\_\_\_\_\_  
 represented by

\_\_\_\_\_  
 assures herewith, that all information given is true and up to date.

\_\_\_\_\_  
 Place/Date

\_\_\_\_\_  
 Signature













## FORM – 11

### OFF FARM INPUT PERMISSION FORM

#### 1. Operation

Name :		
Address :	Place :	
Phone/Fax :	Pin code :	Labels :

#### 2. Fertilization to be Approved

Fertilizer (Composition, Type, Name)	Origin (Address of Supplier)	Quantity to be used	Period of Application

#### 3. Area(s)

Field (Number, Name)	Crop	Fertilizer (Name, Type)	Application in kg/ha	Time of Application

#### 4. Soil Analysis

Date	Field	Laboratory	Result (Levels)				
			N	P	K	Mg	Ca

**5. Confirmation**

The undersigned herewith confirm to the best of his knowledge that the above given information is true :	
Consultant :	Operator :
Place, Date, Signature	Place, Date, Signature

**6. Recommendation of the inspector**

Consultant : recommendations (use additional sheets if necessary)	Label Scheme :
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**7. Decision (to be filled in by inspection and certification agency)**

Request received .....	Decision to Operator .....	Decision to Inspector .....
<input type="checkbox"/> Request approved under following conditions :		
<input type="checkbox"/> Request not approved :		
<input type="checkbox"/> Request forwarded to the competent authority :		
Certification Agency :		
Place, Date, Signature, Stamp		

## FORM 12

### **APPLICATION FOR GRANT OF LICENCE TO USE THE CERTIFICATION MARK UNDER THE ORGANIC PRODUCTS CERTIFICATION MARK REGULATIONS 2002**

1. I/We carrying on business at \_\_\_\_\_

Under the style of \_\_\_\_\_

Hereby apply for a license to use the "Indian Organic" logo Certification in respect of the product/process which conforms to the National Standards for Organic Products norms and procedures listed below:

a) \*\*Product \_\_\_\_\_  
Type \_\_\_\_\_  
Size \_\_\_\_\_  
Grade \_\_\_\_\_  
Related norms of Standards for Organic Products

b) \*\*Process \_\_\_\_\_  
Related norms of Standards for Organic Products.

2. The above product is manufactured by \_\_\_\_\_  
process is carried out

\_\_\_\_\_ Name of location  
(address)

\*\* Only one of the two items under (a), (b) may be covered by one application.  
Strike out the other.

3. a) The composition of the top Management of my/our firm is as follows:

S. No.	Name	Designation
--------	------	-------------

b) I/we undertake to intimate to the Inspection and Certification Agency any change in the above composition as soon as it takes place.

4. I/We hereby enclose an attested copy/photocopy of the certificate of incorporation issued by the Registrar of firms or Societies/Companies/director of Industries (In case of Small Scale Units) or other similar authorities authenticating the name of the firm and its producing location.



5. I/We have testing arrangements as per enclosed list and as per norms and procedures of Standards for Organic Products.

OR

The following testing arrangements as per norms and procedures of Standards for Organic Products are still to be made:

Details of Accredited Laboratory

Name

Job

6. a) Trade-Mark (s)/Brand Name (s) used by us as follows:
- b) I/We intend to apply for the “India Organic” logo Certification with our following Trade-Mark (s)/Brand Name (s):
- c) Registration No. and Date of the trade-Mark (s)/Brand Name (s) proposed to be used with the India Organic Certification Mark.

OR

In case of non-registration, I/We enclose documentary evidence in form of publicity/packing material, etc. in support of the Trade-Mark(s) Brand Name(s)

7. Production figures of the said product/process and the value thereof to the best of my/our knowledge and estimates are as follows:

<u>Year</u>	<u>Production</u>	<u>Unit</u>	<u>Value Rs.</u>
-------------	-------------------	-------------	------------------

Last year from

\_\_\_\_\_

to

\_\_\_\_\_

Current year from

\_\_\_\_\_

to \_\_\_\_\_

(estimate)

8. In order to ensure conformity of the said product/process to the related norms and procedures of the Standard for Organic Products:

(a) I/We have in use/propose to use the scheme of Inspection and Testing described in the Statement attached hereto. Routine records of all the inspections and tests are being/will be kept in the form detailed in the Statement. I/We further undertake to modify, amend or alter my/our Scheme of Inspection and Testing to bring it in line with that which may be specified by you from time to time.

OR

(b) I/We have at present no scheme of Inspection and Testing in operation. I/We, however, undertake to put in operation any such as recommended by the Inspection and Certification Agency.

9. Should any initial enquiry be made by the Inspection and Certification Agency, I/We agree to extend to the Inspection and Certification Agency all reasonable facilities at my/our command and I/We also agree to pay all expenses of the said enquiry, including charges for a testing, as and when required by the Inspection and Certification Agency.

I/We request that the preliminary inspection of location may be carried out by \_\_\_\_\_ (indicate date)

OR

I/We shall intimate the time, date etc. suitable for carrying out the preliminary Inspection as soon as production of the product applied for is undertaken and I/We are ready for drawl of samples.

10. a) Certified that earlier I/we had applied and the application No. was \_\_\_\_\_ It did not mature into a license because of \_\_\_\_\_

b) Certified that earlier I/We held CMS/T, No. \_\_\_\_\_ which was lapsed/cancelled because of \_\_\_\_\_ vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ from Inspection and Certification Agency.

c) I/We have never been warned/advised by the Inspection and Certification Agency for any of our actions violative of the norms and procedures of the Standards for Organic Products.

OR

The details of warning/advice received by me/us for violating the norms and procedures of the Standards for Organic Products are as under:

\_\_\_\_\_  
\_\_\_\_\_

11. I/We undertake that should any of the information supplied above in the application form is found to be wrong, the application may be rejected forthwith.
12. Should the licence be granted and as long as it will remain operative, I/We hereby undertake to abide by all the terms and conditions of the licence and the prescribed regulations. In the event of the licence being suspended or cancelled, I/we also undertake to cease with immediate effect to use the Certification Mark on any product covered by the licence and to withdraw all relevant advertising matters and to take such other steps as may be necessary to fulfill the provisions of the aforesaid Regulations with immediate effect. We also undertake to comply with each and every provision contained in the aforesaid Regulations, where a licence is granted to us.

Date this \_\_\_\_\_ day of \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

For and on behalf of \_\_\_\_\_

\_\_\_\_\_  
(Name of the firm)

## **FORM 13**

### **LICENCE FOR THE USE OF “INDIA ORGANIC” LOGO CERTIFICATION MARK**

LICENCE NO. CMS –

1. By virtue of the powers conferred on it by the Regulations pertaining to Certification Mark of India Organic Logo, the Inspection and Certification Agency hereby grants to

(hereinafter called ‘the licensee’) this licence to use India Organic Logo Certification Mark set out in the first column of the first Schedule hereto, upon or in respect of the product/process set out in the second column of the said Schedule which is produced or processed in accordance with/conforms to the related norms and procedures of Standard for Organic Products.

2. This licence carries the rights and obligations stipulated in the above mentioned Regulations.

3. This licence shall be valid from \_\_\_\_\_ to \_\_\_\_\_

4. This licence is being granted to \_\_\_\_\_

subject to the condition that \_\_\_\_\_

has agreed to be subjected to the provisions contained in the Organic Products (Certification) Regulations, 2002.

Signed, Sealed and Dated this \_\_\_\_\_ day of \_\_\_\_\_

For ACCREDITED INSPECTION AND  
CERTIFICATION AGENCY

**THE FIRST SCHEDULE**

CERTIFICATION MARK

PRODUCT

(1)

(2)

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**FORM 14**

**DECLARATION**

To,  
The Chairman  
APEDA

I/We, ..... of ..... declare that we have been granted  
licence no. .... dated ..... to use of the “INDIA ORGANIC” logo, and  
we undertake to be subjected to the Regulations for “INDIA ORGANIC” logo  
Certification Mark for Agricultural Products March 2002.

Signature-----  
Dated -----