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		Issue no.	01
	Procedure For use of accreditation status	Issue date	26-07.2022
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Purpose

The purpose of this document is to ensure proper use of Certificates, Licenses and certification marks; Accreditation marks, Certification statements by certified clients of the Certification of MS Agroland Services Pvt. Ltd.

Scope

- This document provided the rules governing the use of all certificates issued and certification marks provided by MS Agroland Services Pvt. Ltd.
- The referenced documents provide the rules governing the use of accreditation body marks (see section 3 below)
- The referenced documents provide the rules governing the use of any statement on product packaging or in accompanying information that the certified client has a certified Organic Standard System

Responsibility

- Certified clients shall comply with the rules provided in this document.
- MS Agroland Services Pvt. Ltd. Auditors and concerned personnel of certification body are responsible for verifying, at each visit, that certified clients use certificates, licences and certification marks; and accreditation body marks in accordance with the rules provided in this document and reporting infringements to the same, if any.
 - o When continuing use of a product certification mark is authorized for placement on a product (or its packaging, or information accompanying it) of a type which has been certified, surveillance shall be established and shall include periodic surveillance of marked products to ensure ongoing validity of the demonstration of fulfilment of product requirements.
 - o When continuing use of a product certification mark is authorized for a process or service, surveillance shall be established and shall include periodic surveillance activities to ensure ongoing validity of the demonstration of fulfilment of process or service requirements.


Process

Section 1: Use of MS Agroland Services Pvt. Ltd. (MS ASPL) certificates and certification marks

1.1. MS ASPL will provide its certified clients with the relevant certification mark(s).

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- 1.2. Certified clients may utilize the certification mark in communication media such as the internet, brochures, letter head, envelopes, business cards and certain packaging (see Table 1).
- 1.3. When permitted, this mark can be used in conjunction with the relevant accreditation mark (see Section 3 below for references to the additional rules on the use of accreditation body marks).
- 1.4. When displayed in conjunction with the accreditation mark(s), MS Agroland Services Pvt. Ltd.'s (Agrocet) mark(s) may only be reproduced in black. When displayed without the accreditation mark(s), MS Agroland Services Pvt. Ltd.'s mark(s) may be reproduced in combined of green and orange of MS Agroland Services Pvt. Ltd, in the predominant colour of the letterhead or printing. The mark may only be reproduced on a clearly contrasting background.
- 1.5. If the scope of certification does not include all products and/or services provided by the organization, and/or all locations/facilities of the organization, the material bearing the mark shall not suggest that all products/services/sites/locations of the organization are covered by the scope of certification.
- 1.6. The mark(s) cannot be altered or modified. However, it may be resized, provided the proportions of the entire mark are maintained and all features of the mark are clearly distinguishable.
- 1.7. The client shall not use the certificate and/or the certification mark(s) provided by MS Agroland Services Pvt. Ltd. (Agrocet) in such in a manner that would bring MS Agroland Services Pvt. Ltd. (Agrocet) and/or the Accreditation Body or, and/or the Organic Standard System into disrepute and loss of public trust, and shall not make any statement regarding its product certification of MS Agroland Services Pvt. Ltd. may consider to be misleading or unauthorized.
- 1.8. Colour photocopies or electronic copies of original "paper" versions of the certificates may be in full colour, and need to be WATERMARKED or otherwise marked as being a COPY of the original.
- 1.9. Electronic versions of the certificates provided by MS Agroland Services Pvt. Ltd. (Agrocet) and identified as such, can be used by the certified client for publicity/promotional and/or printing purposes without being watermarked or otherwise marked as being a copy of the original. The certificate can be used "as provided" by MS Agroland Services Pvt. Ltd. and cannot be altered or modified.
- 1.10. The right to use the certification mark by the organization cannot be assigned to or acquired by any other person, entity, or corporation (including through a change of ownership of the organization) without MS Agroland Services Pvt. Ltd.'s prior written consent.
- 1.11. Upon a reduction of the scope of certification, the client shall amend all advertising material referring to its certification to properly reflect the reduced scope.

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1.12. Upon withdrawal or termination of its certification, the client shall discontinue its use of all advertising material that contains a reference to certification, and take actions as required by the certification scheme and any other required measures as directed by MS Agroland Services Pvt. Ltd.

Contractual obligation: Correct use of the certificate, certification mark or accreditation mark is a contractual obligation and will be monitored at surveillance and certificate renewal assessments. Any misuse of the certificate, certification mark by the client may result in suspension or withdrawal of the certification-by- MS Agroland Services Pvt. Ltd. MS Agroland Services Pvt. Ltd.’s considerations with respect to suspension or withdrawal will be as follows:

- 1.12.1. Inadvertent misuse: with this activity, the organization will be required to immediately withdraw the offending materials, or MS Agroland Services Pvt. Ltd. will suspend certification until the misuse is rectified. Repeated inadvertent misuse will not be accepted by MS Agroland Services Pvt. Ltd. and therefore will be cause for withdrawal of certification.
- 1.12.2. Fraud: with an activity considered premeditated on the part of the organization, MS Agroland Services Pvt. Ltd. may withdraw certification and publish notices to that effect in the directory of certified companies.

Section 2: Additional information

- 2.1 If you have any questions as to whether your proposed use of the certification marks on an advertisement, brochure or other promotional material is in compliance with these guidelines, please send a sample to MS Agroland Services Pvt. Ltd. for review.
- 2.2 For the use of the certification mark on electronic documentation (i.e., websites), the same rules as stated in these guidelines apply.


Section 3:

Regulations for grant of license to use certification mark for organic products

In pursuance to the Standards for the Organic Products of March 2015, and the modifications and additions that may in the future be made thereto, the following regulations, which include any modifications and additions there to, shall apply for grant license to use of the certification mark only on the certified products produced, processed,packed and labelled as per the National Standards for Organic Products. Short Title and Commencement - (i) these regulations may be called the Organic Products Certification Mark Regulations, 2015.

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1. Manner of Applying for License –

- Every application for the grant of a license shall be made to MS ASPL on Form-1. (CD-18)
- Every application for a license 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 license is applied for.
- 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 COO of the firm or by any other person authorized 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.
- Every application for a license shall, on receipt by the MS ASPL, be numbered in order of priority of the receipt and be acknowledged.
- MS ASPL 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 MS ASPL and non compliance with such direction may have the effect of the application being summarily rejected by the MS ASPL.


2. Clients' Responsibilities

- At all times complies with these regulations as amended from time to time, uses MS ASPL Certification logo in accordance with the conditions defined in the procedure, only in respect of the production and supply of products that are subject to the Certification of Registration from the address stated on the Certificate.
- Maintains and documents operating procedures in accordance with the requirements of the Scheme and makes available copies of all or any part of the documented system as and when MS ASPL require it for reference purposes.
- Does not change the system of production, processing or manufacture under which the Certificate of Registration is issued during the period of its validity unless the holder gives MS ASPL a notice in writing of the intention to do so and receives confirmation in writing from MS ASPL, that such variations do not render the Certificate invalid.

3. Grant of License–

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- MS ASPL evaluation is satisfied that the applicant or Licensee having regard to requisite skill, resources, production, processing previous performance & antecedents relevant to the issuance of the license is fit to use the Certification Mark, MS ASPL shall grant a license in Form 2 authorizing 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. MS ASPL shall intimate the applicant about grant of license.
- 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 after prior permission obtained from MS ASPL.
- In the event of a withdrawal of the right to use the aforesaid mark the certificate or the license shall be returned to the MS ASPL. The right to use the Certification mark expires at the same time without giving rise to any indemnification claim against MS ASPL
- 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 asked required by the MS ASPL. No liability whatsoever will be accepted by MS ASPL in case of failure of the above clause.

4. Suspension of Use of Logo

- Any license granted by MS ASPL may be suspended or cancelled by it, if it is satisfied:- that the products marked with the certification mark under a license do not comply with the related norms and procedures of the MS ASPL; or 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 MS ASPL; or that the licensee or applicant failed to provide reasonable facilities to the MS ASPL enable them to discharge the duties imposed on them; or that the licensee or applicant has failed to comply with any of the terms and conditions of the license.
- Before MS ASPL suspends or cancels any license, it shall give the licensee not less than fifteen days' notice of its intention to suspend or cancel the license. On the receipt of such notice, the licensee may submit an explanation on his behalf to MS ASPL within fifteen

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days from the receipt of the notice. If a satisfactory explanation is submitted, MS ASPL may consider the explanation and give a hearing to the licensee within 15 days from the date of receipt of such explanation or before the expiry of the notice whichever is longer.

- If no explanation is submitted, MS ASPL may, on the expiry of period of the notice, suspend or cancel the license by addressing a written note. Where a license has been suspended or cancelled, the licensee shall discontinue forthwith the use of the certification mark notwithstanding the pendency, of any appeal before the MS ASPL 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.
- When a license has been suspended or cancelled, the MS ASPL grant publish such a suspension or cancellation in a manner as found appropriate by MS ASPL.

5. Specifications

More details are available in the Chapter 6 standard of NPOP

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. Surveillance and regular review-

- The grant of license shall be followed by surveillance visits wherever necessary. The frequency and extent of visits shall be determined by MS ASPL.
- The surveillance visits may be without notice to the licensee to ensure that the systems and procedures already assessed are being maintained. The special reassessment visit shall be necessary where a licensee fails to observe the conditions of the license or where there have

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been significant changes in the organization of the licensee. The licensee shall be liable for the costs of such special visits.

7. Obligations of the licensee-


- A licensee on grant of a license to use of the certification mark shall: at all times comply with the requirements of the license as set out therein and comply with these regulations or any amendments here to. Only claim that he is holding a license in respect of the capability which is the subject of the license and which relates to the products or processes in accordance with the license requirements. not use the license in any manner to which MS ASPL may object and shall not make any statement concerning the authority of the licensee's use of the license which in the opinion of the MS ASPL be misleading, submit to MS ASPL for approval of the form in which he proposes to use his license or proposes to make references to the license.
- upon suspension or termination of the license, however determined, discontinue its use forthwith and withdraw all promotional and advertising matter which contains any reference thereto, Permit access to the inspector of MS ASPL 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 license and allow the inspector of the MS ASPL access to all relevant records and documents for the purpose of verifying such details.
- Be required to produce evidence of continuing operations for the products or processes covered by the license. Licensee shall notify to the MS ASPL in writing of discontinuance in such operations exceeding three months. Discontinuance of a license in excess of six months or more may lead to cancellation of license. In such cases, application shall be lodged with the MS ASPL and an assessment visit will be necessary prior to grant of a new license,
- Pay all financial dues to MS ASPL in the manner prescribed by it, even for the period of discontinuance or suspension of license.

8. Misuse of license-

The licensee shall be deemed to have misused the license, if he does not cease to display or otherwise use the license for use of the certification mark immediately after : Surrender of license,

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suspension or cancellation, The licensee has failed to implement changes as advised by MS ASPL.

9. Surrender of the license:

- ✓ A license may be surrendered by the licensee at any time in writing to the MS ASPL.
- ✓ In the case of surrender, the licensee shall return the licence with all the related documents to the MS ASPL.
- ✓ The licensee has failed to implement changes as advised by the Accredited Certification Body.

10. Label Assessment


- ✓ The certified client must use approved labels on the certified products hence label approval must be sought from the MS ASPL before using the labels.
- ✓ After receipt of the label for approval, Certification Manager must assess it using Label Assessment Form.
- ✓ Label for all certified products needs to be assessed separately.
- ✓ Label can be approved only if all applicable criteria mentioned on assessment form are in compliance. If label cannot be approved then Certification Manager must mention the missing or incorrect information and ask the client to make relevant corrections.
- ✓ The label received after corrections must be assessed using new assessment form.
- ✓ The label approval will remain valid until the client make any changes in the label provided that the client is having approval from MS ASPL for use of India Organic logo (if logo is used on the label).
- ✓ The copy of Label assessment form along with Approved / Not approved label must be provided to the client and also filed in the client file.

11. Records :

Record Name	Responsibility	Location	Period

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ASPL- ICD-13- Certification Agreement	Quality Manager/ Certification Manager/ Client	MS Agroland Services Pvt. Ltd.	05 years
ASPL- AD-07India organic logo Label Assessment Form	Quality Manager/ Certification Manager/ Client	MS Agroland Services Pvt. Ltd.	05 years
Form 1	Quality Manager/ Certification Manager/ Client	MS Agroland Services Pvt. Ltd.	05 years
Form 2	Quality Manager/ Certification Manager/ Client	MS Agroland Services Pvt. Ltd.	05 years
Form3	Quality Manager/ Certification Manager/ Client	MS Agroland Services Pvt. Ltd.	05 years

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