



NPOP/NAB/0012

Apof Organic Certification Agency

Information Brochure

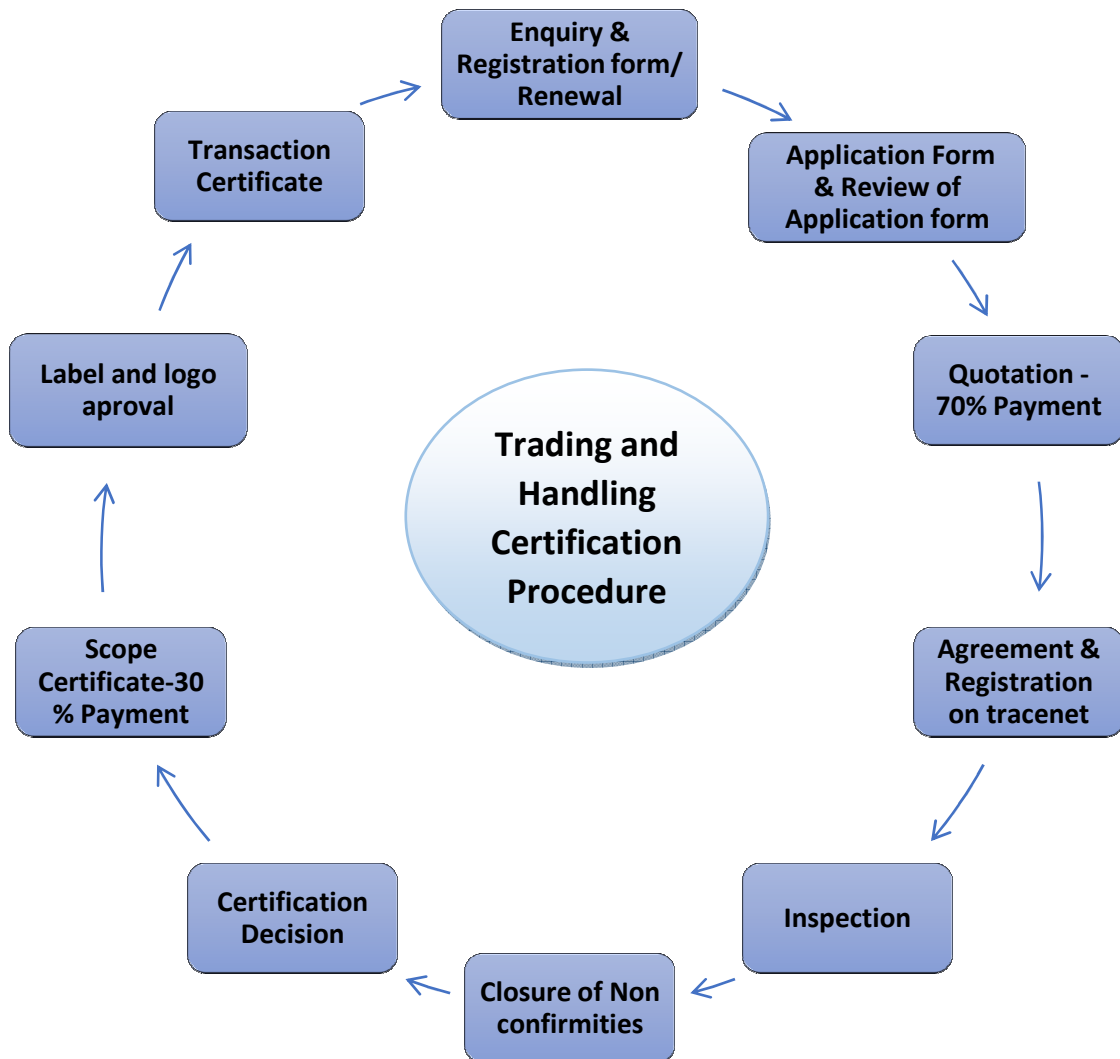
(Trading and Handling Certification)

Annex 4.

About-Apof Organic Certification Agency (AOCA)

AOCA is Inspection and Certification agency accredited by APEDA, the Secretariat to serve the National Accreditation Body (NAB) authorized by the Ministry of Commerce and Industry, Government of India, since 2005. We are inspecting and certifying Organic projects under different categories as per NPOP standards. As you have requested for grower group certification kindly go through below said details of certification.

Trading and Handling Certification: Steps for certification



Apof Organic certification Agency

Head Office: 117/C, JHBCS Layout, Turahalli 2nd Stage, Behind Mantri Tranquil Apartments, Gubbalala Subramanyapura Post, Uttarahalli, Bangalore -560061, Karnataka

Branch Office: Holkar House, 1st Floor, Sr no: 54, Near Nikhil Garden, Wadgaon Bk. Pune-411041, Maharashtra Ph:+91-20-65410070, Email: info@aoca.in, Web: www.aoca.in

1. Application

Application: An operator can fill up the application in prescribed format and send it to Operational office address of **AOCA** along with Registration format and Organic System Management plan. The application packet containing templates of Application, Registration form, Organic System management plan, copy of standards, certification procedure is sent to the operator who contacts **AOCA** on phone, email, fax or any other communication method.

2. Review & Quotation

Review & Quotation: A review of application is carried out to know the operators activities, the inspection program, Scope, location, language, schedule and other technical details and a Quotation is prepared as per the Tariff structure. A complete application and the responsiveness of the operator for additional information request will shorten the time of application review. It is checked that an operator who has previously applied to another certification agency and received a notification of noncompliance or denial of certification, has submitted documentation to support the correction of any noncompliance(s) identified by the notification of noncompliance or denial of certification.

3. Invoicing and payment of fees

Invoicing and payment of fees: An invoice for payment is sent to the operator for payment after the acceptance of the Quote. Inspection is undertaken only after the payment of 70% fees as mentioned in the invoice. The balance payment has to be made by the operator before the issuance of the certificate.

4. Signing of Contract

Signing of Contract: A contract is signed by the Operator with **AOCA** confirming that

- Adherence to Applicable Organic production standards
- Cooperate in on-site inspection visits, announced or unannounced, of organic production sites (farm, storage, office, manufacturing unit etc.) and if applicable conventional production sites.
- Sampling for residue analysis.

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- To provide access to all production sites relevant to inspection, book-keeping, other supporting documents and related records.
- To be responsible for any possible additional inspection requested by the Certification Committee following serious non-compliance with organic standards.
- This contract provides AOCA and the operator an opportunity to clearly define, document and understand the requirements for certification, and to resolve any differences in understanding between AOCA and the operator prior to the assignment of the initial inspection.

5. Inspection

As an overview of the information provided in NPOP, during an inspection, the inspectors verify the operation's compliance or capability to comply with the NPOP through on-site inspection of the operation.

6. Submission of Inspection report to Certification department

Submission of Inspection report to Certification department: The Inspection report along with the necessary evidences and supporting documents are submitted to the Certification department by the inspector.

7. Evaluation

Evaluation: The Evaluator evaluates the documents, assessments and inspection report submitted by the inspector to verify the compliance and sufficiency of the evidence in order to assist the Certification committee to arrive at a certification decision.

Resolution of Noncompliance: In response to a Notice of Noncompliance, the operator or client may: Correct the noncompliance(s) and submit a description of the corrective actions taken with supporting documentation to AOCA. Submit written information to AOCA to rebut the noncompliance described in the Notification of Noncompliance. Once the corrective actions are received back from the operator, AOCA will evaluate the corrective actions taken and supporting documentation submitted and conduct an on-site inspection if necessary. The Evaluation will be completed in 8 working days of submission of the report by the inspector.

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8. Certification decision

Certification decision: The Certification committee takes a certification decision based on the evaluation findings for the inspection and is communicated to the operator in writing. The conclusion regarding the deviations, conformity and improvement measures are clearly stated in the certification decision which is then sent to the client along with the inspection report. **AOCA** may at any time of the certification decision process make request(s) for more information to determine compliance with relevant standards. When the corrective action is sufficient for the operator to qualify for certification, **AOCA** will issue the operator an approval of certification.

9. Certificate issuance

Certificate issuance: The Certificate of conformity to the Standards is issued to the operator after the Certification decision. The Certification decision and Scope issuance is done in 8 working days of the evaluation.

10. Logo and label approval

The trademark (logo) will be granted on the basis of compliance with the National Standards for Organic Production (NPOP). AOCA logo will also be sent to operator. The operator shall make labels incorporating the logo and other relevant details and shall send to AOCA for approval. AOCA approves the label as per standards and sends the approval decision. Only then the Operator is supposed to use the label for marketing.

11. Issue of Transaction certificate for Traded product

Issue of Transaction certificate for traded product: After certification, the operator can apply for the Transaction certificate along with all the required documents. The Transaction certificates (Provisional/ Final) will be issued after complete verification of the data, source, quantity, and status of the traded product. **AOCA** issues Transaction certificates for domestic sale and export as per the equivalency agreements.

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Document required:

TRADING	
1	PAN Card of Company
2	Company Registration Certificate
3	Trading License
4	Floor Diagram/Facility map of Unit
5	Organization Chart of Company
6	Product List
7	Supplier Scope Certificates (NPOP)/TC
8	In case of Sub-Contracted Unit, Agreement copy required
9	Lease Agreement (If Warehouse taken on lease/rent)
10	Product Sample (Any1)
11	Label & Packaging Material
12	Application Packet & Contract*
13	External Inspection Records*

NPOP Standards:

http://apeda.gov.in/apedawebsite/organic/organic_contents/national_programme_for_organic_production.htm.

Contact US:

OPERATIONAL OFFICE

APOF Organic Certification Agency

Holkar House, First Floor, Sr no: 54,

Near Nikhil Garden, Wadgaon Bk.

Pune - 411041, India

Mobile - +91-7720073202, +91-8806230301

Email - ceo@aoca.in / info@aoca.in

REGISTERED OFFICE

APOF Organic Certification Agency

117/C, JHBCS Layout,

Gubbalala Subramanyapura Post,

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