**FORM –I F**

**(INPUT APPROVAL SUPPLEMENT)**

**SECTION I**

**Company Details (Attach additional sheets wherever required)**

* 1. Brief description about the company:

* 1. No. of production units for input manufacturing:
	2. Location of the production units:
	3. Annual turnover of the company

**Section II:**

**Information on inputs**

2.1. List the Products for approval and indicate where and when it is used?

 Have you registered your products under government regulation?

 Yes: 🞎 No: 🞎

 If yes, please provide the registration number:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Technical Name | Product Name | Annual Production | Annual Sales | Registration Number |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* 1. 2.2. Do you have any subcontracted services: Yes: 🞎 No: 🞎

 If yes, please list all companies (along with contact details)

|  |  |  |
| --- | --- | --- |
| Sl. No. | Subcontractor  | Subcontracted services |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. 2.3. Give Process flow Chart for Individual Inputs?
	2. Do you have ISO Certificate for your Company? Yes:🞎 No: 🞎
	3. If Yes , Give Details.

**Section III : Raw Material Management**

3.0 Where do you get your raw materials?

3.1. How do you control the contamination of the raw materials

 during purchase?

**Section: IV Storage**

4.1. Please list all storage facilities for raw material and finished products:

|  |  |  |  |
| --- | --- | --- | --- |
| **Location name & address** | **Type of storage** | **Materials stored** | **Responsible person** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

4.2. Method of cleaning the storage facilities:

4.3. Methods used for cleaning and sterilizing the processing unit:

4.4. How do you control pest problems in the processing unit or storage room?

**Section V: Record Keeping**

5.1. Do you have continuous record keeping? Yes: 🞎 No: 🞎

5.2. In what way the purchase of goods is documented?

5.3. In what way the goods sold are documented (outward movement)

5.4. How do you achieve tractability of each lot processed?

**Enclose copy of following documents along with the application**

1. Complete list of ingredients(including source)
2. Complete list of processes
3. Government registration documents
4. Chemical analysis report
5. Contract with subcontractor

**During the inspection I will present following documents to TNOCD staff:**

1. Site maps
2. Flow chart for processing
3. Receipt/invoice of all ingredients
4. Receipt of all sold products
5. Sample of all packaging materials
6. Import certificates for the imported products

 I …………………………..responsible person of the company declares that

* The information given in this application form is true, changes or deviations from the given information will be immediately communicated to TNOCD.
* I affirm that commitment and responsibility to know the NPOP Standards.

Place: Signature of Responsible Person

Date:

…………………………………………………………………………………………………………………………..**For Office Use Only**

Date Of Receipt: Fee Remittance Details

Date Of Verification: Amount:

Person Verified: Bill No. & Date

Inspection On:

Registration Number Allotted: TNO (I)……………..

OCI ALLOTTED:

 **Signature of the**

 **Quality Manager**