



ADITI

Organic Certifications Pvt. Ltd.

Bangalore
22-02-2023

Circular to Operators – Updated Procedures for the renewal of Scope Certificate-2023

Ref. No.: ADITI/HO/2023/Circular/004

Dear Valued Operators,

We are privileged to have you as our client and wholeheartedly thank you for choosing us as your preferred certification agency for the certification of your organic operations. We are committed to providing you with the best-in-the-industry services at competitive rates.

We are aware that all our operators are informed about the certification process and understand that it consists of a series of interrelated steps. A disruption in any stage has a knock-on effect that interferes with the overall flow of activities, both at the operator's end and at our end.

Aditi has introduced specific measures to enhance the quality of our services. We request you confirm your acceptance and adherence to these new measures:

1. Commitment to completing the certification of projects before the expiry of the certificate.

All operators will receive from our office an alert email, at least 90 days prior to the expiry of the current certificate, requesting for submission of the documents necessary including an updated Organic Management Plan (OMP) for initiating the renewal process. These are called Category 1 documents other than OMP, which we will communicate during the renewal reminder email.

These documents vary depending on the activities for which certification is sought – individual producer, grower group, processing, trading, livestock production, livestock processing, input approval, wild collection, and beekeeping.

The list of documents to be submitted will be clearly mentioned in the email. **All the listed documents must be updated with the most recent information and sent to us at least 45 days prior to the expiry of the certificate.** To maintain consistency in the quality of our service we require a minimum of 45 days to verify the documents submitted by the operators, schedule an inspection, evaluate the inspection reports submitted by the inspectors, and finalize the certification decision.

2. First-time clients of Aditi who require guidance on specific documents like the Organic Management Plan, Provisional Approved Farmers List (PAFL), Crop List, etc., may request for support from our office. This is **a one-time assistance** we provide to our new clients, to familiarize them with the procedures involved in the certification process. To receive this assistance, operators must assign a designated official within their organization who will be responsible for the timely submission of all documents for subsequent years.
3. Clients who do not submit all the Category 1 documents in the time stipulated above will have to adhere to the following conditions for the continuation of certification services:
 - Aditi will provide the operator with a choice of two dates for the conduct of the annual audit. The operator **must accept** either one of these dates.
 - Since the OMP is a mandatory document that must be updated and submitted before an audit. The concerned operator could communicate with the assigned inspector and support to review the filled-in OMP prior to physical inspection. This desk review (a part of inspector preparation for the field inspection) will be charged to the operator. This exercise will reduce the time spent in the project area for documents/records review process.
 - The auditor/inspector will verify all the documents/records on-site prior to the physical audit of the operation. Document verification is a time-consuming activity and the time required for this is proportionate to the size and complexity of the operation. This will result in a considerable escalation of costs for the certification of the operation.

4. Real-time data collection and geo-mapping

To add more value to our services, and get ahead of the curve, Aditi is in the process of digitizing operator records. This will promote transparency, ensure accountability, and improve the efficiency of operations. As part of this initiative, we are making **geo-mapping** of all operations a **mandatory requirement for the continuation of certification**.

Aditi will make available, to all field officers, a free-to-download mobile app that will capture real-time data of field conditions and enable geo-fencing of fields. We have initiated this process with Grower Groups and will extend it in a phased manner to all operators. This is a time-bound requirement, and we elicit the cooperation of all operators in completing this process at the earliest (preferably before the Kharif season 2023 starts).

The above-indicated requirements will be applicable from April 01, 2023.

We thank you, in advance, for your support, understanding, and cooperation.

With kind regards,

For ADITI ORGANIC CERTIFICATIONS PVT. LTD.

Narayana Upadhyaya

Managing Director

