



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

FORM- IC (TRADE / EXPORT Supplement)

SECTION I:

1.1 DESCRIPTION OF THE FIRM

(Please describe about the activities of the Firm, products under trade, at what intervals trading of organic products are carried out (e.g. weekly, monthly or indicate the period) and quality assurance system followed in the firm. Are you certified as per ISO standards? If so, give details. (Use additional sheet if needed)

1.2. Organisational chart:

Please furnish Organisational chart of the firm

SECTION II

2.1 Information on suppliers:

Where do you procure the products? Give a list of suppliers with address, contact numbers, email id, web etc. (Use additional sheets if necessary)

Do you have valid transaction certificate for all the products? Yes No

2.2 Products

List of products you want to label and market as organic:

Sl. No.	Name of the product	Quantity (with units)	Remarks
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

List of other products (conventional) handled by your firm

(Note: Please inform the details of new products to TNOCD)

2.3. Do you allow subcontracting activities to other firms / individuals? (e.g. packing & labelling) Yes No

If yes, please give details

2.4. Do you act as a subcontractor for other companies? Yes No

If yes, please give details

2.5 Cleaning

What are the methods and cleaning agents used for cleaning the unit?



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2.6. Packing

Please give a list of packaging materials used.

2.7 Storage:

Do you have separate storage facility for organic and conventional products? Yes No

If no, how do you maintain the organic integrity of the product?

Do you store products anywhere outside the firm? Yes No

If Yes, give details of external storage

How do you control pests in your storage areas?

2.8 Prevention of contamination:

(How do you assure that the products are not contaminated by commingling with not certified products and prohibited materials right from the beginning till sale? i.e., from the reception of products till the sale to another entity)

2.9 Documentation:

Is documentation available for all activities? Yes No

Whether details of purchase (delivery notes, bills / invoices etc.) are available? Yes No



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Is there a system for verification of incoming goods?

Yes

No

Do you have records for outgoing goods?

Yes

No

Are individual lots traceable to origin?

Yes

No

How do you ensure it?

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 my Certification.**
- **If the organic standards are violated, I agree to be sanctioned according to the TNOCD Sanction procedures.**
- **If major changes in the organic system occur, e.g. any change in suppliers, products etc., I will inform TNOCD immediately. I agree not to release any products resulting from these changes until the certification body has notified me accordingly.**
- **I agree to keep a record of complaints about the activities, take appropriate action with respect to such complaints and document the action taken.**

Name & 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 (T).....

OCI ALLOTTED:

Quality Manager, TNOCD,
Coimbatore-641 013.