

LACON-IN	Organic Certification Procedure	Doc.Nr.X006	
Abbr.OCP	ISO 17065, NPOP , NOP & Eu reg 2018/848	Rev. No. 01	Page 1 of 4

Organic Certification Procedure

Objective: To carry out a systematic and clear examination to ensure that your mode of operation complies with the requirements of organic standards according to the regulations.

Application:

The first step for getting LACON certification is that the operator (the person responsible for organic Certification) contacts the LACON office. The related documents will be assessed for compliance with the relevant standard for organic production. This will enable us to inform the client in advance of any issues with their organic management plans which will allow them to rectify the same before the onsite audit. Renewal requests must be received at least 90 days before the scope certificate expires. After that, due to time constraints the applications will not be processed. Therefore, the application should be received promptly so that everything goes smoothly.

Review of application:

The application submitted by the client is reviewed by a reviewer or by an assigned inspector. The application is reviewed in order to determine if the operation may be able to fulfill the basic requirements for compliance with respective regulations. In particular, the Organic system plan or the application must be reviewed to determine that they are complete and that no non-compliance with regulation is apparent.

Estimate/offer:

If the review of the application reveals that the operation may meet the requirements of the regulation, an estimate of the annual certification costs is made based on the LACON fee Schedule in Indian National Rupees (INR) without making any discrimination among operators. The estimate is sent to the client for approval.

Standard Inspection Contract:

On acceptance of the estimate, 100% payment is requested and a standard inspection contract will be signed as per LACON QMS. When a contract is signed the applicant agrees to comply with the requirements for certification and to supply any information needed for evaluation of products to be certified. The administrative staff shares the contract with the operator.

TRACENET Registration:

Each operator will be registered in the TRACENET by LACON. A username and password will be created for them to access the TRACENET database. The data entry is verified and confirmed before the onsite inspection.

Document Adequacy review:

During this stage the inspection coordinator will verify whether the operator holds all the relevant documents and has met the requirements for initiating an inspection respective to the relevant standard. This is usually done by the inspection coordinator or his/her representative who is assigned to perform the inspection coordination.

Pre-Evaluation verification:

The inspection coordinator allows an auditor or reviewer to conduct the Pre-Inspection verification to confirm whether the operator meets the requirements and the details mentioned in the Organic system plan is corresponding to the actual situation. This verification process confirms whether a unit can be considered for an onsite inspection or not.

Prepared:	Verified	Approved & Released :
APK 09.11.2024	AKP 11.11.2024	BI 12.11.2024

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Conducting inspections:

A procedure followed for the inspection of an operation according to NPOP/ NOP. Upon receipt of confirmation of the estimate and receipt of the signed contract regarding certification, and completion of Pre-Inspection verification, the inspection coordinator assigns a suitable inspector to conduct an inspection. The inspector is selected based on his/her competence/experience in the relevant scope where the inspection is planned for. The inspectors assigned for inspection are as per the required or defined qualification/training/experience for the field inspected. Conflict of interest is checked before assigning inspections. Inspectors are assigned by the CB and are not selected or requested by the operator.

LACON has a policy and procedure for Inspection methods and frequency has been determined based on the risk assessment,

- Intensity of production.
- Type of production.
- Size of operation.
- Outcome of previous inspections and the operator's record of compliance.
- Any complaints received by the unit
- Whether the unit or operator is engaged only in certified production.
- Contamination and drift risk.
- Complexity of production

Post Inspection Activities:

The inspector makes reports of the on-site inspection(s) using the appropriate LACON control documents and submits these reports along with any supporting documents and with the details of any non-conformity to the Document controller. The client is provided with a copy of the report.

The administration head may delegate the review to a reviewer, authorized by the managing director to conduct reviews. In any case, an authorized reviewer should not be the same person as the one who conducted the on-site inspections conducts the review. In such cases, review should be done by a different reviewer. The processing of inspection reports and certification decisions will be done in a timely manner within three months after the expiry of the scope certificate.

Review of the Inspection Reports:

The review is conducted to determine the compliance of the operation seeking certification including all its activities with the standards. If the applicant submits the corrective action to meet all the requirements within the specified time limit, the reviewer proceeds with the other necessary steps of the Certification procedure. The reviewer then submits her findings to the Certification Committee and then decision on whether certification can be granted or denied is decided by them. The outcome of the certification decision itself is independent of the payment of fees.

Certification decision making process also includes approval of products, certifying changes in production and disciplinary measures. Based on the final confirmation on the data entered in the TRACENET by the operator, validated through onsite verification by auditor and further review by the reviewer, proceeding of certification will be completed.

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Granting certificate:

A certificate is granted if the operation meets the requirements for compliance with the respective standards. The Certificate is generated through TRACENET and in case of Organic Livestock Production, Livestock Processing, Organic Apiculture production and Processing and Organic Feed scope, the certificate is generated manually in the prescribed format given by APEDA. Following each annual inspection, an up-dated certificate is issued that includes the information named above plus the date of issue of the present certificate. The decision on certification is finalized with the signature of the department management or his representative on the certificate. The certificate is valid for only one year from the date of certification for NPOP regulation.

Denial of certificate:

If the review conducted concludes that the operation seeking certification is not in compliance with the standards and cannot be expected to attain compliance within a reasonable time period by implementing corrective actions, the Certification Committee informs the operator of its decision and then explains the reasons for this decision.

Enquiry from the operator for organic Certification	Administration Dept Ms.Smitha Rajan Ms.Ajnu Jayaraj	Mode: Online	Application forms relevant to the scope, Link to organic standards, Inspection procedure, Sanction catalogue is send to the client
Reception of Application forms from the operator	Administration Dept Ms.Smitha Rajan Ms.Ajnu Jayaraj	Mode: Online	Creating the folder for the client The application forms and related supporting documents received from the operator are saved in the folder and instruct the Inspection coordinator for further review.
Review of the application forms	Inspection Coordinator Ms. Rincy AnnRejib	Mode: Offline	The application form will be reviewed for completeness and also the submission of necessary supporting documents.
Contract (For new clients)& Estimate	Administration Dept Ms. Smitha Rajan Ms. Ajnu Jayaraj	Mode: Online	Estimate as well as the contract must be signed and soft copy must be sent for our records. Hard copy of the contract must be given to the inspector during the onsite inspection.

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Document adequacy review and Pre-evaluation verification	Inspection Coordinator & Inspectors	Mode: Online/On site (based on the risk assessment)	All the supporting documents relevant for the scope of certification
			will be checked during this procedure. The operator will be verified on the standard requirement based on the review of the application.All prerequisites for an onsite inspection will be confirmed during the process. The product list including data in Tracenet as well as the Application must be finalised and confirmed during this step to proceed further for onsite inspection.
Onsite Inspection	Inspectors allotted for specific scope	Mode: Onsite	Onsite Inspection based on the scope and standard allotted
Review & Certification Decision	Certification Manager, Reviewers and Quality Manager Manoshi TS Aalolam KP Anjali PK	Mode: Offline/Online	Based on the review of inspection findings and measures by the operator Certification decision is made which is collective decision of the Certification Committee members.

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