

**Your One Stop for Organic Certification
in the World Market of Organic Food**



**How to get yourself Organic Certified as per International Standards
(NPOP, NOP & EEC-2092/91)**

**Guidelines for
Organic Certification of Grower Group**

OneCert = Value

***Disclaimer:** These Guidelines are made for developing basic understanding only, Can not be used or referred as standard reference. For the standard reference please refer to applicable standards.*

**OneCert Asia Agri Certification (P) Ltd
Plot no.8, Pratap Nagar Colony, Near Glass Factory
Tonk road, Jaipur-302017 (Raj) India
Phone & Fax No: 0141-2701882
E-mail: info@onecertasia.in, Website: www.onecertasia.in**

OneCert is a nationally and internationally operating Organic Certification agency accredited by APEDA under **National Program for Organic Production (NPOP-India)**. **OneCert Asia** is a branch of **OneCert Inc; USA**. OneCert was formed to provide understandable, affordable and efficient certification by certifying simultaneously to the **India-NPOP, US-NOP, European Union-EU 2092/91**, in one certification fees. This ensures adherence to the highest possible standards as well as providing the clients with certification for all the major world market of Organic produce. The name OneCert and the logo are recognized internationally as a symbol of high integrity and quality. OneCert Certification team has experience and expertise in food handling, processing, transportation and distribution. OneCert ensures all the support, within the permitted limits, to its customer.

What is Organic Certification?

Organic Certification is a procedure for verifying that products conform to certain set/defined standards. In case of Group Certification of Farmers, it is primarily the acknowledgement that the products from the Group members have been produced according to the applicable Gower Group standards.

Why Organic Certification?

1. Organic certification helps in building trust between consumers and organic farmers.
2. The certification mark 'Organic' is the only means to differentiate between certified organic and conventional foods.
3. Labels and certification marks help a consumer to recognise trustworthy organic products easily.
4. Organic certification and the logo are important marketing tools
5. Organic certification helps in getting comparatively a better price.

Benefits of Organic Certification by OneCert Asia

1. OneCert Organic Certification services are understandable, affordable and efficient.
2. We provide NPOP-India, NOP-USDA and EU 2092/91 Certifications all in one single fee.
3. A team of young, energetic and experienced inspectors, having excellent knowledge of different types of operations is deputed.
4. OneCert Logo is recognized internationally as a symbol of very high integrity and quality.
5. Customer services and other supports to the clients are *par excellence*.
6. Requirements of the entire major international standards have been summarized in the OneCert International standards.
7. Fully understanding the values and importance of Transaction Certificates, these certificates are released within 24 hrs. of receiving the required documents.
8. Neither hidden costs nor confusing statements.

Note:- HACCP, ISO, FSMS certified facilities need only a few additional requirements for organic certification. The documents prepared for the above systems are acceptable for organic certification also.

The Certification Process

The Certification process of OneCert is divided into 5 steps

STEP-1:- Registration and Application:-

For obtaining Organic Certification the first step is to be registered with OneCert Asia who in turn will provide you with an application packet. The packet contains **Application form, agreement, Grower Group Questionnaire (GGQ), Organic Farm plan (OFP), Farm Product and Inventory list and Field History sheet**. In Grower Group Questionnaire (GGQ) information about date of Group Formation, No. of farmers in Group, Total land holding of the Group, Detail of ICS are required. In Organic Farm Plan (OFP) information about Record keeping, Detail of Cultivation operation, Soil Fertility, Pest and Disease management Inputs/practices, Storage details, Detail of packaging material and methods used for prevention of contamination and commingling are required. While submitting the OFP and GGQ one must attach the Cluster Map, Training records of ICS staff and Group members, Non GMO statement, ICS document, List of Farmers, and Product label presently in use or to be used in future.

STEP-2:- Application Review:-

Once your complete application is received, we will review the same on the basis of applicable standards. If any incomplete information/non compliance are found or any additional information is needed, we will contact you. Once required information is gathered or non compliance is over, an on site audit is planned on a mutually agreed date and time.

This reviewing of application usually takes about a couple of days based on the information provided by applicant.

STEP-3:- Inspection:-

On the prescribed date a trained Organic Inspector, familiar with your type of operation will reach your facility. The inspector will thoroughly examine each process and documents of your operation and facility for the verification of your plan in an accurate description of Organic standard compliance. Inspection is done on the basis of sample. During an exit interview he will summarize his findings and asks for any additional information, if required. Inspection normally takes 3 days to One week depending upon the No. of sample to be inspected and complexity of operations.

STEP-4:- Secondary Review:-

After submission of the inspector's report, it is reviewed to evaluate compliance with the applicable standards. During the Secondary Review if more information is required we will contact you. After the receipt of report from the inspector, the Secondary Review generally takes 2-4 days.

STEP-5:- Certification Decision

After completion of the Secondary Review, the file is sent for the final decision, where it takes 1-2 weeks. After receiving the final decision you will receive your Organic Certificate along with a covering letter citing the conditions for awarding certificate. The Organic Certificate contains name of your company, address, category of certification and list of certified organic product. The entire Certification Process may take about 4-12 weeks depending upon documents and co-operation provided.

Basic Requirements for Group Certification

- 1. Scope:** - Grower Group certification is based on the Internal Quality System. The member of the Group must apply similar production system and farms should be in the similar geographical proximity.
- 2. Constitution of the Group organization:** - Group must have a legal status or constitution of the organization and shall be presented by organization chart.
- 3. Internal Quality System:-** Group certification is based on the Internal Quality System and following are the important constituent of the IQS:
 - Implementation of the Internal Control System
 - Internal standard
 - Risk assessment
- 4. Internal Standard:** - Internal standard should be prepared in local language by the IQS manager. If the farmers are illiterate, internal standard should contain
 - Definition of the production unit.
 - How to deal with the part conversion.
 - Conversion period.
 - Farm production norms for entire unit.
 - Harvest and post harvest procedure.

- 5. Conflict of interest:** - IQS personnel should not have any conflict of interest. All possible conflicts should be declared in a written statement.
- 6. Scope of certification:**-The certification should be granted to the Group with reference to the regulation/standard adopted by the Group.
- 7. Trade:** - The Group will market the products under a single entity. For procurements IQS should draw up relevant procedure.
- 8. Implementation of the Internal Control System:** - For maintaining the Internal Control System, the following procedures should be adopted by the grower Group:-
 - Registration of new member.
 - Provision of documentation to the members of the grower Group.
- 9. Internal Inspection:-**
 - At least two inspections of the Group should be carried out by the internal inspector and will be documented.
 - The inspection will be carried out in the presence of the member or representative.
 - In case of the severe noncompliance, the result will be reported immediately to the IQS manager and all measures will be taken to the internal sanction procedures.
- 10. External Inspection:-**The external inspection and certification agency will inspect the Group members on the basis of sample for the evolution of the grower Group for efficient Internal Control System for compliance with the NPOP Standards. The sample plan for inspection should be based on the inspector's perception of risk based on the following:
 - Size of holding.
 - Number of the member in the Group.
 - Inter-mingling/contamination.
 - Local hazard.
- 11. Non compliance and sanction:** - In case of the non-compliance, the IQS should take corrective or mitigating measures.
 - Procedure for implementation of sanction will be defined in case of non-compliance.
 - Sanction has to be documented.
 - Farmers that have to use prohibited inputs on their farms must undergo again the full Conversion Period all over again.

- **Training of IQS personnel and Farmers:-**
- Each internal inspector will be trained annually by a competent person.
- The date of the training and the list of participants will be documented.

The IQS manager will organize the regular training to the farmers of the Group and each farmer will be needed to participate the training. Each training should be documented.

12. Buying Procedure:-To ensure the integrity of the product from the Group, IQS ensures about the status of the farmer, supplied amount should be compared with harvested amount and estimated yield. All documents should indicate the status of the certified product. Bags should be labeled as Organic or as Conventional.

For the detailed requirements please consult OneCert International Standards, USDA-NOP, NPOP-India & EU 2092/91 regulations. Above standards can be downloaded from our website www.onecertasia.in.

Cost of Organic Certification by OneCert

OneCert is formed to provide understandable, affordable and efficient certification simultaneously for the India-NPOP, US-NOP, and European Union-EU 2092/91 standards in One Certification fees i.e. One Certification fee for ALL. The fees may vary depending upon the time required for different activities such as processing of application, review/s, inspection/s, report writing, decision making etc. Fees of a Handler and Processor depend upon:

1. No. of products applied for Organic Certification.
2. No. of production lines (Processor only).
3. No. of Operation sites or Offices.
4. Records maintained and information provided.
5. Complexity of operation.
6. Support provided by applicant.
7. Size of operation.

Based on the above norms for Grower Group, the cost of certification for crop cultivation varies from Rs. 45/- to Rs. 250/- per acre per year.

1. Cost of Scope Certificate:-Rs.1, 000/- per certificate,
2. Cost of Transaction certificate:-Rs.500/- for Domestic and Rs.1,000/- for Export plus cost of Courier for Destinations other than India,
3. Cost of sample testing as per actual billing by the designated Laboratory.

Note:

1. *Taxes as applicable will be extra,*
2. *Cost of travelling (To & from Jaipur to the site of inspection), lodging and boarding of the auditor will be borne by the applicant,*
3. *To know the actual cost of your operation, please contact OneCert Asia office.*

Time taken by OneCert Asia for Organic Certification

The complete certification process may take 4 to 12 weeks depending upon the providence of information and support by the applicant.

Complaint & Appeal

Under the provisions of OneCert Certification Procedure (OC-002) any decision taken in respect of granting withholding, renewal, suspension or cancellation of certification under the NPOP, NOP & EEC 2092/91 can be appealed against. An operator may also lodge the complaint.

For the Procedure and Guidelines for making an appeal and complaints, contact

Sandeep Bhargava
Chief Executive Officer
OneCert Asia Agri Certification (P) Ltd
Plot No. 8, Pratap Nagar Colony,
Near Glass Factory, Tonk Road,
Jaipur (Raj.)-302017