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 or mail to info@agrolandgroup.com

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 is needed then MS ASPL reverts back to the operator for the correction. on receiving the updated application, OMP, etc from the operator It is 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 back a signed quotation, proposal, and certification agreement to MS ASPL.

Operator then needs to pay the proposed fee to the MS ASPL.

Audit Process.

MS ASPL in consultation with the operator, fixes the date and time for audit., MS ASPL staff will deputes an auditor/ audit team accordingly. The operator has to co-operator with the auditor/ audit team as declared in the 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.

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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 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.

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- **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 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

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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.

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 noncompliance, available test reports, and operator file review. The certification decision will communicate to the operator and generate the scope certificate.

At the farm unit, the COR standard shall be applied for at least twelve months before the first harvest of organic products. The prohibited substance shall not have been used for at least 36 months before the harvest of an organic crop. The client needs to complete the transition period of its farm unit.

Label approval

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

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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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