

	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
		Page 1 of 5



USE OF LOGO

In addition to “India Organic” logo, operators shall also use “UPSOCA Logo” on all the certified organic products which would identity that the products are organically produced and originates from India.

Use of logo will be based on the fulfilment of terms and conditions as laid down in operating procedures of UPSOCA.

Incorrect references to Certification system or misleading use of logo or licenses or certificates found in advertisements, catalogues etc., shall be dealt with by suitable action as per UPSOCA Rules.

UPSOCA will have complete authority over ownership, use and display of licenses, certificates and marks of conformity.

UPSOCA shall not make any false claim its accreditation status or make false claims of the products, nature or qualities of certified products.

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

	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
		Page 2 of 5

RULES AND REGULATIONS

SANCTIONS:

In the event of non-compliance with the Rules and Regulations of UPSOCA or NPOP 2024 standards or failure to take corrective actions within the time limit or failure to fulfil conditions, the Agency may impose sanctions as per the scale of sanctions of UPSOCA which includes suspension / termination of certification.

UPSOCA shall document and inform the operator in writing regarding the type of sanction imposed.

Sanction Catalogue (NPOP)

- **Minor Noncompliance:** Rectifiable issues not affecting certification integrity, such as late information submission or improper documentation. Certification can continue with the requirement to correct within a specified period.
- **Major Noncompliance:** Issues affecting certification integrity, like use of prohibited inputs or false information. Sanctions can include termination, suspension, or strict disciplinary action based on severity.

The time frame of 30 days will be given to operators for completion of action against raised NC .After that action will be done as per sanction catalogue.

S. No.	Noncompliance Type	Description	Action
1	OFI (Opportunity for Improvement)	Mono cropping, soil fertility issues, erosion, insufficient biodiversity, littering	Observation of the facts needing improvement
2	Minor	Lack or default in record keeping	A deadline is defined to receive a corrective action plan. The

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

	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 Page 3 of 5

3	Minor	Lack of transparent bookkeeping System	proposed corrective actions are evaluated to determine, if they will correct the violation. Additional documentation or inspections may be necessary to verify that corrective actions have been implemented. (within 30 days)
4	Minor	Delayed submission of Organic Management Plan	
5	Minor	No message regarding organizational changes	
6	Minor	No adequate separation in part conversion	
7	Minor	Recurrence of minor non-conformities from previous inspections.	Will be consider as major NC and corrective actions are requested within 15 days and a follow up audit is planned to verify if the actions have been implemented.
8	Major	Use of chemically treated or genetically modified seeds/planting materials	Termination or denial of certification (within 15 days)
9	Major	Lack of proper barriers between organic and conventional plots	Sanction or termination upon recurrence (within 15 days)
10	Major	Use of prohibited synthetic materials	Termination or denial of certification (within 15 days)
11	Major	Use of unapproved commercial inputs	Termination or denial of certification (within 15 days) and pecuniary penalty upto Rupees Five Lakhs(5,00,000) may be imposed.
12	Major	Is found to have knowingly/willfully provided any false or misleading information or document.	Termination or denial of certification (within 15 days) and pecuniary penalty upto Rupees Five Lakhs(5,00,000)

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

	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 Page 4 of 5

			may be imposed.
13	Major	Repeated minor NCs without corrective action	Suspension or termination (within 15 days)
14	Major	Fails to comply with standards prescribed under NPOP.	Termination or denial of certification (within 15 days) and pecuniary penalty upto Rupees Five Lakhs(5,00,000) may be imposed. ermination or disciplinary action (within 15 days)
15	Major	Burning crop residues or clearing forests without permission	Termination or denial of certification (within 15 days)
16	Major	Repetitive residue detection	1st Incidence: 30 days suspension. 2nd Incidence: Termination of certificate; Action based on severity, special measures/restrictions for export, possible scope reduction (within 15 days)
17	Major	Repeated residue detection	Suspension or termination (within 15 days)
18	Major	Treating wild collected products with unapproved materials	Termination or disciplinary action (within 15 days)
19	Major	Exceeding sustainable yield limits for wild products	Suspension or termination (within 15 days)
20	Major	Collecting wild products outside designated areas	Termination or disciplinary action (within 15 days)

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

	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 Page 5 of 5

21	Major	Failure to submit certification fee	Late fee or denial of certification (within 15 days)
22	Major	Failure to implement corrective actions from previous inspections	If no response within required time, further action including suspension/revocation of certification (within 15 days)
23	Major	Submission of wrong particulars of ICS Manager, Misrepresentation of ICS office, Submission of wrong legal entity and incorrect legal documents of growers.	pecuniary penalty upto Rupees Five Lakhs(5,00,000) may be imposed. termination or disciplinary action

APPEALS:

All the appeals against the decision of UPSOCA will be examined by an independent “Appeals Committee” constituted by the Governing Board of UPSOCA.

All the appeals must be made in writing to the Director, UPSOCA, within 30 day of decision of Agency.

USOCA shall deal appeals as per appeals procedure referred to in section 3.4 of operating manual.

COMPLAINITS

USOCA will accept signed and written complaints (other than appeals) which may cover such matter as conduct or decisions of personnel, inspectors and certification committee.

The subject of the complaint must be under organizations authority. UPSOCA shall handle complaints on a case-by-case basis and the complaints will be investigated by an authority appropriate by the Director in an impartial manner.

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