

	<b>Qmark International Certifications Pvt. Ltd.</b>  <b>APPLICATION PROCESSING UNITS</b>	Doc. No.	QCS-05
		Rev. No.	01
		Issue No.	01
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## APPLICATION FOR CERTIFICATION OF ORGANIC PROCESSING OPERATIONS

(Please fill the following information carefully to verify eligibility for NPOP certification)

<b>1. General Information of the Processor</b> (Please read carefully and fill the details completely)			
Name of Proprietor/ Company/ Firm/ Organization:			
Communication Address of the Proprietor/ Firm / Company / Organization with Pin code:			
Legal Registration No.			
FSSAI No. with validity and Installed Capacity (MT/Day)			
Complete Address of the Processing Unit with Pin code:			
Name as required on certificate (Unit Name with Address):			
City			
State			
District			
Pin Code			
Phone/Mobile			
Email ID			
<b>Name of Contact Person</b>			
Designation			
Mobile			
Email ID			
The certification according to following standards is requested: NPOP <input type="checkbox"/> Others <input type="checkbox"/>			
Brief Description of the company: (Mention the kind of raw materials processed or used in processing, products, location of the units):			
Application- Processing	Issue Date 26-08-2022	Prepared: Quality Manager	Approved: CEO



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Organizational chart:

Please draw an organogram / organizational chart of your company with designations of all the people involved and attach with this application

**2. Information on Suppliers of Raw Materials**

Name of the Valid supplier	Certification Status	Name of the CB of Supplier

Please attach the valid scope certificates of all the relevant suppliers.

Storage of raw materials

☐ In a separate room

☐ Along with conventional raw materials in the same room

**3. Processed Product List**

Sl. No.	Product name	Trade Name (Indian Standards)	The same product processed conventionally also? Yes/No

Please attach separate sheet if required

Do you have any other subcontracted services:  
If yes, give details of the subcontractor:

☐ Yes ☐ No

Please attach recipes of your product(s) in a precise way (For Multi Ingredient Products) in prescribed format:

☐ No of products manufactured ☐ No of recipes attached

**4. Processing methods and Traceability**

Is it possible to trace back every single lot processed in your unit?

Yes ☐ No ☐

Is there a report system to check and record the delivery of non-conforming goods/ any file for receiving complaints

Yes ☐ No ☐

Please specify in detail the processing aids, additives (including preservatives), microorganisms, enzymes etc. used in the whole manufacturing process.

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Please list the kind of packaging material used specifically for each of the products manufactured as organic.	
Organically produced products are stored	
<ul style="list-style-type: none"> <li>• Separate from those produced conventionally <input type="checkbox"/></li> <li>• Same room as that of the conventionally produced without separation <input type="checkbox"/></li> <li>• Same room as that of the conventionally produced with proper method of separation <input type="checkbox"/></li> </ul>	
Do you have external storage facility? (Godown elsewhere)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Explain the measures taken to guarantee a separation of organic, conventional and in conversion products in time and space?	
Cleaning of the storage room is done by:	
List the method/ methods used for cleaning and sterilizing the processing equipment, and containers along with the ingredients used for it.	
Please name the quality assurance system followed in your unit	
Describe the storage condition of the store rooms:(Low temperature, CA, others)	
Do you face any pest problems in the processing unit or storage room? If yes, list the kind of pest and the remedial measures taken to control them	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you practice irradiation for your products?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Describe how commingling of conventional products with certified products are prevented from reception of the products to final sales.	
<b>5. List of documents to be submitted along with application</b>	
1. Legal Registration documents	
2. FSSAI Certificate	
3. PAN card of company or firm	
4. non-GM declaration	
5. Unit License / Import-Export Code Certificate	
6. Product List with Valid Suppliers for Raw materials	
7. Any other relevant documents	

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**Declaration of the responsible person /manager:**

- I do hereby affirm that all information supplied to Qmark International Certifications Pvt. Ltd. is true and accurate. I affirm my commitment and responsibility to know the respective Organic Standards/changes of the referring organic standards as indicated in in this application and keep updated records for all the activities, changes or deviations in composition of the product/ system/ operation from the given information will be immediately communicated to Qmark International Certifications Pvt. Ltd.
- If the organic standards are violated, I agree to be sanctioned according to the Qmark International Certifications Pvt. Ltd. Sanctions procedure.
- If any major changes in the organic system occur, e.g. any change in suppliers, products etc., I will inform Qmark International Certifications Pvt. Ltd. immediately. I agree not to release any products resulting from these changes until the certification body has notified me accordingly.
- I agree to keep a record of complaints about the activities, take appropriate action with respect to such complaints and document the action taken.

Date :

Place :

**Signature of the Operator / Processor**

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