

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!

	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.	Review of Application	-	<p>Upon receiving the completed application, we conduct a thorough review to assess whether ADITI has the capacity to certify the requested scope. This includes verifying our accreditation coverage for the specific audit scope.</p> <p>For example, if an operator applies for certification of aquaculture products under Regulation (EU) 2018/848, we would not be able to proceed with the request, as our current accreditation scope does not cover aquaculture. ADITI is accredited for Categories B, D, and E under Regulation (EU) 2018/848. For EU equivalence, our accreditation applies only to Categories A and F.</p> <p>Based on this review, the application may either be declined if we do not have the necessary accreditation, or it may proceed to the next steps if the requested certification falls within our accredited scope.</p>
3.	Offer		<p>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.</p>
4.	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.
5.	Pre-payment	The client pays 75% of the quoted	ADITI submits the client a second package of

	Procedure	Applicant or client	ADITI
		fee in advance.	information, including, among others: <ul style="list-style-type: none"> ● relevant ADITI policies, ● relevant standards, ● standard inspection program(s) ● the organic management plans.
6.	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 assess the gaps in management plan, during a pre-inspection.
7.	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 authorised inspector (EU 2018/848-category specific) do this.
8.	Man-day calculation		After calculation the man-days based on various factors, but not limited to, number of sites, subcontracted operation, length of year inorganic, complexity of the system, complexity of the products, number of products, etc.
9.	Scheduling inspection	Inspector and client schedule a date for the inspection and an inspection plan is sent for client approval once the schedule is agreed.	
10.	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.
11.	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.
12.	Evaluation		The report is evaluated by the responsible certification officer. Sometimes, additional questions have to be clarified with the inspector.
13.	Certificate Decision		An authorised certification manager verifies the entire certification (operator) file and corrective actions to decide whether a NC is closed, or further actions are needed.
14.	Corrective actions	Corrective actions have to be implemented before the certificate can be issued. Critical NCs are subject to certification committee, strict timeline is followed.	
15.	Final invoice	Payment of the remaining 25% plus travelling/boarding cost of the inspector(s).	Issues the invoice and debit note
16.	Certificate		Where a certification decision is to issue the certificate, Aditi issues the certificate, submits it by e-mail, followed



STEPS TO ORGANIC CERTIFICATION		Doc No. : INF-3.1.1.1
Rev. No. : 04	Rev. Date : 02/09/2024	Page 3 of 3

	Procedure	Applicant or client	ADITI
Th			by original through courier or post. Where applicable, scope certificate is issued through the relevant platforms TraceNet/TRACES etc.
is	Issuing TC/COI	To submit the request before export from India. This is to be done for each consignment intended to export to India.	To verify the client's record and issue a TC/COI for domestic and export consignment wherever applicable.
ing	Re-certification	Client needs to submit the required documents for annual renewal in a timely manner.	Verification of renewal/ annual documents and following the same steps from point 5 onwards of this table.

nic 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.

Concerning special requirements of USDA-NOP (for the US organic market) and COS (for Canadian Markets) please refer to our documents – “Brief Info NOP “(3.2.10) and “Brief Info COS (3.2.26)” respectively.

For EU 2018/848, please refer to: Work Instruction- Manday calculation and category verification.

14	Revision History	
Revision Date	Revision number	Description of changes
30/06/2017	00	Document was created.
01/11/2020	01	Changed the ADITI logo with ® mark.
01/06/2022	02	Added revision History column in this document.
15/11/2022	03	Contract collection responsibility defined.
02/09/2024	04	Updated as per Commission Regulation (EU) 2018/848 and it's delegated acts