

	<b>MS AGROLAND SERVICES PRIVATE LIMITED (AGROCERT)</b>	Doc no.	ASPL-PGS-PR-01
		Issue no.	01
	<b>PROCEDURE OF PGS CERTIFICATION</b>	Issue date	15.03.2021
		Revision no.	00
		Revision date	00

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

MS AGROLAND SERVICES PRIVATE LIMITED, a legal entity as private limited company (Registration no- U74140DL2010PTC199757), having registered office at Portion of Plot No -28, Block A, Sewak Park, New Delhi -110059 and Corporate office at SCO1, Fourth Floor, Parashar Trade Tower, Plot No: BC-2 & BC-3, Shatabdi Nagar, Delhi Road, Meerut - 250103. Uttar Pradesh, India, is operating as certification, inspection, testing and analysis, and training organization since 2010. Group is involved in certification, commodity inspection, warehousing inspection, cargo supervision, physical & chemical testing, and analysis activities.

Certification Division of MS AgroLand Services Pvt. Ltd. is involved in third-party organic certification as per NPOP, PGS, NOP & EU standards. We have implemented the necessary procedures and policies in this regard as per the requirements of ISO/IEC 17065: 2012. Certification Division ASPL has a separate management structure. The team involved in the third-party organic certification and auditing activities is not associated with other activities of the group.

We have an experienced team of organic certification in PGS, NPOP, NOP, EU & COR standards. MS Agroland Services Pvt Ltd (Agrocet) is an **approved regional council** from the **National Center of Organic Farming**. We are approved to work in the **Gujrat, Haryana, Himachal Pradesh, Jammu & Kashmir, Karnataka, Madhya Pradesh, Maharashtra, Manipur, Meghalaya, Nagaland, Odisha, Rajasthan, Tamil Nadu, Tripura, Uttar Pardesh, Uttrakhand, West Bengal, Sikkim, Chattishgarh, Delhi, Dadar Nagar Haveli, Lakshadeep, Daman & Div, Mizoram, Pondahari, Goa & Ladhak.**

#### **Scope: -**

PGS-India (Participatory Guarantee System of India) is a quality assurance initiative that is locally relevant, emphasizes the participation of stakeholders, including producers and consumers, and operates outside the frame of third-party certification.

#### **Principles: -**

PGS India system is based on a participatory approach, a shared vision, transparency, and trust. In addition, it gives PGS movement a National recognition and institutional structure.

#### **Steps of Certification: -**

##### **Step 1**

Minimum of 5 farmers belonging to the same village or close by villages with continuous territory should farm a group and select ASPL for endorsement of application, approval of peer appraisal, and issuing the PGS -India Scope certificates under PGS -India standards.

#### **APPROVALS:**

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

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Along with signing the basic applications, farm history sheet, all the members in the group have signed the PGS pledge and group agreement to adhere to the group's specific vision, participatory approach, and collective responsibility.

The local group shall Prepare necessary field documents with farm history. Each group shall maintain such documents in a group file comprising of application form, signed pledge, signed agreement, farm maps showing locations with GPS coordinates in respect of each member, and last one year's history on input usage and management practices. Elect Group leader and the core team of peer reviewers (minimum 3 in 5 members group). It will be an optimal situation if all members of the group can participate in peer reviews, as this contributes to capacity building and information exchange between farmers and reduces conflicts of interest.

### Step 2

The local group that is formed needs to upload data on the PGS website (<https://pgsindia-ncof.gov.in/>) for obtaining the have user ID and password and select the ASPL. ASPL can decide on a maximum number of farmers per group keeping local situations in mind.

### Step 3

The ASPL shall review the documents received and endorse the application for further generating the Unique Identity Number (Local Group Number) and activate all the farmers. In the case of an Individual farmer, he/she can Request the Peer appraisers of the nearby group to physically inspect the farm and fill peer appraisal form. Filled peer appraisal farm to be submitted to ASPL.

### Step 4

Peer reviewers will ensure to complete the Peer review appraisal form, sign and submit it to the group leader. Each farmer is to be appraised by at least a two-member team. The inclusion of a consumer's representative increases credibility and trust. Upload peer appraisal summary sheet for the entire group on the PGS-India website along with necessary group decision and send signed hard copy to ASPL through the post.

In the case of the individual farmer, in case if no group is close by then request ASPL shall do a physical inspection and grant certification.

### Step 5

The ASPL shall review the peer appraisal details on the PGS portal and also participate in few field inspections to compare the peer appraisal summary findings with ASPL own physical evaluation report, take into consideration previous non-compliances, complaints, and investigation findings if any. The peer appraisal data is approved and PGS -India Scope Certificate is issued with estimated yield by the ASPL.

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### Step 6

Uploading of actual yields is necessary to obtain Transaction Certificates (TC) by the local group.

### Step 7

On approval of yields by ASPL, the group can sell its products as PGS certified produce and can generate Transaction Certificate online. TCS can be issued for each and every farmer member separately.

## Participatory Guarantee System (PGS) Certification

### Individual farm producers

PGS-India provides specific provisions to certify these farms through verification and guarantee from nearby PGS-India groups as per the guiding principles of PGS-India for groups. In exceptional cases where there is no PGS-India group nearby for such guarantee then national institutional structure through ASPL can assist such farmers for verification of their compliance to PGS-India guarantee process. But such farmers should make all-out efforts to create groups and become part of PGS-India groups as and when possible. Individual farmers in villages where PGS-India groups are existing or are in close-by villages of such PGS-India groups shall be treated as part of those groups.

Individual producer registration is an interim arrangement and the producer must initiate efforts to bring in other members from the village community to form the group in due course (maximum 2 years) and transform individual status to group status. In case an individual farmer is unable to form a group even after 2 years, then ASPL will attach the farmers with the nearest group.

### Group of Farmers

A minimum of 5 farmers can form a group and apply for certification abiding by the general guiding principles of PGS-India involving peer appraisal and decision making by the group.

### Processor & Handlers

On-farm processing and handling by the PGS local group shall form an integral part of PGS-India groups and shall be covered as per the general guiding principles of PGS-India involving peer appraisal and decision making by the group.

Off-farm processing and handling in stand-alone facilities away from PGS-groups can also be certified by adopting “Conformity assessment and verification” criteria similar to third party certification systems and individual units will be approved for PGS-India organic processing and handling.

### Documentation and Timelines

For Local Group – Four group meetings, at least two in each season. One training, any time during the year. First training within 6 months of registration. Peer appraisal to be done during crop growth period starting from 15 days of sowing till 15 days before harvest. Uploading of peer appraisal summary sheet

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till 7 days before harvest date. Uploading of actual yields within 60 days of harvest. If no TCs are issued and the stock remains unsold the PGS-India website will delete the stock in auto mode after 12 months from the date of harvest.

LG needs to maintain the following documents for verification by ASPL

- i. Application form of each member with last one year's farm history.
- ii. Copy of PGS-India pledge of each member.
- iii. Copy of agreement with ASPL.
- iv. Copy of individual peer appraisal sheets for last four seasons (24 months) till the physical inspection by ASPL.
- v. Attendance and proceeding register for group meetings.
- vi. Attendance registers for training.
- vii. Copy of peer appraisal summary sheet (season-wise as submitted to ASPL).

### Logo and labeling

The scope certificate issued by the ASPL will have a unique number, identifying the ASPL and Local Group along with the farmers along with will also list out the area, crops, and products certified during the year as Annexure. The Scope certificates can be used for publicity, trade inquiry, or for putting into trade literature and also can use the granted PGS logo.

The packets or containers of PGS-certified products can be printed with the PGS logo with the UID code. Two separate logos shall be granted for PGS organic and PGS under conversion as follows:

PGS Green and PGS Organic



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