

**ANDHRA PRADESH STATE ORGANIC PRODUCTS CERTIFICATION AUTHORITY
(APSOPCA), GUNTUR-522034**

ANNUAL SURVEILLANCE PROCEDURE

1. APSOPCA conducts Annual Surveillance Inspection of Operators once in a year - not less than one in a year and need based visits. This will be conducted by the Inspector concerned or person authorized by Quality Manager. The objective of the Inspection is to ensure continued conformity with relevant standards and APSOPCA procedures.
2. After conducting the surveillance inspection, the Inspector submits a detailed report to the evaluator for evaluation and onward submission to the Certification Committee for further consideration and decision making.
3. APSOPCA has
 - Clear Plan and Procedures for surveillance of their certified operators.
 - Procedure to do at least one inspection in a year of the operator under certification.
 - Informed about changes in the operation of the Operator and shall undertake the inspections if require.
4. APSOPCA shall notify the operator to suspend the operations if the changes in operations are significant.
 - APSOPCA shall document all its surveillance activities.
 - APSOPCA shall periodically evaluate the marked products to confirm that they continue to comply with the requirements of the standards.
5. Prior to every surveillance visit, the Operator shall update the Authority on the following:
 - Changes in Annual Production Plan, if any;
 - Changes in ownership, structure, management of Operator and changes in land use, if any.
 - Modification to the product, manufacturing processes or if relevant, its quality system which affects the conformity of the product.
6. Depending on the Operator's compliance and the extent of and nature of changes to the production/processing system, the Certification Committee may take any of the following courses of action:
 - Renew the certificate issued if the validity is expired.

- Impose new conditions and any of the sanctions requiring correction in a time frame fixed by APSOPCA.