**SYSTEM PLAN/ORGANIC MANAGEMENT PLAN FOR WILD COLLECTION AND HANHLING**

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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? | | | | | | Yes □ No □ | | | | | | | | | | | | | |
| Inspection & certification is required according to | | | | | | NPOP□ | | | | | | | | | | | | | |
| **b) Certification request for products:** | | | | | | 1. Collection 2. Handling | | | | | | | | | | | | | |
| **c) Activities undertaken:** | | | | | | Collection Packaging □ Storage/Warehousing □  Local trade □  Export/Import □ | | | | | | | | | | | | | |
| **d)** **Are you already registered with another certification body:** | | | | | | Yes □ No □ | | | | | | | | | | | | | |
| If yes : - Name of the CB | | | | | |  | | | | | | | | | | | | | |
| Certification Programme | | | | | | NPOP□ NOP□ Others (Please specify) □ | | | | | | | | | | | | | |
| - Date of first inspection | | | | | |  | | | | | | | | | | | | | |
| - Date of cancellation | | | | | |  | | | | | | | | | | | | | |
| - Reason to change | | | | | |  | | | | | | | | | | | | | |
| **e) Details of collection area:** | | | | | | | | | | | | | | | | | | | |
| 1. Total Area (ha./Sq Km) | | | | | | | | | | |  | | | | | | | | |
| 2. Organic collection/gathering area (ha.) including no. of collection zones and Collectors list (The necessary details may be annexed): | | | | | | | | | | |  | | | | | | | | |
| 3. Nearby conventional agriculture area (ha.): The necessary details may be annexed. | | | | | | | | | | |  | | | | | | | | |
| 4. Ecology of the collection area; | | | | | | | | | | |  | | | | | | | | |
| **f) Production details (Year Wise):** | | | | | | | | | | | | | | | | | | | |
| **Sl. No** | **Name of the product harvested/ gathered** | | | **Form of product** | | | **Location** | | | | | | **Area (Hac.)** | | **Yield Estimation**  **(kg)** | | | **Remarks** | |
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| **g)** Route Map of collection area with distance | | | | | | | | | | | | | | | | | | | |
| **h**) Field Map of collection area with surrounding information / activities: | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **3. OPERATIONAL DETAILS:**  **a) Harvest /Post harvest Procedures** | | | | | | | | | | | | | | | | | | | |
| **Activity** | | **Method** | | | **Stage** | | | | | | | **Frequency** | | | | **Action undertaken to protect/ maintain/ improve the organic integrity** | | | |
| Harvesting/Collection | |  | | |  | | | | | | |  | | | |  | | | |
| Threshing | |  | | |  | | | | | | |  | | | |  | | | |
| Drying | |  | | |  | | | | | | |  | | | |  | | | |
| **b) Storage Management** | | | | | | | | | | | | | | | | | | | |
| **Activity for** | | | | | **Capacity of store** | | | | | | | **Action undertaken to protect/ maintain/ improve the organic integrity and procedure** | | | | | | | |
| Raw product | | | | |  | | | | | | |  | | | | | | | |
| Processed produce (loose/bulk) | | | | |  | | | | | | |  | | | | | | | |
| Finished-unit packing | | | | |  | | | | | | |  | | | | | | | |
| Pest control | | | | |  | | | | | | |  | | | | | | | |
| **c) Transportation management** | | | | | | | | | | | | | | | | | | | |
| **Activities for** | | | | | | | | | | **Action undertaken to protect/ maintain/ improve the organic integrity and procedure** | | | | | | | | | |
| Raw material | | | | | | | | | |  | | | | | | | | | |
| Packed product / finished produce | | | | | | | | | |  | | | | | | | | | |
| If on Site processing: Use of ingredient/processing aids; | | | | | | | | | | Yes □ No □ | | | | | | | | | |
| Type of processing; | | | | | | | | | |  | | | | | | | | | |
| If on Site Handling /Marketing; Type of marketing: | | | | | | | | | |  | | | | | | | | | |
| **d) Record keeping by registered operators:** | | | | | | | | | | | | | | | | | | | |
| **-** Detailed map of collection units: | | | | | | | | | | | | | | | | | Yes □ No □ | | |
| **-** Incoming and outgoing records with bill and invoice | | | | | | | | | | | | | | | | | Yes □ No □ | | |
| -Certification records including standards | | | | | | | | | | | | | | | | | Yes □ No □ | | |
| -Activities / Procedures -manual | | | | | | | | | | | | | | | | | Yes □ No □ | | |
| Approval or permission from the authorize person to harvest or gather the wild products | | | | | | | | | | | | | | | | | Yes □ No □ | | |
| - Is history of the area available reflecting that no prohibited substances applied to it for a period of 3 years immediately preceding the harvest? | | | | | | | | | | | | | | | | | Yes □ No □ | | |
| -Date wise Operational work diary: | | | | | | | | | | | | | | | | | Yes □ No □ | | |
| -Training and visit records | | | | | | | | | | | | | | | | | Yes □ No □ | | |
| - Collector's List | | | | | | | | | | | | | | | | | Yes □ No □ | | |
| **4 RISK MANAGEMENT;** | | | | | | | | | | | | | | | | | | | |
| **Area of activity** | | | **Risk Perceived** | | | | | **Frequency of monitoring** | | | | | | **Action taken to control risk** | | | | | **Remarks** |
| Site selection  (Is it affected by presence of Human Settlements, Agriculture, Industry, Landfills and Rubbish Dumps, Traffic, Radioactivity) | | |  | | | | |  | | | | | |  | | | | |  |
| Method of collection | | |  | | | | |  | | | | | |  | | | | |  |
| Equipments | | |  | | | | |  | | | | | |  | | | | |  |
| Processing | | |  | | | | |  | | | | | |  | | | | |  |
| Packing material | | |  | | | | |  | | | | | |  | | | | |  |
| Storage | | |  | | | | |  | | | | | |  | | | | |  |
| Transportation | | |  | | | | |  | | | | | |  | | | | |  |
| **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 Collector/Organizer/Representative** | | | | | | | | | | |
| ***Note:*** Please ensure about the enclosures before sending the APPLICATION FORM i.e. *a map of collection unit, list of wild collections, and* submit formats of intake, processing, packing, marketing and all relevant records along with collector's list etc. | | | | | | | | | | | | | | | | | | | |