

STEPS TO ORGANIC CERTIFICATION		Doc No. : INF-3.1.1.1
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Short introduction: Steps to Organic Certification according to NPOP, Govt. of India, EU Regulations, US National Organic Program (NOP), Canadian Organic Standard (COS) and Others

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

Organic certification process is apparently very long and complicated. Nevertheless, many steps, which are presented here one after the other, in reality often take place at the same time. Clients can contribute to **acceleration** by:

- paying on time
- filling in immediately and thoroughly the necessary forms, contracts etc.
- implementing immediately eventual corrective actions.

Sl.no.	Procedure	Applicant or client	ADITI
1	Request	Commonly, applicants present a first general request, asking about requirements, procedures, prices for certification	<p>The applicant receives from ADITI a first package of information, by e-mail or mail often combined with individual additional information by phone. This package includes:</p> <ul style="list-style-type: none"> • the present document, • a company profile, • a brief information concerning requirements in the respective area (e.g., crop production, beekeeping, wild collection, processing). • An application forms. <p>The applicant is asked to fill in the application form, giving some details about his/her unit. This written application form is reviewed by ADITI and checked if viable.</p>
2	Offer		Based on our daily fees and the size of the unit to be certified, we calculate the certification fees. We submit the applicant a written offer. Normally this is a flat fee, meaning that the applicant knows definitively, how much the procedure will cost, independently from how long the inspector stays on the holding. Only costs for travelling and accommodation are usually not included in the offer. Together with the offer, we submit 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. Marketing team will hold responsible for the collection of initial contract and renewal of contract.
4	Pre-payment	The client pays 75% of the quoted fee in advance.	ADITI submits the client a second package of information, including, among others: <ul style="list-style-type: none"> • relevant ADITI policies, • relevant standards, • standard inspection program(s) • the organic management plans.

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5	Working out the organic management plan	The client fills in the organic management plan. The template invites him/her to do at the same time a self-audit, identifying eventual deficiency, i.e., aspects, where the unit does not (yet) fulfil the standard, and to establish the respective corrective actions.	*If requested by the client, an ADITI inspector can help the client to work out the management plan, during a pre-inspection.
6	Corrective actions	*In case the client finds considerable non-conformities, it sometimes makes sense to solve these problems, before the inspection takes place. Example: establishment of a clear separation system between organic and conventional in processing companies.	ADITI checks the management plan. An inspector authorised for NOP inspection does this.
7	Scheduling inspection	Inspector and client schedule a date	for the inspection
8	Inspection	The responsible person must be present, 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 the reality, and defines eventual corrective actions.
9	Inspection report	*In many cases, the unit has to submit additional documents.	Immediately after the inspection, the inspector finishes his/her report. As soon as all documents have arrived, they are submitted to the ADITI headquarter.
10	Evaluation		The report is evaluated by the responsible certification officer. Sometimes, additional questions have to be clarified with the inspector.
11	Corrective actions	*In some cases, as a result of the inspection, some corrective actions have to be implemented before the certificate can be issued.	
12	Final invoice	Payment of the remaining 25% plus travelling/boarding cost of the inspector(s).	Issues the invoice and debit note
13	Certificate		Issues the certificate, submits it by e-mail, followed by original through courier or post.