	MS AGROLAND SERVICES PRIVATE LIMITED (AGROCERT)	Doc no.	ASPL-CD-PR-01(EU)
		Issue no.	01
	Application Review	Issue date	01.11.2022
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		Revision date	25.03.2024

1. Purpose

This procedure establishes a system for data acquisition, review, price estimation, information leaflets, follow-up, presentation, amendments, acceptance and signing of quotations (and or contract agreements) for the certification process of a client's management system.

2. Scope

The scope of the procedure will cover the handling of all requests for organic certification as per Regulation (EU) 2018/848. The following link provides the production rules of Regulation (EU) 2018/848 and its supplementary acts in 24 languages, including French, Spanish, English, and Portuguese. <https://eur-lex.europa.eu/eli/reg/2018/848/oj>

Official communication language of MS ASPL is English. MS ASPL shall use English language for communication with applicants and operators.

The EU Certification procedure and Control measures of MS ASPL uploaded on the web portal are in English. If an operator or client has trouble understanding the control measure or certification procedure, they should send an email to info@agrolandgroup.com.

3. References

ASPL-CD-QM-01 - Quality Manual

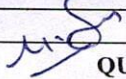
4. Responsibilities


Business Development Manager/ Senior Business Development Manager (or business development team) shall be responsible for generating and handling inquiries, price estimation, information leaflets, follow-up, presentation, amendments, and acceptance of quotations for the certification process.

Quality Manager shall be overall responsible for reviewing and monitoring adherence to this procedure.

Initial Technical Reviewer: - The Initial technical reviewer shall evaluate the application, organic management plan and associated documents as per the updated regulations (EU) 2018/848. After the result of the evaluation the outcome shall be communicated to the operator, business department, and Audit manager.

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	QUALITY MANAGER	COO

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The accounts department of MSASPL (in coordination with Operation Team) shall be responsible for all financial matters like invoicing, payment collection, and shall update accounting related matter to the management and operation team.

5. Procedure for the handling of the application, price estimation

5.1 Receipt and Recording of Enquiries

Upon generation of interests (either through e-mail, telephonic and other communication means), the company is contacted and procedure is followed as below. Details of enquiries are recorded (either on record or on electronic devices) and tracked by Administrator/Operation coordinators/business development team for follow-up further.

5.2 Processing of enquiries

In the next step then the potential clients are provided with the application form, publicity material (like ASPL Website/E-Mail) outlining information about the Standard and other MS Agroland Services Pvt. Ltd. can provide. The application form is designed and developed for the applicant organization to provide the necessary information to enable it to establish the following:

The desired scope of the certification.

Relevant details of the applicant organization as required by the specific certification scheme, including its name and the address(es) of its site(s), its processes and operations, human and technical resources, functions, relationships and any relevant legal obligations;

Farming- Crop/Products, Area in hectare, Parallel production, member of group of operators or Single legal entity.

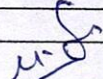
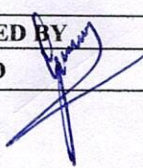
Processing – Products, Area of the processing units and storage (in sqm), Parallel production


Exportation and Handling – Products

Feed

Site map, neighbors and their crops, water drift, Air drift, low lying or high, buffer chemical at site, water source, storage, crops, crop rotation use of compost, seed plant material, treatment, Quantity

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reconciliation, People basis training, location of sites and available infrastructure on the site
Identification of outsourced processes used by the organization that will affect conformity to requirements;

The client may be then followed up by Business Development team for returning back the completed application form. On receipt of a completed Application Form/ will be checked by Business Development to ensure that the necessary information has been provided to enable a quotation to be prepared. The draft quote proposal shall be placed before Quality Manager for review to ensure that.-

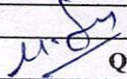
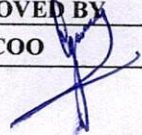
Proposed Scope of Certification are precisely defined Client's products/processes are within the accredited scope of MS Agroland Services Pvt. Ltd. and that MS Agroland Services Pvt. Ltd. (Agrocert). has qualified and competent team of auditors to service the client within the proposed scope Refer to current list of approved auditors for auditors current capabilities.


Based on this initial review , MS Agroland Services Pvt. Ltd. (Agrocert). has determined that they have the competent (having knowledge of audit principles, practices, techniques, reporting requirements, certification processes, the terminology used in the client business sector) certification decision-makers.

Other laid conditions of the MS Agroland Services Pvt. Ltd. (Agrocert). policies and procedures are adhered to and complied with. Information are having been collected, reviewed and recorded for contract including threats to impartiality on Risks to Impartiality - Analysis Results

Where MS Agroland Services Pvt. Ltd. (Agrocert). choose to decline an application the reasons for this will be documented and made clear to the site. If the scope of the client's product's/processes is such for which MS Agroland Services Pvt. Ltd. (Agrocert). has not been granted accreditation by the Accreditation Body to perform Certifications, the client shall be notified. This shall be further updated on record held and maintained with the designated Administrator/Operation Coordinator.

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The prepared and finalized (after a final review of Quality Manager and any amendments thereof) quote proposal shall be shared with client representative along with certification agreement either through e-mail or courier or manually handed over. The business development team (or any one of them) shall follow up with the client further as per details documented in sub-section-6 of this procedure. The client shall be additionally advised to go through MS Agroland Services Pvt. Ltd. (Agrocet). 's service protocol shared on the e-mail along with the Certification Agreement so that the client knows the rules of Certification prior to signing the certification agreement with MS Agroland Services Pvt. Ltd. (Agrocet).

Certain clauses of the certification agreement as mentioned in sub-section 7 of this procedure may not be applicable when the client grants contract work by awarding the tender.

6. Quote Proposal Follow up

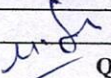
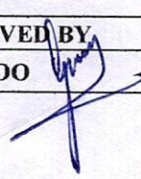
Business Development Manager/Administrator or Operation Coordinator shall follow up with the potential client after the quote will be sent to ensure receipt and determine if there are any questions or comments. If a presentation of the quotation is requested, appropriate arrangements shall be made to accommodate the request.

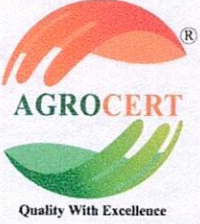
7. Quote Proposal Amendment

If a quotation requires amendment, the information shall be modified as required and a new quote prepared and sent to the potential client. If the amendment results in modifying current established fee schedules or in man-days then approval from the Business Development Manager/Managing Director shall be required prior to the new quote being sent. Terms and Conditions relating to certification rule and procedures stated in the Certification agreement shall be considered 'not negotiable' in order to ensure protection of policies and principles contained in MS Agroland Services Pvt. Ltd. (Agrocet). 's and to ensure continued compliance to ISO 17065: 2012 standard.

8. Master Agreement for Certification Services

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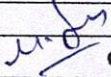

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On acceptance of the by the applicant organization, the client will be requested to agree and duly sign a legally enforceable Certification Agreement. This Agreement shall cover all the sites of the clients covered by the scope of certification. Further, this agreement shall also cover of MS Agroland Services Pvt. Ltd. (Agrocert). in India. Any alterations to the Certification Agreement shall be permissible to altering of payment terms & conditions in the agreement provided reviewed for approval by the COO. Other parts of this agreement with respect to certification rules shall be considered Non-negotiable policy. The client shall be advised of acceptance of the Agreement, or the reasons for rejection. On acceptance, The Certification Agreement shall be signed by the COO or by designated authority.

9. Records

Record Name	Responsibility	Location	Period
ASPL-CD-FR-05 (EU) Proposal for Organic Standard Audit & Certification	Quality Manager	MS Agroland Services Pvt. Ltd. (Agrocert).	05 years
ASPL-CD-FR-25 (EU) Certification agreement	Quality Manager	MS Agroland Services Pvt. Ltd. (Agrocert).	05 years
ASPL-CD-ANX-76- Initial Review Checklist	Business Development Department, , Initial Technical Reviewer,	MS Agroland Services Pvt. Ltd. (Agrocert).	05 years

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Purpose

To define the process for auditing the client's management system against the requirements of the applicable audit criteria.

Scope

Pre-audits, document reviews, initial audits (registration in case of farming, certification audit and Annual/ Surveillance audit in case of processing, feed, wild collection, trading and handling), Investigation, re-certification, special Investigation, extension, short-notice and transfer audits and all other type of audits. Applies to Regulations (EU) 2018/848 audits.

Responsibility:

The Auditor(s) shall ensure audit is conducted in accordance with this process.

Input

Assignment letter

Output:

Audit report, Audit checklist and scope certificates

KPI

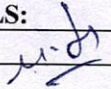

- Auditor performance
- Client Satisfaction data
- Results of technical review (# of defects report)


1.0 Audit Process

1.1 Assignment to Auditor

Assignment letter issued to the auditor along with reviewed application packet (ASPL-CD-FR-38 (EU) – Application of crop production, ASPL-CD-FR-39 (EU) -Organic Management Plan of crop production, ASPL-CD-FR-41 (EU) -Application of group of operators, ASPL-CD-FR-42 (EU) ASPL-CD-FR (EU) -42 - Organic management plan -Group of operators, ASPL-CD-FR-44 (EU) – Application of processing, ASPL-CD-FR-45 (EU) – Organic Management Plan -Processing, ASPL-CD-FR-47 (EU) -Application of Trading and Handling, ASPL-CD-FR-48 (EU) – Organic Management Plan- Trading and Handling, ASPL-CD-FR-50 (EU)- Application of Feed, ASPL-CD-FR-51 (EU) -Organic Management Plan-Feed, ASPL-CD-FR-53

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(EU) -Application of wild collection, ASPL-CD-FR-54 (EU) – Organic Management Plan -Wild collection) to certify the operators or groups of operators. MSASPL shall ensure that the following details submitted by the operator and group of operators.

(a) Application organic management plan and associated documents in the form of a signed declaration, setting out:

- i. A description of the organic and/or in-conversion production unit and, where relevant, of the non-organic production units and, the activities to be performed in accordance with Regulation (EU) 2018/848.
- ii. The relevant measures to be taken at the level of the organic and/or in-conversion unit and/or premises and/or activities to ensure compliance with Regulation (EU) 2018/848.
- iii. The precautionary measures to be taken in order to reduce the risk of contamination by non-authorised products or substances and the cleaning measures to be taken throughout the stages of production, preparation and distribution.

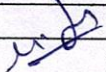
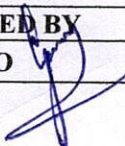
(b) A confirmation that the operators or groups of operators have not been certified by another control body in relation to activities carried out in the same third country regarding the same category of products, including in cases in which operators or groups of operators operate at different stages of production, preparation or distribution.

(c) A confirmation by the members of a group of operators that they have not been certified on an individual basis for the same activity for a given product covered by the certification of the group of operators to which they belong.


(d) A signed undertaking by which the operators or groups of operators commit themselves.

- i. To give the access of all parts of the production units and all premises for control purposes to MS ASPL, as well as to the accounts and relevant supporting documents.
- ii. To provide any information necessary for the purposes of the controls of MSASPL.
- iii. To submit, when requested by the MSASPL, the results of its own quality assurance programmes.
- iv. To inform buyers of the products in writing and without undue delay, and to exchange relevant information with the MSASPL, in the event of a suspicion of non-compliance has been substantiated,

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 AUTHOR QUALITY MANAGER	APPROVED BY COO 
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that a suspicion of non-compliance cannot be eliminated, or that non-compliance that affects the integrity of the products in question has been established.

- v. To accept the transfer of the control file in case of a change of control authority or control body or, in the case of withdrawal from organic production, the keeping of the control file for 5 years by the last control authority or control body.
- vi. To inform immediately the control authority or control body in the event of withdrawal from organic production.
- vii. In the event that the subcontractors of the operators or groups of operators are subject to controls by different control authorities or control bodies, to accept the exchange of information among those control authorities or control bodies.
- viii. To perform the activities in accordance with the organic production rules.
- ix. To accept the enforcement of the corrective measures established by the MSASPL in the event of non-compliances.

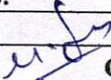
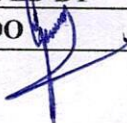
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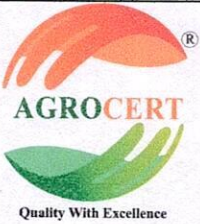
1. Before certifying operators or groups of operators MSASPL shall verify during the physical on the spot inspection that:

- i. Operators or groups of operators comply with Chapters II, III and IV of Regulation (EU) 2018/848 and Article 36 of that Regulation.
- ii. Where the operators or groups of operators subcontract any of its activities to third parties, both the operators or groups of operators and the third parties to whom those activities have been subcontracted, have been certified by recognised control authorities or control bodies confirming that they comply with Chapters II, III and IV of Regulation (EU) 2018/848 and Article 36 of that Regulation, unless the operators or groups of operators inform the relevant control authority or control body that they remain responsible as regards organic production and that they have not transferred that responsibility to the subcontractor. In such cases, MSASPL shall verify that the subcontracted activities comply with Chapters II, III and IV of Regulation (EU) 2018/848 and Article 36 of that Regulation in the context of the control activities it carries out in respect of the operators or groups of operators that have subcontracted their activities.

2. Operators or groups of operators that were previously certified by another control authority or control body, MSASPL shall assess the following information to be transmitted by the previous control authority or control body:

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- i. The status and validity of certification, including cases of scope reduction, suspension and withdrawal as referred to in International Organisation for Standardisation (ISO) standard ISO/IEC 17065.
- ii. Reports of inspection carried out in the preceding 3 years.
- iii. The list of non-compliances and the measures put in place to address them, and the fact that all non-compliances were addressed.
- iv. Derogations granted or requests for derogation being processed by the previous control authority or control body.
- v. Information relating to any ongoing dispute relevant for the certification of the operators or groups of operators.

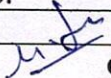
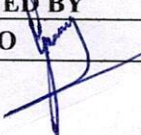
3. If the previous control authority or control body does not transmit the information as required in Article 21(5) of this Regulation to the MSASPL or in case of doubts concerning the information transmitted, MSASPL shall not issue the certificate referred to in point (b)(i) of Article 45(1) of Regulation (EU) 2018/848 to operators or groups of operators until this MSASPL has eliminated their doubts by other means of control.

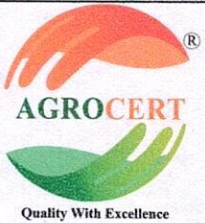
4. MSASPL shall not certify operators or groups of operators that have been withdrawn by their previous control authority or control body in the last 2 years, unless the recognition of the previous control authority or control body has been withdrawn by the Commission in accordance with Article 46(2a) of Regulation (EU) 2018/848 for the specific third country and category of products.

MSASPL Auditor make the sampling strategy, procedures and methodology, control methods and techniques, including laboratory analysis, testing and interpretation and evaluation of results and consequent decisions referred the ASPL-CD-PR-34 (EU) – Procedure for sampling , method used for sampling and selection of laboratories for sample analysis & ASPL-CD-PR-31 (EU) Procedure for sampling , sample preparation and retention.

MSASPL Audit Manager and Auditor shall do the risk assessment as per the ASPL-CD-PR- 44 (EU) - Procedure for risk assessment , for carrying out physical on-the-spot inspections and sampling

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MSASPL shall also verify the operators and group of operators , verification of the appropriateness of methods of sampling and of laboratory analysis, testing and diagnosis and also for groups of operators, the effectiveness of the system for internal controls.

5. Written records of controls

MSASPL auditor shall verify compliance with Regulation (EU) 2018/848 of operators and group of operators . Those records may be on paper or in electronic form. MSASPL shall keep these records for 5 years from the day of the decision on certification by the MSASPL. Those records shall contain in particular:

- A description of the purpose of the controls.
- The control methods and techniques applied.
- The outcome of the controls, in particular the results of verifying the elements listed in Articles 11 and 12 of this Regulation (EU) 2018/848.
- Actions that the operator or group of operators concerned is required to take as a result of the controls carried out by the MSASPL, with an indication of the deadline to take action.

The written records shall be countersigned by the operator or the inspected member of the group of operators as confirmation of their receipt of that written record. A copy of that record shall be kept by the operator or the inspected member of the group of operators either on paper or in electronic form.

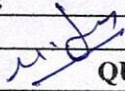
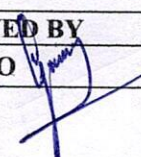
6. Checks of documentary accounts

MSAPL auditor shall do physical on-the-spot inspection for traceability check and a mass balance check of the operator or group of operators carried out by means of checks of documentary accounts. MSASPL shall perform the traceability and mass balance check according to the standard template documented in the written record. Traceability check and mass balance check, the selection of products, groups of products and period under verification shall be made on a risk basis.

The traceability check shall cover the following elements justified by appropriate documents including stock and financial records:


- the name and address of the supplier and, where different, of the owner or the seller, or the exporter of the products;
- the name and address of the consignee and, where different, of the buyer or importer of the products.
- the certificate of the supplier.

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(d) the information referred to in the first paragraph of point 2.1 of Annex III to Regulation (EU) 2018/848.

(e) the appropriate lot identification.

The mass balance check shall cover at least the following elements justified by appropriate documents including stock and financial records:

(a) the nature and the quantities of products delivered to the unit and, where relevant, of materials bought and the use of such materials, and, where relevant, the composition of products;

(b) the nature and the quantities of products held in storage at the premises;

(c) the nature and the quantities of the products that have left the unit of operator or group of operators to the consignee's premises or storage facilities;

(d) in case of operators who buy and sell the product(s) without physically handling the product(s), the nature and the quantities of products that have been bought and sold, and the suppliers, and where different, the sellers or the exporters and the buyers, and where different, the consignees;

(e) the yield of the products obtained, collected or harvested over the previous year;

(f) the actual yield of the products obtained, collected or harvested over the current year;

(h) any losses, increase or decrease in quantity of products at any stage of production, preparation and distribution;

(i) organic or in-conversion products that are sold on the market as non-organic.

1.2 General

Once the assignment letter is received the Auditor shall prepare the audit plan in accordance with the requirements of Regulations (EU) 2018/848.

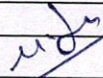
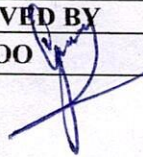
1.3 Opening Meeting


Upon arrival at the client's site or farm, the Lead Auditor shall chair the opening meeting; details are provided by work instruction;

1.4 Collecting and verifying information

During the audit, the team members shall collect and record objective evidence to demonstrate that the client's system is both implemented and effective. Information relevant to the audit objectives, scope and criteria (including information relating to interfaces between functions,

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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 Agroland Services Pvt. Ltd. Shall ensure that during Annual/ Surveillance audit verification officer/ 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.

1.5 Audit Progress Assessment and Exchange of Information

1.5.1 The Lead Auditor will ensure that there are regular meetings with the team throughout the course of the audit to ensure that issues identified are discussed and if necessary the course of the audit is modified to accommodate any changes necessary. These issues should be brought to the attention of the client's representative at the time that they are identified.

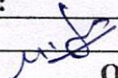

1.5.2 Where the available audit evidence indicates that the audit objectives are unattainable or suggests the presence of an immediate and significant risk (e.g. safety), the Lead Auditor shall report this to the client and to the MS Agroland Services Pvt. Ltd Office to determine appropriate action. Such action may include reconfirmation or modification of the audit plan, changes to the audit objectives or audit scope, or termination of the audit. The Lead auditor shall also:


- Maintain the information collected to this point in time;
- Provide the client with a finding report of non-conformity(ies) leading to the interruption of the audit, if applicable.
- Indicate in the finding audit report the reason for the interruption of the audit.

1.5.3 The Lead Auditor shall conduct a daily debrief meeting as necessary to discuss the progress of the audit and the concerns with the client. As a result of the meeting, the audit plan may be modified.

1.5.4 The Lead Auditor shall review with the client any need for changes to the audit scope which becomes apparent as on-site auditing activities progress and report this to the MS Agroland Services Pvt. Ltd Office.

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1.6 Preparing the Finding Report

The finding report shall be prepared and issued by Auditors during the closing meeting; if no internet connection is available the report shall be prepared and issued off-line. The audit team may identify opportunities for improvement but shall not recommend specific solutions.

1.6.1 Audit Plan – As executed

As deemed necessary, the Lead Auditor amend the original version of the audit plan to reflect the real timing and sequence of the audit events

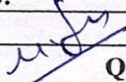
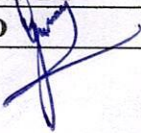
1.6.2 Nonconformities

1.6.2.1 General

- There are three types of nonconformities – Critical ,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
- The Lead Auditor, shall review the findings and record them
- For each nonconformity, the author shall identify the following:
 - o Finding: a clear description of the nature of the nonconformity; it could be in terms of insufficient implementation, unsuitability, inadequacy, ineffectiveness, etc. or in terms of lack identification of the evidence which conflicts with the requirement.
 - o Requirement: The quote of the requirement of the audit criteria against which the nonconformity is being reported. This may include a reference to the audit criteria and/or the client's documentation. In the case of an Integrated Management System audit, it may refer to more than one audit criteria and/or other normative document
 - o Objective Evidence: The objective evidence observed that supports the statement of nonconformity: the specific occurrence, supported by the identification of the evidence collected (e.g. - direct reference to the document being reviewed, the work station, etc.)

1.6.2.2 Critical Non conformity:

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Critical non conformity: The precautionary measures are not proportionate and appropriate and the controls that the operator has put in place are inefficient according to the assessment by the MSASPL

- The non-compliance affects the integrity of the organic or in-conversion product.
- The operator fails to correct previous major non-compliances or repeatedly fails to correct other categories of non-compliances.
- There is no information from the traceability system to locate the affected product(s) in the supply and the products cannot be prevented from being imported from a third country for the purpose of placing that product on the market within the Union with reference to organic production.

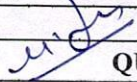
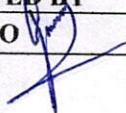
1.6.2.3 Major nonconformity

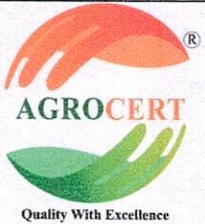
Major non conformity: failure to fulfil one or more requirements of the management system that raises doubt about the capability of the management system to achieve the expected outcomes or to effectively control the process for which it was intended.

Characteristics of a major nonconformity are:

- a) An extensive breakdown or the absence of evidence of effective implementation of a process and/or documented procedure required by the applicable audit criteria and expected outcome.
- b) Probable shipment of non conforming product to the client
- c) The absence of, or total systemic breakdown of, a management system process specified in the applicable audit criteria; or any nonconformity where the effect is judged to be detrimental to the integrity of the product, processes, or service.
- d) The absence of, or failure to implement and maintain, one or more management system requirements; or a situation which would, on the basis of objective evidence, raise significant doubt as to the capability of the management system to achieve its policy and objectives.
- e) If there is a significant doubt that effective process control is in place, or that products or services will meet specified requirements;
- f) A number of minor nonconformities associated with the same requirement or

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issue could demonstrate a systemic failure and thus constitute a major nonconformity.

- g) A situation that is a significant real or imminent threat to the environment
- h) A situation that is a significant real or imminent threat to the to human health and safety
- i) A situation that could lead to a major compliance issue (compliance processes compromised, resulting in fines and/or sanctions from regulatory agencies).
- j) The precautionary measures are not proportionate and appropriate and the controls that the operator has put in place are inefficient according to the assessment by the MSASPL.
- k) The non-compliance affects the integrity of the organic or in-conversion product.
- l) The operator did not correct in a timely manner a minor non-compliance.
- m) The traceability can locate the affected product(s) in the supply chain and the product can be prevented from being imported from a third country for the purpose of placing that product on the market within the Union with reference to organic production

Note: A major nonconformity usually represents a material risk to product quality, human health and safety, or impact to environment, and raises doubt about the capability of the management system to achieve its policy and objectives.

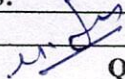
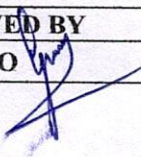
1.6.2.4 Minor nonconformity


Minor non conformity: failure which does not impact the capability of the management system to achieve the expected outcomes.

Characteristics of a minor nonconformity are:

- a) A failure to fully satisfy a requirement of the audit criteria with a documented procedure, when required.
- b) a situation that is a minor real or potential threat to the environment

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- c) a situation that is a minor real or potential threat to the to human health and safety
- d) a situation that could lead to a minor compliance issue (minor issues not compromising overall compliance processes and resulting in no significant fines and/or sanctions from regulatory agencies)
- e) A breakdown in the effective implementation of a documented procedure in isolated incidents.

Notes-2

- A minor nonconformity usually does not represent a material risk to product quality, human health and safety, or impact to environment, and does not raise doubt about the capability of the management system to achieve its policy and objectives.
- A number of minor non conformities associated with the same requirement or issue could demonstrate a systematic failure and thus constitute a major non conformity.

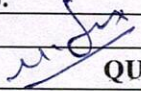
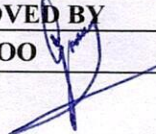
1.6.2.5 Opportunities for Improvement (OFI)

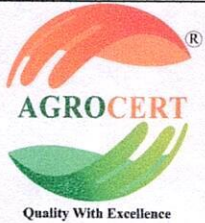
- Definition: an opportunity to enhance the existing work process/practice/method that conforms to the requirement of the audit criteria and/or of the organization, but may not represent the current state-of-the-art approach, or best practice, but may represent a potential for a nonconformity.
- The auditor should identify the area for improvement but cannot offer a specific solution
- Audit findings, however, which are nonconformities, shall not be recorded as opportunities for improvement.

1.6.2.6 Time line for submission of corrective action plans & implementation of corrective actions

1.6.2.6.1 Corrective Action Plans

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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 certificate expiring.

1.6.2.6.2

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.

1.6.2.6.3

Major nonconformities

For major nonconformities, all corrective actions shall be implemented (including verification of effectiveness) within **30 calendar days** from the last day of the activity unless the client's certificate expires prior.

An onsite special visit to close out majors will always be scheduled unless certificate authority has approved it to be offsite. The date for scheduling the special visit shall be within **90 days** following the audit or prior to certificate expiry whichever comes first.

1.6.4 The findings are addressed in finding report ASPL-CD-FR-26 and share with the client during the closing meeting for corrective action.

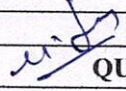

1.6.5 In case auditor is unable to provide the documented finding report during the closing meeting, the same will be sent with in 24 hrs.


1.6.2.6.4

Critical Noncompliance's

Corrective actions shall be implemented (Including verification

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effectiveness) within 15 calendar days from the last day of the activity unless the client's certificate expires prior.

An onsite special visit to close out critical will always be scheduled unless certificate authority has approved it to be offsite. The date for scheduling the special visit shall be within **30 days** following the audit or prior to certificate expiry whichever comes first.

1.6.4 The findings are addressed in finding report ASPL-CD-FR-26 and share with the client during the closing meeting for corrective action.

1.6.5 In case auditor is unable to provide the documented finding report during the closing meeting, the same will be sent with in 24 hrs.

1.7 Closing Meeting

Prior to the closing meeting, the audit team under the responsibility of the audit team leader shall:

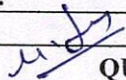
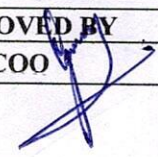
- review the audit findings, and any other appropriate information obtained during the audit, against the audit objectives and audit criteria and classify the nonconformities;
- agree upon the audit conclusions, taking into account the uncertainty inherent in the audit process;
- agree any necessary follow-up actions;
- confirm the appropriateness of the audit programme or identify any modification required for future audits (e.g. scope of certification, audit time or dates, Investigation frequency, audit team competence).

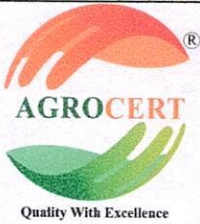
Prior to leaving the client's site, the Lead Auditor shall undertake the closing meeting where audit findings are shared with the client, details are provided by work instructions.

2.0 Additional requirements

2.1 Registration audit

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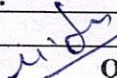
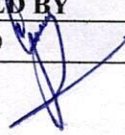
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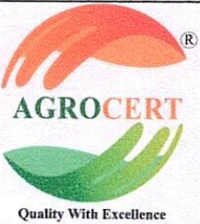
- 2.1.1 Registration audit is performed on farming as per NPOP, COR, NOP and EU standard and includes the collection of basic information regarding the testing of plant material, seed, soil, water and product.
- 2.1.2 The audit shall include:
- The review of the client's status and understanding regarding requirements of the standard, big picture about their commitment towards organic standards, in particular with respect to the identification of key performance or significant aspects, processes, objectives and operation of the management system;
 - The audit of the client's farm documentation;
 - The evaluation of the client's location and site-specific conditions;
- 2.1.3 The collection of the necessary information regarding the scope, site map, neighbors and their crops, water drift, air drift, low lying or high, buffer chemical at site, water source, storage, crops, crop rotation, use of compost, seed/ plant material sources and treatment, quantity reconciliation, people basis training, records of seed treatment, sowing, irrigation, harvesting and storage, farmer file, farmer agreement, package of practice and sampling procedure.
- 2.1.4 The results of the this audit are required and noted in findings report.
- 2.1.5 After one year of registration audit, conversion audit (s), conversion audit 1 and/ or conversion audit 2 as required by applicable standards, will be planned at the time of harvesting and verify the stock reconciliation on the 2nd crop.
- 2.1.6 Based on the result of the registration audit and conversion audit (s), full organic audit is planned.

2.2 Certification Audit

- 2.2.1 For processing and trading, the Certification audit shall be carried out at the client's premises in order to achieve the objectives stated above. The evidence demonstrating that Certification audit objectives are fully achieved shall be provided. Exceptional circumstances can include very remote location, short seasonal production.

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2.2.2 The Certification audit shall include:

- The review of the client's status and understanding regarding requirements of the standard, big picture about their commitment towards organic standards, in particular with respect to the identification of key performance or significant aspects, processes, objectives and operation of the management system;
- The audit of the client's management system documentation including purchasing records, transaction certificates, transport records, packing records and dispatch records; including stock reconciliation.
- The evaluation of the client's location and site-specific conditions;
- The collection of the necessary information regarding the scope, handling of material i.e. chain of custody, identification, segregation, change over procedure in case of parallel production, packing, storage and dispatch including container fumigation, pallet fumigation; testing of the product in approved lab.

2.3 Annual/ Surveillance audits

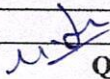

Operator shall submit their intention to maintain the certification no later than 06 months prior to the end of the period of certification and complete the re-certification documents at least two months in advance

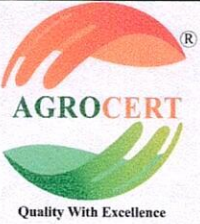
MS Agroland Service Pvt. Ltd. Shall conduct the audit as per the updated documents received from the operator in a manner to complete the re-certification process with in the 12 months period.

MS Agroland Services Pvt. Ltd maintains certification based on demonstration that the client continues to satisfy the requirements of the Organic Standard. It may maintain a client's certification based on a positive conclusion by the audit team leader without further independent review and decision, provided that:

- a) For any major nonconformity or other situation that may lead to suspension or withdrawal of certification,

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the certification body has a system that requires the audit team leader to report to the certification body the need to initiate a review by competent personnel and different from those who carried out the audit, to determine whether certification can be maintained;

- b) Competent personnel of MS Agroland Services Pvt. Ltd monitor its Investigation activities, including monitoring the reporting by its auditors, to confirm that the certification activity is operating effectively.
- c) Annual/ Surveillance activities shall include on-site auditing of the certified client's management system's fulfilment of specified requirements with respect to Regulations (EU) 2018/848 to which the certification is granted.

2.4 Investigation audits

Investigation audits are on-site audits, but are not necessarily full system audits, and shall be planned together with the other activities so that the certification body can maintain confidence that the certified client continues to fulfil requirements.

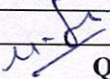
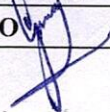
2.5 Audit Report Package

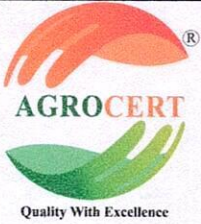
The audit team leader is responsible for the preparation of report's content as per the requirements. The audit report shall provide an accurate, concise and clear record of the audit to enable an informed certification decision to be made. The audit team leader need to submit an accurate a audit report along with the audit checklist, audit notes, any collected evidence or sample etc. as audit report package to the office of certification body for technical review and certification decision.

Records:

- 1- Finding report - ASPL-CD-FR-26

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3 Purpose

This document describes the process for the independent review of activity reports in order to approve recommendations for granting, extending, maintaining, renewing, suspending, reducing the scope of, or withdrawing certification.

Scope

This applies to all reports submitted in relationship with certification activities. Review of other reports, such as pre-audit reports, is left at the discretion of the COO.

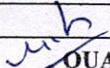
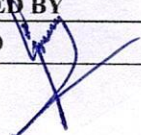
Responsibility

- Competent and independent Technical Report Review personnel (Technical Reviewer) are responsible for the technical review of the report as per the requirements specified in Section 1 (Refer below-mentioned flow diagram),
- Competent and independent Certification Authority personnel (COO/ Certification Committee) are responsible for making a decision with regards to the client's certification, based on the results of the technical review, recommendation of the technical reviewer and evidences submitted and the recommendation made by the Lead Auditor, as per the requirements specified in Section 2 (Refer below mentioned flow diagram).

Definitions


- Competent personnel: Personnel which have demonstrated the necessary competence (relevant education, experience and training) for the function, as it relates to the scope of the activity related to the report being reviewed.
- Independent personnel: Personnel which have not been involved with the auditing activity under review.

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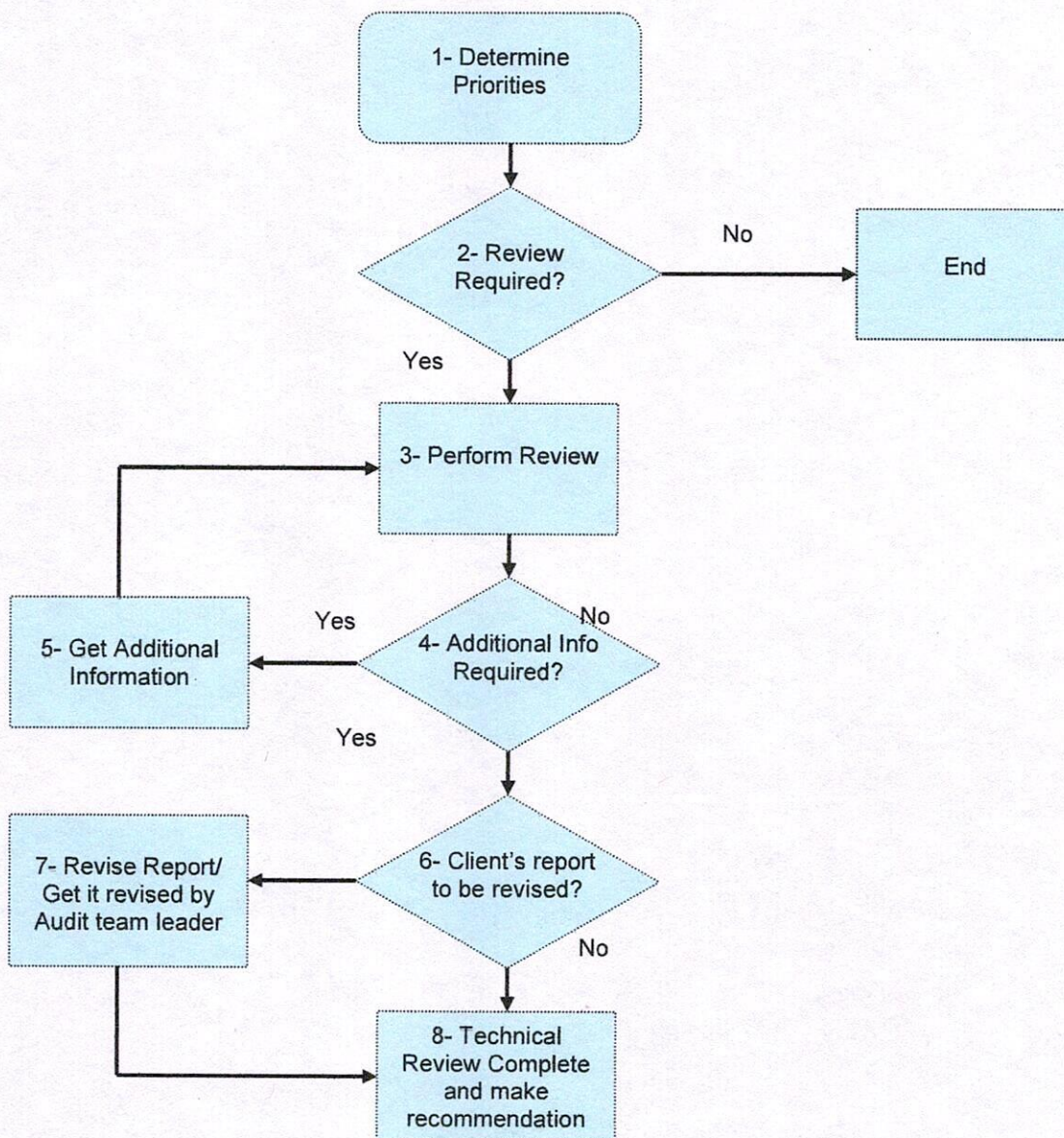
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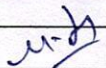
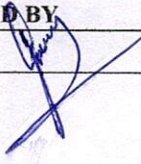
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Section 1 - Technical Review process

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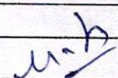
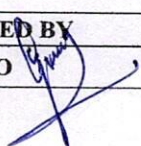
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1	Determining priorities	When going through the queue of reviews pending, priority should be given to a) Initial certifications (Registration audit for farm and certification audit for the processing and trading) b) Full Organic Audit
2	Review required?	Determine if the review is to be waived or not. If the review is required click the appropriate box in Technical review report
3	Perform Review	Perform the review
4	Additional Information required?	If NO, please proceed to 6
5	Get Additional information	If the reviewer requires any additional information from the audit team, comments and/or questions can be added in the appropriate fields of the report builder. If agreement cannot be reached with the audit team, the issue is to be escalated to Certification Authority personnel (Certification Committee). Regardless of the above, the reviewer may also want to consult with Certification Authority personnel (Certification Committee) before making a decision. Please ensure that all records of communication are saved with the report.
6	Review the audit report package. Client's report to be revised?	Review the audit report package for adequacy and accuracy. If report required to be revised, please proceed to 7
7	Revise Report	If the reviewer determines the report needs to be amended: a) for editorial/clerical changes only, the reviewer can make the changes and not get approval from the Lead Auditor b) for technical changes, the reviewer proposes the changes and get the approval from both the Lead Auditor and Certification Authority personnel (Certification Committee). In both cases the report needs to be amended with the mention "Revised Report" and be re-issued to the client.

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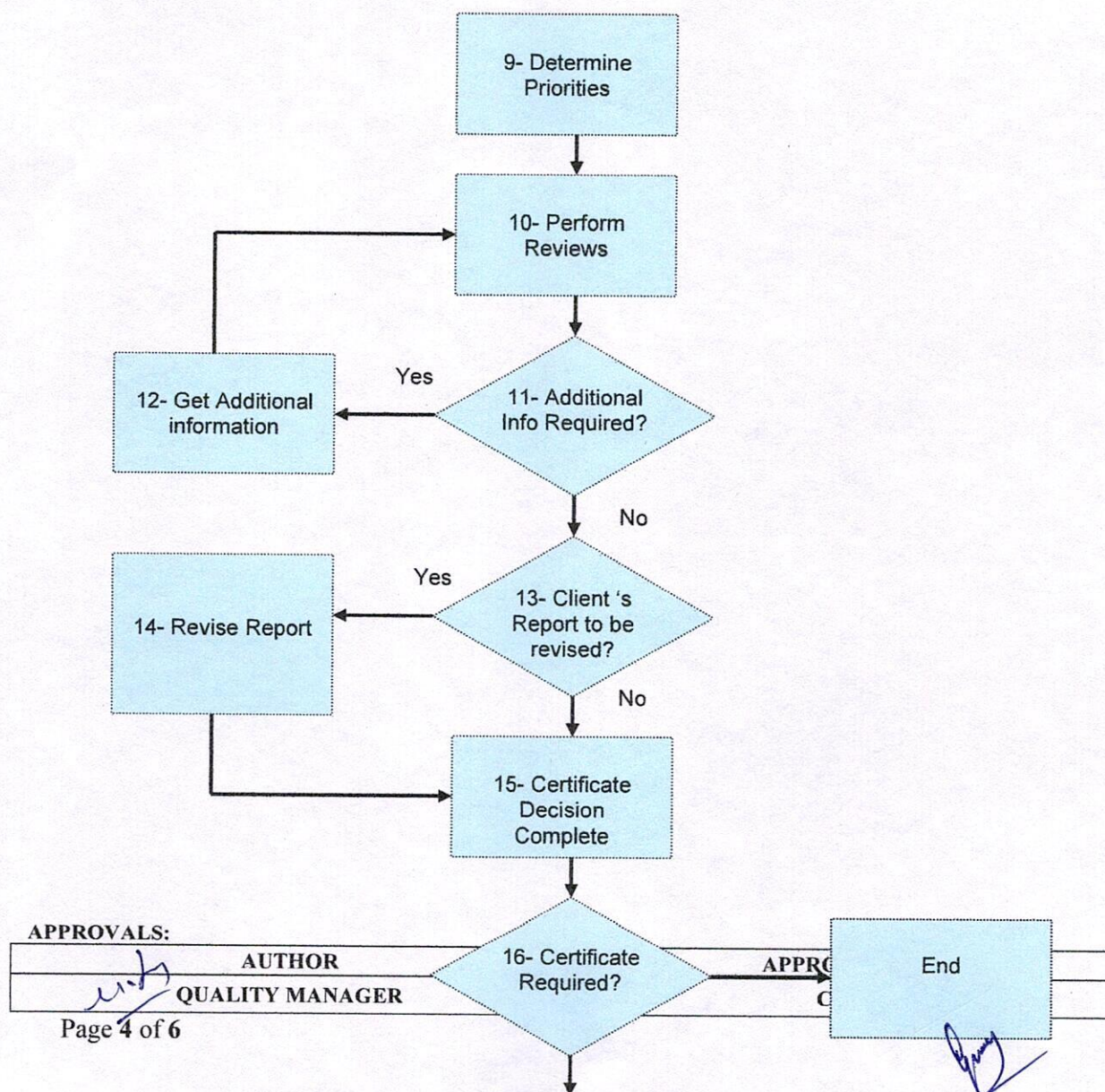
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8	Technical Review Complete	Once the steps above are complete, including nonconformities and the approval or rejection of Lead Auditor's approval, the reviewer needs to complete the information required in technical review report and forward it to the certification committee with recommendation.
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Section 2 - Certification Decision Review Process





**MS AGROLAND SERVICES
PRIVATE LIMITED (AGROCERT)**

Doc no.	ASPL-CD-PR-16 (EU)
Issue no.	01
Issue date	01.11.2022
Revision no.	01
Revision date	18.08.2023

**Technical Review And Certification
Decision Process**

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No


Yes

17- Certificate
Production

9	Determining priorities	When going through the queue of reviews pending, priority should be given to a) Initial certifications (Registration audit for farm and certification audit for the processing and trading) b) Full Organic Audit
10	Perform Review	Perform the review Certification Authority personnel should pay special attention to nonconformities issued during the activity, changes reported by the audit team, the Lead Auditor recommendation as well as the nonconformities reported by the technical reviewer. Certification Authority personnel shall also take into consideration any other relevant information such as comments in the audit report or information either public or brought to the attention of MS Agroland Services Pvt. Ltd. (Agrocet)(such information is available in the client "Comment" section of technical review report format)
11	Additional Information required?	If NO, please proceed to 13
12	Get Additional information	Before making a decision, Certification Decision personnel may want to get some additional information from the Technical Reviewer or consult with the Inspection Manager. If agreement cannot be reached with the Inspection Manager, the issue is to be escalated to Certification Committee.

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13	Review the audit report package, technical review report and recommendation. Client's report to be revised?	Review the audit report package, technical review report and recommendation for adequacy and accuracy. If report required to be revised, please proceed to 14
14	Revise Report	If Certification Authority personnel/ COO determines the report needs to be amended, he can make the changes and get approval from the Lead Auditor or ask the Lead Auditor to make the changes, as appropriate. The report needs to be amended with the mention "Revised Report".
15	Certification decision review complete	Once the review is complete, Certification Authority needs to complete the information required in certification decision report format.
16	Certificate required?	If No, this is the end of the process. If Yes, please refer Certificate Production Process and complete the certification production section in the certificate decision report format.

Reference:

ASPL-CD-PR-15 (EU) Audit Process

ASPL-CD-PR-17 (EU) Certificate Production Process

Records:

ASPL-CD-ANX-37 Technical Review & Certification Decision Report


ASPL-CD-FR-27 (EU) Secondary Technical Review

ASPL-CD-ANX-78- Certification Decision

ASPL-CD-ANX-77- Noncompliance Closure Report

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1. Purpose

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

2. Scope

The procedure is applicable to organic certification as per regulations (EU) 2018/848.

3. References

ASPL-CD-QM-01 (EU) Quality Manual

4.1 Responsibilities

Quality Manager together with other member of the certification committee shall be responsible for grant of the certification decision, renewal, extension and amendment/ changes of scope.

Certification Manager shall be sole responsible for authorization for approving suspension, reduction and withdrawal of certificates on basis of recommendations of certification decision committee which shall be binding.

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

Designated Technical Reviewer (a designated senior audit manager) shall be responsible for technical review. As a member of certification decision committee, he/she shall participate in the certification decision.

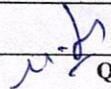
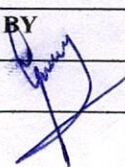
4.2 Certification Decision Apparatus


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 relating to certification, including the granting, maintaining, recertifying, expanding and reducing the scope of the certification, and suspending or withdrawing the certification.

The Certification Committee constitutes of the following 03 members-

1. COO

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2. Quality Manager

3. Certification Manager

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

Presence of the COO or a competent technical person is must for decision i.e. issuance or grant of the certificate. This is required for the technical aid in the decision making.

Presence of the Certification Manager or a competent technical person is necessary:

- in case of extension of scope/services where existing members do not have the expertise to arrive at decisions.

- in case of special investigations/decisions like reviews, reduction/suspension/withdrawal and other matters related to certification decision.

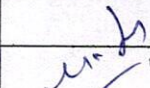

Quality Manager are responsible to independently evaluate (onsite/ offsite) the reputation, past history of adherence to legal and safety requirements, recent issues/ incidents, product recall/withdrawal issues and commitment of management towards using relevant sources.


5. Procedure of issue / grant of certificate

5.1 Criteria for grant of certificate

- COO shall be sole responsible for authorization for approving grant of certification, suspension, reduction/ extension and withdrawal of certificates based on the recommendations of the technical reviewer, auditor's recommendations and his own independent assessment.
 - Certificates may be granted to sites which have had an audit against per regulations (EU) 2018/848 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.
 - The site shall also have provided evidence of completion of critical non compliances , major non-conformities and a corrective action plan for the minors and these have been reviewed by Lead Auditor and have been further verified by technical reviewer.
 - The client has a farm and/or manufacturing facility and/or trading facility for primary production, and/or processing and/or sale of organic commodities. Additionally, the audited client (to whom

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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 client shall have completed at least one cycle of internal assessment to indicate the effective implementation of the system.
- Scope/ activities of client 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 represent
- Failure to fulfill one or more requirements of the regulations (EU) 2018/848 or a situation that raises significant doubt about the ability of the client's system to achieve its intended outputs may lead to the non-certification of the client.

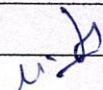

All completed documentation required for Certification shall be maintained. The implementation period of applicable Organic standard shall be as per the regulations (EU) 2018/848.


5.2 Certification Decision

Upon successful review of the audit pack and corrective evidences by Technical reviewer, Secondary Review Report – ASPL-CD-FR-27 (EU) , Technical Review and Certification Decision Report- ASPL-CD-ANX-37 along with following supporting documents are placed before certification committee for its review and decision.

1. Audit report;
2. Comments on the nonconformities and, where applicable, the correction and corrective actions taken by the client;
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

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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. MS Agroland Services Pvt Ltd shall make decisions on renewing certification based on the results of the recertification 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 the certification body is not able to verify the implementation of corrections and corrective actions of any major nonconformity within 6 months after the last day of registration audit, the certification body shall conduct another registration audit prior to recommending certification. The audit documentation, documentary evidence supporting corrective actions, registration audit and annual audit report, confirmation of the information provided in the application review and auditor's report on corrective actions is assessed by the COO, and a decision will be made on whether a certificate should be issued. COO shall take the minimum criteria documented in clause 6 of this procedure into account while granting/ declining of certificate. The decision of committee meeting regarding the grant or decline shall be recorded on the Certification Decision Report. If the COO grants its decision for issuance of certificate, the decision along with Certification Decision Meeting record shall be passed to Administration for preparation of certificate.

Should certification not be granted outstanding issues will be identified and reported back to the site for further evidence to be provided that corrective actions have been completed and verified.

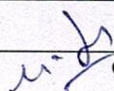
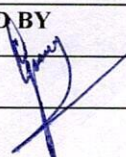
Should the site not follow this up then the audit report will be issued and the status of 'Not Approved' will be recorded.

5.3 Preparation/Drafting and Release of Certificate

The Administration /Operation team shall prepare the certificate and print the certificate. If required, the draft certificate shall be referred to COO or Quality Manager to avoid mistakes on the certificate. MSASPL shall provide a certificate to any operator or group of operators. The certificate shall:

- To be issued in electronic form in accordance with the ASPL-CD-ANX-38- EU Model certificate and by using the electric trade control and expert system (TRACES).
- Allow at least the identification of the operator or group of operators including the list of the members, the category of products covered by the certificate and its period of validity.

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- The category of products covered by the certificate.
- Certificate period of validity;
- be updated whenever changes occur concerning the data included in it.
- Certify that the notified activity complies with this Regulation.
- Operators and groups of operators shall not place products on the market as organic products or in-conversion products unless they are already in possession of a certificate.

Certificates will be issued with an expiry date of one years in case of EU from the date of assessment and will be maintained provided the conditions of this procedure is kept being maintained. In case where COO is not physically available to sign on the certificate, a nominated authority (as authorized by COO) shall resume the authority of signing the printed certificates.

Invoiced certification charges shall have to be cleared by the audited organization before printed and signed certificate is updated on database and released to client organization representative. MS Agroland Services Pvt Ltd database shall be updated against the holder's name with Certificate number, the date of issue, the scope and category of assessment. Following update of the MS Agroland Services Pvt Ltd database, the certificate (along with audit report) shall be forwarded to audited organization representative at contact address recorded in the file.

MS Agroland Services Pvt Ltd shall retain ownership of the certificate and in any eventuality of suspension, withdrawal and reduction in scope, the client shall have to mandatorily send back certificate (in original) to MS Agroland Services Pvt Ltd as per the policy and terms of contractual agreement.

5.4 Continuation or Maintaining Certificate

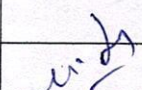
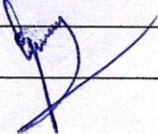
Certified clients shall be allowed to maintain certificate based on continued demonstration of effective management system in all respective assessments and in the events of changes/ modification or extension of scope.

5.5 Extension and Modification in Scope of Certificate

5.5.1 Extension or Modification in Scope of certificate on request

Certified clients, desirous of extension in scope of certificate on existing certificate, shall apply to MS Agroland Services Pvt Ltd Administrator/ Operation Team. Such application shall be then reviewed by COO members for merits in consultation with the audit team for the last assessment. Such reviews shall be undertaken to determine the condition (e.g. Documentary evidences,

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additional audit etc.) For extension of scope. If an additional audit is required it shall be carried as per procedure laid down in ASPL-CD-QM-01 (EU) to verify changes. This can also be done during the next planned surveillance audit.

Following the grant of extension in scope, Issued certificate (in original) shall be recalled back from the audited client and a revised certificate shall be issued in place in accordance to procedure documented in clause 6.1 and 6.2 of this procedure.

5.5.2 Modification in the Scope of Certificate due to change in management system Changes to management system shall be reviewed by COO which will further evaluate the need for reassessment of a certified client 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.

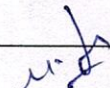

Following the grant of modification in scope, Issued certificate (in original) shall be recalled back from the audited client and a revised certificate shall be issued in place in accordance to procedure documented in clause 6.1 and 6.2 of this procedure.

5.5.3 Modification due to changes in Certification requirements/process

When the Accreditation Body revises the requirements of certification body, MS Agroland Services Pvt Ltd shall follow transition plan as notified by Accreditation Body for the changeover with agreed time frame.

Quality Manager shall send due notice of any changes it intends to make in its requirements for certification to its client and the accreditation body. The views expressed by interested parties are considered before deciding on the precise form and effective date of such changes. Based on the publication of the changed requirements, MS Agroland Services Pvt Ltd shall verify that each client carries out any necessary amendments to its procedure within reasonable time. Based on the changes expected Quality Manager shall decide the actions like a special audit as per documented procedure After successful completion of audit, decisions would be taken according to clause 6.1 and 6.2 of this procedure.

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5.4 Issuance of Certificate in case of Recertification

Upon completion of recertification audit, technical review shall take place and process of 5certification shall take in this procedure. The certificate shall be issued on satisfactory completion of the process as outlined in Audit process and also additional fulfilling the conditions stated in MS Agroland Services Pvt Ltd Quality Manuals This recertification shall be for an additional three years. Original certification date shall remain same. Current certification date shall be on or after the date of recertification decision is taken. Certification expiry date will be one year after the date of recertification.

6. Procedure for Suspension, Withdrawal and Reduction in Scope of Certificate

6.1 Procedure for suspension of Certificate

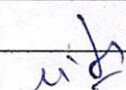
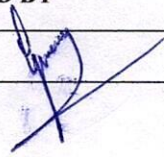
MS Agroland Services Pvt Ltd shall suspend certification in cases where–


1. Clients certified Organic has persistently or seriously failed to meet certification requirements for effectiveness of the management system,
2. Certified client does not allow surveillance or recertification audits to be conducted within 3 months of due date,
3. In the events of complaints
4. Certified client voluntarily request for a suspension.
5. Non-payment issues
6. Misuse of Accreditation Body or MS Agroland Services Pvt Ltd 's certification Marks/logos.

Suspensions shall be authorized by COO and clients shall be notified in writing with reason and implication of suspension.

The standard period of suspension would be six months in which the client has to fulfill all conditions for revocation of suspension. On fulfillment of imposed conditions by the suspended sites within the six months timeline, the corrective action shall be reviewed by Quality Manager and pass his/her recommendation to revoke suspension or initiate withdrawal rules depending upon outcome of the review. In case of the failure on the part of the client to satisfy the conditions imposed for reinstatement of certification status, MS Agroland Services Pvt Ltd shall withdraw or reduce the

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scope of the certification based on the gravity of situation (refer to Procedure for Suspension and withdrawal further).

Under imposition of suspension-

1. Client's management shall be rendered temporarily invalid
2. In the period of suspension, client shall refrain from further promotion of its certification (as per terms and conditions of the contract agreement)
3. Suspended status of the client shall be made publicly accessible (e.g. updated on website etc.)

6.2 Procedure for Withdrawal of certificate

MS Agroland Services Pvt Ltd shall follow the documented procedure under 7.2 to effect the withdrawal process for certificate on following reasons-

1. Failure to resolve the issues (that have led to suspension of certification) in six months period,
2. Where entire management is impacted indirectly as result of the reduction in the scope.

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.

Failure to allow a scheduled surveillance visit to be undertaken

Voluntary withdrawal from the MS Agroland Services Pvt Ltd 's certification scheme.

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

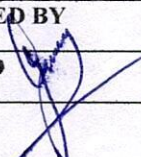
The certified client requests a suspension of the certificate

Falsification of any nature

Failure to comply with terms of contractual agreement

COO shall have authority to authorize withdrawal of the certificate on the recommendation of Certification manager. The decision shall be taken based on investigation of Quality Manager,

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Certification manager and COO together. Quality manager shall authorize competent auditor/staff for investigative audit. Based on the outcome of such investigation, decision regarding the withdrawal may be initiated and client shall be notified of the withdrawal process. The client 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 programme 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 and held in the file. The client shall right to appeal and shall be guided for filing appeal process upon request.

Where a client's certificate has been withdrawn and there has been no rectification of issues within the specified timescale or their certificate has expired, then the only way for a client to reinstate their certificate is by arranging a re-audit for the verification of rectification done by the client and annual audit.

6.3 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 of certification to exclude the parts not meeting the requirements. Such reductions shall be in line with the requirements of the standard used 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.

COO shall have authority to authorize reduction of the scope of the certificate on the recommendation of Quality Manager and certification manager.

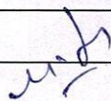
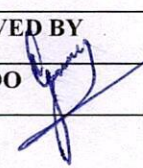
MS Agroland Services Pvt Ltd shall correctly update the reduction in scope status upon request to any party. The reduction in status of the client shall also be made publicly accessible.


7. Transfer of Certification

7.1 For transfer of certification from existing certification body to MS Agroland Services Pvt Ltd, the applicant organization shall be required to meet the following criteria-

- I. Transfer of certification shall be permissible only for scopes for which MS Agroland Services Pvt Ltd hold Regulations (EU) 2018/848 within such scopes where MS

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Agroland Services Pvt Ltd is meeting competence criteria (Refer to point 7.1 of this section)

- II. The applicant organization shall obtain NOC (No Objection Certificate) from existing certification body. NOC letter shall enable to provide MS Agroland Services Pvt Ltd to conclude that applicant organization have successfully closed all non-conformances (if open from previous audits) and has no pending financial dues.
- III. Transfer of certificate shall be considered as the case where the existing certification body is holding accreditation to Regulations (EU) 2018/848 from IOAS or equivalent recognized accreditation bodies. Where the existing certification body of applicant organization fails to satisfy this criteria, application shall be treated as a new application and in such eventualities certification shall be considered from initial stage.
- IV. All non-compliances from previous audit shall be successfully addressed and closed out.
- V. Transfer of certification shall be considered only in the cases where certification at time of transfer application is valid (at least 30 days to expiry).

7.2 The procedure shall be operated in the following manner –

1. The application shall be laid for review by Quality Manager. The applicant shall be guided to complete application form and submit following documents (as minimum) – NOC from existing certification Body

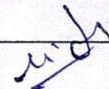
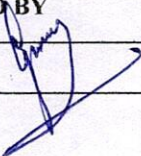
A copy of existing certificate

Audit reports (from previous audits), corrective actions, corrective action evidences and other audit related documentation

Any other documentary evidences sought by reviewer

2. Received documentation together with application form (listed in sub-clause 1 above) shall be reviewed by Quality Manager and discuss with the applicant further to determine if any further documentary evidences are required for review decision.

APPROVALS:

	AUTHOR	
	QUALITY MANAGER	
		COO

	MS AGROLAND SERVICES PRIVATE LIMITED (AGROCERT)	Doc no.	ASPL-CD-PR-02 (EU)
		Issue no.	01
	Certification Decisions and Post Certification Changes & Renewals	Issue date	01.11.2022
		Revision no.	02
		Revision date	03.04.2024

3. Review decision shall be communicated to applicant with justification for acceptance or rejection/ modification within 7 days of submission of all required documentation. In case of acceptance with modification, the applicant organization shall be communicated on the further steps of certification (including the requirement for audit).

4. The applicant, in cases of acceptances, shall be provided with quote proposal and other onboarding documentation like signing of Agreement etc.

5. All post agreement steps shall proceed in the same manner as it takes places in case of non-transfer cases.

6. Data base of certificates issued, suspension, cancellation/ withdrawn, if any client/ operator changes the CB and if any, application from operator for which certificate was cancelled earlier and was listed on TRACES.

7. At any time clients may withdraw from MS ASPL certification through written notification. The client 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 client a Withdrawal Letter, which notifies the client that client has voluntarily withdrawn from certification.

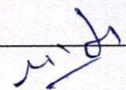
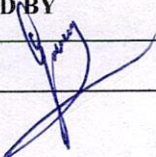
MS ASPL may also discontinue the certification of client due to a lack in the annual re-certification or lack of response within the designated renewal timeframe.

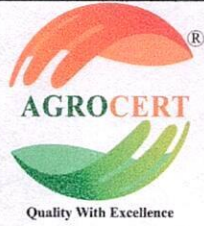
MS ASPL shall send the client a cancellation letter, which notifies the client that client has been discontinued from certification by MS ASPL due to lack in the annual re-certification or lack of response within the designated renewal timeframe.

8. Records

Record Name	Responsibility	Location	Period
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APPROVALS:

AUTHOR	APPROVED BY
 QUALITY MANAGER	 COO



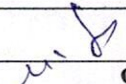
**MS AGROLAND SERVICES
PRIVATE LIMITED (AGROCERT)**

**Certification Decisions and Post
Certification Changes & Renewals**

Doc no.	ASPL-CD-PR-02 (EU)
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Revision no.	02
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ASPL-CD-ANX-23 (EU) Data base of certificates issued and withdrawn	Quality Manager	MS Agroland Services Pvt Ltd	05 years
ASPL-CD-FR-27 (EU) Certification Decision Report	Quality Manager	MS Agroland Services Pvt Ltd	05 years
ASPL-CD-ANX-38- EU Model Certificate	Quality Manager	MS Agroland Services Pvt Ltd	05 years
Notices from CU commission			

APPROVALS:

 AUTHOR	APPROVED BY
QUALITY MANAGER	COO 