1. **Obligations, control arrangements and undertaking by the operator**

The following control arrangements are specific to producers,.
When the control arrangements are first implemented, the operator shall draw up and subsequently maintain:

(a) A full description of the unit and/or premises and/or activity;
(b) A list of the practical measures to be taken at the level of the unit and/or premises and/or activity to ensure compliance with the organic production rules;
(c) A list of the precautionary measures to be taken in order to reduce the risk of contamination by unauthorised products or substances and the cleaning measures to be taken in storage places and throughout the operator's production chain. Where appropriate, the description and measures provided for above may be part of a quality system as set up by the operator.
(d) All the practical measures, including an appropriate system of documentary accounts, to be taken at the level of the unit to ensure that the products the operator places on the market can be traced to, as appropriate, their suppliers, sellers, consignees and buyers.
(e) In the case of a unit involved in the preparation for its own account or for account of a third party, and including in particular units involved in packaging and/or re-packaging of such products or units involved in labelling and/or re-labelling of such products, the full description of the unit referred to in above (a) shall show the facilities used for the reception, the processing, packaging, labelling and storage of agricultural products before and after the operations concerning them, as well as the procedures for the transport of the product
(f) **Access to facilities:** The operator shall give the Biocert International, for control purposes, access to all parts of the unit and all premises, as well as to the accounts and relevant supporting documents;
(g) The operator shall provide the Biocert International with any information reasonably necessary for the purposes of the control;
(h) The operator shall submit, when requested by the Biocert International, the results of its own quality assurance programmes

Obligation of the operator:

a) The Operator confirms that he/she is familiar with the corresponding IACB Equivalent European Union Organic Production & Processing Standard for Third Countries (Most Updated Version) and that referring IACB Equivalent European Union Organic Production & Processing Standard for Third Countries (Most Updated Version) are followed throughout the entire operation for which certification is applied for. The most current regulation applies at any given time.
b) The operator shall notify the following information to BIOCERT INTERNATIONAL , Name and address of operator; Location of premises and, where appropriate, parcels (land register data) where operations are carried out; Nature of operations and products; Undertaking by the operator to carry out the operation in accordance with the provision laid down in IACB Equivalent European Union Organic Production & Processing Standard for Third Countries (Most Updated Version); In the case of an agricultural holding, the date on which the producer ceased to apply products not authorized for organic production on the parcels concerned; The name of the approved body to which the operator entrusted control of his undertaking, where the Competent Authority has implemented the control system by approving such bodies.
c) The operator keeps Stock and financial records of his activities for inspection & certification purpose.
d) The operator agrees to grant the Agency or person authorized by the Agency entry to land and buildings, the right to view documents and to take samples, and the right to view data relevant for the inspection and certification. This applies to entire area of the operation including organic and conventional parts and to any parts subcontracted by the operator. Inspections can take place at any time.

e) The operator agrees that authorities and accreditations bodies herein after mentioned as the competent authorities relevant for certification by the Agency may get same access to premises and data as the Agency.
f) The operator agrees that his name and address, the scope of the certification and the products covered by the certification may be published by BIOCERT INTERNATIONAL .
g) The operator agrees that BIOCERT INTERNATIONAL may subcontract third parties for inspection or analysis activities.
h) Operator agrees to maintain written agreement with clear responsibilities of a all the parties involved in the chain of certified production
i) Complies with the CB requirements in making reference to its certification in communication media & notify the certification program of any changes
j) Uses certification only to indicate that products are certified as being in conformity with specified standards.
k) Endeavour's to ensure that no certificate or report nor any part thereof is used in a misleading manner
l) Does not use its certification to bring disrepute to the CB, Does not make statement which is misleading or unauthorized
m) The operator agrees to do the following if he has applied for certification according to rules equivalent to EEC Regulation 834/07(IACB Equivalent European Union Organic Production & Processing Standard for Third Countries (Most Updated Version)),
n) Operator agrees to provide information regarding previous and current certification reasonably necessary for the purposes of the control
o) Agree to fulfill the certification requirements including implementation of changes communicated by Biocert International related to applied product certification scheme

The operator agrees:

- To maintain a full description of the unit and/or premises and/or activity;
- To supply any information needed for evaluation of the production to be certified;
- all the practical measures to be taken at the level of the unit and/or premises and/or activity to ensure compliance with the organic production rules;
- the precautionary measures to be taken in order to reduce the risk of contamination by unauthorized products or substances and the cleaning measures to be taken in storage places and throughout the production chain
- to perform the operations in accordance with equivalence (EEC Regulation 834/07) ACB Equivalent European Union Organic Production & Processing Standard for Third Countries (Most Updated Version)
- Operator agrees shall not switch in and out to certification programme from the certification system.
- Operator agrees to conduct 5% of sampling and testing of raw ingredient products used for processing as per category D and E.
- To accept, in the event of infringement or irregularities, the enforcement of the measures of the organic production rules
- To accept to inform in writing the buyers of the product in order to ensure that the indications referring to the organic production method are removed from this production."
- The operator responsible shall notify any change in the description or of the measures
- The operator shall verify the documentary evidence of his suppliers.
- to initiate procedures either to withdraw from this product any reference to the organic production method or to separate and identify the product in the event of a suspicion that a product he has produced, prepared or imported or been delivered from another operator is not in compliance to this regulation and to put it into processing or packaging or on the market after elimination of that doubt, unless it is placed on the market without indication referring to the organic production method.
- Whenever veterinary medicinal products are used the information according as regards disease prevention and treatment and veterinary care: date of treatment, details of the

diagnosis, the posology; type of treatment product, the indication of the active pharmacological substances involved method of treatment and veterinary prescription for veterinary care with reasons and withdrawal periods applying before livestock products can be marketed labelled as organic is to be declared to the control authority or body before the livestock or livestock products are marketed as organically produced. Livestock treated shall be clearly identified, individually in the case of large animals; individually, or by batch, or by hive, in the case of poultry, small animals and bees

- to withdraw all products labeled with certification claim from the market with immediate effect, in case of decertification or withdrawal of certification from the agency
- To countersign the control body's inspection report that indentifies possible deficiencies and non-compliances with these Standards and take the necessary corrective measures.
- Return any certification document as required by the CB on suspension or cancellation
- Make necessary arrangement for resolution of complaint against certified operations or produce
- Make claims regarding certification only in the respect of scope for which certification is granted
- Discontinue to use of all advertising matter that mention certification upon suspension or cancellation
- on behalf of myself and my subcontractors that the different inspection bodies or authorities there can exchange information on the operations under their inspection and on the way this exchange of information can be implemented.
- to submit the applicable fees charged by the certifying agent
- Permit and make arrangements for on-site inspections with complete access to the production or handling operation, including non-certified production and handling areas, structures, and offices and personnel by the certifying agent
- Each year, before the renewal audit date indicated by Biocert International, Producer/ production operators/farmers shall notify its schedule of production of crop products and should give a breakdown of parcel as per cropping pattern to the Biocert International.
- Establish, implement, and update annually an organic production or handling system plan that is submitted to BIOCERT INTERNATIONAL
- Agrees to immediately notify the certifying agent concerning any:
    1. Application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation;
    2. Change in a certified operation or any portion of a certified operation that may affect its compliance with the Standard.

- Agrees to maintain or improve the natural resources of the operation, including soil and water quality.
- to accept, in cases where the operator and/or the subcontractors of that operator change their control authority or control body, the transmission of their control files to the subsequent control authority or control body;
- to accept, in cases where the operator and/or the subcontractors of that operator are checked by different control authorities or control bodies in accordance with the control system set up by Competent authority concerned, the exchange of information between those authorities or bodies;
- to accept, in cases where the operator withdraws from the control system, to inform without delay the relevant competent authority and Biocert International;
- to accept, in cases where the operator withdraws from the control system, that the control file is kept for a period of at least five years;
- to accept to inform the relevant control authority or authorities or control body or bodies without delay of any irregularity or infringement affecting the organic status of their product or organic products received from other operators or subcontractors.

- Agree to inform Biocert International within 3 days after the moving of apiaries.
- Operations, which are contracted out to third parties agrees to provide the full description of the unit referred to in Article 63(1)

  a) A list of the subcontractors with a description of their activities and an indication of the control bodies or authorities to which they are subject

  b) Written agreement by the subcontractors that their holding will be subject to the control regime of Title V of Regulation (EC) No 834/2007;

  c) all the practical measures, including inter alia an appropriate system of documentary accounts, to be taken at the level of the unit to ensure that the products the operator places on the market can be traced to, as appropriate, their suppliers, sellers, consignees and buyers.

2. **Procedure for Organic Certification**

REQUESTING FOR ORGANIC CERTIFICATION APPLICATION PACKET

A person, group, or entity, seeking certification of its operation will be supplied with the applicable published tariff and application packet. An initial application packet(Required or not details) which minimum contain the applied standards, certification procedure, applied forms ,quotations is supplied to any operator upon receipt of an enquiry within 10 working days through mail, phone, fax, or other way of communication.

APPLYING FOR CERTIFICATION

To apply for certification, an applicant must submit dully filled an application and organic management system plan of applied certification category. The operator responsible for notify any change in the description or of the measures contracted production or Processing.

The client is responsible for maintaining documents as per application packet, which will be used throughout the certification steps described in this section. The Application, Organic Management System plan per each type of category of certification must be completed along with dully signed Inspection & Certification contract. Biocert International will accept all applications that fall within the scope of its certification program to the extent of its administrative capacity to do so without regard to size or membership in any association or group, race, colour, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status.

INITIAL REVIEW OF THE ORGANIC MANAGEMENT SYSTEM PLAN (OMSP)

After receiving application records, reviewer reviews the details. The exact time of review will vary depending on the completeness of the application, responsiveness of the operator to requests for more information, as well as the availability of the reviewer but it can review in 15 working days if the details are sufficient for review. Unsigned or incomplete applications may be returned to the operator, and an applicable postage and handling fee may be required for application resubmission. Reviewer/Evaluator responsible to send details of review and Inspection certification contract to operator.

INSPECTION PLANNING

An on-site inspection shall be conducted for each operation requesting certification and include the unit, facility and site that produces or handles organic products included in an operation for which certification is requested. An on-site inspection shall be conducted annually. Inspections for each certified operation that produces or handles organic products are required for the purpose of determining whether to approve the request for certification or whether the certification of the operation should continue. Biocert International shall conduct additional random on-site inspections (either announced or unannounced) based on the risk of first time operators for certification and currently certified operations to determine compliance with applicable standards, and if necessary to verify the requirement. All on-site inspections must be conducted when an authorized representative of the operation who is knowledgeable about the operation is present and at a time when the land and/or facilities demonstrate the operation's compliance with or capability to comply with the relevant standards. This requirement does not apply to unannounced on-site inspections.

ASSIGNMENT AND SCHEDULING OF INSPECTOR(S)

Once the application review is complete, Biocert International Pvt Ltd will assign an Inspector, based on the following criteria or combination thereof for the specific type of operation to be evaluated:

a)Specification of appropriate education, training and experience/competence (i.e. training policy),

b) Previous experience in the location where an inspection takes place;

c) Knowledge of the language,

d) The local organic context, and

e) No prior affiliation or business relationship with operator or certified operation being evaluated within an amount time as established by Biocert International Pvt Ltd.

The inspector may not have a conflict of interest; an operation shall usually not be inspected by the same inspector for more than two times consecutively including high-risk operators that are inspected more than once a year. Quality manager/certifier shall send audit plan to the operator with details of assigned inspector (Except unannounced inspection) and operator is contacted to arrange the logistics of the on-site inspection. Operators shall have neither the right to choose nor to recommend inspectors. Operators shall in any case have the right to raise objections based on conflict of interest or other reasons. Quality Manager shall rule whether the reasons are accepted and is responsible to document the same. Once such request received from operator, Quality Manager should discuss this situation with Managing Director and concerned assigned inspector to take their view. If Assigned inspector found guilty in this situation then, quality manager take appropriate action against assigned inspector, such as removed from inspection of those particular project/warning/ suspension from work. Quality Manager should allot new inspector for inspection of same project, who doesn't have any conflict of interest situation with same operator.

Operators may refuse the selection of an inspector based on a valid argument demonstrating that the inspector would not be able to conduct an objective inspection of the operation in question. The applicant may submit their objections, in writing with valid reason, to the Quality Manager. Quality Manager shall document the grounds on which an applicant might refuse the choice of inspector and shall inform the operator of these grounds, prior to, or along with, the name of the inspector being provided to the operator.

Before performing an actual on-site inspection, Biocert International Pvt Ltd provides inspectors with the Biocert International Pvt Ltd Inspectors Manual and guidance necessary for the inspector to complete a successful inspection, including at minimum:

1. The implementation in the field of any checklists, guidance documents, or options for the interpretation of standards,
2. Requirements for opening meetings, closing meetings, communications of results of surveillance audits, and any
3. Requirements for report writing Biocert International Pvt Ltd also provides inspector (as appropriate) the following documents for review:

- The Organic Management Plan;
- Previous Year's inspection report, Certification decision if applicable;
- Any Minor Non-compliances and corresponding corrective actions from the previous year.

4. Inspectors inspection instructions and ethics stated under Inspection Manual;
5. Prescribed materials applicable to the operator's operation;
6. Additional specific instructions and requirements as directed by Biocert International Pvt Ltd;
07. Relevant Certification Standards and Checklist, Inspection report.

ON-SITE INSPECTION

The inspector will inspect each production unit, facility, and site that produces or handles organic products and that is included in the request for certification. The Inspector will also review documents, record- keeping systems, interview personnel, and perform sampling (if necessary) as warranted. Operators must allow the inspector to have complete access to the production and handling operation, including non-certified production and handling areas, structures and offices.

The inspector should conduct an opening meeting to discuss the inspection plan. This meeting defines the role of the inspector, communicates the confidentiality of all information, and outlines the planned inspection activities. This is the inspector's opportunity to set expectations and answer the applicant's questions.

During the inspection, the inspector will verify the following information:

1) The operations' compliance or capability to comply with the applied standards, or other additional standards as applicable; Copy of current version of standard must be present with operator
2) The information provided in the application, including that the organic management plan accurately reflects the practices used or to be used by the operator for certification or by the certified operation;
3)Prohibited substances have not been and are not being utilized in an operation requested for certification. Inspector can collect samples of product from all production stages based on the risk assessment.
4) An audit trail is developed and maintained sufficiently to ensure all organic
Production can be traced back through the system and contamination risk is managed accordingly. Records audited include, but are not limited to ingredient/seed source records, production, monitoring, storage, transport and sales records.

The inspector will review each production unit, facility, and site where the operation produces or handles organic products. The inspection includes, but is not limited to:
Verification of the OMSP that the operator maintains onsite to ensure that the operator has an updated OMSP, is implementing the OMSP, and that the OMSP complies with the standards;
Risk Assessment of the operations
For Producers: evaluation of soil and nutrient management, adjoining land use, buffer zones, land use history, production capacity of the land, seeds and planting stock used, crop rotation practices, pest control practices, harvest, labeling, and shipping;
For Processor/handlers: evaluation of product composition, receiving, processing, pest control, storage, labelling and shipping, as well as practices to prevent commingling and contact with prohibited substances;
Verification of the operation's production or handling capacity;
Evaluation of the recordkeeping system and verification of activities through appropriate records;
Reconciliation of the volume of organic products produced or received with the amount of organic products shipped, handled and/or sold, also known as trace-back audits or in out balances; and
Sampling of organic agricultural products for residue testing, if applicable as per the sampling and testing procedure. The inspector will provide a receipt for any samples taken.
The requirements other than the composition of the product that will be checked during inspection and evaluated for making the certification decision is communicated to the operator for certification of processing and trade

At the end of the inspection, the inspector conducts an exit interview with an authorized representative of the operation. During the exit interview, the inspector communicates any potential non-compliance observed, and requests any additional information that may be missing from the OMSP. If significant information is missing, the inspector should note this in the inspection report and discuss this as a concern during the exit interview.

Inspectors often discover new information or documentation during onsite inspections. The inspector may accept additional OMSP updates during the inspection, up until the

start of the exit interview, and should provide any new information received onsite to the certifier. If the inspector and the operator update the OMSP during the inspection, then the inspector should provide a copy of the update to both the operator and the certifier. Once the inspector finishes the inspection report, he or she sends the report to the certifier for review. The certifier will evaluate the inspector's findings when making a final certification decision.

Non Compliances:-Major, Minor or Opportunity for Improvement.
Notice of Noncompliance
If Inspector believes that an operator or client is not able to comply or has not complied with the requirements of the relevant standards, Inspector will provide a written Notification of Noncompliance. The operator or client must respond with satisfactory evidence of compliance within the timeline specified by Inspector. The Notification of Noncompliance shall provide:
a) A description of each noncompliance,
b) The facts upon which the notification of noncompliance is based, and
c) The date by which the operator or client must rebut or correct each noncompliance, and submit supporting documentation of each such correction when correction is possible.

Major Noncompliance's:
The Inspector shall classify any unfavourable finding as a major noncompliance when following situations observed:
a.) The unfavourable finding is based upon facts or observations which indicate a total breakdown of the applicant's systematic plan for complying with the standard;
b.) The unfavourable finding is based upon facts or observations which indicate there is a total lack of a systematic plan for complying with the standard;
c.) The unfavourable finding is based upon facts or observations which indicate that a product which is not compliant with the standard has been shipped or it is probable that a product which is not compliant with the standard may be shipped;
d.) The unfavourable finding is based upon facts or observations which indicate that it is probable that the system will fail to provide the particular type of integrity that the standard was created to ensure; or,
e.) The unfavourable finding, when evaluated in light of the operation's previous noncompliance's,(including a failure to correct previous minor noncompliance's or their recurrence), the context of other unfavourable findings for other criteria in the instant review, or in the context of having multiple facts or observations supporting the unfavourable finding, indicates a weakness in, a failure of, or a lack of a systematic plan for complying with the standard;
Deadline for major non-compliance should be given by inspector in between 30 days from date of exit meeting of Inspection.

Minor Non Compliances:
The Inspector shall classify any unfavourable findings as a minor non-compliance when the following situations observed:
a) The unfavourable finding is based upon facts or observation indicate that the factor observation is an isolated event which in the context of the applicant's systematic plan constitutes a non-systemic breakdown that did not and is not likely to result in the shipment of a product which not compliant with the standard,

b.) The unfavourable finding is based upon facts or observations indicate that the fact or observation is an isolated event which in the context of the applicant's systematic plan Constitutes a non-systemic breakdown that did not and is not likely to result in the system failing to provide the particular type of integrity that the standard was created to ensure
C.)The unfavourable finding is based upon facts or observations which indicate that the nonconformity is based on a deficiency in recordkeeping, documentation, or procedure which does not threaten the particular type of integrity that the standard was created to ensure.
Deadline for minor non-compliance should be given by inspector in between 30 to 60 days from date of exit meeting of Inspection.

Opportunity for Improvement in Future: The unfavourable finding is based upon observation which indicates that the nonconformity is based on a deficiency in practices which does not threaten the organic integrity standard, but helpful in quality improvement.
Opportunity for Improvement in Future non-compliance inspector should be verify during future renewal inspection.

Exit Interview
The inspector will conduct an exit interview with an authorized agent of the operation in order to confirm the accuracy and completeness of the inspection observations and the information gathered during the inspection. At this time the inspector will notify the operator or certified operation of any additional information needed or of anything that appears to be out of compliance with relevant standards. The inspector will provide the operator with a receipt for any samples taken during the inspection. Any additional information or items that appear out of compliance will be presented in writing in the Exit Interview Form. The operator is expected to read all items described in the Exit Interview Form and sign this document as acknowledgement that such items have been explained to him. From the time of the exit interview, the inspector is allotted a maximum of 21 days to complete and submit the inspection report to Biocert International Pvt Ltd. In case of long audit schedule Inspector may send Inspection report and rest records through courier to Head Office.

Additional inspections are one of the most effective and useful tools in the organic regulations to ensure compliance across certified operations, and give consumers additional reasons to trust the organic label. Other than the mandatory annual inspections required for certification, Biocert International must decide to conduct further additional inspections which can be announced or unannounced based on the result of risk analysis wherever applicable.

Biocert International will perform additional control visits at least 10% of controlled operators.

Unannounced inspections: The unannounced inspections take place on the basis of the risk analysis and are planned according to the risk level. This inspections shall be carried out unannounced with no prior warning given to operators.

Biocert International will perform 10% unannounced inspection of total inspections. (Mandatory annual Announced inspections of controlled operators + 10% Additional control visits conducted of controlled certified operators).

EVALUATION OF INSPECTION RECORDS (INSPECTION REPORT, INSPECTION CHECKLIST, NON CONFORMITY ANALYSIS REPORT):

Within a reasonable time after receipt of the inspection report, other related records from Inspector and non-conformity closing evidences received from operator, the Evaluator/Certifier conduct the Final Compliance Review, which shall commence within 15 days of submission. Review must be carried by person other than the inspector. In case of Major NC, Evaluator shall inform TRACES manager. All the COI shall be blocked if there is any Major NC open.

EVALUATION ON NONCOMPLIANCE'S, CORRECTIVE ACTIONS TAKEN BY OPERATOR

Once the corrective actions are received from the operator, Evaluator/Certifier shall evaluate the corrective actions and shall proceed to make an evaluation decision based upon the Nonconformity Analysis and corrective actions submitted.

ISSUANCE OF DECISION FOR CERTIFICATION

Certification decision shall be taken by certification committee after receiving recommendation documents from evaluator. The committee shall have authority to grant, maintain, extend and reduction the certification. Certification committee shall have authority to suspend or withdraw of certification. When there are no unfavourable reviews findings then Certification committee must grant certification to the operator or if the operation is already certified. Certification committee shall grant decision in case of suspend or withdrawal as applicable under the standard.

GRANTING OF CERTIFICATION

Biocert International Pvt Ltd does not grant certification to any operator only on the payment of fees received, If the final reviewer evaluation report, and all procedures and activities of the operator's operation are in compliance with the requirements of the applicable Standards, and Biocert International Pvt Ltd determines that the organic management system plan and all procedures and activities of the applicant's operation are in compliance with the requirements and that the applicant is able to conduct operations in accordance with the plan, then certification will be granted to the operator.

CERTIFICATE

When certification is granted, Biocert International Pvt Ltd will issue a certificate of compliance to the operator as per master format with one year of validity of certificates.
Certificate of Inspection shall be issued as per the TRACES.

MAINTAINING CERTIFICATION (CONTINUATION OF CERTIFICATION)

In order for a client to maintain certification, the client must:
Maintain compliance to the relevant Standards
Successfully complete an annual on-site surveillance inspection
Annually pay the certification fees, and
Submit the annual update adds new information to the existing OMSP.

RENEWAL / CONTINUATION OF CERTIFICATION

Renewal of scopes shall be completed within three month of expiry by the Biocert International Pvt Ltd . Whole application, inspection and certification procedure should be complete within three month of expiry of scope certificate. To maintain and continue certification, a certified operation must annually pay the certification fees and submit certification changes on the organic system plan.
In case of non-fulfilment of the annual inspection within three months of the expiry, the certificate of inspection will be cancelled. During expiry of the certificate no any COI shall be issued by Biocert International Pvt Ltd.

SAMPLING AND TESTING

Along with this Biocert International shall responsible to be take and analyse every year at least 5% number of Risk based samples of the total number of certified operators at all stages. Operators to be sampled are set based on a risk assessment of the products, complexity of the organic operation in case of suspicion of contamination of the organic produce and country. Biocert International shall ensure 5% sampling of export product (of total COI issued) done annually.

TESTING

Quality Manager shall ensure the identified laboratory shall have following pesticide residue testing services

- Analysis of individual or groups of pesticides
- Targeted pesticide testing
- Multi- residue screening for over 150 compounds

For Targeted Pesticide Testing: Biocert International shall follow the Single Residue Testing methods for following substances Glyphosate, Dinocap, Chlormequat and Mepiquat.

SUSPENSION OR REVOCATION OF CERTIFICATE

When the corrective action is insufficient and/or not completed within the prescribed time period, Biocert International Pvt Ltd shall issue a certified client a written Notice of Proposed Suspension and/or Revocation of Certification of the entire operation or a portion of the operation, as applicable to the noncompliance. If the client fails to correct the noncompliance(s), to resolve the issue through rebuttal, or to file an appeal of the proposed suspension or revocation of certification in the timeframe allowed, Biocert International Pvt Ltd shall send the client a written notification of suspension or revocation.

PRODUCT ADDITION/MODIFICATION /SCOPE AMENDMENT

Clients are required to inform Biocert International Pvt Ltd , in writing of any modifications, which extend or reduce their scope of certification already granted. Once Biocert International receive in writing ,the certification committee shall take further decision for the inspection or allowed modification, The client are not allowed to release products affected by the modification until the Certification Committee has reviewed the modification and has found it to be compliant with applicable certification standards.

WITHDRAWAL OF CERTIFICATION

At any time clients may withdraw certificate through written notification. The client must cease all claims of the Biocert International Pvt Ltd logo and name, destroy or return all certificates, labelling and marketing material containing reference of Biocert International Pvt Ltd. When a certified operator does not renew a certification of its product after three months of expiry of scope certificate. Certifier shall formally notify this operator in a timely manner that its certification is withdrawn.

APPEALS, COMPLAIN AND DISPUTES

APPEAL

In the incident of an Operator wishing to appeal against any decision. The Operator needs to lodge formal appeal against such decision within 21 days after being officially informed of such a decision. Once the Appeal received, QM shall register the appeal and send acknowledgement to the operator in seven working days. MD shall reviews the appeal only in case of if he is not become the part of certification committee and within 30 days of receipt of such an appeal and if agreed with operators argument the original decision is revised. If MD is not agreed with operator's argument the decision remains unchanged. The appellant reserves the right to further appeal the decision of MD. The appeal then is forwarded to the appeal committee. If MD is part of the certification decision committee, then MD shall forward appeal directly to the appeal committee. Appeal committee calls for meeting, the appellant will be given 7 days' notice of the time and place of such a meeting. The decision of appeal committee shall stand. At such a meeting, representatives of Biocert International Pvt Ltd and the appellant shall be entitled to be heard in confidence. The decision of the majority of the appeal committee as declared by its chairman shall be final.

COMPLAINTS

Biocert International Pvt Ltd considers complaints related to its operations and those against certified operators. Resolution of complaint received from any operator (e.g., producers, contract producers, processors, handlers, etc) or from other parties such as interested stakeholders or the general public does not discriminate any partiality to specific group or members. Quality Manager is responsible for implementation of this procedure.

DISPUTES

Any dispute with respect to denial of certification or proposed suspension or revocation of certification may request for Mediation. Mediation shall be requested in writing to Biocert International Pvt Ltd . If Biocert International Pvt Ltd rejects the request for Mediation, Biocert International Pvt Ltd shall notify the client and shall advise client the right to request an appeal pursuant. Within 15 days of the date of the written notification of rejection. If Biocert International Pvt Ltd accepts the request for Mediation, such mediation shall be conducted by a qualified mediator mutually agreed upon by the parties to the mediation. The parties of the Mediation shall have no more than 30 days to reach an agreement following a Mediation session. Any agreement reached during or as a result of the Mediation process shall be in compliance with the applicable standards. If Mediation is unsuccessful, the client shall have 30 days from termination of Mediation to appeal to Biocert International Pvt Ltd pursuant to Appeals.

DENIAL OF CERTIFICATION

When Biocert International Pvt Ltd has reason to believe, based on a review of the information that an applicant for certification is not able to comply or is not in compliance with the IACB equivalent EU organic production and processing Standards (For Third countries moat updated version), Biocert International Pvt Ltd must provide a written notification of noncompliance to the applicant. When correction of a noncompliance is not possible, a notification of noncompliance and a notification of denial of certification may be combined in one notification.

PROCEDURE OF ISSUANCE OF CERTIFICATE OF INSPECTION

Biocert International shall issue a certificate of inspection using the electronic Trade Control and Expert System (TRACES) established by EU Commission. The original certificate of inspection shall be a printed and hand-signed copy of the completed electronic certificate in TRACES.

With reference to the Commission Implementing Regulation (EU) 2020/25 amending and correcting Regulation (EC) No 1235/2008, published in the Official Journal of 14 January 2020, has entered into force from 3 February 2020. The certificate of inspection (COI) must be issued at the moment the consignment leaves the third country of export or origin and Biocert International shall require to carry out the necessary documentary checks before signing box 18. Prior to issuance of certificate of inspection Biocert International shall check full chain of documents including Product flow process chart, transport records, Invoice. During application of COI- Box 13, Box 16 and Box 17 of the COI may be filled in with the provisional information available at the time of application/ issuing the COI. After issuance of COI, within 10 days from the issuance of the COI all the information concerning transport means and the transport documents (Box 13, Box 16 and Box 17) shall be included in the COI/TRACES, in any case, before endorsement of the COI from Member State's authorities. After receiving of application Biocert will take minimum 7 working days to issue the certificate of Inspection. All operator shall send the transport information related to COI within 10 days from the issuance. Once operator have fulfilled above said criteria Biocert International shall issue Certificate of Inspection for the export of organic product into European Union. If the major NC observed during the random inspection ,then it's must be closed before the issuance of the COI

To get the access as organic product into the EU, Operator must submit the original certificate of inspection at the entry point of European Union.

EXCHANGE OF INFORMATION

The Biocert will exchange information with other CB duly justified with the protection of organic integrity. This includes, but is not limited to exchange of information in case of transfer of operations, irregularity/infringement/positive residue detection /suspected fraud or cross checking between CBs; The Biocert will participate in the Alert System for Organic taken into account the notification between all the participants to inform each other in a timely and professional manner on problems and potential problems with organic products in the market place. The level of communication shall depend on the severity and the extent of the irregularity or infringement found. The Biocert International shall exchange relevant information on the results of their controls with other competent authorities, control authorities and control bodies. Biocert International may also exchange such information on their own initiative. Biocert International shall communicate information on cases of irregularities or infringements affecting the organic status of a product immediately to the Competent Authorities where the products are imported.

Organic logo of the European Union

Where the reference to organic production is used, the organic logo of the EU:
(a) May be used in the labelling, presentation and advertising of products which satisfy the requirements of these Standards;
(b) Shall appear on the packaging of pre-packaged food.

The organic logo of the EU **shall not** be used in the case of the following products:
(a) In-conversion products;
(b) Food products containing less than 95% organic content
(c) Food products containing hunted or fished ingredients
(d) Products produced to private/national standards, e.g. Organic Deer & Venison Products.
The use of the organic logo of the EU and the place of origin shall be optional for products imported from third countries. However, if the organic logo of the EU is used, the country of origin shall also appear in the labelling, where all agricultural raw materials of which the product is composed have been farmed in that country.

In accordance with Article the Commission shall, in accordance with the procedure
referred to in Article Specific principles applicable to farming & Specific principles applicable to processing of organic feed, lay down specific criteria as regards presentation, composition, size and design of the Community logo of Regulation (EC) No 834/2007, the organic production logo of the European Union (hereinafter "Organic logo of the EU") shall:
(a) The Organic logo of the EU shall comply with the model below:

(b) The reference colour in Pantone is Green Pantone No 376 and Green (50
% Cyan + 100 % Yellow), when a four-colour process is used;
(c) The Organic logo of the EU can also be used in black and white as shown, only where it is not practicable to apply it in colour:

(d) If the background colour of the packaging or label is dark, the symbols may be used in negative format, using the background colour of the packaging or label;
(e) If a symbol is used in colour on a coloured background, which makes it difficult to see, a delimiting outer line around the symbol can be used to improve contrast with the background colours;
(f)In certain specific situations where there are indications in a single colour on the packaging, the Organic logo of the EU may be used in the same colour;
(g) The Organic logo of the EU must have a height of at least 9 mm and a width of at least 13,5 mm; the proportion ratio height/width shall always be 1:1,5. Exceptionally the minimum size may be reduced to a height of 6 mm for very small packages;
(h) The Organic logo of the EU may be associated with graphical or textual elements referring to organic farming, under the condition that they do not modify or change the nature of the Organic logo of the EU, nor any of the indications mentioned at Article 58. When associated to national or private logos using a green colour different from the reference colour mentioned in point (b), the Organic logo of the EUmay be used in that non reference colour;
(i) The use of the Organic logo of the EU shall be in accordance with the rules accompanying its registration as Organic Farming Collective Mark in the Benelux Office for Intellectual Property and in the Community and India Trademark Registers.
EU organic seal may be used on products certified "organic" and exported in accordance with Title III of EEC 1235/2008. Use of the seal on such products is optional.
The EU organic seal must be used in specific format and colors as defined by EEC 271/ (Most Updated Version). The seal is a green (Pantone no. 376) rectangle with white stars in the shape of a leaf. Rectangle must be at least 9mm high by 13.5mm wide and maintain a height to width ratio of 1 to 1.5. Variations, such as modified color schemes (including black and white, different shades of green, delineating borders, etc) or smaller size, may be permissible in certain situations.
When the EU logo is used, there must be indication of the source of the ingredients of the product.
Within the same visual field as the logo, it must include one of these statements:

• "EU Agriculture" if the agricultural raw material has been farmed in the EU,
• "Non EU Agriculture", if the agricultural raw material has been farmed outside the EU
• "EU/non- EU Agriculture", if part of the agricultural raw materials has been farmed in the EU and part outside the EU. The name of a specific country may be used instead of the terms 'EU' or 'non- EU' where all agricultural raw materials have been farmed in the same country.

Label Approval

To assure organic integrity of product label approval done as per the organic standards.
Certifier shall verify following during label approval of operation

- Product shall bear terms referring to the organic production method where, such a product, its ingredients or feed materials have been obtained in accordance with the rules laid down as per the IACB equivalent European union organic production and processing standard for third countries (Most updated version).
- A product which does not satisfy the requirements set out under the IACB equivalent European union organic production and processing standard for third countries (Most updated version) regulation shall not bear any terms referring organic production, any terms including terms used in trademarks, or practices used in labelling or advertising liable to mislead the consumer or user by suggesting that a product or its ingredients satisfy the requirements set out under this IACB equivalent European union organic production and processing standard for third countries (Most updated version) shall not be used.
- Labelling or advertising material shall not mention it contains GMOs, consists of GMOs or is produced from GMOs
- As regards Processed Product,
    - Process product may bear terms referring to organic production method, provided that the processing complies with the rules laid down as per the IACB equivalent European union organic production and processing standard for third countries (Most updated version) and contains at least 95% organic ingredients of agricultural origin, added water and salt shall not be included in the percentage calculations of organic ingredients.
    - In the list of ingredients shall indicate which ingredients are organic.
    - If product has less than 95% certified organic ingredient, then the references to the organic production method may only appear in relation to the organic ingredients and the list of ingredients shall include an indication of the total percentage of organic ingredients in proportion to the total quantity of ingredients of agricultural origin.

Sanction Catalogue

Sanction Catalogue for Biocert International

Problem/Violation	Sanction	Sanction in repeated cases
Withholding of important information Not giving true evidence Not giving free access to the unit and premises No acceptance of enforcement of corrective measures imposed by certification body	1. Non-approval (in case of initial inspection) 2. Extra inspection	D: De-certification/withdrawal of certification

Problem/Violation	Sanction	Sanction in repeated cases
Uncertain data, suspicion	1. Non-approval (in case of initial inspection) 2. Additional Analysis 3. Warning / temporary prohibition of marketing	D: De-certification/withdrawal of certification
MISSING DOCUMENTS Additional information requested is not provided by operator	1. Non-approval (in case of initial inspection) 2. Warning 3. Temporary prohibition of marketing	D: De-certification/withdrawal of certification
INSPECTION REPORTS All relevant units including storage premises could not be inspected.	1. Non-approval (in case of initial inspection) 2. Extra inspection 3. De-certification/withdrawal of certification	
CONDITIONS OF LAST CERTIFICATION Conditions of the previous year not met	1. Suspension of certificate for 10 to 30 days 2. Extra inspection/warning 3. Temporary prohibition of marketing	D: De-certification/withdrawal of certification
The conventional and organic unit on a farm are not clearly separated	1. Condition 2. Extra Inspection/Additional Analysis of finished products 3. Warning/ Suspension of certificate for 10 to 30 days	D: De-certification/withdrawal of certification
The requirements for step by step conversion are not fulfilled: no implementation of conversion plan insufficient separation no information to Biocert International Pvt Ltd prior to harvest no information on harvested quantities no renewal of approval of conversion plan (yearly)	1. Condition 2. Extra Inspection/Additional Analysis of finished products 3. Warning/ Suspension of certificate for 10 to 30 days	D: De-certification/withdrawal of certification
SEEDS, SEEDLINGS, PLANTING MATERIAL		
Use of treated conventional seeds/vegetative propagating material	Temporary prohibition of marketing of produce	D: De-certification/withdrawal of certification
Use of treated seeds imposed by government	tolerated	tolerated
Use of untreated conventional seeds/vegetative propagating material; sufficient evidence of unavailability has not been provided, Use of conventionally grown seedlings	1. Condition 2. Additional requirement of recording or reporting/ Additional Analysis of finished products 3. Warning/ Temporary prohibition of marketing of produce	D: De-certification/withdrawal of certification
Use of GMO-seeds, seed inoculates	1. Non-approval (in case of initial inspection) 2. De-certification/withdrawal of certification	Termination
FERTILIZATION, PLANT PROTECTION AND SUSTAINABILITY		
Application of fertilizers and plant protection products which are not allowed	1. Warning/ Temporary prohibition of marketing of produce/suspension of certificates 2. Extension of conversion period	D: De-certification/withdrawal of certification

Problem/Violation	Sanction	Sanction in repeated cases
Government-imposed use of synthetic plant protection products.	tolerated	tolerated
Application of fertilizers and plant protection products are of genetically modified origin.	1. Non-approval (in case of initial inspection) 2. De-certification/withdrawal of certification	Termination
PRODUCT FLOW- PROCESSING		
Product flow not clear/not traceable	1. Condition 2. Additional requirement of recording or reporting/ Additional Analysis of finished products 3. Warning/ Temporary prohibition of marketing of produce	D: De-certification/withdrawal of certification
TRACEABILITY CHECK		
Operator fails to provide information on traceability details during any type of inspection (Annual/Renewal/Review/Unannounced /Additional)	1. Condition 2. Additional requirement of recording or reporting/ Additional Analysis of finished products 3. Warning/ Temporary prohibition of marketing of produce	D: De-certification/withdrawal of certification
Processing register not traceable with lot number mention on the transaction related records	1. Condition 2. Additional requirement of recording or reporting/ Additional Analysis of finished products 3. Warning/ Temporary prohibition of marketing of produce	De-certification/withdrawal of certification
PEST AND CLEANING MANAGEMENT LOG		
Copy of pest and cleaning log not found during Renewal/Review/Unannounced/Additional inspection	1. Condition 2. Additional Analysis of finished products 3. Warning/ Temporary prohibition of marketing of produce	De-certification/withdrawal of certification
OFIS IRREGULARITIES T.C.		
the origin of the contamination/irregularity/other problem raised during investigation on notification of irregularity received	1. Warning 2. Temporary prohibition of marketing of produce 3. Suspension	De-certification/withdrawal of certification
In case the sampled product is downgraded, the organic status of related products shall be downgraded	1. Downgrade of status of organic product into conventional 2. Blocking of product 3. Prohibition from marketing	De-certification/withdrawal of certification
In the case of confirmed substantiated suspicion	1. Downgrade of status of organic product into conventional 2. Blocking of product 3. Prohibition from marketing	De-certification/withdrawal of certification

Only the CC can impose sanctions. In the decision-making process the extent of the non-conformity will be taken into consideration. In addition, it will be taken into consideration whether the non-conformity happened intentionally and whether the operator tried to disguise the facts. If the same non-conformity should happen again, the sanction imposed will be more severe. Sanctions can be combined, e.g. imposing of extra inspection plus condition plus warning.

Where an infringement that affects the organic integrity is found, the Certifier has ensured that the indication of certification is removed from the entire lot of the production run which is affected by the infringement concerned. Processing of any issue related to violations is done with highest priority.

The operator, accreditation board shall be informed about the sanctions in writing. If a sanction imposed includes suspension/withdrawal of the contract, license or certificate, the letter informing the operator should be sent immediately without any delay.