

	UTTAR PRADESH STATE ORGANIC CERTIFICATION AGENCY	ISSUE NO.:01
		ISSUE DATE: JUNE 2024
		REVISION NO.: 02
	QUALITY MANUAL (As per NPOP 2024 Guidelines)	REVISION DATE: JUNE 2026
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STEPS FOR CERTIFICATIONS

- **Request for organic certification by the operator :-** Anybody (an individual/grower/a company / a society etc herein after called the operator) desirous of getting services of UPSOCA must submit a written request for organic certification of their production/wild detailing the requirement or send request by email.
- **Forwarding of necessary formats by UPSOCA:-**The operator will be provided with the UPSOCA brochure, organic standards, application form & UPSOCA fee structure on production of written request in the UPSOCA office.
- **Submission of application for organic certification by the operator:-**The operator shall submit the filled in application form completed in all respects to UPSOCA for organic certification.
- **Scrutiny of application & approval of organic plan by UPSOCA :-**On receiving the completed application, authorized personnel of UPSOCA shall scrutinize the various aspects of organic management of the operator. If approved; UPSOCA shall intimate the operator for deposit of fees.
- **Contract between the operator & UPSOCA:-**The operator shall have to enter into a contract with UPSOCA for carrying out the organic certification.
- **Inspection of organic projects by the inspector of UPSOCA:-**Organic certification requires yearly inspection. In addition, unannounced or more detailed inspections shall be carried out at irregular intervals or in response to concerns regarding possible violations of the standards. The cost of such additional inspections shall be charged to the Operator only in case,that substantial non-conformities are found. For very large operations, or operations with a special risk,a second annual inspection will be carried out as a routine,and will be included in the offer. UPSOCA inspectors shall inspect the organic projects in accordance with NPOP & prepare an inspection report.The operator shall cooperate with the Inspector & sign on the inspection documents required by the inspector. A copy of the inspection report shall be made available to the operator
- **Certification decision by UPSOCA:-**The UPSOCA inspector shall submit the inspection report to the office and report will submit to reviewer who assesses the organic management system of the operator based on the inspection report and shall place it before the certification committee. The certification committee shall take the certification decision and the same shall be communicated to the operators.

Prepared / Checked by		Reviewed By		Approved by	
Quality Manager		Joint Director		Director	

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- **Issue of certificate & label approval by UPSOCA:-**On the basis of the decision of the certification committee the operator shall be issued with the certificates.
- **Appeal by operator:-**If the operator is not satisfied with the certification decision of UPSOCA he has the right to appeal against the decision to the Appellate Authority within 30 days of decision communication.
- **Complaints:-**When written complaint is received by UPSOCA regarding own operation(against Inspector, say)or against certified operators the Complaint shall be addressed expeditiously.

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