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| **Documents to be maintained at ICS level** | | | | |
| **Sl. No.** | **Particulars** | **Yes** | **No** | **Remarks** |
| 1 | Updated System Plan |  |  | Without these documents inspection cannot be conducted.  Before inspection, kindly prepare/check these documents thoroughly for each grower group |
| 2 | Cropping Calendar for each crop requested for certification |  |  |
| 3 | Actual Farmers List |  |  |
| 4 | Approval and Sanction Committee Reports |  |  |
| 5 | Internal Inspection Reports/ Check List crop season wise |  |  |
| 6 | Farmers Dairy |  |  |
| 7 | Copy of Agreement between ICS with Registered Farmer |  |  |  |
| 8 | ICS Manual |  |  |  |
| 9 | Organizational Chart of ICS |  |  |  |
| 10 | Project Overview Map |  |  |  |
| 11 | Village/ Cluster wise Map |  |  |  |
| 12 | Conflict of Interest Declaration of ICS Staff |  |  |  |
| 13 | Training Records of Farmer |  |  |  |
| 14 | Training Records of ICS Personal |  |  |  |
| 15 | Internal Standards |  |  |  |
| 16 | List of Internal Inspectors with Qualification/ Experience Details |  |  |  |
| 17 | Non GM declaration for the crops requested for certification |  |  |  |
| 18 | Risk Assessment Summary Details |  |  |  |
| 19 | Off Farm Input Procurement Details |  |  |  |
| 20 | Off Farm Input Permission from ROCO |  |  |  |
| 21 | Sale Records |  |  |  |
| 22 | Farmer Exit Forms |  |  |  |
| 23 | Procurement Records/Receipts |  |  |  |
| 24 | Agreement with ROCO |  |  |  |
| 25 | Copy of Standards |  |  |  |
| 26 | Complaint Register |  |  |  |
| 27 | Field History Sheets |  |  |  |
| 28 | Off Farm Inputs Distribution Details |  |  |  |
| 29 | Certification Decision Closing related documents |  |  | NA for first inspection |
| 30 | Soil testing reports |  |  |  |
| 31 | Compost testing reports |  |  |  |
| 32 | Previous year documents (Chain of Custody) |  |  | NA for first inspection |
| 33 | Annual Inspection Plan with a Schedule to visit each farmer. twice Annually |  |  |  |