



PROCEDURE FOR ORGANIC CERTIFICATION

Short Introduction: Procedure for Organic Certification according to NPOP (India)

Sr. No	Procedure	Applicant or Operator	CGO Cert,
1	Request	Commonly, applicants present a first general request, asking about requirements, procedures, and prices for certification.	<p>The applicant receives from CGO Cert. a first package of information, by e-mail or mail often combined with individual additional information by phone. This package includes:</p> <ul style="list-style-type: none"> - CGOCERT brochure - Present document containing Procedure to organic certification. - <u>Copy of CGOCERT Organic Standards (based on NPOP/NSOP)</u> - <u>Appropriate application forms for the type of certification applied for.</u> - <u>Organic system plan</u> - <u>Copy of Tariff</u> <p>The applicant is asked to fill in the application form, giving some details about his/her unit. This written application form is reviewed by CGO Cert. and checked if viable.</p>
2	Offer (Quotation)		Based on our daily fees and the size of the unit to be certified, we calculate the certification fees. We submit the applicant a written offer. Normally this is a flat fee, meaning that the applicant knows definitively, how much the procedure will cost, independently from how long the inspector stays on the holding. Only costs for travelling and accommodation are usually not included in the offer. Together with the offer, we submit a certification contract.
3	Contract	Once the applicant and CGO Cert. have agreed on the fees, the applicant signs the contract. By doing so, he/she is committed to fulfilling the organic standards.	CGO Cert. sends back a counter-signed copy of the contract.
5	Pre-Payment (<u>Fees</u>)	The client pays 50% of the quoted fee in advance.	<p>CGO Cert. submits the client a second package of information, including, among others:</p> <ul style="list-style-type: none"> - relevant CGO Cert. policies - relevant standards, - standard inspection program(s) - The organic Production plan.
6	Corrective Action	*In case the operator finds considerable non-conformities, these problems should be addressed before	CGO Cert. evaluator checks the Crop Production plan.



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		the inspection takes place. Example: establishment of a clear separation system between organic and conventional in processing companies.	
7	Scheduling Inspection	Inspector and client schedule a date for the inspection The operator has the right to be informed about the identity of the inspector before the inspection visit, and to raise objections related to any potential conflict of interest.	
8	Inspection	The responsible person must be present, records should be prepared. The inspection report is signed by the client or responsible person.	The inspector verifies, whether the crop production plan is consistent with the reality, and defines eventual corrective actions.
9	Inspection Report	*In many cases, the unit has to submit additional documents.	Immediately after the inspection, the inspector finishes his/her report. As soon as all documents have arrived, they are submitted to the CGO Cert. office.
10	Evaluation		The report is evaluated by the responsible staff. Sometimes, additional questions have to be clarified with the inspector.
11	Corrective Actions		*In some cases, as a result of the inspection, some corrective actions have to be implemented before the certificate can be issued.
12	Final Invoice	Payment of the remaining 50% plus travelling/boarding cost of the inspector(s).	Issues the invoice.
13	Certificate		Issues the certificate, submits it by e-mail, followed by original through courier or post.
14	Use Of Logo		Use of CGO Cert. and other relevant logo can now be used. Separate guidelines and softcopy for the same are mailed along with the Certificate.

Notes-

- Paying fees does not guarantee certification. Certification is based on following the NSOP standards
- Operator cannot recommend or object to inspections or inspector. CGOCert decides on inspector and inspection time.
- Operator has the opportunity to file complaints or appeals regarding CGOCert employees or decisions. Please contact office for more details.