SYSTEM PLAN FOR PRODUCTION & HANDLING OF ADDITIONAL INPUT TO ORGANIC AGRICULTURE

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| **1. General Information:** |  |
| **a) Operator details.** |  |
| Name of Firm/Unit (Facility)  |  |
| Name of Operator  |  |
| Father/husband Name  |  |
| Facility Address |  |
| Contact person/Owner |  |
| Address for correspondence |  |
| Email: |  |
| Telephone no. |  |
| Fax No. |  |
| Person (s) responsible for Organic production and their area of work |  |
| Languages known:  | □ English □ Hindi □ Others (Please specify) |
| Are you aware of the organic certification procedure. |  |
| **b) Certification request for products:**  | 1. Manufacturing 2. Handling |
| **c) Activities undertaken:**  | Processing/ packing Storage/WarehousingLocal trade Export/Import  |
| **d) Route Map of organic production unit with distance**  |
|  |
| **e)** Map of Organic area with surrounding information / activities:  |
|  |
| f) **Are you already registered with another certification body:** | Yes □ No □ |
| If yes : - Name of CB  |  |
| - Certification Programme  | NPOP□ NOP□ EU□ Other□ |
| - Date of first inspection |  |
| - Date of cancellation  |  |
| - Reason for changing |  |
| **g) Facility details :** |  |
| **-** Year of establishment: |  |
| **-** Organizational Structure:  |  |
| - Organizational Policy: |  |
|  |
| Storage capacity for Raw Material (Kg/ton) | Storage capacity for Finished products (Kg/ton) | Working Space (in sq. mt.) |
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| **2. Products details:** |
| Name of finish product | Registration no. underCommodities act/order | Form of Product Liquid/granule/powder | % of ingredients used in finished products | Validity period of product  |
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| **bl List of products to be enclosed in the format** |
| **3. Machines/Equipments details** |
| **Name of Machine/Equipment**  | **Capacity (per hour)** | **Purpose** | **Material of Body**  | **Material of Parts** |
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| **4.Operations details**  |
| Activity (Procedures & Practices) | Name of responsible person for the said activity | 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  |  |  |  |  |
| Compost preparation  |  |  |  |  |
| Mixing |  |  |  |  |
| Churning |  |  |  |  |
| Drying  |  |  |  |  |
| Fermenting |  |  |  |  |
| Manufacturing |  |  |  |  |
| Packaging |  |  |  |  |
| Grading  |  |  |  |  |
| Digestion |  |  |  |  |
| Extracting |  |  |  |  |
| Dehydration  |  |  |  |  |
| Cutting |  |  |  |  |
| Freezing |  |  |  |  |
| Storage |  |  |  |  |
| Filtering  |  |  |  |  |
| Heating |  |  |  |  |
| Labeling |  |  |  |  |
| **5.** Source of water and testing (please enclose test report copy) |
| **6.** Test report of products (please enclose test report copy) |
| **7. Inputs & Ingredients details:** |
| Name of Inputs & Ingredients  | Purpose | Place of use | Composition | Supplier/source | Commercial availability | Quantity used | Status: approved (A) restricted (R) prohibited(P) |
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| List to be enclosed |
| **8. Waste and Cleaning/ Sanitation details:** |
| Particulars | Schedule | Methods | Material used: |
| Cleaning of processing house |  |  |  |
| Cleaning of Machines |  |  |  |
| Cleaning of Equipments / Instruments |  |  |  |
| Waste management |  |  |  |
| Cleaning of input production unit  |  |  |  |
|  |  |  |  |
| **9. contamination points** |
| Area of Activity | Risk Perceived | Action taken to control risk | Frequency of monitoring | Remarks/annex  |
| Transportation system: |  |  |  |  |
| Pest management :  |  |  |  |  |
| Ingredients |  |  |  |  |
| Cleaning and Sanitation input |  |  |  |  |
| Past use of Machines/Equipments |  |  |  |  |
| Raw input collection |  |  |  |  |
| Packaging material |  |  |  |  |
| Works |  |  |  |  |
| **Confirmation:** I hereby confirm that the above information furnished is true to the best of my knowledge and any changes in the organic processing/handling systems will be informed to ROCO accordingly. The complaints received about the organic processing/handling activities will be recorded and will be dealt in a quick and respectful manner. I hereby also declare that I have been involved in organic production for the last-----------months/year. |
| Place |  |  |
| Date |  | **Name & Signature of processor / representative** |
| **Note:** Please ensure about the enclosures before sending the APPLICATION FORM i.e. a map of processing unit, flow chart of processing, list of collection zones/suppliers/ customer, lab test report copy, Registration letter under Commodities act/order copy and submit formats of intake, processing, packing, marketing and all relevant records etc. |