	AGROLAND SERVICES PRIVATE LIMITED (AGROCERT)	Doc no.	ASPL-CD-PR-31
		Issue no.	01
	PROCEDURE FOR CERTIFICATION PROCESS	Issue date	15.03.2021
		Revision no.	00
		Revision date	00

About MS Agroland Services Private Limited (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). ASPL is Indian certification body accredited as per National Programme for Organic Production (NPOP), Govt. of India and as per ISO 17065, to carry out inspections and issue certificates for organic production systems. ASPL is offering certification for the domestic market based on the National Standards for Organic Production, and certification for export markets based on USDA NOP, Canadian organic Regime (CORCAN/CGSB-32.310, CAN/CGSB-32.311) and rules equivalent to Reg. (EC) No.834/207 & 889/2008 (Also see section 'Export'). For more details visit our website www.agrolandgroup.com or mail to info@agrolandgroup.com

Initial Certification Application

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

Certification Pre-inspection procedure


After receiving the filled in application form, OMP and all the associated documents , sends an quotation and proposal for inspection and certification based on applicable certification fees. On accepting the offer, the operator needs to send applicable fee of the quotation fees as advance in the form of DD in favor of M/s. Agroland Services Pvt Ltd . ASPL will review the applications and prepare for the inspections.

Inspection Procedure

Upon receipt of the advance payment and completed application and associated documents, ASPL in consultation with the operator, fixes the date and time for inspection. The operator must sign the inspection and certification agreement at least on the day of inspection before the commencement of onsite inspection process. During the inspection, the ASPL staff will deputed the inspector. The operator has to co-operate with the inspector as declared in the inspection and certification agreement. Based on the application review the inspector may fill the preliminary information in the inspection report. If any information is prefilled in the inspection report, it has to be cross checked during the onsite inspection. If the inspector is not able to complete the inspection report on the same day of inspection, the inspector completes the inspection report either during the inspection visit or sends to the operator within a maximum of one week from date of inspection. In the case the inspector is not able to complete the inspection report on the same day of inspection; inspector must provide the “NC report” to the operator after the inspection during the closing meeting. The operator acknowledges the same with

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his/her signature and receives a copy of the same. The original inspection report will be forwarded to ASPL office for further certification process. The operator has to take corrective action for all NCs.

In case of COR the operator has to respond to the NC report issued by ASPL within 30 days of its receipt. The response shall either provide evidence of completion of corrective action(s) 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 days from receipt of the NCs. ASPL will verify the corrective actions are have been implemented by the operator by conducting an additional on-site visit or by documentary review.

Balance Payment

After inspection, the total inspection and certification costs are finalised and an invoice is sent to the operator. The operator must send the remaining amount of the final invoice to ASPL.

Certification

Upon receipt of the full payment, the Assessor will review the inspection 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 will take the certification decision based on the available documentation. certification decisions will be intimated within 15 day after the inspection report, payment and relevant documents (if any) has been received at ASPL.

The applicant at any point within the certification cycle, preceding the ASPL decision, the applicant may request that the processing of its application be stopped. The applicant will be liable for the costs of services provided up to the time of withdrawal of its application. In such case, the ASPL will not issue a decision regarding the products that were subject of the certification request.


As per organic standards, the farm has to complete a conversion period of three years for perennial crops and two years for annual crops for getting certified as organic. However, operators who have been practicing organic farming for a long time may apply for recognition of prior organic management. For this, they must submit an application, third party declaration to ASPL before certification decision. The third party declaration must be from an independent competent source, who has no personal relation with the operator, such as

- a) In service or retired state /central government officer (equivalent to Agricultural Officer or of higher grade) involved in agriculture OR
- b) A renowned organic farmer in the region OR
- c) An NGO notable in the field of agriculture/sustainable/social development

As per the National Standards for Organic Production, one year conversion period is a must. Sample analysis of the specified system has to be carried out for recognition of prior organic management.

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Certificates & ASPL logo

Once the certification decision is taken, the certificate/confirmation letter or the decision letter will be sent to the operator. Validity of this certificate will be for one year from the date of certification. But according to NSOP, USDA NOP, COR and EU organic standards, inspections of farm must be carried out annually for renewing certification status. Therefore, ASPL will send renewal application form to all operators at least three months before the certificate validity and upon receipt of the completed application form with information on changes from last year and the advance payment, ASPL will conduct the annual inspection and send the invoice. In case of COR require the operator has to submit their intention to maintain certification no later than the date that is 6 months prior to the end of that period and the completed recertification documentation in a time frame specified by the CB and as appropriate to the nature of the operation. After receiving the full payment, the certification committee will take the decision and the same will be informed to the operator. The fees for annual inspections will be more or less same as that of the initial year, unless there is a change in the operator's unit (e.g.: increase in area, number of plots, addition or deletion of products, change in number of farmers in the ICS etc.) and ASPL applicable of Fees.

Those who fail to renew their certification status annually will be out of the certification programme. If the operator wants to use ASPL logo, he/ she may send a request for the same to ASPL after receiving the certificate. Then ASPL logo will be sent to operator as soft copy.

Label approval

The operator shall make the label incorporating the logo and other relevant details and shall send to ASPL for approval. 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 obtained from ASPL.

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 satisfied with the ASPL appeal process, operator can submit a complaint against ASPL to the accreditation body

Handling complaints


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

Export

For export, our certification services cover the following countries:

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- EC No. 834/2007 & 889/2008
- US: USDA National Organic Program
- Canada
- Other countries upon request

Standards

The up to date version of the standards under the National Programme for Organic Production (NPOP) is available from **APEDA, Tea Board, Coffee Board, Spices Board** or from **ASPL**. An electronic version of NPOP standards can be downloaded from www.apeda.com

The latest version of NOP Program standards can be downloaded from:

<http://www.ams.usda.gov/nop/NOP/standards.html>

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