

	MS AGROLAND SERVICES PRIVATE LIMITED (AGROCERT)	Doc no.	ASPL-CD-PR-02
		Issue no.	01
	Certification Decisions and Post Certification Changes & Renewals	Issue date	15.03.2021
		Revision no.	03
		Revision date	17.07.2023

1. Purpose

This procedure intends to establish a system for certification decision, grant extension of scope, modification/ amendment/ / renewal /reduction/ suspension/ withdrawal, termination / cancellation and reinstatement and transfer of certification related to COR organic standards/schemes in compliance with ISO 17065: 2012 Standard.

2. Scope

The procedure is applicable to COR standards.

3. References

ASPL-CD-QM-01 Quality Manual

4.1 Responsibilities

Quality Manager together with other member of the certification committee shall be responsible for grant of the certification decision, grant extension of scope, modification/ amendment/ / reduction/ renewal/ suspension/ withdrawal / termination / cancellation and reinstatement and transfer of certification

Certification Manager together with other member of the certification committee shall be responsible for grant of the certification decision, grant extension of scope, modification/ amendment/ / reduction/ renewal/ suspension/ withdrawal / termination / cancellation and reinstatement and transfer of certification

COO shall be responsible for signing of the certificate of compliance.


Technical reviewer shall be responsible for completion of technical reviews of the auditor's reports along with associated documents and shall provide its recommendation to the certification committee for certification descion.

4.2 Certification Decision Apparatus

All certification decisions shall be reviewed and granted by the Certification Committee designated and constituted for the purpose. It shall retain authority of its decisions for grant of the certification decision, grant extension of scope, modification/ amendment/ / reduction/

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renewal/ suspension/ withdrawal / termination / cancellation and reinstatement and transfer of certification

The Certification Committee constitutes of the following 03 members-

1. COO
2. Quality Manager
3. Certification Manager

Certification Committee members shall not be involved in the audit and technical review process of the operator for which the certification decision is required to be taken.

Presence of the all certification committee members (COO, CM & QM) and at least minimum two members of certification committee shall be present while making the certification descion . MSASPL may also involve a competent technical person for its certification making in case of extraordinary circumstances. i.e decisions for grant of the certification decision, grant extension of scope, modification/ amendment/ / reduction/ renewal/ suspension/ withdrawal / termination / cancellation and reinstatement and transfer of certification -

Quality Manager is independently responsible to evaluate (onsite/ offsite) the reputation, past history in adherence to legal and safety requirements of the operator and operator products, recent issues / incidents, product recall / withdrawal. .

5. Procedure of issue / grant of certificate


5.1 Criteria for grant of certificate

Certification Committee shall be sole responsible for decisions for grant of the certification decision, grant extension of scope, modification/ amendment/ / reduction/ renewal/ suspension/ withdrawal / termination / cancellation and reinstatement and transfer of certification based on the recommendations of the technical reviewer, auditor's recommendations and his own independent assessment.

- Certificates may be granted to sites which had an audit against per , COR, standards and/or that meet(s) the following criteria as minimum-
- The audited site has met the requirements of that standard within the scope of certification sought.

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- The site shall also have provided evidence of completion of major non- conformities and a corrective action plan for the minors and these have been reviewed by Auditor / Lead Auditor and have been further verified by technical reviewer.
- The operator has a farm and wild collection / Grower group /or manufacturing facility and/or Packaging & Labelling & Livestock production & Feed. Additionally, the audited operator (to whom certificate is to be issued) is mandatorily a legal entity or is legally responsible (for example, audited organization is legally incorporated company under companies act).
- The operator shall have completed at least one cycle of internal assessment to indicate the effective implementation of the system.
- Scope/ activities of operator are covered under accredited scope of MS Agroland Services Pvt Ltd
- The assessment was conducted by qualified competent Auditors/ Technical Experts
- The information provided by the Auditors is sufficient with respect to the certification requirements and the scope for certification.
- Auditor has reviewed, accepted and verified the effectiveness of correction, and corrective actions for all nonconformities that represented to the operator.
- Failure to fulfill one or more requirements of the COR standard or situation that raises significant doubt about the ability of the operator’s system to achieve its intended outputs may lead to the non-certification of the operator.

All completed documentation required for Certification shall be maintained. The implementation period of applicable COR standard requirements.


5.2 Certification Decision

Upon successful review of the audit pack and corrective evidences verification by technical reviewer. The following formats shall be prepared by the Technical reviewer i.e. Secondary Review Report – ASPL-CD-FR-27, Technical Review (Filled by TR) and Certification Decision Report (Filled by CM) - ASPL-CD-ANX-37 along with following supporting documents are placed before certification committee for its review and decision-

1. Audit report;

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2. Comments on the nonconformities and, where applicable, the correction and corrective actions taken by the operator;
3. Confirmation of the information provided to the certification body used in the application review;
4. Confirmation that the audit objectives have been achieved;
5. Recommendation whether or not to grant certification, together with any conditions or observations. (Technical Review and certification decision report – ASPL-CD-ANX-37, Committee meeting – ASPL-CD-ANX-36). Certification Manager shall inform the operator about the decision and non-compliances closure reports in the prescribed formats after the certification committee decision. (Non compliances Closure Report – ASPL-CD-ANX-77, Certification Decision – ASPL-CD-ANX-78)
6. Certification manager shall communicate to the respective operator about the certification committee decision by the Certification Decision - ASPL-CD-ANX-78, Noncompliance Closure Report- ASPL-CD-ANX-77.
7. Certification committee shall take the decisions on renewing certification based on the results of the annual surveillance audit, as well as the results of the review of the system over the period of certification and complaints received from users of certification.

If MSASPL Certification committee has a reason to believe that an applicant / operator for initial certification has deliberately made a false statement regarding its production system and operations related to the products included in the application, Certification committee may deny certification, without issuing a notification of noncompliance.

The certification committee shall take a decision to issue a written letter of denial of certification to any applicant / operator to whom MSASPL denies the certification, either because operations resulting in the products included in the application are still noncompliant with requirements or simply because the applicant did not respond to the noncompliance. This Letter shall state the reason(s) for denial and MSASPL shall ensure the applicant's / Operators's right to:

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- Operator can file an appeal in writing to the MSASPL against the of the denial of certification letter.
- Operators can reapply for certification to any accredited certification body, after the denial of certification letter by the MSASPL .

MSASPL Certification committee take an decisions to certify a product and/or packaging and labelling activities shall be taken if the Certification committee determines that all procedures and activities contained in the organic plan are in compliance with the SFCR requirements and that the applicant / operator is able to operate in accordance with its plan and after the correction of all nonconformities .Certification committee decision is valid until the results of the next annual evaluation are known and a new decision is made or unless the MSASPL is made aware of information to cause the MSASPL to act i.e. , suspension or cancellation . Information to MSASPL may be communicated by an external source or MSASPL may gather the information from its own efforts.


MSASPL shall provide the applicant / operator a scope certificate that confirms the certification of the organic product and /or certification of packaging and labelling activities of the organic product. (ASPL-CD-PR-17- Certificate production Process)

5.3 Suspension and, cancellation and reinstatement

- MSASPL shall suspend and cancel a certification as per part 13 of the SFCR.
- MSASPL shall report to IOAS for all suspensions, NOC from MSASPL, NOC received by MSASPL by another certification body and cancellations which MSASPL shall send the report to IOAS on 25th of each month, containing the name of the holder of certificate, the date of issue and the reason for the action.
- MSASPL shall ensure not grant certification to an applicant who had its certification previously cancelled and whose name appears on the CFIA published list of cancelled organic certifications unless the applicant has submitted an application for certification to a CFIA accredited another Certification bodies and operator has completed the evaluation process and closed all the nonconformities.

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- MSASPL shall submit a request to the CFIA for removing the name of the holder of certificate from the list of cancelled holders of certificates posted on the CFIA web site.
- MSASPL shall proceed with granting a certification after receiving conformation from the CFIA that the operator is removed from the CFIA list.
- A cancelled operator who wishes to be reinstated must apply as a new applicant with MSASPL. CFIA interprets the requirements as follows:
- The production unit (the applicant) must be under MSASPL oversight for at least 12 consecutive months prior to the harvest of a product in order for it to be covered by the organic certificate (issued by the MSASPL at the end of the 12 months).
- an applicant cannot market products harvested during or prior to the start of the 12 months of oversight as organic.

For the requirements of the standard to be met, the oversight is based on the time of harvest, and not the expected time of sale.


5.4 Preparation /Drafting and Release of Certificate

Certification Manager shall prepare the draft scope and Final scope certificate which shall be monitor by the quality manager to verify the compliance as per the COR standards .Before releasing draft scope and final Scope certificate MSASPL certification manager shall provide the applicant / operator with draft scope certificate that confirms the certification of the organic product and /or certification of packaging and labelling activities of the organic product .MSASPL draft and final scope certificate shall include the following

- The name wording “Pursuant to part 13 of the Safe Food for Canadians Regulations (SFCR)”
- The name, address, and contact information of the MSASPL (as appears on the CFIA web site)
- Certification number
- The name and address of the holder of the certificate, whereby the holder is the legal name of the person(s) who produced/processed/packaged/labelled/traded the product and that had applied for certification. A "person" means "an individual, a corporation, an association, or an organization recognized as a legal entity"
- When applicable, the scope certificate shall also include the name of the holder who commonly does business under, or the name which the holder is commonly known by in the marketplace. All

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other non-legal names/business names on the certificate in addition to the legal name shall be clearly referred to as "doing business as" or "DBA"

- "The Scope certificate cannot bear the names of multiple legal entities. A parent company and any of their subsidiary companies are separate legal entities
- A list of the certified products, which shall be identified by their specific product name and any trademarks under operator are marketed. Product names on scope certificates shall coincide with label/shipping bill/import-export documentation
- in the case of a multi-ingredient food commodity, whether at least 70% of its contents are organic products or whether at least 95% of its contents are organic products
- The standards under which each product or product type is certified (CAN/CGSB 32.310 or CAN/CGSB 32.312)
- The wording "Certified in accordance with the terms of the U.S.-Canada Organic Equivalency Arrangement" (when applicable)
- The applicable type of certification:
 - Crop production
 - Livestock production
 - Livestock feed
 - Apiculture
 - wild crops
 - Processed products (for example, processed agricultural and/or livestock products)
 - Packaging and Labelling Trade of organic products (for example, importer, exporter, distributor)
 - Group certification
 - The date on which the certification was granted.
 - The date by which the operator shall submit application for subsequent annual inspection as per subsection 346 (1) of the SFCR.
 - The location (address, town, province/state, country) of all operations production units covered by this certification (town, province/state, country includes but is not limited to: all production, processing, harvest, and storage sites). (not applicable for grower group members) .

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- The following wording “This certification remains valid unless suspended or cancelled by the (INSERT THE NAME OF THE MSASPL) pursuant to part 13 of the Safe Food for Canadians Regulations (SFCR)”.
- Date, name and signature of MSASPL representative
- Packaging and labelling activities certificate shall include the period of validity, the type(s) of organic products to which the certification applies.
- The certification of a product, once issued, shall remain valid unless suspended or cancelled by the CB according to the requirements of the SFCR.

MS MSASPL database shall be updated against the holder’s name with Certificate number, the date of issue, the scope and category of assessment.

MSASPL shall retain ownership of the certificate and in any eventuality of suspension, withdrawal, Voluntary withdrawal and reduction in scope, the operator shall have to mandatorily send back certificate (in original) to MSASPL as per the policy and terms of contractual agreement with 15 working days.

5.5 Procedure for continuation of certification

MSASPL shall require the holder of the certificate to submit the information, once every 12-month period, which begins on the day on which the certificate is issued. MSASPL shall require the holder of the certificate to submit their intent to maintain certification in writing 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 MSASPL and as appropriate to the nature of the operation.

MSASPL shall proceed with an on-site inspection to verify compliance with the applicable requirements when the holder of certificate submits all information requested by MSASPL


MSASPL shall ensure that the auditor verifies changes in the COR standards has been implemented by the operator and MSASPL.

MSASPL auditor shall verify previously submitted corrective actions have been, and remain, fully implemented by the operator at the time of on site visit.

MSASPL shall ensure that the renewal of certification process is completed prior to the end of the 12 month period. MSASPL shall justify and record the delays greater than 12 months in case the

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inspection visit must occur on a date beyond a period of 12 months following the inspection from the previous year. MSASPL shall ensure postponement shall not exceed 3 months.

MSASPL shall ensure when the interval between 2 regular inspections has exceeded 12 months MSASPL shall ensure that subsequent inspections restore the parity between the number of calendar years and the number of regular inspections over a given period.

MSASPL shall verify that all the requirements for certification are met resulting either in continuation of the certification or initiation of suspension and cancellation.

MSASPL shall make its certification decision for continued certification as outlined in the certification descion.

5.5 Modification in Scope of Certificate

5.5.1 Modification in the Scope of Certificate due to change in management system MSASPL

shall verify the changes made by the operator in the management system which shall be reviewed by certification manager which shall further evaluate the need for reassessment of a certified operator in the event of changes significantly affecting the organization's Management System (such as the legal, commercial, organizational status or ownership, organization and management (e.g. key managerial, decision-making or technical staff), contact address and sites, scope of operations (process change) under the certified management system and major changes to the management system and processes.

Following the grant of modification in scope, issued certificate (in original) shall be recalled back from the audited operator and a revised certificate shall be issued in place in accordance to procedure.

5.5.3 Modification due to changes in Certification requirements/process

When the Accreditation Body CFIA revise the requirements of the standards and scope . MSASPL shall follow the transition plan as notified by CFIA for the changeover within the agreed time frame.

Quality manager shall notify due amendments in the standards to the existing operator's.

Based on standards amendments, MSASPL shall verify that each operator carried out necessary

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amendments to its procedure within reasonable time frame mentioned by the CFIA. To verify the effectiveness and implementation of the revised standards, Quality Manager shall communicate with certification and Audit manager to develop an audit plan to verify the effectiveness and implementation of amended COR compliance of all the existing operators of that particular scope which got amendments. After successful completion of audit, Auditors shall submit the report to the reviewer and reviewer shall assess and present their recommendation to the certification committee for further decisions.

6.0 Procedure for Withdrawal of certificate

MSASPL shall follow withdrawal process for certificate on following reasons–

- Failure to resolve the issues (that have led to suspension of certification) in six months period, will lead to withdrawal of certificate by MSASPL
- The withdrawal of certificates may comprise of but may not be limited, to any of the following:

Routine circumstances:

- Failure to maintain standards identified at the routine surveillance assessment and not corrected by submission of documentary evidence by the operator.
- Failure to allow a scheduled surveillance visit to be undertaken.
- Failure to pay the appropriate certification fees as agreed prior to undertaking the assessment.


Extraordinary circumstances

- Complaints regarding the failure of the company to comply with the requirements of the relevant standard.
- Deliberate, misleading use of the Certificate.
- Deliberate or misleading claims relating to the scope, or level of Certificate held.
- Falsification of any nature.
- Failure to comply with terms of contractual agreement.

The decision shall be taken by the certification committee based on investigation of certification Manager. Based on the outcome of such investigation, decision regarding the withdrawal may be

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initiated and operator shall be notified of the withdrawal process. The operator shall further be given specified time to take corrective action and certificate withdrawal process shall be initiated in the event of failure to respond with an acceptable procedure for corrective action within the time period specified, or to consent to an assessment will lead to withdrawal of the certificate. In the event where certified site is already under suspension for the past six months, no further time shall be given further before initiation of withdrawal. Following withdrawal, the status shall be made public by updating the database. Issued certificate (in original) shall be recalled back within 15 working days and held in the file. The operator shall right to appeal and shall go through the www.agrolandgroup.com to understand and file the appeal process and also may request to MSASPL to know the appeal process.

6.1 Voluntarily Withdrawal:

Certification manager shall accept the Voluntarily withdrawal on the request of the operator with a proper feedback by the operator mentioning the reason of voluntarily withdrawal . At any time operators may withdraw from MS ASPL certification through written notification. The operator must cease to use all claims of the MS ASPL i.e. logo and name, destroy or return all certificates, labeling and marketing material containing reference of MS ASPL.

MS ASPL may also send the operator a withdrawal letter, which notifies the operator that operator has voluntarily withdrawn from certification and shall surrender the original scope certificate with in 15 working days.

MS ASPL may also discontinue the certification of operator due to a lack in the annual re-certification or lack of response within the designated renewal timeframe.

6.2 Procedure for reduction in scope

Failure to resolve the issues (that have led to suspension of certification) in six months period shall result in reduction of scope. Such reductions shall be in line with the requirements of the COR standard for certification. In case where reduction in scope is likely impact the entire Organic, reduction shall not be permitted and in this eventuality withdrawal shall be initiated.

Certification committee shall take the decisions on reduction of the scope certificate on the recommendation of Auditor and Technical reviewer.

7. Transfer of Certification

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Projects can be transferred from an accredited certification agency to MS ASPL and from MS ASPL to any other accredited certification agency.

7.1 Transferred from an accredited certification body to MS ASPL required to meet the following criteria-

- a) Transfer of certification to MS Agroland Services Pvt. Ltd. shall be permissible only for scopes for which MS Agroland Services Pvt. Ltd. Holds COR accreditation and is meeting competence criteria.
- b) The applicant organization shall obtain a letter of good understanding from the existing certification body. Letter of the good understanding shall enable to provide MSASPL to conclude that the applicant organization has successfully closed all non-conformances (if open from previous audits) and has no pending financial dues.
- c) The application shall be reviewed by the Certification Manager. The applicant shall be guided to complete the application form and other related documents.
- d) The operator shall complete the application form, organic management plan and provide the audit reports (from previous audits), corrective actions, corrective action evidence, and other audit-related documentation.
- e) Received documentation together with the application form shall be reviewed by the Certification Manager and shall be discussed with the applicant further to determine if any further documentary evidence is required for conducting the onsite audit.
- f) MS ASPL shall do an audit of the applicant operator as per the COR standards along with the verification of the corrective action of all the non-compliance raised by the previous certification body, with this MSASPL also verify that operator no longer use any labels of the previous certification body after the application to the MS ASPL. If the operator complies with the COR standards MS ASPL certification committee takes the decision to issue the new certificate to the applied scope to the operator. The initial date on the new certificate shall be the date on which the MSASPL issued the certificate.
- g) MS ASPL shall confirm to the current certification body of the operator, by which the operator was certified, that certification body shall terminate the certification agreement with the operator and shall no longer monitor the compliance of this operator.

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- h) MS ASPL shall verify the previous certification body's current certificate only when the operator demonstrates that previously certified products are still in inventory.
- i) MS ASPL shall be verified by the CFIA that the operator's Certification Body reports the cancellation to the CFIA as a cancellation due to a CB change.
- j) MS ASPL shall inform the sending CB within 05 working days that we have issued a new certificate to the operator.
- k) Transfer of certification shall be considered only in the cases where certification at the time of transfer application is valid (at least 30 days to expiry).

7.2 Transferred from MSASPL to an accredited certification agency required to meet the following criteria-

- a) As per the request by the operator to transfer the certification from the MSASPL to another certification body, MS ASPL will issue the letter of good standing after confirmation that the operator has closed all previous nonconformities and implemented properly and all the contract conditions with the operator are fulfilled .
- b) MS ASPL will terminate the certification agreement with the operator and also not monitor the compliance after the confirmation from the new certification body that a new certificate of the applied scope has been issued.
- c) After the confirmation from the new certification body of the issuance of the new certificate of the operator, MSASPL will issue the letter to stop immediately any labels or advertising of MS ASPL on the operator's products and marketing material.
- d) MS ASPL will monitor by the verification on the local market shelf 's product display, websites, and marketing material of the operator's product after issuing the letter to stop the labels and advertising of the MSASPL labels.
- e) MSASPL shall report to the CFIA in a monthly report for cancellation due to certification body change.
- f) MSASPL shall allow the operator to retain a copy of the current certificate only when the operator is able to provide evidence that previously certified products are still in inventory.
- g) Transfer of certification shall be considered only in the cases where certification at the time of transfer application is valid (at least 30 days to expiry).

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Certification decision shall be made by the certification committee after competition of the audit, reviewed audit report, technical reviewer recommendation.

Data base of certificates issued, suspension, cancellation/ withdrawn, if any operator/ operator changes the CB and if any, application from operator for which certificate was cancelled earlier and was listed on CFIA, is notified in writing to CVB and CFIA.

8.0 Additional and unannounced Audit.


The additional and unannounced audit shall be based on the risk evaluation which is described in details in the procedure (Procedure of Unannounced and additional Audit- ASPL-CD-PR-38)

8. Records

Record Name	Responsibility	Location	Period
ASPL-CD-ANX-23 Data base of certificates issued and withdrawn	Certification Manager	MS Agroland Services Pvt Ltd	05 years
ASPL-CD-ANX-77- Non compliances Closure Report	Certification Manager	MS Agroland Services Pvt Ltd	05 years
ASPL-CD-ANX-78- Certification Decision	Certification Manager	MS Agroland Services Pvt Ltd	05 years
ASPL-CD-FR-27- Secondary Review Report	Certification Manager	MS Agroland Services Pvt Ltd	05 years
ASPL-CD-ANX-37- Technical Review and Certification Decision Report	Certification Manager	MS Agroland Services Pvt Ltd	05 years
ASPL-CD-ANX-36- Certification Meeting	Certification Manager	MS Agroland Services Pvt Ltd	05 years
CFIA-ACIA Notice from the CFIA			

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