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**Karnataka State Organic Certification Agency  
(Govt. of Karnataka Undertaking)  
Procedure for Organic Certification**

<b>Applying to KSOCA</b>	Applicant (a farmer/ group of farmers /processor/ trader) seeking organic certification by KSOCA shall contact through email (ksocabng@gmail.com)/ post (KAIC Premises, Opp. Baptist Hospital, Hebbal, Bengaluru-24 Telephone (080-23418302) personally to KSOCA and request the application package for organic certification.
<b>Application Package</b>	The application package including the application form, frequently asked questions, procedure for certification, scale of fees, brochure is sent to the operator
<b>Submission of application form</b>	The application form may be completed, signed and returned to KSOCA for registration.
<b>Sending offer letter</b>	After the application is scrutinised by evaluator and accepted, the offer letter (approximate fees for the inspection and certification) and a copy of the agreement will be sent to the operator by the evaluator. In cases where the client cannot be accepted for certification due to technical reasons, the same will be informed to the concerned.
<b>Registration in Tracenet</b>	The operator is registered on tracenet.
<b>Receipt of payment</b>	The operator has to pay the fee as in the offer letter estimated as an advance for the inspection and certification services. The signed copy of the agreement shall be sent by the operator along with the fees.
<b>Fixing date of inspection</b>	After receipt of the payment, KSOCA fixes the inspection date in consultation with the operator and send the inspection intimation letter along with the copy of the farm records and copy of NPOP Standards.
<b>Inspection</b>	The inspection shall be conducted on the day finalized and the signed copy agreement will be provided to the operator. A copy of the inspection report will be handed over to operator at the time of inspection. The detailed inspection report is submitted to evaluator.
	The detailed inspection report along with the copy of the agreement and the final invoice based on the actual expenses will

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	be sent to the operator by the evaluator and the balance amount need to be settled by the operator.	
<b>Tracenet entry</b>	<ul style="list-style-type: none"> <li>For individual operator: the detailed crop list along with the major and minor non conformities along with the deadline for corrective actions is entered into the trace net.</li> <li>For group farmers: The CB verifies the data entered in the tracenet by the group and also enter the major and minor nonconformities along with the deadline for corrective actions.</li> </ul>	
<b>Certification</b>	After receipt of the full payment the evaluator reviews the operator file and submits the same to the Certification committee. The Certification committee takes a final decision based on the corrective measures taken by the operator against the Non conformities raised in the inspection report	
<b>Generation of certificate Trace net</b>	The Quality Manager, KSOCA will generate the certificate through the tracenet and send the same to the operator.	
<b>Certificate and logo</b>	The validity of the issued certificate shall be for 1 year from date of issue and KSOCA shall send the renewal application form 2 months prior to that. For use of the KSOCA logo/ India Organic logo, the operator must send a request for the same to the KSOCA office which after approval by the Certification committee will be sent to the operator as per the NSOP. The draft of labels must be sent to KSOCA office for verification and approval before printing.	
<b>Complaints and appeals</b>	The operator may write to KSOCA office if there are any complaints against either the staff or the organization or certification decision or any other related matter. In cases where the operator is not satisfied with the manner in which the complaint was dealt with, particularly related to any certification decision, the operator may appeal in writing to the KSOCA appellate authority along with a prescribed fees of Rs.100/-for an individual operator and Rs. 500/- for a group/ processor within 21 days of certification decision. The appellate authority shall review the case and submit a decision to the operator. All complaints and appeals will be dealt with confidentially in a fair and appropriate manner and a decision will be taken and inform to the concerned operator.	
<b>Standards</b>	An electronic version of the NPOP standards can be downloaded from the site <a href="http://www.apeda.com">www.apeda.com</a> .	

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