

STEPS TO CERTIFICATION RELATED TO VOLUNTARY CERTIFICATION SCHEMES		Doc No. : INF-4.6.1P
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Short introduction: Steps to Certification related to Voluntary Certification Schemes (VCSMPP and INDGAP)

Steps marked with an asterisk 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>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 • Brief information/requirements in the respective area (e.g. Good Agricultural Practices for Medicinal Plants and Good Field Collection Practices of Medicinal Plants, IndGAP) • Application form <p>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.</p>
2	Offer		<p>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 and the Sublicense and Certification Agreement. Note: Certification is the only source of income for ADITI.</p>
3	Contract	Once the applicant and ADITI have agreed on the fees, the applicant signs the contract and the agreement. By doing so, he/she is committed to fulfilling the standards.	ADITI sends back a counter-signed copy of the contract and agreement.
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 • Self assessment checklist
5	Working out the Management plan	The client fills out the self assessment checklist. 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.	*If requested by the client, an ADITI inspector can help the client to work out the management plan, during 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.	ADITI's authorized inspector checks the self assessment checklist.
7	Scheduling inspection	The inspector and client schedule a date for the inspection.	
8	Inspection	The responsible person must be present during the inspection and records should be prepared. The client or responsible person signs the inspection report.	The inspector verifies whether the self assessment checklist is consistent with reality and defines eventual corrective actions.

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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 headquarters.
10	Test report	The sample of each lot has to undergo testing in NABL-accredited laboratories	This laboratory test report has to be submitted to the CB. The details of the tests are enclosed in Annexure-D of VCSMPP standard.
10	Evaluation		The report is evaluated by the responsible reviewer. Sometimes, additional questions have to be clarified with the inspector.
11	Certification		The report and the respective documents are reviewed by the certifier. After the complete evaluation of documents and any NC received and closed, Certifier 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://padd.qci.org.in/voluntary-certification-scheme-for-medicinal-plant-produce-vcsmp/>
- INDIA Good Agriculture Practices (INDGAP) Certification Scheme
<https://padd.qci.org.in/india-good-agriculture-practices/>