



Qmark International Certifications Pvt. Ltd.

ORGANIC SYSTEM PLAN TRADER/EXPORTER

Doc. No.

QCS-12

Rev. No.

01	
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ORGANIC SYSTEM PLAN FOR TRADER / EXPORTER

The organic system plan is the basic document for certification. In this plan, the operator describes, how the operator organizes the production and assures fulfillment of organic regulations. The operator finds out about compliance with standards and defines corrective actions

For this reason, the operator shall fill in the following form thoroughly. The 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 trade and handling sent to you with this form.

1	Company/Trading/Warehousing Address			
1.1	Name of the company / Firm / Legal Entity			
1.2	Responsible Person			
1.3	Complete Address with Pin code	Village/City: Post: Landmark: Taluk: District: State: Pin code:		
1.4	Registered Mobile No.			
1.5	Alternate contact No.-			
1.6	E-mail ID			
2	Your Associates for Organic Trade and Handling			
2.1	Subcontractor: Are any subcontractors involved at any stage of your organic trade and handling? If “yes”, please give complete name and address of the subcontractor and explain, what he/ she	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes mention the name and complete address of the Sub-contracted Unit Name: Village/City: Post: Landmark: Taluk: District: State: Pin code:		
	OSP- Trader/ Exporter	Issue Date 26-08-2022	Prepared: Quality Manager	Approved: CEO



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	<p>does (Storage, packing, etc?)</p> <p>Is the subcontractor certified independently?</p> <p>If “yes” please attach a copy of the certificate (Annexure), if “no”, please explain, how you assure the organic integrity of your products at the subcontracted unit. A subcontract agreement must be signed in such cases for including in this certification.</p>	<p>Purpose of Subcontracting (which activity):</p> <p>Certification status:</p> <p>Do you need certification of sub-contacted unit along with this certification?</p>			
2.2	<p>Certificate Holder: The certificate should be issued in the name of:</p>				
3	Scope of Certification	Requested this year	Requested for 1st time	Certified since...(year)	Certified by....
	<input type="checkbox"/> NPOP				
3.1	<p>Has organic certification ever been denied to you, or has it been suspended or revoked?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> If “Yes”, please give details</p>				
3.2	<p>Are you aware of the standard according to which you request certification?</p> <p>I have a hardcopy <input type="checkbox"/> I have access to the standard through Internet <input type="checkbox"/> No copy or access <input type="checkbox"/></p>				
3.3	<p>Please explain whether you have studied and understood the standards?</p>				

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Notes:

1) In case you don't know quantities, please mark in 3.6.2.

3.6.1	Quantity assessment is based on: Availability of organic raw material <input type="checkbox"/> Market demand <input type="checkbox"/> Capacity of your firm <input type="checkbox"/> .
3.6.2	Due to varying sources of certified products, or to unpredictable market demand, it is impossible to give quantities <input type="checkbox"/>

4 Your activities as exporter

Exporters can have different roles – from those who only handle customs papers to those who do some kind of "processing", like repacking or relabeling the product. To establish the control procedure you have to apply, it is important for you to have a clear idea of your role as exporter.

Product	Repack or relabel the product	Store the product without further handling	Sell and transport the product, but do not store it	Buy and sell the product, but never get in touch with it	We only handle customs papers, without becoming owners of the product
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Quality Management & Hygiene

Is there any additional certification you have for your trading facility?

Brief Pest management measures followed:

Brief Cleaning measures followed:

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6	Your suppliers					
Obviously, only those products can be sold as "organic", which have been purchased from certified organic sources. In addition, you must be aware that only NPOP-products can be sold to the organic market.						
6.1	My company is supplied by organic producers covered by my own certificate <input type="checkbox"/>					
Supplier	Product	Capacity/year (indicate units!)	Certified by	Standard (NPOP)	Certificate valid until	Cert. attached No.
6.2	Please describe, how you assure that only products with a valid organic certificate are purchased for organic trade:					
6.3	In case you find that your system for assuring the organic origin of your products is not sufficient, how you will improve it:					
7	Separation of organic products from conventional or in-conversion to organic, and/or products certified according to NPOP standard					
The most important requirement for organic traders is a clear and transparent system for separating organic from conventional or transitional products, and/or products certified according to different organic standards, through all steps, from purchase to sale, both at the physical and at the record level. Obviously, different facilities for organic and conventional are the best, but not always feasible. A clear separation e.g. inside the same storage room is possible. In case your company somehow gets in touch with the product (transport, storage, packing, labelling, see No. 6), please fill in the following.						
We do not get in touch with the product. <input type="checkbox"/> Otherwise:						
7.1	The key for separation is at the point, where products are received. Please describe in detail, how your company assures adequate separation at this point:					
7.2	Please describe all steps which the products undergo in your plant, including storage, packing, labelling, etc., and explain, how separation is assured at the different levels:					
	Step		Separation from conventional and/or other qualities			

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	A more detailed flow chart is attached as Annex No.:								
7.3	In case you find that your separation is not sufficient at any of the steps (8.1 and 8.2), please describe what you will do to improve it:								
8	Records Keeping								
Organic traders are expected to keep proper records.									
8.1	Are you keeping the following records and are they updated?								
	Exists	Containing the following data:						Not applicable	See annex N°
		Date	Month/ Yr	"Organic"	Quantity	Origin	Lot N°		
Way bills for transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reception of products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Packing protocols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage book	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery notes, invoices including certifier name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transaction certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Traceability is essential to assure confidence in the organic market. Imagine that pesticide residues are found in a lot, which you sold. To which point can you trace back the origin of that lot, and how can you find out about the origin of the residues?								
8.3	In case there are deficiencies concerning records and traceability, what do you plan to improve the situation?								
8.4	Bookkeeping of organic traders must allow external inspectors an easy and complete overview about purchase of all products, about stored quantities, and sales. Please explain, how the inspector can obtain this overview:								
8.5	Bookkeeping on organic trade should be kept somehow separate from conventional. Please explain to which extent this separation is given:								

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8.6	In case there are deficiencies concerning your bookkeeping, what do you plan to improve the situation?									
9	Labelling of traded organic Products									
Organic products and ingredients must be labelled at all steps, but especially at those points, where commingling with nonorganic products might happen.										
9.1	Please indicate labelling at different stages and information included in the labels:									
Stage	Open	Packed	Labelled		Labels include					Example in annex N°
			Yes	No	Product	Quantity	Origin	Organic conditio	Certifier	
Transport to unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reception storage room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transports inside the facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage of finished products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery, sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2	In case you do not label adequately your products, or your labels do not contain all necessary data, please explain how you will correct this:									
10	Quality management									
10.1	Is your company certified according to: ISO <input type="checkbox"/> HACCP <input type="checkbox"/> Others?									
10.2	If none of these, do you have a documented quality management system (QMS)? Yes <input type="checkbox"/> No <input type="checkbox"/>									
10.3	Is Quality manager available?									
10.4	If there is no documented QMS, how do you make sure that things are done properly, according to what you indicate in this management plan?									
10.5	Do you perform internal audits? Yes <input type="checkbox"/> No <input type="checkbox"/>									
10.6	Are they documented? Yes <input type="checkbox"/> No <input type="checkbox"/>									

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10.7	Does your quality management handbook (QMH) contain specific chapters or issues on organic handling? Yes <input type="checkbox"/> No <input type="checkbox"/> If "yes" please attach in Annex No:	
10.8	In case your QMS does not include specific chapters or issues on organic handling, please explain how you will remedy this:	

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

-----For Internal Use of QCS -----

Date of Application and OMSP Review :

Result of OMSP 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 OMSP/OSP within reasonable time ?

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

Signature of Reviewer :

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