

	<b>MS AGROLAND SERVICES PRIVATE LIMITED (AGROCERT)</b>	Doc no.	ASPL-CD-03
		Issue no.	01
	<b>Application of Processing Unit</b>	Issue date	15.03.2021
		Revision no.	01
		Revision date	06.02.2023

<b>1</b>	<b>Name of Company</b>	<b>Client ID-</b>
<b>2</b>	<b>Legal Status of the Organization</b>	<input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Non-profit organization <input type="checkbox"/> others Mention:
<b>3</b>	<b>Company Registered Address</b>	State: _____ District: _____ Country: _____ Pin code: _____
<b>4</b>	<b>Company Corresponding Address</b>	State: _____ District: _____ Country: _____ Pin code: _____
<b>5</b>	<b>Factory Address</b>	State: _____ District: _____ Country: _____ Pin code: _____
<b>6</b>	<b>GST Number</b>	
<b>7</b>	<b>FSSAI Licensee Number</b>	
<b>8</b>	<b>Pan Card</b>	
<b>9</b>	<b>Legal Person Name:</b>	<b>Email ID –</b>
	<b>Contact Number:</b>	
<b>10</b>	<b>Responsible Person Name:</b>	<b>Email ID:</b>
	<b>Contact Number:</b>	

**APPROVALS:**

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

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<b>11</b>	<b>Project Location (How far from the nearest railway station and Bus station)</b>	
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**12. Certification required under standards:**

NPOP    Other \_\_\_\_\_

**13. Certification History:**

**13.1.** This is your first application for organic certification:    YES    NO

If No, please provide the following details.

➤ Name of Previous Certification Body: \_\_\_\_\_

➤ You have ever denied for certification earlier:    YES    No    Not Applicable.

If yes give details \_\_\_\_\_

**14. List of the product to be certified:**

S. NO.	Product Name	Product Description (Powder, dried etc.)	Processing Operations (Cleaning, sorting, packing, and grading etc.)	Certification Required
1				
2				
3				
4				
5				
6				
7				
8				
9				

If insufficient use separate sheet.

**15. Details of Processing Unit:**

**15.1** Is conventional activity carried out in the unit (Processing of conventional products):

YES    No

**15.2** If YES then give the details how you maintain the integrity of organic products:

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**16- Unit Description**

Unit Name	Processing/ Handling/ Exportation	Unit Address	FSSAI License	Capacity of unit per day.	Additional Certification (ISO 22000, BRC etc.)

Remarks:

**17. Cleaning:**

Mode of cleaning	Cleaning Agent Used	Frequency of cleaning	Remark

**17. Provide details of the packing material:**

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17.1 Provide details of the Size of packing and type of packaging (Manual or automatic used?)

**18. Storage**

Sr. No.	Address of storage unit	Type of storage. Own/ subcontracted	Capacity of storage (MT)	Is organic and conventional material stored in the same place?	If yes, type of separation measure	Frequency and type of cleaning measures

**19. Pest Control Measures for Factory premises and Storage places:**

Type of pest	Control Measure	Frequency of Operation

**20. Transportation.**

20.1 Is organic raw material or finished product transported in a separate and dedicated vehicle?  
 YES       No

20.2 Are the vehicles cleaned prior to loading of organic material?  
 YES       No

20.3 Can the lots be identified during transportation?  
 YES       No

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**What is the identification means?**

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**20.4. Define traceability System:**

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**20.5. Do every lot is accompanied with transportation document? (Bill, LR, Invoice, Label)**

YES       No

**21. Product Ingredient Description**

<b>Filled by Operator-</b>					<b>For Office use only</b>
<b>Product Name:</b>					
Sr. No.	Name of ingredients	Percentage	Source	Origin	Permitted as per standards. NPOP

Use Separate sheet if it is not enough.

<b>Filled By Operator- Additive/ Processing Aid &amp; Flavoring Agents</b>							<b>For Office use only</b>
Sr. No.	Name of Additives/processing aid & flavoring agent	%	Function	Use as AD/PA/FA	Source	Origin	Permitted as per standards NPOP

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**NOTE –**

- 1- Specify synthetic or natural Origin:
- 2- For Microbial product indicate specific strain.
- 3- Use separate sheet for each product.
- 4- Specify function i.e., preservative, emulsifier, thickener etc.
- 5- Key: AD- Additives, PA- Processing Aid, FA- Flavoring agent

**22. Required Documents:**

- Aadhaar Card
- PAN Card
- Passport size photo
- Unit/Firm Registration document or Record of Rights, Tenancy and Crops (RTC)
- Valid Mobile No. of the License and Responsible person
- Valid Email Id
- FSSAI Licence
- Process Flow Chart
- Product Flow Chart
- Product details
- Factory Map
- Filled Vender List

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**23. Declaration of the Operator:**

I do hereby affirm that all information provided to Agroland Services Pvt Ltd (ASPL) is true and accurate. I affirm my commitment to meet the respective Organic Standards as indicated in section 1. If the organic production rules are violated, I agree to be sanctioned according to the ASPL Scale of Sanctions. If major changes in the organic operations occur, I will inform ASPL immediately. I agree not to release any products resulting from these changes until the certification body has notified me accordingly.

I agree to keep a record of complaints about my organic activities, take appropriate action with respect to such complaints and document the action taken.

**Name of License :**

**Position In the Organisation :** \_\_\_\_\_

**Date and Place :** **Seal & Signature of Licence**

**24. This part filled by Agroland Services Pvt Ltd (ASPL):**

Review of the application and reviewer's remarks

- The certification requirements have been defined clearly: Yes  No
- Any differences between applicant and ASPL about certification. procedure have been cleared: Yes  No
- ASPL can perform the cert. service (incl. aspects like domicile, language, and any other specific requirements) and application is accepted: Yes  No
- Date of the Application :

**Application review Remarks :**

**Name of the Reviewer**

\_\_\_\_\_

**Date and place :** **Signature and seal of reviewer**

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