

ORGANIC SYSTEM PLAN FOR PROCESSOR

S.No.	Particulars
1	Name of the Processor /Processing Unit:
2	Address of the Processing unit
3	Name of the authorized : person
4	Contact details Mobile No. Email Id
5	Address for : Communication Pin code :
6	FSSAI License number & Or Ayush License Validity number:
7	Type of processing/handling operation: (Check all that apply) <input type="checkbox"/> processing <input type="checkbox"/> repacking <input type="checkbox"/> other (specify)
8	Storage Details:
9	Are you exporting: Yes/No If Yes (IEC Code)
10	Number and details of products Processed:
11	Do you have a copy of NPOP standards (Yes/No)
12	Are you certified with any other food certified system?
13	Give the list of all ingredients, additives and processing aids used for each product with their ratios (attach separate list of product processed with its ingredient details)
14	Give the list of all your approved suppliers (Raw material and packing material) (attach separate list)
15	Assurance of Organic Integrity: Describe the organic integrity program you use to address potential commingling and/or contamination: List all areas of potential commingling or contamination (Organic Control Points) and describe measures implemented a) to prevent the commingling of organic and non-organic products and

b) to protect organic products from contact with prohibited substances (including cleansers, sanitizers, boiler chemicals, and pest control products).

If there is parallel processing at this facility, be sure to note any non-organic ingredients or processing aids that differ between your organic products and your nonorganic products (salt with and without flowing agents, for example).

Organic Control Points	Preventive Measures

Do you use any of the following protocols? (check all that apply)

☐ ISO ☐ HACCP ☐ TQM ☐ other (specify)

16	Give a brief description of the production process for each of your product (Please attach a separate sheet for each product, explaining the process flow chart).			
17	List the equipments used in processing			
	Equipment used	Total Plant Capacity/ day	Check if equipment is cleaned prior to process	Check if cleaning process is documented

18	<p>In process:</p> <p>What are the measures taken to clean the process unit prior to the organic products load? (Is the inspection/cleaning process documented (Yes/No)</p> <p>Are organic products are processed at the same time as non-organic products.</p> <p>If yes checks taken to segregate organic and non-organic</p> <p>Separate area in transport unit</p> <p>Separate sealed container to organic product</p> <p>Organic product shrink wrapped</p> <p>Any other method</p>																								
19	<p>What kind of Pest Management mechanism do operator use</p> <p>Are records kept for pest monitoring mechanisms and pesticides applied for controlling</p> <p>In case of pesticides applications what are the measures taken to avoid the organic product to come into with organic material/ingredients</p>																								
20	<p>Sanitation :</p> <p>Please explain the cleaning method applied?</p> <table border="1"> <thead> <tr> <th>Sani tizer / Clea ner nam e</th> <th>Manufacturer or source</th> <th>Composition</th> <th>How it Use in your operatio n</th> <th>On National List? (Y/N)</th> <th>Food contact? (Y/N)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Sani tizer / Clea ner nam e	Manufacturer or source	Composition	How it Use in your operatio n	On National List? (Y/N)	Food contact? (Y/N)												
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21	<p>Storage :</p> <p>Provide information about storage areas:</p> <table border="1"> <thead> <tr> <th>Use</th> <th>Owned /hired</th> <th>Location</th> <th>Type/ Capacit y (MT)</th> <th>Identificati on Name or Store number</th> <th>Is Storage Unit Dedicate d Organic?</th> <th>Measure taken to prevent contamination</th> </tr> </thead> <tbody> <tr> <td>Ra w mat erial stor age</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Use	Owned /hired	Location	Type/ Capacit y (MT)	Identificati on Name or Store number	Is Storage Unit Dedicate d Organic?	Measure taken to prevent contamination	Ra w mat erial stor age										
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	Packing material					
	In-processed storage					
	Finished product					
	Off-site storage					
	Other (specify)					
22	What are the special storage conditions for any products?					
23	<p>Packaging Requirements: You must have documentation available at inspection verifying that packaging materials, and storage containers or bins do not contain a synthetic fungicide, preservative, or fumigant. You must also be able to show that the use or reuse of any bag or container does not pose a risk to the organic integrity of your organic products or ingredients.</p> <p>List all types of packaging used for each product processed/handled at this facility</p>					
	Type of packaging	Product(s) for which this type of packaging is used.	Where is this packaging stored?	How are packaging materials protected from exposure to synthetic fungicides, preservatives, or fumigants?	If packing material is reused, describe how it is cleaned prior to use (All cleaners must be on Cleaner & Sanitizer List)	

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RECORD KEEPING

Which of the following records do operators keep for organic processing/handling?

*Incoming :*Purchase
orders

Contracts

Invoices

Receipts

Bills of

lading

Customs

forms Scale

tickets

Quality test

results

Certificates of

Analysis

Transaction

Certificates

Copies of Certificates of Organic Operation

Verification of non-GMO ingredients

Verification of ingredients produced not using sewage sludge

Verification of ingredients produced/handled without ionizing
radiationDocumentation that organic ingredients are not commercial available, when
using nonorganic ingredients in products labeled as "100% organic" and/or

"organic" Receiving records

Receiving summary log (12

mos.) Other (specify)

In-Process:

Ingredient

inspection forms

Blending reports

Production reports

Equipment clean-

out logs Sanitation

logs

Packaging

reports QA

reports

Production summary records (12

mos.) Other (specify)

Storage:

	Ingredient inventory reports Finished product inventory reports Other (specify) <i>Outgoing:</i> Shipping log Transport unit inspection/cleaning forms Bills of lading Scale tickets Purchase orders Sales orders Sales invoices Phytosanitary certificates Export declaration forms Transaction Certificates
25	Describe lot numbering system Can record system track the lot numbering system yes /No Can your record keeping system balance organic ingredients in and organic products Out (yes/No) How long the operator keep records
26	Are imported ingredients used/ plan to use Yes/No If yes, please provide details Name of the imported ingredient Country of origin Import quantity Certification details of the ingredient (NPOP/other regulation pl specify) Scope and Transaction/ Import Certificate No Name of the issuing certification body Product in which used (with quantity, percentage in composition and process flow) Test Reports (if any) Reason for use of imported ingredient

Declaration by the Applicant:

The above given Information on this form is true and correct to the best of my knowledge: Signature of the Applicant:
 Date:

Place:

ORGANIC SYSTEM PLAN (OSP) is verified by

Name of Inspector:

Signature of Inspector:

Date:

Place:

If a change in the OSP is identified by the inspector, please mention it here: