ORGANIC MANAGEMENT PLAN FOR PROCESSING

The organic management plan is the basic document for certification. In this plan, the operator describes, how the operator organizes the production/processing and assures fulfillment of organic regulations. The operator plans the measures for adoption in compliance with standards and defines corrective actions for previous mistakes for further improvements required.
For this reason, the operator shall fill in the following form thoroughly. The Qmark International Certifications Pvt. Ltd. inspector will assess the implementation of what has been described in this form.
For standard requirements please refer to NPOP (Through APEDA website or website of Qmark International Certifications Pvt. Ltd.).
The operator can refer to our policy on organic processing and handling sent with this form.

1 General Information of the Processing Activity:	
Name of the Proprietor/ Firm/Company/LLC/Processor	
Complete Address of the Processing unit with PIN Code	
FSSAI registration No. With Validity	
Correspondence Address with Pin Code	**Village/City:** **Post:** **Landmark:** **Taluk:** **District:** **State:** **Pin code:**
1.1. Name of Authorized Person responsible for Organic Processing:	
First person:	
e-mail ID:	
Contact No:	
Second person:	
e-mail ID:	
Contact No:	

1.2. Certification Required According to (Please Tick):	□ NPOP (which is considered equivalent to Council Regulation EC no. 834/2007 and Swiss organic farming ordinance for plant products originating in India) □ Others (Please specify)
1.3. Are you already registered with another certification body:	**Yes** □ **No** □
If yes: - Name of CB	
Certification Programme	NPOP Others
Date of first inspection	
Date of cancellation	
Reason to change	
Copy of scope certificate with previous non-Conformities (If Any)	
2. Route Map of organic production unit with distance (Details may be attached)	
3. Facility Map of Organic processing area with surrounding information / activities (Details to be attached):	Attachment: o Yes o No
4. Facility details:	
4.1. Type of Processing currently being carried out in the facility:	□Organic □Non-organic / conventional □ Both
4.2. Year of establishment:	
4.3. Organizational Structure (Details may be attached):	
4.4. Organizational Policy and Procedures (SOP's) as per Organic Handling requirements (Annex separately)	
4.5. Installed capacity of the unit (MT/day):	
4.6. Any Other Certification (Proof to be attached):	□HACCP □ISO □ GMP □Others
4.7. Storage capacity for Raw Material (MT):	Storage On site: Yes/No Storage Off site: Yes/No
4.8. Storage capacity for finished products (MT):	Storage On site: Yes/No Storage Off site: Yes/No
4.9. Legal Status of the unit:	□Own □Contracted {If Contracted, enclose copy of Contract}

5. Organic Products details:

Name of finished product	Trade name of the product	Category of the products: Single Ingredient/ Multi-ingredient	% Recovery of the Finished product from the Raw material	Total Estimated Annual Production (MT. /Lit.)	Name of the Ingredients	% of the Ingredients

Note: Details may be annexed separately

6. Machines/Equipment details

Name of Machine/ Equipment	Capacity (per hour)	Purpose or processing operation	Material of Parts {MS/SS/Others; specify}	Cleaned/Purged before organic processing? (Yes/No/NA)

Separate list of Equipment can be annexed

*** Give the Machinery cleaning procedure in detail:**

***Cleaning procedure documented. (Yes/No)**	

7. Operational details {Whatever Applicable} [Chapter 3, Appendix 5,4.(ii)]

Activity (Procedures & Practices)	Time and frequency	Action undertaken to protect/maintain/improve the organic integrity	Remarks/Annex for justifications
Cleaning /Sanitization			
Raw material procurement			
Separating			
Grinding			

Mixing			
Churning			
Drying			
Cooking			
Fermenting			
Packaging			
Grading			
Canning			
Extracting			
Dehydration			
Jarring			
Cutting			
Freezing			
Preserving			
Storage			
Filtering			
Baking			
Heating			
Labelling			
Others			

Note: Process flow chart separately for each product requested for certification should be provided along with the system plan

8. Processing aids (Chapter 3, Appendix 5, of NPOP)

List all processing aids used for processing either organic or non-organic products

Processing aid	**Name of manufacturer**	**Used in organic processing (Yes / No)**	**Is the material allowed in Organic Processing ? Yes/No**	

For each <u>non-organic</u> or <u>non-allowed</u> processing aid used for <u>non-organic</u> product, describe how you prevent accidental use during organic processing.

9. Waste and Cleaning/ Sanitation details: (Chapter 3, Appendix 5 (ix) **of NPOP)**

Particulars	**Schedule {Daily/Weekly/Monthly/ As and when required}**	**Methods**	**Material used**
Cleaning of processing house			

Cleaning of Machines			
Cleaning of Equipment/ Instruments			
Waste management			
Cleaning of raw material			
Worker's hygiene			

10. Source of water and testing details (please enclose test report copy):

11. Test report of products (please enclose test report copy, If any):

12. Quality Assurance {Separate sheets may be enclosed}:

12.1. Sampling Procedure/Policy:

12.2. Internal Quality System (IQS):

12.3. Name of responsible person for IQS:

13. Labelling (Chapter 3 Appendix 5, 6,6.1 & 6.2 of NPOP)

List organic products and labels* used/to be used

Name of the Product	Label (type); a) *100% Organic* b) 95-100% *Organic* c) 70-95% *made with Organic* d) < 70% mention of *Organic* against each ingredient in the ingredient table.

*** Before use, all labels have to be approved by Qmark International Certifications Pvt. Ltd.**

14. Audit Trail/Traceability (Chapter 3, Appendix 5, 6.2 of NPOP)

PARTICULARS	DOCUMENTS MAINTAINED (Yes/No)
Is there a procedure to track incoming of organic products (e.g bill of lading, weight tag, organic certificates etc.)? Specify.	
Is there a procedure to track organic product in process (batch form, blending report, production report etc.)? Specify.	
Is there a procedure to track organic product in storage (ingredient inventory, finished product inventory etc.)? Specify	

Is there a procedure to track outgoing organic products (sales order, bill of lading, shipping log, invoice etc)? Specify	
Do you use a lot numbering system for receiving ingredients? If yes give an example.	
Is the lot numbering system for production in place? If yes, Specify.	
Describe by giving a justification that the record keeping system balance organic products in and organic products out?	
Is there process flow chart available for each product?	
Note: Documentary evidence should be provided for verification	

15. Critical Contamination Points (Chapter 3 Appendix 5, 5, 6.1, 7 of NPOP)

Area of Activity	Potential Risk observed	Type of Risk (Critical/ Minor)	Action taken to Control risk	Frequency of monitoring	Remarks of the Inspector
FACILITY	1. 2.				
RAW MATERIAL	1. 2.				
PROCESSING METHODS AND PERSONS	1. 2.				
STORAGE UNIT	1. 2.				
METHODS OF PACKAGING AND LABELING	1. 2.				

CLEANING/ SANITATION	1. 2.				
WASTE HANDLING	1. 2.				
DISPATCH & TRANSPORTATION	1. 2.				

17. Declaration:

-The operator declares that the description of methods and the practical measures described in Organic management plan have been completed truthfully.

-The operator declares that he 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.
- An update on the correction of minor non-compliances previously identified by the certifying agent as requiring correction for continued certification.
- Any other information as deemed necessary by the certifying agent to determine compliance with the regulations.

-The operator declares that he will notify Qmark International Certifications Pvt. Ltd. each year before the date indicated by Qmark International Certifications Pvt. Ltd. of its schedule of processing.

-The operator will grant Qmark International Certifications Pvt. Ltd. to 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.

-The operator will allow authorized representatives of Bio Resources Development Centre access to these records under normal business hours for review and copying to determine compliance with the act and regulations.

Date:	Signature of Operator/Representative/Authorized Signatory

Only to be filled in during inspection:		
Date of Inspection:	Signature of Inspector:	Signature of Operator/ Representative/ Authorized Person:

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Date of Application and OMP Review :

Result of OMP Review : 1. Complete / Incomplete but Inspection can happen and completed during the inspection (with Remarks) :

1. **Incomplete and Inspection can not happen** :

If Point 2. Selected, then have you contacted the operator for receiving completed OMP/OSP within reasonable time ?

Final Remarks : Complete / Incomplete but Inspection can happen and completed during the inspection (with Remarks):

Signature of Reviewer :