ORGANIC SYSTEM PLAN FOR PROCESSOR

S. No	Particulars
1	Name of the Company / Organization
1.1	Name & address of the Responsible Person
1.2 1.3	Address for Communication Pin code
1.4	Address of the Processing unit
1.5	License number & Validity
1.6	Telephone No.
1.7	Email Id
1.8	Year of establishment of company
	Total No. of employees
1.9	Name of person over seeing organic
1.10	Number of products Processed:
1.11	Do you have a copy of NPOP standards (Yes / No)
1.12	Mention the activity in the production subcontracted to another organization?

2. List the brand name and the technical name of the products being processed

S.No	Brand name	Technical name

3. What is the quality management system (QMS) followed by the organization?
4. Give the list of all ingredients, additives and processing aids used for each product with their ratios:
5. Give the list of all your approved suppliers (Raw material and packing material)

6. Assurance of Organic Integrity :

   a. Do operator has a quality assurance programme
   b. Products testing programme

I. Products tested during crop production
II. Ingredients tested prior to purchase
III. Ingredients tested upon receipt
IV. Finished products tested
V. If any other (Specify**)**

7. What are the quality parameters checked to procure each of your raw materials that go into processing?

Name of the Ingredient	Quality Parameter Checked

8. Give a brief description of the production process for each of your product
9. List the equipments used in processing

Type of Equipment	Capacity	Check if equipment is cleaned prior to process	Check if cleaning process is documented

10. **In process:**
    a. What are the measures taken to clean the process unit prior to the organic products load? (Is the inspection/cleaning process documented?)

    ☐Yes ☐ No

    b. Are organic products are shipped at the same time as non-organic products.

    If yes checks taken to segregate organic and non-organic

    i. Separate area in transport unit
    ii. Separate sealed container to organic product
    iii. Organic product shrink wrapped

iv. Any other method

11. Pest Management:
    a. What kind of Pest Management mechanism do operator use
    b. Are records kept for pest monitoring mechanisms and pesticides applied for controlling
    c. In case of pesticides applications what are the measures taken to avoid the organic product to come into with organic material/ingredients
12. Give the annual estimated quantity of production for each product:
13. Describe the precautions taken to prevent Comingling of organic and conventional products
14. **Sanitation** :

    Check all Cleaning Methods used:

    1. Sweeping
    2. Scraping
    3. Vacuuming
    4. Compressed Air
    5. Manual washing
    6. Clean in place (CIP)
    7. Steam cleaning
    8. Sanitizing
    9. Other (specify)

15. **Storage :**

    Provide information about storage areas

Use	Location	Type/Capacity	Identification Name Or Number	Is Storage Unit Dedicated Organic?	Possibilities of Contamination Or Problems
Ingredients storage					
Packing material					
In-processed storage					
Finished product					

Off-site storage					
Other (specify)					

16. What are the storage conditions for your products?
17. What is the packing material used for the finished product? Eco-friendly /re used material
18. What are the packing quantities for each of the product manufactured?
19. Record Keeping
20. Which of the following records do operators keep for organic processing/handling?

Incoming:

1. Purchase orders
2. Contracts
3. Invoices
4. Receipts
5. Bills of lading
6. Customs forms
7. Scale tickets
8. Quality test results
9. Certificates of Analysis
10. Transaction Certificates
11. Copies of Certificates of Organic Operation
12. Verification of non-GMO ingredients
13. Verification of ingredients produced not using sewage sludge
14. Verification of ingredients produced/handled without ionizing radiation
15. Documentation that organic ingredients are not commercial available, when using nonorganic ingredients in products labeled as "100% organic" and/or "organic"
16. Receiving records
17. Receiving summary log (12 mos.)
18. Other (specify)

In-Process:

1. Ingredient inspection forms
2. Blending reports
3. Production reports
4. Equipment clean-out logs
5. Sanitation logs
6. Packaging reports
7. QA reports
8. Production summary records (12 mos.)

9. Other (specify)

Storage:

1. Ingredient inventory reports
2. Finished product inventory reports
3. Other (specify)

Outgoing:

1. Shipping log
2. Transport unit inspection/cleaning forms
3. Bills of lading
4. Scale tickets
5. Purchase orders
6. Sales orders
7. Sales invoices
8. Phytosanitary certificates
9. Export declaration forms
10. Transaction Certificates

21. **Describe lot numbering system**

a. Can record system tract the lot numbering system yes /No

b. Can your record keeping system balance organic ingredients in and organic products Out (yes/No)

c. How long the operator keep records

Affirmation

The above given Information on this form is true to the best of my knowledge. I agree to provide further information as required by the APSOPCA.

Place:

Date :

Signature of the Operator

//Approved//

Evaluator,

APSOPCA, Guntur