

	<b>MS AGROLAND SERVICES PRIVATE LIMITED (Agrocert)</b>	Doc no.	ASPL-CD-PR-30
		Issue no.	01
	<b>PROCEDURE FOR GROWER GROUP CERTIFICATION PROCESS</b>	Issue date	15.03.2021
		Revision no.	02
		Revision date	12.05.2022

### About MS Agroland Services Private Limited (MS ASPL)

Under the Trade mark AGRO-CERT of MS Agroland Services Pvt. Ltd. having registered office at Delhi and operating / corporate office at Meerut (Uttar Pradesh) . MS ASPL is offering certification based on the COR (Canadian Organic regime). For more details visit our website [www.agrolandgroup.com](http://www.agrolandgroup.com) or mail to [info@agrolandgroup.com](mailto:info@agrolandgroup.com)

### Grower Group inspection & Certification

Grower Groups are organized groups of farmers /producers who intend to produce organic products by the organic processes as per the - COR (Canadian Organic regime)

Organic grower group shall be based on the Internal Control System (ICS) and shall apply to grower groups, farmers’ cooperatives, contract production, and small-scale processing units. To avail of this service, under the -COR the producer group must have satisfied the criteria as mentioned in - C.12 & SFCR of COR requirements, CAN/CGSB-32.310-2020 and CAN/CGSB-32.311-2020 -has to be followed

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- As per the COR, a small farm (With the reference of the grower group) should have the following :
  - a. farm where the cost of external certification is 2% or more of their annual gross revenue.
  - b. less than 50 acres.
- As per COR, larger farms can also be included in the grower group but they are required to be inspected on annual basis.

### Establishment of the ICS

The ICS shall have a registered legal identity and a constitution of the organization and shall be presented by an organizational chart. The organic grower group shall be established formally, based on written agreements with its members. It shall have central management, established decision procedures, and be a legal entity.

- 1- The grower group shall document and implement an internal control system (ICS) with supervision and documentation of production practices and inputs used at each sub-unit, and collected at each production unit, site, or facility to ensure compliance with the Canada Organic Regime.
- 2- The internal control system of the grower group shall include a contractual arrangement with each member of the grower group and MS ASPL will verified during the audit.
- 3- The grower group’s internal control system shall be implemented by competent personnel. The grower group shall appoint the Internal inspectors to carry out internal controls.

### APPROVALS:

<b>AUTHOR</b>	<b>APPROVED BY</b>
<b>QUALITY MANAGER</b>	<b>COO</b>

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4- The grower group needs to identify and appoint an adequate number of internal inspectors within the group. The internal inspectors shall be trained and, ensure that potential conflicts of interest are limited.

5- The internal inspectors shall carry out at least 1 annual inspection visit to each individual operator including visits to fields and facilities.

6- The internal control system shall contain appropriate records as follows

- Production description, production and/or preparation specifications for products to which the application applies
- maps, description of the farms and the facilities of all members
- list of inputs (ingredients and agricultural substances)
- a copy of organic production and/or preparation plans
- remedial actions required by the CB during the previous certification cycle, as well as any corrective measures implemented by members concerning these requests
- a complete list of group members
- continuous verification of the implementation of the internal inspections
- summary of the internal inspection reports

7- The internal control system shall have a mechanism to remove non-compliant group members from the list.

8- The internal control system shall record all nonconformities. The ICS shall require from the operator to respond to the NC report issued by the ICS within 30 working days of its receipt. The response shall either provide evidence of completion of corrective action taken to address each NC or present a plan with milestones as to how each NC will be addressed. This plan shall include a completion date not exceeding 90 working days from receipt of the NCs. The ICS shall accept times greater than those stated for the closure of a NC as long as they are justified and documented.

MS ASPL will evaluate by checking the ICS, staff qualifications and auditing the farms on the basis of the risk assessment. The internal control system shall contain appropriate records including:

- a) Farmer application, agreement with the ICS and land records.
- b) Farm maps, crop maps, and overview map (Village or community map) with the description of the farms and the facilities of all members.
- c) production description, production and/or preparation specifications for products to which the application applies.
- d) list of inputs (ingredients and agricultural substances).
- e) A copy of organic management production and/or preparation plans
- f) A complete list of group members (Approved farmer list) .

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g) continuous verification of the implementation of the internal inspections and approval committee.

h) summary of the internal inspection report

### **Certification Application**

The first step for getting MS Agroland Services Pvt. Ltd (MS ASPL) certification is that the operator contacts the MS ASPL office. As per the request MS ASPL sends a detailed application package including the application form, OMP, MS ASPL certification procedure, and copy of COR Organic Standards etc to the operator. To apply for certification the operator needs to complete the application form along with the associated documents to the MS ASPL office.

### **Application review procedure**

After receiving the filled-in application form, OMP, and all the associated documents, MS ASPL reviews the documents i.e Application, OMP, etc. If any clarification needs then revert back to the operator for the correction. MS ASPL received the updated application, OMP, etc from the operator and reviewed by the MS ASPL. MS ASPL conforms to the operator for the reviewed application and OMP. -

### **Certification Agreement With MSASPL.**

MS ASPL sent a quotation, proposal, and certification agreement to the operator. The operator sends a signed quotation, proposal, and certification to MS ASPL operator needs to pay the proposal fee to the MS ASPL.

### **Audit Process.**

MS ASPL in consultation with the operator, fixes the date and time for audit. During the audit, the MS ASPL staff will deputed the auditor. The operator has to co-operator with the auditor as declared in the inspection and certification agreement. The audit process is as follows.

#### **A- Opening Meeting**

Upon arrival at the Operator’s site-auditor shall chair the opening meeting.

In the opening meeting, Auditor will demonstrate the audit process as per the Audit Plan share with the operator before the Audit.

#### **B- Collecting and verifying information**

During the audit, the auditor shall collect and record objective evidence to demonstrate that the operator’s system is both implemented and effective. Information relevant to the audit objectives, scope, and criteria (including information relating to interfaces between functions, activities, and processes) shall be collected by appropriate sampling and verified to

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become audit evidence. Such evidence shall be obtained from interviews, review of documentation and records, observation of processes and activities and conditions in the processes audited. Records shall identify personnel interviewed.

MS Agoland Services Pvt. Ltd. Shall ensure that during the Annual/ Unannounced/ Surveillance audit etc, the auditor verifies on-site that previously submitted corrective actions have been, and remain, fully implemented, auditor is also verified that any changes in organic standards and MSASPL requirements have been effectively implemented by the operators.

### C- Preparing the Finding Report

The finding report shall be prepared and issued by Auditors during the closing meeting.

#### 1. Audit Plan – As executed

As deemed necessary, as auditor amend the original version of the audit plan to reflect the real timing and sequence of the audit events

#### 2. Nonconformities

There are two types of nonconformities – Major and Minor. Non-conformity shall be substantiated by objective evidence or absence of objective evidence such as witnessed, recordable, verifiable, and quantitative collection of facts. Auditor, shall review the findings and record them.

- **Major nonconformity.**

Failure to fulfill one or more requirements of the management system raises doubt about the capability of the management system to achieve the expected outcomes or to effectively control the process for which it was intended.

- **Minor nonconformity**

Failure which does not impact the capability of the management system to achieve the expected outcomes. A minor nonconformity usually does not represent a material risk to product quality, human health, and safety, or impact on the environment, and does not raise doubt about the capability of the management system to achieve its policy and objectives. A number of minor

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nonconformities associated with the same requirement or issue could demonstrate a systematic failure and thus constitute major nonconformity.

- **Opportunities for Improvement (OFI)**

An opportunity to enhance the existing work process/practice/method that conforms to the requirement of the audit criteria and/or of the organization, but may not represent the current state-of-the-art approach, or best practice, but may represent a potential for a nonconformity.

### 3. Timelines for submission of corrective action plans & implementation of corrective actions

- **Corrective Action Plans**

All corrective action plans, including evidence of correction, shall be submitted within 30 calendar days from the last day of the activity unless the client’s certificate expires prior to that date; in such case, the corrective action plan shall be submitted prior to the certificate expiring.

- **Minor Nonconformities**

For minor nonconformities, all corrective actions shall be implemented (including verification of effectiveness) within 90 calendar days from the last day of the activity. Effective implementation of corrections and corrective actions will take place at the next visit.

- **Major nonconformities**

For major nonconformities, all corrective actions shall be implemented (including verification of effectiveness) within 30 calendar days from the last day of the activity unless the client’s certificate expires prior.

### 4- Closing Meeting

The auditor shall summarize the finding in front of the operator and provide a copy of the findings to the operator and seal and signed.

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### Certification

- The Assessor will review the Audit report and the file will be submitted to the certification committee. If additional documents are required, a communication will be sent to the operator.

### Certification decision

The certification committee of the MS ASPL shall take a decision on the basis of the assessor's recommendation, and corrective action against the raised noncompliances, available test reports and operator file review. Certification decision will communicate to the operator and generate the scope certificate.

*Note: If the ICS fail to send the Corrective action taken report, any clarifications, additional documents as required by MS ASPL and final invoice amount with in six months from the date of inspection, the ICS is informed that a fresh inspection is required for certification.*

### Label approval

The operator may make the label incorporating the logo (MS ASPL & - COR - EU logo) and other relevant details and shall send to MS ASPL for approval. The label approval committee of MS ASPL approves the label as per standards and sends the approval decision to the operator. Operator may use the label for marketing only after the label approval.

### Appeals

If the operator does not accept the certification decision, he/she can request for reconsideration of the decision in writing. Then the file will be submitted to the certification committee for re-consideration. If the operator still does not agree with the revised decision, he/she can appeal to the appeals committee in writing within 14 days of the notification of certification decision. The file will then be submitted to the appeals committee, which takes final decision on the case. In case the operator is not is not satisfied with the MS ASPL appeal process, operator can submit a complaint against MS ASPL to the accreditation body

### Handling complaints

Operators are free to approach MS ASPL for any type of complaints against the MS ASPL staff, the MS ASPL certification system or other operators certified by MS ASPL . Any complaints may be verbally directed to MS ASPL staff and/or through e-mail or post to the MS ASPL office. Complaints will be handled confidentially.

### Standards

The latest version of COR standards can be downloaded from:

<https://www.inspection.gc.ca/organic-products/standards/eng/1300368619837/1300368673172>

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