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## ORGANIC SYSTEM PLAN (GROWER GROUP ICS)

### 1. ICS Name, Address and Contact Details


The organic system plan is the basic document for certification. In this plan, the operator describes, how he/she organises his/her production and assures fulfilment of organic regulations according to NPOP. You need to find out about compliance with standards and defines corrective actions. Refer Appendix 1, Chapter 3 and Chapter 5 of NPOP as well as all other applicable chapters of NPOP before filling this annual update of OSP. Please describe all the practices and procedures performed and planning to perform and monitor your ICS activities to effectively comply with the NPOP standard.

Grower Groups are organized group of farmers/producers who intend to produce organic products / engage in organic processes in accordance with the National Standards of Organic Production rules. The grower group shall be based on the Internal Control System (ICS) and shall apply to grower groups units. The producers in the group must apply similar production systems and the farms should be in geographical proximity. Individual farms with land holding of 4 ha (10 acres) and above can also be a part of the group but will have to be inspected separately every year by the accredited Certification Body. The total area of such farms shall be less than 50% of the total area of the group. The grower group shall consist of minimum 25 and maximum 500 farmers. Processors and exporters/traders can own/ manage the Internal Control System (ICS) but will have to be inspected annually by the external Certification Body. Separate certificates (Scope and Transaction Certificates) are required to be issued for the ICS, processors, and traders to maintain the traceability of the product flow.

You will fill the following assessment details carefully and completely. The **Qmark International Certifications Pvt. Ltd.** will assess the implementation of steps described in this Annual Updated Plan.

1. Farmer Group (ICS) Name	
2. Complete Address of the Farmers Group (ICS) with PINCODE:  State:	
3. Responsible person of the ICS (ICS Manager)	
4. Correspondence Postal address of the ICS Project	<b>Village/City:</b> <b>Post:</b> <b>Landmark:</b> <b>Taluk:</b> <span style="float: right;"><b>District:</b></span>  <b>State:</b> <span style="float: right;"><b>Pin code:</b></span>

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5. Postal address for Correspondence of the Mandator (If Any)	
6. Contact Details of the ICS	Mobile No.(s) -
6.a Email ID:	
7. Languages known and used for Record Keeping:	English <input type="radio"/> Hindi <input type="radio"/> Others (Please specify): <input type="radio"/>

### 8.Scope

	Scope of certification, awareness	Requested this year	Requested for 1 <sup>st</sup> time	Not 1 <sup>st</sup> time, certified since... (year)	Previously Certified by...
A	NPOP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B	Another standard (indicate):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C	Have you ever been denied organic certification (according to any standard)? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", please give details (year, reasons, certifier, and changes in your group since then...):				
D	<i>Operators need to be familiar with the respective standards.</i> Does your organization have a copy of the standard(s) according to which you request certification?  We have a hardcopy <input type="checkbox"/> We have access through Internet <input type="checkbox"/> No copy or access <input type="checkbox"/>				
E	Please explain to which extent the responsible persons in the organisation studied and understood the respective standard(s):				
F	Principles of organic farming. Please list the basic principles of organic farming according to your understanding:				
G	In case you feel that the understanding of organic farming at the level of the company's or organization's responsible people is not sufficient, <b>what will you do to change this?</b>				

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H	Please describe your risk assessment policy and procedures and how will you prevent the mixing and contamination of certified organic produce at levels of your ICS activities	
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<b>9. Farmers' knowledge, trainings on Organic Farming and ICS activities:</b>												
Average number of Field visit days planned per year:												
Average number of training days per year:												
Average visits by farm advisors per year to each farmer:												
In case that farmers knowledge is not sufficient, <b>please explain, what you will do to improve this:</b>												
Have you signed a contract for inspection and certification with Qmark International Certifications Pvt. Ltd.? Yes <input type="checkbox"/> No <input type="checkbox"/>												
For which areas and crops do you request certification this year?												
<b>10. Crops with Organic Status and Area covered by the ICS</b>	<b>Organic</b>			<b>3rd year Conversion</b>			<b>2nd year conversion</b>			<b>1st year conversion</b>		
	No.	Ha	MT	No.	Ha	MT	No.	Ha	MT	No.	Ha	MT
Total												

#### 10.A Details of crop production unit at village level

Local Address (ICS) of the ICS office:	
Description of organic crop production: (Horticulture / Agriculture)	

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#### 10.B ICS Cluster Map/Village Map/Overview Map- Section 5.10.1

<p><b>Have you developed overview map of the ICS showing the location details, crops and farms with high-risk production areas of each member's production area.</b></p> <p style="text-align: right;"><b>Attachment: <input type="radio"/> Yes <input type="radio"/> No</b></p>
<p><b>10.C Farmer List – Approved Farmers List and Sanctioned Farmer List</b></p> <p>→ <b>Following details to be mentioned in Farmer's list:</b>  Farmer code, Name of farmer, Village name, Total area, survey no, Latitude, Longitude, Registration date of farmers with service provider, Date of internal inspection, crops area, estimated yield.</p> <p style="text-align: right;"><b>Attachment: <input type="radio"/> Yes <input type="radio"/> No</b></p>

<p><b>10.D.Separation and storage, commingling, contact with prohibited substance prevention and packaging</b></p> <p>Storage and packaging:</p>																					
<p><b>What products are stored on the ICS premises?</b></p> <table border="1"> <thead> <tr> <th>Storage units</th> <th>Name of the Product</th> <th>Capacity (MT)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Storage units	Name of the Product	Capacity (MT)																		
Storage units	Name of the Product	Capacity (MT)																			
<p><b>11. How are products stored to prevent commingling or contamination with prohibited substances?</b></p>																					
<p><b>12. How do you clean storage units or bins, and how do you record such cleaning?</b></p>																					

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**13. On-farm storage pest management. What type of pest management program do you use against which type of pest?**

**14. Are there any products stored at off-farm locations? List all off-site storage locations.**

**15. Soil fertility and crop nutrient**


Give a description (per unit) of the general cropping plan: e.g., crop rotation, mixed cropping, intercropping. Include the type and frequency of the cover crops.

Attachment: ☐ Yes ☐ No

Green manures,	Yes	Crop/variety
	No	
Legumes,	Yes	Crop/variety
	No	
Deep-rooting plants	Yes	Crop/variety
	No	


**What are the major components of your soil and/or crop fertility plan?**

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Composted plant materials	Yes	Information on origin (own or purchased), type, organic/non-organic.
	No	
Raw animal manure	Yes	What kind of manure is used (e.g., liquid, pelleted)?
	No	
Mined minerals or powders	Information on origin, type, organic/non-organic	
Other products (fertilizers, soil conditioners and crop nutrition materials)	List all materials you plan to use for soil fertility and crop nutrition: type, origin, organic/non-organic	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
<p align="center">→ Fill in Field History Form</p> <p>Crops that are intended to be sold or represented as “organic” must have had non-prohibited substances applied to the land on which these crops are produced for a minimum of 3 years preceding the harvest of this crop.</p> <p>List the land use for the last 3 years (if it has been less than 3 years since the last prohibited material, you may begin with that year). Include all materials used.</p> <p align="right"><b>Attachment: <input type="radio"/> Yes   <input type="radio"/> No</b></p>		


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<b>Erosion control measures</b>	<b>What practice do you use to prevent or minimize erosion (e.g. windbreaks, cover crops, micro-irrigate)?</b>
<b>Irrigation</b>	<b>If your irrigation source is used for application of prohibited materials, what are the measures for backflow prevention?</b>
<b>16. What methods are used to identify and monitor soil or crop health or nutrient problems?</b>	
<b>17. How do you determine whether your soil management plan is successful?</b>	

**18. Crop Pest, weed and disease management**

<b>Which basic strategies are used for each category of pests?</b>			
<b>Weeds, insects &amp; invertebrates, diseases &amp; nematodes, vertebrate pests</b>			
<b>Appropriate species/varieties</b>	<b>Yes</b>	<b>Species</b>	
	<b>No</b>		
<b>Rotation program,</b>	<b>Yes</b>	<b>Used against</b>	
	<b>No</b>		
<b>Mechanical cultivation</b>	<b>Yes</b>	<b>Used against</b>	
	<b>No</b>		
<b>Flame-weeding,</b>	<b>Yes</b>	<b>Used against</b>	
	<b>No</b>		
<b>Natural enemies</b>	<b>Yes</b>	<b>Species, used against</b>	
	<b>No</b>		
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Traps	Yes	Type, used against			
	No				
Burning crop residue	Yes	Describe plan for burning crop residues (crop, disease to be suppressed or specific seed to be germinated, frequency)			
	No				
Other	Yes	Describe other means:			
	No				
Substances (Pesticides, insecticides, fungicides, Inert matter etc.)	Substance:		Used against:		
	•		•		
	•		•		
	•		•		
	•		•		
	•		•		
Under what conditions will you use natural or allowed synthetic materials (insecticide, fungicides, etc.) to control pests?					

#### 19. Organic Sources of Seeds and planting stock

List all seeds, seedlings, and vegetative propagation material			
Propagation material (variety)	Origin	Treated/untreated	Organic/conventional/ GMO
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## 20. Labelling and Packing

List organic products and labels* used for non-retail containers, shipping and storage	
Product	Label (type) –(Organic, Made with organic)

\*Before use all label(s) must be approved by **QMARK INTERNATIONAL CERTIFICATION SERVICES PVT. LTD. .**

Describe how the Packaging is done for different products?
--

## 21. Administration (Records and Traceability)

Indicate which type of records you maintain:			
Organic record	Description		
Yes / No	Field maps		
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Yes / No	<b>Field history sheets that show rotations and/or crops and plantings</b>
Yes / No	<b>Planting records</b>
Yes / No	<b>Input records that show applications of soil amendments, crop nutrients, and pest control materials for each field or crop</b>
Yes / No	<b>Receipts for inputs used for crop production</b>
Yes / No	<b>Labor records for field work, hand weeding, irrigation, harvest, or other activity</b>
Yes / No	<b>Harvest records or field tags that show field identification, date, crops, and quantities harvested and transported from the field</b>
Yes / No	<b>Shipping records such as bills of lading, delivery receipts, receiving documents etc.,</b>
Yes / No	<b>Sales records, including grower statements, farmers market load lists or delivery documents to your own produce stand(s)</b>
Yes / No	<b>Other (describe):</b>

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**Do you use a lot numbering system to identify harvested crops? If yes give an example and describe or show how it works.**

## **22. Internal Control System**

22.A. How do you justify that your Internal Quality System is logical and clearly documented? (ICS Manual, Internal Organic Standard and Risk assessment)

**Additional Remarks:**

22.B. Do all members of the farmer group fit into the profile of a small farmers group?

Farmer's list attached: Yes ☐ No ☐

**Additional Remarks:**

22.C. Is all necessary documentation on all members of the farmer group available?

Attachment: Yes ☐ No ☐

(Farmer's list, field history, Crop details, Yield estimates, Code no, Survey No /GPS co-ordinates, farmers diary, Internal inspection checklist. Training record Etc.,)

**Additional Remarks:**

22.D. Are the 100% internal inspections of the ICS farmers are being conducted as per the ICS rules?

Attachment: Yes ☐ No ☐

**Additional Remarks:**

## **22.E. Conversion Period**

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According to NPOP standard, conversion period for annual crops are two years, and for perennial crops three years. According to **Qmark International Certifications Pvt. Ltd.** policy, conversion period in the case of farmer groups normally starts from the date of inspection by **Qmark International Certifications Pvt. Ltd.**

Number of new farmers who have joined you this year:

Number of new farmers who have gone through complete conversion period since first inspection: (IC-1 to IC-2      IC2-to IC-3      and IC-3 to Organic      )

Area (Ha) :      **IC2-to IC-3**      and **IC-3 to Organic**

**22.F. Is there any Parallel Production?**



☐ No

**Measures adopted to deal with the Part conversion, split production, and parallel production by the ICS farmers:**

#### **22.G. Fulfilment of last year's corrective actions**

Please list the corrective actions, which were imposed by the certifier last year, and explain, to which extent they have been fulfilled.

Not applicable, this is the first year we apply for certification ☐

No corrective actions were imposed ☐

Implementation status of Corrective actions	Level of Fulfilment

#### **23. Declaration:**

- The ICS operator declares that the description of methods and the practical measures described in this form (Organic System plan) have been completed truthfully.
- The operator declares that he/she will notify **Qmark International Certifications Pvt. Ltd.** annually, if any changes occur in the description of methods or of the practical measures described in this form (Organic System plan) in due time by sending an updated Organic System Plan. Together with the Organic System plan the operator will send:
  - A summary statement, supported by documentation, with all changes made to the previous year's Organic System plan during the previous year.
  - Any additions or deletions to the previous year's Organic System plan, intended to be undertaken in the coming year.

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<ul style="list-style-type: none"> <li>- An update on the correction of minor non-compliances previously identified by the certifying agent as requiring correction for continued certification.</li> <li>- Any other information as deemed necessary by the certifying agent to determine compliance with the regulations.</li> </ul>			
<ul style="list-style-type: none"> <li>• The operator declares that he will notify <b>Qmark International Certifications Pvt. Ltd.</b> each year, before the date indicated by <b>Qmark International Certifications Pvt. Ltd.</b>, of its schedule of production of crop products, giving a specification by land parcel.</li> <li>• The operator declares that when he considers or suspects that a product which he has produced, prepared, imported, or been delivered from another operator, is not in compliance with this regulation, he shall initiate procedures either to withdraw from this product any reference to the organic production method or to separate and identify the product. He will only 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. In case of such doubt, the operator shall immediately inform <b>Qmark International Certifications Pvt. Ltd.</b></li> <li>• The operator will grant <b>Qmark International Certifications Pvt. Ltd.</b> complete and unlimited access to the production or handling aspects of the operation including non-certified production areas, structures, or offices for the purpose of on-site inspections.</li> <li>• The operator will allow authorized representatives of <b>Qmark International Certifications Pvt. Ltd.</b> access to these records under normal business hours for review and copying to determine compliance with the act and regulations</li> </ul>			
Date:		Signature of ICS Manager/Operator	

***Only to be filled in during inspection:***

Date of inspection:	Name and Signature of inspector	Signature of the Operator

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<p><b><u>For Internal Use of Qmark International Certifications Pvt. Ltd.</u></b></p> <p><b>Date of Application and OMP Review :</b></p> <p><b>Result of OMP Review :</b> 1. Complete / Incomplete but Inspection can happen:</p> <p>2. OMP is incomplete and Inspection can not happen :</p> <p>If Point 2. Selected, then have you contacted the operator for receiving completed OMP/OSP within reasonable time ?</p> <p><b>Final Remarks:</b> Complete / Incomplete but Inspection can happen and can be checked and completed during the inspection (with Remarks):</p> <p><b>Signature of Reviewer</b></p>
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