



Certification Processes at ADITI		Doc No.:INF 7.6P
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## 1. Purpose:

This document outlines the certification processes employed by ADITI for granting, maintaining, extending, renewing, reducing, suspending, and withdrawing certifications, along with the geographical areas of operation.

## 2. Scope:

Encompasses all stages of VCSMPP and IndG.A.P. certification within ADITI's operational areas, covering diverse operator types and document control.

Applies to all certification activities, including granting, renewal, extension, transfer, suspension, and cancellation of certifications.

## 3. Responsibility:

ADITI's certifiers are responsible for decision-making, inspections, and certificate management, while operators ensure compliance and provide accurate information..

## 4. Description:

### 4.1 Geographical Areas of Operation:

ADITI operates within India.

### 4.2 Standards and Schemes:

ADITI provides certification services for:

- VCSMPP (Voluntary Certification Scheme for Micro, Small, and Medium Producer Program)
- IndG.A.P. (Indian Good Agricultural Practices)

### 4.3 Certificate Issuance:

(a) Certification Process:

- Operators undergo either self-assessment (Option 1 and Option 1 multisite without QMS) or internal inspections/audits (Option 1 multisite with QMS and Option 2).
- ADITI's conducts inspections/audits.
- The Certifier reviews:
  - Checklists, inspection reports, and supporting documents.
  - Lab test results for substances.
  - Additional information from the operator and external sources (e.g., complaints, regulators), with notification to the operator.
  - Corrective action documentation for non-conformities (NCs).
- If compliance is verified, ADITI's certification committee grants certification.

(b) Certificate Validity:

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- VCSMPP: 3 years from the issue date.
- IndG.A.P.: 1 year from the issue date.

(c) Certificate Delivery:

- Certificates are signed manually by the authorized Certifier and sent via mail (postal, courier) and email..

(d) IndG.A.P. Issuance Timing:

Formal documentation is issued after or concurrent with:

- Decision to grant/extend certification.
- Fulfillment of certification requirements.
- Completion/signing of the certification agreement.

(e) Renewal of Certificates:

- Annual re-assessment is required for continued certification.
- Surveillance is timed around harvest.

Process of Renewal:

- Annual certification fees and the following are submitted:
  - Update Checklist with deviations/modifications.
  - Update on non-compliance implementation status.
  - Updates on operator name, location, or unit/land additions.
- ADITI conducts an on-site inspection within 3 months of scope validity date.
- If compliant, the Certifier renews the certificate.
- Certificate validity can be extended for 4 months due to specific unavoidable circumstances, if the operator has reapplied for certification continuity. No new producers or sites can be added during this time.

(f) Criteria for Amending a Certificate:

- Amendments are based on operator requests.
- Amendments are decided on a case-by-case basis.
- New land additions are handled during annual inspections.
- Product additions are amendments with changed amendment numbers.
- New scopes require new certificates.
- Existing certifications can be referenced to omit activities. Justification for omission of activities needs to be provided if requested.
- Parallel Production/Parallel Ownership (PP/PO) handling procedures are defined.

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(g) Transfer of Certificate:

- Aditi accepts transfers from accredited CBs meeting criteria.
- Certificate must be for the same standard and must be valid.
- Operator informs Aditi of the transfer request.
- Aditi performs a document review and may conduct a physical inspection.
- Aditi checks validity and nonconformities with the issuing CB.
- Certificate holders under sanction cannot transfer.
- Individual producer members cannot leave a group with unresolved sanctions.
- Suspended certificates are not accepted for transfer.
- Aditi issues a new certificate after assessment.
- Previous CB may be asked for transfer reasons and compliance history.
- Scope reduction leads to necessary modifications.
- IndG.A.P. producers changing CBs must communicate their UIN.
- VCSMPP certificates issued from other CBs are dated from the completion date of the review.

(h) Suspension:

- One-week notice is provided (except for serious failures).
- Suspension is issued for:
  - Unsatisfactory performance during two consecutive surveillance evaluations.
  - Voluntary request by the producer.
- A 6-month correction period is set.
- Logo/trademark/certificate use is prohibited.
- Root cause analysis and corrective actions are required.
- Suspension is revoked upon verified corrective actions.
- Suspension cannot exceed 6 months.

1. Cancellation of Certificate:

- Cancellation is issued for:
  - Insufficient corrective actions after suspension.
  - Non-conformity doubting produce integrity.
  - Major contractual non-conformities.
  - Contravention of certification terms.
  - Operator request due to natural disasters or closure.
- Logo/trademark/certificate use is prohibited.
- Re-application is allowed 12 months after cancellation.
- If cancellation is due to non payment of fees, reapplication is only allowed once the fees are paid, or a NOC is provided.

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- Non-conformities must be resolved or appealed in writing.

**5. Related documents:**

- 7.6P\_Certification Issuance

**6. Revision history:**

Revision date	Version	Description of changes
	00	Reation of documents

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