**Mandatory documents that are required to be available during audit for wild collection**

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| **Sl. No.** | **Particulars** | **Status****{Yes/ No}** | **Remark** |
| 1. | Updated system plan with annual production plan |  |  |
| 2 | Certificate of Incorporation of Company/ Firm/ legal Proof |  |  |
| 3 | Organizational structure & workers detail with qualification and experience |  |  |
| 4 | Operating/Handling Manual giving details of Operators profile, detail of risk assessment from raw material procurement till final packing and dispatch, policies for transportation, sanitation of workers, sanitation facility interior, exterior, equipment cleaning, storage, pest management, Transportation Policy and Sanitation Policy, third party sample testing etc. |  |  |
| 5 | Organic Policy of the company/ Firm |  |  |
| 6 | Copy of Additional certification i.e. ISO 22000, ISO 9000, HACCP, Others  |  |  |
| 7 | Agreement with ROCO |  |  |
| 8 | Collection zone / Forest Range wise Forest authorisation letter.  |  |  |
| 9 | Collection zone / Forest Range wise Latitude, Longitude and area detail. |  |  |
| 10 | Collection zone wise list of wild plants (Specify plant part) approved by forest department for collection |  |  |
| 11 | Agreement in case of sub contracted party |  |  |
| 12 | Collection zone / Forest Range wise collectors and other staff detail with detail job responsibility  |  |  |
| 13 | Collection zone / Forest Range wise storage area detail (own or rented) if rented agreement copy.Map of storage area and capacity of storage. |  |  |
| 14 | Collection zone / Forest Range wise wild plants stock register. |  |  |
| 15 | Collection zone / Forest Range wise dried wild plants stock register. |  |  |
| 16 | Collection zone / Forest Range wise processing area detail (For sun drying, cleaning and grading). |  |  |
| 17 | Packaging material detail |  |  |
| 18 | Collection zone / Forest Range wise Ravanna (Challan) issued by Forest department. |  |  |
| 19 | Sanitation and cleaning records of Processing and Storage area (if activity done in forest area only). |  |  |
| 20 | Collection zone / Forest Range wise dispatch register. |  |  |
| 21 | Collection zone / Forest Range wise transportation records  |  |  |
| 22 | Collection zone / Forest Range wise Map. |  |  |
| 23 | Do's and don'ts For the workers and staff |  |  |
| 24 | Annual Training Programme of the workers |  |  |
| 25 | Training records of workers |  |  |
| 26 | Label approval documents |  |  |
| 27 | Lot Number system adopted |  |  |
| 28 | Complaint records |  |  |
| 29 | Feedback records |  |  |
| 30 | Internal quality check records |  |  |
| 31 | Sale Records (Invoice file) |  |  |
| 32 | Stock available during time of inspection |  |  |