

STEPS TO CERTIFICATION RELATED TO VOLUNTARY CERTIFICATION SCHEMES		Doc No. : INF-9.14.0
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Short introduction: Steps to Certification related to Voluntary Certification Schemes (VCSMPP and INDGAP)

Steps marked with an asterix are relevant only in the indicated cases!

	Procedure	Applicant or client	ADITI
1	Request	Commonly, applicants present an initial general request, inquiring about requirements, procedures, and prices for certification	<p>a)The applicant receives from ADITI a brief information package, by e-mail often combined with additional information by phone. This package includes:</p> <ul style="list-style-type: none"> • The present document • Company profile • Brief information/requirements in the respective area (e.g. Good Agricultural Practices for Medicinal Plants and Good Field Collection Practices of Medicinal Plants/ IndG.A.P.) • Application form • a type of product, or • a normative document, or • a certification scheme <p>b)The applicant is asked to submit the filled application form, furnishing some details about his/her unit. This written application form is reviewed by ADITI and checked if viable. All applications for certification shall be reviewed by the CB for adequacy and deficiencies observed, if any, shall be informed to applicant within seven days of receipt of application. Review of applications shall be done by a competent person. Records of review shall be maintained.</p>
2	Offer		Based on our daily fees and the size of the unit to be certified, we calculate the certification fees. The fees normally include inspection, reporting, documentation and certification charges. A written offer is then shared with the operator. Travel and boarding & lodging costs are not included in the offer. Together with the offer, we share a certification contract.
3	Contract	Once the applicant and ADITI have agreed on the fees, the applicant signs the contract. By doing so, he/she is committed to fulfilling the organic standards.	ADITI sends back a counter-signed copy of the contract.
4	Pre-payment	The client pays 75% of the quoted fee in advance.	<p>A second package of information is shared by ADITI, including, among others:</p> <ul style="list-style-type: none"> • Relevant ADITI policies • Relevant standards • Standard inspection program(s) • Inspection checklist
5	Working out the Management plan	The client fills in the organic management plan. The template invites him/her to conduct a self-audit at this time, identifying eventual deficiency, i.e. aspects, where the unit does not (yet) fulfil the standard, and to establish the respective corrective actions.	<p>*If requested by the client, an ADITI inspector can help the client to work out the management plan, during pre-inspection.</p> <p>Pre evaluation is also conduct at this stage of all the provided documents by the operator. After the approval by the pre-evaluator inspection can be scheduled.</p>

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6	Corrective actions	*In case the client finds considerable non-conformities, it sometimes makes sense to solve these problems, before the inspection takes place.	ADITI checks the management plan. An inspector authorised for VCSMPP (GAP& GFCE) inspection does this.
7	Scheduling inspection	Inspector and client schedule a date for the inspection.	
8	Inspection	The responsible person must be present during inspection and records should be prepared. The inspection report is signed by the client or responsible person.	The inspector verifies whether the management plan is consistent with reality and defines eventual corrective actions.
9	Inspection report	*In many cases, the unit is required to submit additional documents.	Immediately after the inspection, the inspector finishes his/her report. As soon as all documents have arrived, they are submitted at the ADITI headquarter.
10	Test report	The sample of each lot has to undergo testing in NABL accredited laboratories	The details of the tests are enclosed in Annexure-D of VCSMPP standard. This laboratory test report has to be submitted to the CB
10	Evaluation		The report is evaluated by the responsible certification officer. Sometimes, additional questions have to be clarified with the inspector.
11	Certification committee		After the complete evaluation of documents and any NC received and closed, Committee member will take the final decision for the issuance or rejection of the certification.
12	Corrective actions	*In some cases, as a result of the inspection, some corrective actions have to be implemented before the certificate can be issued.	
13	Final invoice	Payment of the remaining 25% plus travelling/boarding cost of the inspector(s) has to be completed.	Issues the invoice and debit note
14	Certificate		Issues the certificate, shares it by e-mail, followed by original through courier or post.
15	Market sampling		ADITI will collect random samples of marketed samples to crosscheck the integrity of the product.

This whole procedure is apparently very long and complicated. Nevertheless, many steps, which are presented here one after the other, often takes place at the same time. Clients can contribute to **accelerating the process** by:

- Making timely payments
- Filling in necessary forms, contracts etc. promptly and thoroughly
- Implementing eventual corrective actions immediately

! For more information kindly go to

- Our website www.aditicert.net,
- **Voluntary Certification Scheme for Medicinal Plant Produce (VCSMPP)**
<https://www.qcin.org/vcsmpp.php>,
- INDIA Good Agriculture Practices (INDGAP) Certification Scheme, <https://www.qcin.org/india-good-agriculture-practices.php>



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