

Bengaluru
November 20, 2025

CIRCULAR

Ref. No.: ADITI/HO/2025/Circular/015

Subject: Mandatory Compliance Requirements for Upcoming External Inspections – NPOP Grower Group Certification

Dear Esteemed Operators,

Greetings from Aditi.

This circular is being issued to remind all Grower Groups of the **critical compliance requirements** to be followed during the upcoming external inspections under NPOP Standards (8th Edition). Many of these items are already part of the annual **Organic Management Plan (OMP)** submissions. However, we have observed that in several cases, the information provided is incomplete, superficial, or not updated.

The OMP is the **central document** that demonstrates the functioning of your Internal Control System (ICS). It must be completed with accurate, detailed, and updated information **in consultation with all ICS staff members**. Incomplete OMPs lead to non-conformities and delays in certification.

Please read the following requirements carefully and ensure full compliance.

1. Appointment and Presence of a Competent ICS Manager

(Refer NPOP 5.4 & 5.7.1)

- Every Grower Group must appoint a **qualified ICS Manager/Coordinator** preferably from the project area who clearly understands ICS operations, NPOP requirements, and documentation.
- The ICS Manager must be **physically available at the registered ICS office** to coordinate day-to-day activities.
- **Mandatory presence during external inspection:**
If the ICS Manager or responsible personnel are absent, non-conformities will be raised and appropriate action may be taken.
- The contact details of the designated ICS Manager must be correctly updated in **Tracenet** and communicated promptly to our office whenever there is a change.

2. Legal Entity Registration (Mandatory Requirement)

(Refer NPOP Chapter 5, 5.2)

Every Grower Group shall be **registered** under one of the following Acts and must submit the legal registration document for uploading on Tracenet:

- Companies Act, 2013
- Multi-State Cooperative Societies Act, 2002
- State Cooperative Acts
- Societies Registration Act, 1860
- Cooperative Societies Act, 1912

Groups that have already submitted valid documents may ignore this point.

Registered Office :
No. 38, 1st & 3rd Floor, 20th Main Road, First Block, Rajajinagar, Bengaluru - 560 010 India
Phone : 0091-80-2332 8134 / 2332 8135 / 2332 8136
Email: aditi@aditicert.net, aditiorganic@gmail.com

CIN : U01409KA2007PTC042101 GST : 29AAGCA1987P1ZV

3. Annual External Training for ICS Inspectors & Farmers

(Refer NPOP 5.16 & 5.17)

For ICS Inspectors:

Each internal inspector must receive **annual training** by an external trainer/agency knowledgeable in NPOP requirements and organic processes.

For Farmers:

Each farmer must receive one initial advisory visit and annual training from government agencies or other recognized bodies.

Training must be conducted in simple, **local language**, using pictorial materials/videos.

Documentation/records to be maintained and shown to external inspector/s:

- Date of training
- Course content
- List of participants
- Photographs/videos
- Signatures of trainer and trainees
- Resume/profile of external trainer

These records must be available at the ICS office during external inspection.

4. Organization Structure & Approval Committee

(Refer NPOP 5.7.3)

- Every Grower Group must establish a **three-member Approval Committee** from within the group.
- The organizational structure, including roles and responsibilities, must be updated in the OMP and displayed at the ICS office.

5. Display of Valid Scope Certificate and Updated Farmer List

(Refer NPOP 5.5.xii and APEDA Advisory – APEDA/Advisory/2025/05 dated 08.07.2025)

- The **current scope certificate** and the **latest updated farmer list** must be displayed prominently at the ICS office.
- These documents must match the information available in Tracenet and your OMP.

6. Documentation to be Maintained at the ICS Office

The following must be readily available at all times:

- Updated OMP
- Internal inspection reports
- Training records
- Input (organic seeds/soil inputs/pests control agents etc.) purchase/distribution records
- Crop wise yield estimates and sales records
- Overview map/s, field histories, and farm diaries (updated farm map with cropping pattern season wise is expected to be present in each farm diary)
- ICS procedures/manual
- Approval Committee records
- Correct and complete farmers list

Incomplete or missing documentation/records will lead to non-conformities.

7. Accurate and Updated Contact Details on Tracenet

As per APEDA instructions, the Tracenet profile must reflect the **correct contact details of the ICS Manager**. Any changes must be immediately communicated to us for updating.

8. Importance of Completing the OMP Professionally and Fully

We reiterate that the **Organic Management Plan (OMP)** is the foundation of Grower Group Certification. Many of the above items—training details, organizational structure, farmer list, ICS roles, documentation, contact information—must be accurately reflected in the OMP.

To avoid certification delays:

- Prepare the OMP **with involvement of the entire ICS team**.
- Avoid superficial entries or incomplete information.
- Ensure that all data (farmers, acreage, inputs, ICS staff details, maps, procedures) is **current, verified, and consistent** with Tracenet.

Your cooperation in strictly adhering to the above requirements is essential for smooth and successful certification.

For any clarification or support, please feel free to contact our office.

Warm regards,

For Aditi Organic Certifications Private Limited

For ADITI ORGANIC CERTIFICATIONS PVT. LTD.

Narayana Upadhyaya
Managing Director

