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Application Form for Trading

SECTION 1: General Information

Name & Address:

Mob/Phone:

e-mail:

Person responsible for organic production:

The certification according to following standards is requested:

NPOP Others

Description of the company : (mention the kind of raw materials processed or used in processing, products, location of the production units):

Please list all locations where the processing, and stocking of products prior to sales :

1. SECTION 2: Information on farmers/organization who deliver raw materials

Name of supplier	Address	Raw material supplied
<p>Storage of raw materials: in a separate room <input type="checkbox"/></p> <p>Along with conventional raw materials in the same room <input type="checkbox"/></p>		

2. SECTION 3: Information for inspection

Please list all organic products together with the label with which you want to market the products:

S No.	Product name	Label (Indian Standards)	Tick if the same product is processed conventionally also
			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Do you have any other subcontracted services: Yes No

If yes, give details of the subcontractor:

Please attach recipes of your product(s) in a precise way:

No of products manufactured

No of recipes attached


Please keep the following documents ready for the inspection:

- Certificate of the farmers/ organization from whom the raw materials are collected
- List of products purchased from other processing or trading companies
- Certificate of other companies whose products are being used in the manufacturing process
- Import certificates for the imported products

Further Processing and packaging:

Please list all companies that further process/ package your product

Company	Kind of process done

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2.1 SECTION 4: Verification of product flow

When is the stock entry made?

In which way is the intake of goods documented?

In which way the goods issued are documented (outward movement)

Is it possible to trace back every single lot processed Yes No

SECTION 5: Control of intake of goods

Is there a report system to note the delivery of non-conforming goods/ any file for receiving complaints

Yes

No

2.2 SECTION 6: Aids/Additives used during processing


Please specify in detail the processing aids, additives (including preservatives), microorganisms, enzymes etc. used in the whole manufacturing process.

Are any of your organic products enriched with vitamins? Yes No

If yes, list them along with the vitamin it contains.

Are any of your organic products enriched with minerals? Yes No

If yes, list them along with the minerals it contains

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Section 7: Packaging material

Please list the kind of packaging material used specifically for each of the products manufactured as organic.

2.3 SECTION 8: Storage of the organic products

Organically produced products are stored

- Separate from those produced conventionally
- Same room as that of the conventionally produced without separation
- Same room as that of the conventionally produced with proper method of separation

Do you have external storage facility (Godown elsewhere) Yes No


Explain the measures taken to guarantee a separation of organic, conventional and in conversion products in time and space?

Cleaning of the storage room is done by:

List the method/ methods used for cleaning and sterilizing the processing equipments and containers along with the ingredients used for it.

Please name the quality assurance system followed in your unit

Describe the storage condition of the store rooms:(low temperature, CA,...others)

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Do you face any pest problems in the processing unit or storage room? Yes No
 If yes, list the kind of pest and the remedial measures taken to control them

Do you irradiate your products to ensure a long life? Yes No

Comments:

Declaration of the manager:

The signatory declares that –

- The information given in this application form is true, changes or deviations from the given information will be immediately communicated to KSOCA
- He/ she informs himself or herself in details about the requirements/changes of the referring organic standards

 Place :

Date:

 Signature