



Organic Management System Plan for Processing

1.0 General Information:

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

1.2 Name of Person responsible for management of organic operation:

First person: **email ID and Contact No:**.....

Second person: **email ID and Contact No:**.....

Mailing Address.....

1.3 Are you already registered with another Regional Council: Yes No

If yes: - Name of CB -----

- Date of first inspection -----

- Date of cancellation -----

- Reason to change -----

- Copy of scope certificate.....

2.0 Route Map of organic production unit with distance (Details may be attached)

3.0 Facility Map of Organic processing area with surrounding information / activities (Details to be attached): Attachment: Yes No

4.0 Facility details:

4.1 Type of Processing 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 Installed capacity of the unit (MT/day):

4.6 Unit License number and Validity (Proof to be attached):



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

4.8 Storage capacity for Raw Material (MT):

Storage On site: Yes/No

Storage Off site: Yes/No

4.9 Storage capacity for finished products (MT):

Storage On site: Yes/No

Storage Off site: Yes/No

4.10 Working Space (in sq. mt.):

4.11 Working hours (per day):

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

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

5.0. Organic Products details:

Name of finished product	Trade name of the product	Category of the products: Single Ingredient/ Multi-ingredient	% Recovery of the Finished product from the Raw material	Packing Size (MT./Lit.)	Total Estimated Production (MT. /Lit.)	Form of Product Liquid/granule/ powder/ others	% of ingredients used in finished products	Validity/shelf life of the product

Note: Details may be annexed separately

6.0. Machines/Equipments details


Name of Machine/ Equipment	Capacity (per hour)	Purpose	Material of Body {MS/SS/Others; specify}	Material of Parts {MS/SS/Others; specify}	Cleaned/Purged before organic processing? (Yes/No/NA)	*Cleaning procedure documented? (Yes/No/NA)



* Give the cleaning procedure in detail

7.0 Operational details {Whatever Applicable}

Activity (Procedures & Practices)	Time and frequency	Action undertaken to protect/maintain/improve the organic integrity	Remarks/Annex (justification with supplementary documents)
Cleaning /Sanitization			
Raw material procurement			
Separating			
Grinding			
Mixing			
Churning			
Drying			
Cooking			
Fermenting			
Packaging			
Grading			
Canning			
Extracting			
Dehydration			

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Jarring			
Cutting			
Freezing			
Preserving			
Storage			
Filtering			
Baking			
Heating			
Labeling			

Note: Process flow chart separately for each product requested for certification should be provided along with the system plan

8.0. Product profile: To be filled in the Product specification Form attached with this System plan

Attachment: Yes No


9.0 Processing aids

List all processing aids used for processing either organic or non-organic products				
Processing aid	Name of manufacturer	Used in organic processing (Y/N)	Status {Organic (Y/N)}	Name of Certifier
For each <u>non-organic</u> or <u>non-allowed</u> processing aid used for <u>non-organic</u> product, describe how you prevent accidental use during organic processing.				

10.0 Waste and Cleaning/ Sanitation details:

Particulars	Schedule {Daily/Weekly/Monthly/As and when required}	Methods	Material used
Cleaning of processing house			

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Cleaning of Machines			
Cleaning of Equipments/ Instruments			
Waste management			
Cleaning of Raw material			
Worker's hygiene			

11.0. Source of water and testing (please enclose test report copy):

12.0. Test report of products (please enclose test report copy, If any):

13.0. Quality Assurance {Separate sheets may be enclosed}:

13.1 Sampling Procedure:

13.2 Name of responsible person:

14.0. 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

15.0 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 organic product in process (batch form, blending report, production report etc.)? Specify.	
Is there a procedure to track organic product in storage (ingredient inventory, finished product inventory etc.)? Specify	
Is there a procedure to track outgoing organic products (sales order, bill of lading,	

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shipping log, invoice etc)? Specify	
Do you use a lot numbering system for receiving ingredients? If yes give an example.	
Is the lot numbering system for production in place? If yes, Specify.	
Describe by giving a justification that the record keeping system balance organic products in and organic products out?	
Is there process flow chart available for each product?	

Note: Documentary evidences should be provided for verification


16.0 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
FACILITY	The facility is used both for organic and Conventional processing				
	Infrequent processing of organic and conventional produce.				
	Equipment cleaning procedures are not adopted prior to running of organic processing.				
	Risk of drift contamination from adjacent sources				
RAW MATERIAL	Insufficient Information regarding status of the raw material, Ingredients, additives and processing aids procured.				
WATER	Water being used as a processing aid or ingredient.				
	Water being used as a cleaning aid for equipments, facility interior and exterior.				
STORAGE UNIT	Same storage facility is being used for				

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	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.				
	Use of Offsite storage unit.				
METHODS OF PACKAGING AND LABELING	Re use of packaging materials and storage containers or bins that contain synthetic fungicide, preservative or fumigant.				
	Use of reused bags for packing				
	Label (same size and color) is used for Organic and In Conversion products				
	Use of labels without approval from KSSOCA				
CLEANING/ SANITATION	Sanitation programme for facility interior and exterior not adopted.				
	Use of materials for the sanitation of facility interior and exterior not specified in PGS-India.				
WASTE HANDLING	Inappropriate waste management				
TRANSPORTATION	Same transportation used for organic and non organic produce				
	Unlabelled product transport				

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	Cleaning procedures adopted prior to transportation of Organic products but not documented.				

Confirmation:

17.0. Declaration:

√The operator declares that the description of methods and the practical measures described in Organic system plan have been completed truthfully.

√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;

- A summary statement, supported by documentation, with all changes made to the previous year's Organic system plan during the previous year.
- Any additions or deletions to the previous year's Organic system plan, intended to be undertaken in the coming year.
- An update on the correction of minor non-compliances previously identified by the certifying agent as requiring correction for continued certification.
- Any other information as deemed necessary by the certifying agent to determine compliance with the regulations.

√The operator declares that he will notify KSSOCA each year, before the date indicated by KSSOCA, of its schedule of processing.

√The operator declares that when he considers or suspects that a product which he has produced, prepared, imported 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 processing or packaging or on the market 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.

√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.

√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

Date:	Signature:	
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Only to be filled in during inspection:

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