

Grant of Certification:

Granting and denial of certification shall be based on evaluation of inspection reports and decisions of certification committee.

Procedure:

- Once the inspection report has been received, Evaluator shall review the report as well as the result of any product tests, and any additional information requested. SNRMS shall provide the results of any tests for samples taken by the inspector as well as a copy of the on-site inspection report.
- If the Organic Management Plan (OMP) and all procedures and activities of the applicant's operation are in compliance with the requirements of the National Programme for Organic Production NPOP and SNRMS determines that the applicant has been and is able to operate in accordance with the Organic Management Plan (OMP), then certification may be granted. The certification may include requirements for the correction of minor non-compliance. This minor non-compliance must be verifiable within a time period as a condition of continued certification.
- If SNRMS determines that the certified operation is complying with the National Programme for Organic Production NPOP (which is considered equivalent to council regulation EC No. 834/2007 (Category A & F) and Swiss Organic Farming Ordinance for unprocessed plant products originating in India) or International Organic standard, SNRMS shall issue an updated certificate of organic operation.
- If SNRMS believes that an applicant for certification is not able to comply with the National Programme for Organic Production NPOP, SNRMS shall provide a written notification of noncompliance to the applicant. When correction of a noncompliance is not possible, a notification of denial of certification and notification of noncompliance shall be provided.

Certificate:

Certificates shall be given to the operators as per NPOP, who have fulfilled the compliance as mentioned in certification decisions through TRACENET online and the signed copy of the scope certificates with annexure shall be sent to the operators. For those operations which have not been included in Tracenet as of now, manual scopes shall be generated.

Issuance of Scope Certificate:

- The details of the inspection shall be entered in TRACENET.
- The major Non-Conformities if there shall be closed with proper justifications.
- The minor Non-Conformities or observations may remain open till the renewal inspection and shall be closed at the time of the renewal of the scope certificate.
- The certificate shall be signed by the Authorized Signatory.

Re-Certification (Continuation of Certification):

SNRMS allocates annual inspection before the expiry of the certificate.

- To continue certification, a certified operation must pay the certification fees and submit the following information, as applicable to SNRMS:
 - a. An updated production or handling Organic Management Plan (OMP) that includes:

- Summary statement, supported by documentation, detailing any deviations from, changes to, modification to, or other amendments made to the previous year's Organic Management Plan (OMP) during the previous year.
- Any additions or deletions to the previous year's Organic Management Plan (OMP), intended to be undertaken in the coming year.
- b. Any additions or deletions from the information regarding the name of then person for certification, the applicant's business, address and telephone number and when the applicant is a corporation, the name address and number of the person authorized to act on the applicant's behalf.
- c. An update on the correction of minor non-compliance's previously identified by SNRMS as requiring correction for continued certification.
- d. Other information as demanded necessarily by SNRMS to determine compliance with the National and International Organic Standards (NPOP).
- Following the receipt of the information in part (a) of this section, SNRMS shall within a reasonable time arrange and conduct a spot on-site inspection of the certified operation. In the event that it is impossible for SNRMS to conduct the annual onsite inspection following receipt of the certified operation's annual update of information, SNRMS may allow continuation of certification and issue an updated certification of organic operation on the basis of the information submitted and the most recent on-site inspection, is conducted within the first 6 months following the certified operation's scheduled date of annual update.
- Once certified, an operation's organic certification continues in effect until surrendered by that operator, or suspended or revoked by SNRMS. Certification must be renewed annually.

Re-certification (Review and Decision):

SNRMS shall not re-certify same activity for production, processing and trading units already certified by another Certification Body under NPOP within the validity period of the certificate. SNRMS shall ensure that operators shall not have multiple certifications for the same scope of activity under different certification bodies under NPOP.

Disciplinary measures, sanctions and withdrawal of certification

Notice of Noncompliance/infringements:

Evaluator reviews, the onsite inspection and related records, and any other relevant information and makes the following preliminary determinations: Does inspector report any findings or observations that, if correct, reveal a Non-compliance with the standard that is a per the violation of the standard.

If the Evaluator is unable to make any of the listed determinations, but believes that such a determination could be made if further information or documentation was provided, the Evaluator will place the file on a Hold Pending Further Applicant Action. If the file is to be placed in a Hold Pending Applicant Action, the evaluator shall memorialize this fact in a circular and a letter to the applicant within 7 working days.

The applicant will then have 45 days to correct the deficiency, withdraw the file, or have a Notice of Noncompliance or Notice of Proposed Denial of Certification issued.

Resolution of Noncompliance/infringements:

In response to a Notice of Noncompliance, the operator or operator may:

Correct the noncompliance(s) and submit a description of the corrective actions taken with supporting documentation to SNRMS. After getting the details from the operator, evaluator/Certifier evaluate the operator's corrective actions taken and supporting documentation submitted, when the noncompliance was issued at the conclusion of the evaluation, and if the corrective action is sufficient for the operator to qualify for certification, issue a decision on noncompliance and a certification decision is granted, when the noncompliance was issued prior to the Final Compliance Review, and the corrective action is sufficient to resolve the Noncompliance, the Evaluator/Certification shall issue a resolution of noncompliance and approve the file for moving to the next step of the certification Process.

When the corrective action is sufficient for the operator to qualify for certification, SNRMS will issue the operator an approval of certification.

Notice for removal of entire non-compliant lot:

In case of the detection of residues at any stage of the operation is observed/reported a notice for removal of entire non-compliant lot shall be communicated to the operator. The notice shall be served to operator within one working day (24 hrs) after receiving such notification/alert. Operator shall be required to update SNRMS about the action taken from their end within 5 working days from receiving the notice from SNRMS.

Notice of Denial of Certification:

If applicant's does not submit corrective action to close major non-conformities, the Evaluator must deny certification, or if already certified, must be issued a Notice of Proposed Revocation or. If the applicant is not currently certified, the Evaluator shall issue a Notice of Proposed Denial of Certification based upon the preliminary final review findings. Any applicant who fails to demonstrate corrective action or to successfully rebut the finding or the nonconformity analysis within deadline date shall be issued a Notice of Noncompliance in accordance with standards. For Minor conformities, certifier may proceed for issuance of scope certificates without receiving corrective action records from operator end, but certifier should ensure minor nonconformities must be closed within 3months of deadline. If applicant submits declaration & assured during future renewal inspection able to show evidence to close minor non-conformity within due date then evaluator able to close the NC with condition i.e Inspector should verify conditions during future renewal inspection and Certifier may proceed for approval of certification.

Appeals and disputes:

Appeals against certification decisions are dealt with as follows:

The operation is informed about the right to appeal the certification decision by the following indication in the certification notification "This decision may be appealed within 30 days to SNRMS, Dehradun.

The letter must state the reason and rationale for the appeal such as:

- Relevant background information on the case.
- The Certification Department's actions and ruling on the cases.
- Reasons to maintain or change the Certification Department's position.
- Evidence to support the applicant's assertions.
- A suggestion to resolve the problem.

If an operator does not agree with the Appeal committee decision, he may submit an application for reconsideration to the Management committee of SNRMS. If no consensus is reached even after that, operator is free to go to the accreditation body for final decision.

Notice of Suspension and/or Revocation of Certification:

When the corrective action is insufficient and/or not completed within the prescribed time period, SNRMS Certifier/Evaluator will issue a certified operator a written Notice of Proposed Suspension of Certification of the entire operation or a portion of the operation, as applicable to the non-compliance. The Notification of Proposed Suspension and/or Revocation shall include the following:

- The reasons for the proposed suspension or revocation.
- The impact of a suspension or revocation on future eligibility for certification.
- The right to request to appeal If SNRMS has reason to believe that an operator for certification has willfully violated the standards; SNRMS will send the certified operator a Notification of Proposed Suspension or Revocation of Certification of the entire operation or a portion of the operation as applicable to the noncompliance.

If the operator fails to correct the noncompliance(s), to resolve the issue through rebuttal or Complaint, or to file an appeal of the proposed suspension or revocation of certification in the timeframe allowed, Certifier/Evaluator shall send the operator a written notification of suspension or revocation.

In case of repeated written condition for similar problem. Not responding to conditions, Major deficiencies in record keeping. Repeated minor violations. Clear violation of the standards but not threatening the organic integrity of the product. When a certificate is suspended or withdrawn then the information about their decision is passed to APEDA immediately.

Suspension or Revocation or withdrawal of Certification:

- If an operation is found to no longer comply with the applicable standard, the operator is immediately informed to keep the produce concerned on hold until further decisions are made. In very severe cases where an infringement that affects organic integrity of product, the operator is instructed to recall the produce from the market. In appropriate cases, the responsible authorities are being informed on the case.
- The operator is asked to take appropriate corrective measures. If correction of the non-conformity is not possible or correction of the non-compliance is not completed within the prescribed time period, the following action will be taken up by SNRMS:
 - SNRMS shall write to the Operator informing about withdrawal of certificate with the reasons and a copy of the same should be sent to APEDA.
 - SNRMS shall send notice by Registered Post to the operator to send back the Scope Certificate if there is no response from the Operator within the stipulated time period. If the certificate is not received even after the notice period, necessary legal action should be taken.
 - All the above actions should be informed to APEDA promptly.
- An operator whose certification has been suspended or cancelled may not make any claims with regard to the certified organic quality of his produce and his produce may not be labelled as organic in the applicable regulated market. SNRMS CEO shall precede any issue related to violations with highest priority.