**Mandatory documents that are required to be available during audit for input approval**

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| --- | --- | --- | --- |
| **Sl. No.** | **Particulars** | **Status**  **{Yes/ No}** | **Remark** |
| 1 | Updated System Plan with Annual Production Plan |  |  |
| 2 | Certificate of incorporation |  |  |
| 3 | Submission of the process manual describing the Evaluation of the input prepared (as per NPOP guideline Section 7 Appendix 3) on the following basis:  2.1 What is the necessity of the product?  2.2 What is the Nature and method of production?  2.3 Contribution of the product to Environmental safety.  2.4 Degradability status of the Product.  2.5 Status of acute toxicity of the product to non-target organisms.  2.6 Long term chronic toxicity status of the product.  2.7 Chemically synthesized products and heavy metals.  2.8 Effect of the product on human Health and Quality.  2.9 Animal Welfare aspects.  2.10 Socio Economic aspects |  |  |
| 4 | Incoming raw material record with list of suppliers. |  |  |
| 5 | Bill/Invoices |  |  |
| 6 | Production batch sheet |  |  |
| 7 | Product technical information sheet |  |  |
| 8 | Daily production records |  |  |
| 9 | Process flow chart for each product requested for approval |  |  |
| 10 | Transportation details (incoming and outgoing). |  |  |
| 11 | Outgoing finished product record |  |  |
| 12 | In house pest management system |  |  |
| 13 | Guidelines to raw material supplier by Operator. |  |  |
| 14 | Sources certificate for inoculants strains (if required). |  |  |
| 15 | NOC from Pollution board (if required) |  |  |
| 16 | Training records of the staff regarding organic processing and handling. |  |  |
| 17 | GM free declaration for the innoculants strains (if applicable). |  |  |
| 18 | Bio efficacy test reports (from University/ICAR/Farmer’s level) |  |  |
| 19 | List of packing material suppliers |  |  |
| 20 | Effluent treatment process (if any) |  |  |
| 21 | Finished product analysis report (pesticide & chemical residue/heavy metals/microbiological analysis if required). |  |  |
| 22 | Feedback from end consumer level. |  |  |
| 23 | Complaints records. |  |  |
| 24 | Sanitation details of the facility exterior/interior. |  |  |
| 25 | Water testing reports |  |  |
| 26 | Waste management records. |  |  |
| 27 | Any other quality certification (e.g ISO etc) |  |  |
| 28 | Internal quality checks documents (at every stage of processing and handling) |  |  |
| 30 | Label Approval documents |  |  |