



**Tamil Nadu Organic Certification Department
(TNOCD)**

1.2. Whether any conventional (non-organic) products are processed at the same facilities where your certified organic products are processed?

Yes No.

(A) If yes, furnish the name of products.

(B) How the ingredients and production materials are handled and stored to avoid contamination? What steps are taken to clean or purge equipment of non-organic ingredients or prohibited substances?

(C) How the finished products are handled in order to maintain the integrity of the certified organic products?

1.3. Does the entire processing procedure take place at the location (address) mentioned in your application form for Registration?

Yes No.

If no, mention the name of locations where processing takes place

1.4. How the facilities are cleaned? Describe protocols, including type of cleaners and disinfectants used.

1.5 How the equipment is cleaned? Describe protocols, including type of cleaners and disinfectants used.

1.6 Describe the pest control practices in and around processing facilities.



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- 1.7 Please provide a diagram/floor plan of your processing facility. Identify all buildings, rooms, or areas (e.g., ingredient storage, delivery docks, packaging area, etc.). An accurate “map” of your facility will help your inspector. Submit the diagram on a separate piece of paper.
- 1.8. Whether document provided in support of organic source of input materials.
- 1.9. Process flow diagram. Please show the flow of ingredients and products through the entire processing run. Start with raw ingredients (where are they received and stored? Chain of custody to show the Organic integrity) and end with packaged organic products for market (where are they stored?). This diagram should identify step by step what happens to ingredients and products as they are turned into the final organic product. Identify any critical control points. On-farm processors shall complete this exercise as well.
- 1.10. Is there a recall procedure? Please describe it.
- 1.11. What kind of packaging materials are used?(e.g., plastic bags, cardboard boxes, glass jars...) Whether the packaging materials used are new or reused?
- 1.12. Describe how the finished products are delivered or shipped to customers or markets.**



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1.13. Describe your record keeping systems for ingredient purchase, production runs, finished (stored) products, and product sales.



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SECTION II: PRODUCT PROFILE

A Product Profile is to be completed for each organic product you produce. You may need to make additional copies of this form before you begin. You must include all ingredients added to a product, the Percentage of the whole for each ingredient, whether the ingredient is organic or not, and who certifies the ingredient.

2.1. PRODUCT NAME: _____

2.2. ORGANIC LABEL CATEGORY (Refer NPOP manual for Description)

- Certified Organic (made with Ingredients >95% Organic)
- made with organic ingredients (made with Ingredients >70% and <95% Organic)
- may not be called Organic (made with Ingredients <70% Organic)

2.3. Mention the ingredients (excluding table salt and water) of the product / unit

Name of the Ingredient	Source (brand name, name of farmer, name of supplier)	Whether the ingredient is Organic(Yes /No)	% of the ingredient used in the final product		If organic, mention the certifying body.
			Organic	others	

2.5. State the reason for not using Certified Organic ingredients.

2.6. Describe the processing procedure(s). Is any processing aid involved? If so, list them.

3.0. Documentation:



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- 3.1. Is documentation available for all activities? Yes No
- 3.2. Whether details of purchase of raw materials (delivery notes, bills / invoices etc.) are available? Yes No
- 3.3. Is there a system for verification of incoming goods?
 Yes No
- 3.4. Are the records available for outgoing goods? Yes No
- 3.5. Are individual lots traceable to its origin? Yes No
How do you ensure it?

4. Subcontracting

- 4.1. Whether any subcontracting activity is being done Yes No
If so, furnish details and attach documents.

Declaration of the responsible person:

I declare that –

- I do hereby affirm that all information supplied to TNOCD is true and accurate. I affirm my commitment and responsibility to know the respective Organic Standards required for certification of my Organic product.
- If the organic production rules are violated, I agree to be sanctioned according to the TNOCD Scale of Sanctions.
- If major changes in the organic production system occur, e.g. any change in recipe I will inform TNOCD immediately. I agree not to release any products resulting from these changes until the certification body has notified me accordingly.



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- I agree to keep a record of complaints about the processing activities, take appropriate action with respect to such complaints and document the action taken.

Name and Signature of the operator:

Place and Date:

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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 (P).....

OCI ALLOTTED:

Signature of the
Quality Manager