



### Organic Management System Plan for Handling/Trading

**1.0 General Information:**

**1.1 Name of Firm/Unit/Owner:**.....

**1.2 Name of Person responsible for management of organic operation:**

**First person:** ..... **e-mail ID and Contact No:**.....

**Second person:** ..... **e-mail ID and Contact No:**.....

**Mailing Address**.....

**1.3 Are you already registered with another Regional Council (RC):** Yes  No

If yes: - Name of RC -----

- Date of first inspection -----

- Date of cancellation -----

- Reason to change -----

- Copy of scope certificate-----

**2.0 Route Map of trading unit with distance (Details may be attached)**

**3.0 Map of Organic Trading unit with surrounding information / activities (Details to be attached):** Attachment:  Yes  No

**4.0 Trading Unit details:**

**4.1 Type of Trading currently being carried out in the facility:** Organic Non organic  Both

**4.2 Year of establishment:**



4.3 Organizational Structure (Details may be attached):

4.4 Organizational Policy as per Organic Handling requirements (May be annexed separately):

4.5 Certificate of Incorporation (Proof to be attached):

4.6 PAN number (Proof to be attached):

4.7 GST number (Proof to be attached):

4.8 Export Import Code (Proof to be attached):

4.9 Any Other Certification (Proof to be attached): HACCP ISO GMP Others

4.10 Storage capacity for Raw Material (MT): Storage On site: Yes/No Storage Off site: Yes/No

4.11 Storage capacity for finished products (MT): Storage On site: Yes/No Storage Off site: Yes/No

4.12 Working Space (in sq. mt.):

4.13 Status of the unit: Own Contracted {If Contracted, enclose copy of Contract}.


4.14 Trademark Registration (If applicable, Proof to be attached):

5.0. Organic Products details:

Name of product to be Traded	Trade name of the product	Form of Product Liquid/granule/powder/ others	Validity/shelf life of the product

6.0 Operational details

Activity (Procedures & Practices)	Time and frequency	Action undertaken to protect/maintain/improve the organic integrity	Remarks/Annex (justification with supplementary documents)
Cleaning /Sanitization of the Unit Interior			
Cleaning /Sanitization of the Unit			

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Exterior			
Loose Material Procurement			
Transportation			
Storage			
Labeling			
Packaging Material			

**7.0. Source of water and testing (If applicable; please enclose test report copy):**

**8.0. Test report of products (please enclose test report copy, If any)**

**9.0. Quality Assurance {Separate sheets may be enclosed}:**

**9.1 Sampling Procedure:**

**9.3 Name of responsible person:**

**10.0. Labelling**

List organic products and labels* used/to be used	
Name of the Product	Label (type); a) 100% Organic b) 95-100% Organic c) 70-95% Organic d) < 70% Organic

**\* Before use, all labels have to be approved by KSOCA**

**11.0 Audit Trail**


PARTICULARS	DOCUMENTS MAINTAINED (Yes/No)
Is there a procedure to track incoming of organic products (e.g bill of lading, weight tag, organic certificates etc.)? Specify.	
Is there a procedure to track outgoing organic products (sales order, bill of lading, shipping log, invoice etc)? Specify	
Describe by giving a justification that the record keeping system balance organic products in and organic products out?	

**Note: Documentary evidences should be provided for verification**

Last changed by and on: QM, 01/10/2021	Last approved by: Dir.
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**12.0 Critical Contamination Points**

Area of Activity	Potential Risk	Risk Perceived (Yes/No/NA)	Action taken to Control risk	Frequency of monitoring {Daily/Weekly/Monthly/As and when required}	Remarks
<b>TRANSPORTATION SYSTEM</b>	Same transportation used for organic and non organic produce				
	Unlabelled product transport				
	Cleaning procedures adopted prior to transportation of Organic products but not documented.				
<b>CLEANING/ SANITATION</b>	Sanitation programme for trading unit interior and exterior not adopted.				
	Use of materials for trading unit interior and exterior not specified in .				
<b>STORAGE</b>	Same storage facility is being used for Organic and Non Organic material.				
	Marked Organic and Non Organic material during storage.				
	Organic material storage area is free of prohibited material but not properly cleaned.				
	Finished product is managed lot wise but identification of the lots is not easily accessible.				
	Use of materials for the treatment of storage facilities (insect/pest) not listed in PGS-India Standards.				
	Use of Offsite storage unit.				

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<b>LABELING</b>	Label (same size and color) is used for Organic and In Conversion products				
	Use of labels without approval from KSSOCA				
<b>VENTILATION</b>	Improper facility of ventilation in the trading unit				

**Confirmation:**

<p><b>13.0. Declaration:</b></p> <p>√The operator declares that the description of methods and the practical measures described in Organic system plan have been completed truthfully.</p> <p>√The operator declares that he will notify KSSOCA annually, if any changes occur in the description of methods or of the practical measures described in this form (Organic system plan) in due time by sending an updated Organic system plan. Together with the Organic system plan the operator will send;</p> <ul style="list-style-type: none"> <li>- A summary statement, supported by documentation, with all changes made to the previous year’s Organic system plan during the previous year.</li> <li>- Any additions or deletions to the previous year’s Organic system plan, intended to be undertaken in the coming year.</li> <li>- An update on the correction of minor non-compliances previously identified by the certifying agent as requiring correction for continued certification.</li> <li>- Any other information as deemed necessary by the certifying agent to determine compliance with the regulations.</li> </ul> <p>√The operator declares that when he considers or suspects that a product which he has traded or been delivered from another operator, is not in compliance with this regulation, he shall initiate procedures either to withdraw from this product any reference to the organic production method or to separate and identify the product. He will only put it into trading after elimination of that doubt, unless it is placed on the market without indication referring to the organic production method. In case of such doubt, the operator shall immediately inform KSSOCA.</p> <p>√The operator will grant KSSOCA complete and unlimited access to the production or handling aspects of the operation including non-certified production areas, structures, or offices for the purpose of on-site inspections.</p> <p>√The operator will allow authorized representatives of KSSOCA access to these records under normal business hours for review and copying to determine compliance with the act and regulations</p>		
Date:	Signature:	

**Only to be filled in during inspection:**

Date of Inspection:	Signature Inspector:	Signature Operator/Representative/Authorized Signatory: