



**CGOCERT**  
**APPLICATION FORM- INPUT MFG.**

Form- 5

Pre.By.- CGOCert

- Please use blue ink.
- Use separate paper sheets if needed

**I. GENERAL INFORMATION:**

Name of Company.....

Mailing Address: .....

Mobile No.: ..... Email: .....

Enter Unit Registration Details

Unit Name	Licence No.	Licence validity	Additional Certification	Installed Capacity (MT/Day)	Estimated Production (In MT)

(Note: For more Details please use separate annexure)

Do you know about NPOP standards or CGO Cert internal standards? Yes  No

Year of company establishment:.....Number of employees:.....

Name of contact person: .....

Mobile No.: ..... Email: .....

Do you have an employee training program for organic input manufacturing?  Yes  No

Do you manufacture conventional (Chemical) inputs?  Yes  No

Company category: Proprietary  Pvt. Ltd.  Ltd  Other  Specify.....

SSI License No. and validity: .....

Have you obtained Agriculture Department License for dealing in bio-pesticides? (if so enclose copies): .....

Have you obtained CIB registration for bio pesticides applied for approval? (if so enclose copies):  
.....

Have you applied for certification before?  Yes  No

If yes, with whom, what is the status now.....

Were you ever denied certification? If yes, why:.....

Have you obtained Pollution Control Board certificate for processing unit facility (attach separately).....

Additional Certificates if any (ISO 22000, ISO 9000, HACCP and others): .....



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**2. PRODUCT DETAILS:**

Product name	Product category (Fertilizer / Soil conditioner, Pesticide / Repellent/ other)	Annual quantity (In MT)	Use for nutrient/pest control/growth enhancement	Shelf life of the Product (In Months)

(Note: For more Details please use separate annexure)

**3. BATCH DETAILS PRODUCT WISE:**

Batch No.	Batch tentative date	Qty. to be Produced(In MT)

(Note: For more Details please use separate annexure)

**4. MATERIAL INPUTS ( RAW MATERIAL ) :**

Raw Material

Has the raw material used been certified Organic?  Yes  No  Don't Know

Are any Non-Organic ingredients being used?  Yes  No  Don't Know

Are you manufacturing non-organic inputs in the same facility where organic inputs are manufactured? If so how are you ensuring there is no contamination of the organic inputs?

.....  
.....

WATER

Is water being used in your manufacturing process?

Explain.....

.....  
.....

EQUIPMENT

List all equipment used in processing

Name	Capacity	Is it cleaned prior to organic production	Is cleaning documented	Is equipment purged prior to production

(Note: For more Details please use separate annexure)



**5. PRODUCTION SYSTEM:**

Attach a schematic product flow chart which shows where and how the product is received, stored, processed, packed and warehoused. Identifying all pieces of equipment, storage areas and where ingredients are added or processing aids used. Also include organic control point (OCP) manual if any. (Eg. measure taken to avoid Co-mingling with non-organic products, contamination by sanitizers, pesticides, and improper cleaning of equipment before running organic product batch.)

**6. QUALITY ASSURANCE SYSTEM:**

Do you follow a QA system?     Yes         No

If yes, what program do you use?  ISO     TQM     Other. Specify .....

Are any outside quality assessment services used?     Yes     No

If yes, name of consultant/ company.....

Are finished products samples retained?  Yes     No if yes, for how long? .....

Do you have a product recall system in place?  Yes     No

**7. RECORD KEEPING SYSTEM:**

List, in the order of use, the types of documents which you use, to track organic products at this operation

**Incoming** (e.g. Purchase order, receiving bills, invoices, inward records etc.)

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.....  
.....

**In- process** (e.g. batch sheet, formulation sheet, blending sheet, production report etc.)

.....  
.....  
.....

**Storage & Outgoing** (e.g. finished goods inventory, stock report, Transportation report, selling bills etc.)

.....  
.....  
.....

**8. PEST MANAGEMENT :**

Do you have pest problems at your unit?     Yes     No

Explain the measures you take to prevent or eliminate pest, rodent problems?

.....  
.....



.....  
.....

**9. PACKAGING , LABELING, STORAGE & TRANSPORT :**

**A. PACKAGING**

What kind of packaging material is used for your products?

.....  
.....  
.....

Is all packaging material free of prohibited material?  Yes  No  Don't know

Is all packaging material recyclable?  Yes  No  Don't know

**B.LABELING**

*Attach label samples of all organic products*

Do you plan to use the **CGO Cert** logo on the labels?  Yes  No

Explain how and where you store finishes goods

.....  
.....  
.....

**C. TRANSPORTATION**

How are finished products transported?

.....

How do you ensure that outgoing transporting vehicles are clean prior to loading organic products?.....

Is this documented?  Yes  No

**10. WASTE MANAGEMENT :**

Explain what you do with the waste generated during processing

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.....  
.....  
.....  
.....  
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***AFFIRMATION***

I affirm that all statements made in this application are true and correct. I agree to comply with the NPOP and **CGO Cert** standards. I understand that my farm/company's facility may be subject to unannounced inspection and/or organic products may be sampled and tested for residues at any time.

I agree to provide further information of my operations as required by **CGO Cert**.

I also understand that all the information furnished to **CGO Cert** will be kept confidential at all times.

Signature of Owner/Manager..... Date.....

Place.....

*(Please attach separately with Application Form)*

- SSI Licence
- Floor diagram
- List of products for organic approval
- Flow chart of product groups
- Organization Structure
- Facility Map
- Product flow charts
- Organic Product profile/Broachers
- Pest management trap maps
- Labels
- Other