

Training Manual Guidelines for Service Providers

Compiled by
Dr. A.K. Yadav

Government of India
Ministry of Agriculture
Department of Agriculture and Cooperation
National Centre of Organic Farming
CGO-II, Kamla Nehru Nagar, Ghaziabad, UP – 201 002
Phone 0120-2721905, 2721896, 2753844
Email – nbdc@nic.in, Website – www.dacnet.nic.in/ncof

Working Guidelines for Service Providers on Group Certification

What is Service Provider Scheme?

The Department of Agriculture & Cooperation, Ministry of Agriculture, Govt. of India, has created the facility for capacity building through appointment of "Service Provider" under the scheme of "National Project on Organic Farming" which is effective since 01.10.04. Several state Governments has also replicated the model for the benefit of their farmers.

Role & responsibilities of Service Providers (SP)?

The service provider has 5 important roles :

- (i) Motivating farmers group/clusters.
- (ii) To act as team leader (IQS manager) of Internal Control System and liaison with certification agencies by coordinating internal inspection and external inspection for certification.
- (iii) To maintain record of organic farm by coordinating field staff, growers etc.
- (iv) To act as a technology messenger and to advise farmers on package of practices, technology package, imparting training on preparation of on - farm organic inputs and educating farmers on do and don't in organic farming without having any conflict of interest that might hinder the work.
- (v) Ensure certification through accredited Certification Agency.

Further as a team leader he is responsible for the following tasks in the project :

- a) Drawing of village map.
- b) Registration of the growers.
- c) Inspection of each farm at least once a year.
- d) Providing assistance in packaging & storage of the produce.
- e) Visit to markets & arrange of Sale.
- f) Providing training to growers of the group.

A service provider may serve about 200 - 1500 farmers in a cluster of villages depending upon their concentration.

Essential requirement of qualification and experience of Service Provider?

The Service Providers should fulfill the following requirements:

- (i) Must be familiar with the principle of organic agriculture.
- (ii) Must be familiar with Grower Group Certification System, Internal Control System & efficient in documentation.
- (iii) Must have a minimum one agriculture graduate trained in organic agriculture/inspection & certification.
- (iv) May be proficient in local language.
- (v) Must have adequate knowledge in local resource management/inputs.

- (vi) Must be knowledgeable in marketing of organic products & must not have conflicts of interest.

Expected documents to be maintained by service provider?

The ICS implies that relevant documentation for each certified farmer is available for inspection. Some important documents are:

- ❖ Formal commitment of growers to fulfill the internal standard (written contract)
- ❖ Farmer's basic questionnaires including last use of prohibited inputs.
- ❖ Field records (cultivation measures, cultivation problems, pest & disease incidence and control, use of inputs, harvested quantities, post harvest procedure.
- ❖ Map for the area and map for each and every single farm.
- ❖ Annual farm inspection check list.
- ❖ Notes on training or advice given to farmers by field officers.
- ❖ Farmers list with code and name of farms, total area, area under organic crop or number of plant, date of registration as organic farming, date of the last use of prohibited inputs, date of internal inspection, name of internal inspector, result of internal inspection)
- ❖ List of sanctioned farmer with reason and duration of sanction.
- ❖ Area used for each crop in conversion.
- ❖ Conventional Area.
- ❖ Crop forecast for next year.
- ❖ List of input used in quality and quantity.
- ❖ Documented purchase system with sample of all documents (i.e. delivery notes, reception note etc.)
- ❖ Product entrance and exist receipts from warehouse.
- ❖ Report on processing activities (output ratio)
- ❖ List of realized sales.
- ❖ Copy of External inspector's inspection report
- ❖ Compliance report of non-compliances indicated by external inspector.

Why Group Certification ?

In our country, majority of the producers are small and medium farmers with an average landholding of 1-2 ha. Some of these farmers are located in remote areas, which take them long travel and time to reach places for selling their products. The financial status is very meagre to afford certification for getting a better price in the market. For this it is necessary to evolve group certification process to overcome the economical difficulties of the farmers and to ensure compliance of their production as a group with National standards.

For farmers, developing and managing their own Internal Control System (ICS) is the way to both minimize compliance costs and improve the responsibility and skills of the farmers association's management structure. By allowing farmer's groups to share the costs and management of their certification, they become better prepared to manage the plethora of other standards that are increasingly mandated for global trade. These processes that include traceability, record-

keeping and internal controls/efficiencies are part of the cost of being internationally competitive in the market for both organic and non-organic products.

What is the concept of group certification by IFOAM?

A majority of agriculture practitioners worldwide are small holders and are often located in remote areas with long travel times from one place to another. Further more, the overall revenue from their agricultural production is usually too small to allow a viable farm inspection by some external inspection body for each farmer. Based on these observations, an idea was generated to develop Grower Group Certification (GGC) where grower group certification refers to the certification of a group of producers who are in close proximity to one another, whose farms are uniform in most ways and who are organized under one management and marketing system. Grower Group Certification (GGC) have historically been used for the certification of cooperative or groups of producers located in a geographical or social region, whose crops are marketed collectively. As per the idea, the elements of grower groups are as under.

- ❖ The producers should be located in close geographical proximity to one another.
- ❖ The crops and farming practices of the groups should be uniform and reflect a consistent process or methodology.
- ❖ The groups should be managed under one central administration and that is uniform and consistent.
- ❖ Grower Groups must establish and implement their own system of internal control, supervision and documentation of production practices, as well as other important aspects of each member's, operation, to ensure compliance with organic certification standards.
- ❖ Grower Groups should have a programme of education to ensure that all members understand, the applicable organic standards and how they apply to their specific operation. Grower Groups must utilize centralized processing, distribution and marketing facilities and system.

Who is eligible as per IFOAM/NPOP guideline for group certification ?

Small holder, farmer's organizations of different types are eligible for group certification.

The most common types of small holder, projects are :

- 1) **Farmers Group:** An association or cooperatives of farmers holds the organic certificate and organize the ICS (in the ICS operation)
- 2) **Contract production:** A trader or processor who is contracting small farmers holds the certificate and organize the ICS (in the ICS operation)
- 3) **Service provider:** An agency is entrusted with the task of ICS management and other central activities, on the cost of Government or other donors.

Internal Control System (ICS)?

As per IFOAM and NPOP definition, Internal Control System (ICS) is a documented quality assurance system that allows the external certification body to delegate the inspection of individual group members to a body identified from within the operators of the group. This means in practice that a growers group basically controls all farmers for compliance with organic production rules according to defined procedures. The organic Certification Body (CB) then mainly evaluates whether the Internal Control System is working well and efficiently. The evaluation is done by check of the ICS documentation system, staff qualifications and re-inspection of some farmers.

Purpose of Internal Control System (ICS)?

The Internal Control System (ICS) guards the integrity of the organic quality of the products particularly in small holder projects. It is a system in which all persons dealing with the products (growers, buyers, and store keepers) are identified, registered, instructed on the requirements of organic certification and contracted to ensure compliance. The activities of these persons are monitored by regular visits and documentary control. Besides this, the persons involved are made aware of their common responsibilities for the products, which imply a certain level of social control.

Document is a compilation of working instructions and forms used to maintain the Internal Control System (ICS) of the operator or service provider in the required manner. It describes the responsibilities of each person in the project. It aims to provide transparency by clear documentation so that the external inspector can easily understand & evaluate the functioning of the ICS.

What is Internal Quality System (IQS)?

Group certification is based on the concept of an Internal Quality System comprising of the following:

- ❖ Implementation of the Internal Control System
- ❖ Internal Standard and
- ❖ Risk assessment

An external inspection and certification body should be identified for conducting annual inspection of the individual group/unit. The external inspection agency shall evaluate by checking the IQS documentation, staff qualification and re-inspecting some farms.

How to develop an Internal Quality System (IQS) ?

The following are the minimum requirements for setting up an IQS for growers group :

- ❖ Development of Internal Control System (ICS)
- ❖ Identification of producer groups.
- ❖ Creation of awareness about group certification.
- ❖ Identification of qualified personnel or service provider for maintaining the internal control system.

- ❖ Necessary training in production and IQS development.
- ❖ Preparation of IQS manual containing policies and procedure.
- ❖ Review and improvement of IQS document for maintaining a harmonized IQS.

Internal Standards

The internal standards shall be prepared in local language by the IQS manager for the region of operations under the framework of NPOP standards. If the farmers are illiterate, the internal standards shall contain illustrations in the text for better understanding. The internal standards would contain:-

- ❖ Definition of production unit
- ❖ How to deal with part conversion
- ❖ Conversion period
- ❖ Farm production norms for the entire production unit (e.g. seeds, nutrient management, pest management, soil management, approved inputs. prevention of drifts, livestock husbandry management etc.)
- ❖ Harvest and post harvest procedures.

Conflict of Interest

The IQS personnel shall not have any conflict of interest that might hinder the work. All possible conflicts shall be declared in a written statement. In such cases, the IQS shall ensure that alternative solutions are found.

Scope of Certification

The certification shall be granted to the group with reference to the regulations/standards adopted by the group.

Trade

The group will market the products under a single entity. For trading the products from the group of producers, the IQS shall draw up relevant procedures.

Procedures for implementation of internal control system

For maintaining the internal control system, the following procedures shall be adopted by the grower group.

1. Registration of new members

All members of the group will be formally (legally) registered under a single entity.

2. Provision of documents to the members of the grower group

Each member of the grower group will be supplied with docket in local language, which will contain the following:-

- ❖ Copy of IQS manual
- ❖ Internal standards document
- ❖ NPOP document (Each member/staff shall be communicated when there is a revision in the standards).

- ❖ Definition of the production unit.
- ❖ Farm Entrance Form (farm data sheet), including last use of prohibited inputs.
- ❖ Field records (main cultivation measures, use of inputs, harvested quantities, post harvest procedures) may be included in internal farm checklist.
- ❖ Prevailing farming system and package of practices available for the area.
- ❖ Details and description of the various steps required for the process flow, right from cultivation to harvest and sales of the products.
- ❖ Written contract (for formal commitment) of the grower with the group.
- ❖ Annual farm inspection checklist
- ❖ Information on training programmes and provision of advisory services by the field officers.

Operating document

The quality manager shall prepare the operational document, which shall be followed by all the member of the group. The operating document will contain the following:

1. An overview map (village or community map) showing location of each member's production unit. The map should indicate the crops cultivated in rotation and also if any farm in an area, which could be identified as high risks due to drift from non-conventional farms.
2. Farmer's list with code and name of the farmer, total area, area under crop (or number of plants). Date of registration of farmer, date of last use of forbidden products. Date of internal inspection, name of inspector, result of internal inspection (separate lists for organic and for in-conversion farmers.)
3. List of sanctioned farmers with the reason and the duration of the sanction (if relevant).
4. The risk shall be assessed by IQS manager for the grower group every year. The risk assessment should be made at the farm level, processing, transporting and during trade. The IQS will take all measures to minimize the identified relevant risks.

Critical control points for risks assessment

- ❖ Measures taken by the farmers to deal with part conversion (if farmers still grow some non-organic crops).
- ❖ Conversion period
- ❖ Production rules for the whole production unit (example seeds, fertilization and soil management, approved inputs, prevention of drifts, livestock husbandry)
- ❖ Harvest and post harvest procedures.
- ❖ Processing standards and handling.

Internal inspections

- ❖ At least two inspections of the group shall be carried out by the internal inspector and will be documented.
- ❖ The inspection will be carried out in presence of the member or his representative and must include a visit of the whole farm, storage of inputs, harvested products, post harvest handling and animal husbandry.
- ❖ The internal inspector will also verify if the internal standards have been followed and whether the conditions of the previous internal inspection have been fulfilled.
- ❖ The visit of the internal inspector will be documented in the farm inspection checklist duly signed and countersigned by member or his representative.
- ❖ In case of severe non-compliance, the result will be reported immediately to the IQS manager and all measures will be taken according to the internal sanction procedures.

External inspections

The external inspection and certification agency will re-inspect some of the farms for the evaluation of the grower group for internal control system for compliance with National standards. The sampling plan for inspection shall be based on the inspector's perception of risk based on the following factors :

Size of holding

1. Number of the members in the group
2. Degree of similarity between the production system and crop system.
3. Inter-mingling contamination
4. Local hazards

Yield Estimates

Yields will be estimated for each cash crop for individual farmer in the group. This activity should be carried out especially during harvesting and should be counter - checked with the estimates during buying.

Internal Approvals

The IQS manager will have a defined procedure to approve or sanction farmers in the group. All internal farm checklists are screened by internal approval staff with special focus on the critical control points of risk/different cases.

- ❖ The approval committee for providing internal certification status will check the assessment of the internal inspector. If necessary, conditions will be set out for achieving compliance with the NPOP.
- ❖ The next competent person or committee must confirm results of the internal inspection in an approval procedure.

Non-compliance and sanctions

In case of non-compliances, the IQS shall take corrective or mitigating measures.

- ❖ Procedures for implementation of sanctions will be defined in case of non-compliance.
- ❖ Sanctions have to be documented (list of sanctioned farmers, documentation of identified non-conformities in files)
- ❖ Farmers that have used prohibited inputs on their farms must undergo again the full conversion period (if they remain in the group). In such cases, it has to be checked whether the farmers have already delivered produce and whether this (now no longer certified) produce is not been commingling with other produce. If this has been the case, the certification body needs to be notified immediately and the commingled produce kept separate until further instructions.

Training of IQS personnel

1. Each internal inspector will be trained annually by a competent person.
2. The date of training, list of particulars will be documented.
3. The date of participation and content of the training of all IQS staff needs to be documented in the staff files.

Integrity of produce

To ensure the integrity of the products from the group, the following minimum requirements should be followed during buying:-

1. The status of the farmer in the group should be checked.
2. The supplied amount should be compared with the harvesting amount and estimated yield. In case of doubt, the produce is kept apart until clarified by the IQS coordinator.
3. The delivered amount of the product will be registered in the purchase record.
4. Farmer will be issued a receipt duly signed by the purchase officer stating the quantities of the product delivered with date.
5. All documents have to indicate the status of the certified product (organic or in-conversion)
6. Bags should be labeled as organic or as in-conversion.

Storage and handling procedures

The warehouse manager during the handling of produce shall check the document to ensure the compliance with the National standards. The following are the minimum requirement that will be followed during storage and handling -

- ❖ Identification of the product at all stages of product flow during transition.
- ❖ Segregation of organic products from in-conversion products.
- ❖ Fumigation of containers, irradiation/ionization, etc are prohibited.
- ❖ The place in the warehouse during storage must be labeled.

Processing

During the handling of the produce, the documentation must be checked for compliance with National standards.

- ❖ Central Processing Units will be inspected by the external inspection and certification body.
- ❖ Ingredients and processing aids must be used as defined in Annex-4 and 5 of Section -3 of NPOP standards.
- ❖ During the product flow (transaction), the products should be separated from non- organic products.
- ❖ The processing steps should be documented.

Products records – Farm Records

1. Input records

- a) Details of origin
- b) Natures and quantities of all materials brought in and use of such materials.

2. Output records

- a) Details of the nature, quantities and consignees of all agricultural products sold
- b) Quantities sold directly to the final customer must be accounted for on a daily basis.

3. Stock level records

- a) Raw materials
- b) Finished products

4. Crop records

- a) For land in-conversion, the previous treatment over the last 3 year.
- b) Crop rotational plan/plans
- c) Cropping plan by field or area
- d) Cropping history of all the fields including crops and yields
- e) The source, type, composting treatment and rate of usage of organic materials used for fertilization and soil conditioning, by fields or area
- f) Source, type and rate of usage of mineral fertilizers by field or area
- g) Source, type and seeds and/or transplants used (including any chemical/or treatment during propagation)

Livestock Records (for organic animal husbandry)

1. Livestock movement book - up to date

2. Records of brought in stock

- a) Species, sources and members of brought in stock.
- b) Organic status, identification and ages
- c) Veterinary history
- d) Conversion time

3. For animals sold

- a) Species, destination and members of stock sold
- b) Organic status, identification and ages

4. Records for Veterinary Treatments

- a) Date of purchase of medicines
- b) Name of product and the quantity purchased.
- c) Supplies of the products
- d) Identity of animal treated
- e) Number treated
- f) Date of treatment started
- g) Date of treatment finished
- h) Total quantity of product used
- i) Name of the person who administered the product

5. Records of feeds stuffs

1. Constituent ingredients and organic status of feed
2. Proportion of constitution to the total feed on a dry matter basis
3. Source of constitution parts
4. Usage of records

6. Accounts

- a) Sales
- b) Purchase

Strategy, protocols and methodology of external inspectors

(I) Adapt to the situation:- Given the vast differences that exist between various GGs, inspectors, as well as CBs, one need to be perceptive and creative in adapting existing inspection protocols to different methods and complex social issues. Different GGs are at very different levels of development. Depending on the local GGs, inspections may be physically demanding where the inspector's physical safety and health may be at risk. These types of inspections must be carefully considered in advance. The inspector should check with the CB and if possible, the previous inspector, to determine the length of the inspection and to understand other criticals before accepting the inspection assignment.

(II) Review information provided. The first step of any GG inspection is to review the material form the CB to determine the scope of the project. GGs are often very complex. They may include hundreds if not thousands of producers. These types of operations do not easily fit normal inspection protocols. Therefore, much supplement data is necessary in addition to normal documents. The following is a list of some of the information the inspector should have, prior to the inspection.

- ❖ General map indicating the approximate region of the production zone.
- ❖ A more detailed map indicating the location of each of the communities to be inspected.
- ❖ Grower lists by each producers, producers codes or numbers, amount of land area under production by each producer, crops, estimated yields, and post production history. Many GGs maintain individual producer records such as parcel maps and grower agreements which are generally reviewed at the time of inspection.

- ❖ Certification questionnaire on application
- ❖ Name of contact persons with phone numbers, both home and work. It is important to have access to at least two contacts in case the key person cannot be reached.
- ❖ A description of the project to understand how it is organized. A previous inspection report will usually accomplish this.
- ❖ Processor questionnaires/applications, if necessary. (Many GGs operate processing and/or storage facilities need to be inspected).
- ❖ In the case of certification renewal, the inspector should be provided with the past certification letter with all conditions of certification clearly stated. As indicated, the past inspection report can be extremely valuable, and should be requested.

(III) Understand and follow CB policies. It is essential for the inspector to clearly understand the CB's policies and procedures regarding GG inspections. These may differ substantially from one CB to the other. For example, one CB may require that all producers in the GG be visited each year, while another CB may only require that 20% of the producers be visited, while a third CB may require 100% in the first year, with a reduced percentage in subsequent inspection years.

(IV) Travel arrangements Once the initial arrangements have been made, inspector has agreed to conduct the inspection, the next step is to make travel arrangements allowing adequate time for the inspection. Rustic modes of internal transportation during the inspection and inclement weather conditions may inhibit travel and lengthen the inspection significantly. Also, there may be great walking distances between parcels. Communication with the previous inspector, the inspector party, and the CB are important to determine these variables. It is important to make it very clear to the CB and the GG that additional time may be necessary.

(V) Review internal control documents Upon arrival, at the inspection locale, meet with the management to plan the inspection itinerary. You should clearly understand the organizational management of the project prior to heading out into the field. You will need documentation of the internal control system to properly verify local oversight efforts, education programs, product flow, and production practical. It is advisable to review internal control documents and other records before heading out into the field. This information can help you choose where to focus your inspection site visits.

(VI) Select the sites for visit. Make sure that you have the freedom to select any part of the project for inspection. Do not allow the GG manager to "direct" inspection. Keep in mind that some of the members of IQS may also be the producers in the group, ensure to inspect the farms of such members. Attempt to visit remote producers is the best assessment system.

(VII) Interview GG members Once the inspection begins, it is best to follow the product flow starting with the production sites, followed by primary processing, final processing, packaging, storage, and distribution. When visiting the producers, in addition to observing production practices and organic control points specific to the operation, the inspector must verify

aspects critical to the overall project. Interview producers, directly. Ask questions not only about their farms, but also about other project programs. How well does the producer understand what organic farming and certification means?

- (VIII) Ask direct questions.** It is also important to ask producers, point blank, "when was the last time you used agro-chemical?" You may want to ask specifically if this includes urea or DAP or other brand name products common to the area. Often producers in a remote area do not clearly understand that these substances are prohibited. Do not assume anything. Individual farm integrity usually reflects the producer's understanding of organic certification, which is directly linked to the project's educational and oversight efforts.
- (IX) Understand local issues.** It is critical to understand the local culture, traditions and common inputs. It is advantageous to invite a local inspector to accompany you. A local inspector can help build trust with producers and help you understand local issues. Such cooperative arrangements can help empower indigenous inspectors.
- (X) Office audit.** Once all aspects of the project have been inspected, a final visit to the project office will likely be required for an audit. The audit of the entire project is best done at the end of the inspection. At this stage the inspector will be in an ideal situation to verify and corroborate different pieces of information gathered during the field inspection.
- (XI) Secure missing information.** A final visit with the project management is usually also necessary in order to answer remaining questions. This gives the inspector a last chance to secure missing information and obtain required signatures.

Evaluation of internal control system

Access the internal control system. The final visit to the project management is usually also necessary in order to answer remaining questions. This gives the inspector a last chance to secure missing information and obtain required signatures.

- ❖ Have the operators been provided copies of the standards in a language or format they understand?
- ❖ Does the internal control system has individual inspection reports to assess operator compliance?
- ❖ How often do official representatives of the control system visit each operation?
- ❖ What kinds of documents are generated to verify these visits?
- ❖ Are new operators inspected prior to being added to the GG?
- ❖ Have all GG members signed a contract stating that they will comply with organic standards and permit annual inspections?
- ❖ Are operators provided assistance to comply with the standards?
- ❖ What happens when non-compliance is suspected or detected?
- ❖ Are there records of the actions taken when non-compliance has been investigated?

- ❖ Does the control system have an official "sanctions" policy? If so, submit a copy with your report.

Report inconsistencies - It is important to clearly describe the consistency of the project from producer to producer. As indicated, different CBs may have different requirements for GG inspections. Some may require spreadsheets with information on each producer, other may require site visit sheets signed by the farmer at the farm, other may require inspecting only a percentage of the total number of producers. If you find prohibited practices and you are only inspecting 20% of the operations, then it is likely that you have only found 1/5 of the problems. Removal of the individual producer is not necessarily the final answer. The situation may be an indication that the project is not providing proper oversight. Internal records should match your finding of the certification program. Present your findings in the inspection report, also with any inconsistencies and unresolved issues.

Educational programs. It is very important to evaluate and describe the educational program of the GG. The inspection report must clearly address these and all other key aspects of the internal control system.

The following is a list of examples of **organic control points usually** encountered during GG inspections:

- ❖ Unclear registers of GG members.
- ❖ Unclear or inadequate maps
- ❖ Inclusion of new fields or new producers with no conversion or documentation.
- ❖ Use of synthetic fertilizers - A producer may think that because he or she uses no herbicides or pesticides, the operation is organic.
- ❖ Use of used agrochemical bags or containers for harvested products.
- ❖ Contamination during storage or transport, e.g. boats with gas and water in bilge or storage under the house with gas paint on top of product.
- ❖ Insufficient buffers or non-separation from other crops that have been provided with chemicals.
- ❖ Inclusion of crops from neighbors or relatives who are not in the producer list.
- ❖ Intentional chemical use. "I only used a little bit".
- ❖ Share use of back pack sprayer which are also used or applying prohibited materials.
- ❖ Unclear internal purchase and transaction records within the GG.

Grower Group Inspection Report Guide

The GG inspection report basically follows the outline for a farm inspection report. However, sections may need to be expanded, added, or modified. For example, a section on Organizational Management is helpful to describe many aspects of the project. This section should also list the names of communities, number of producers in each, hectares of each, and if possible, estimated yields, with totals.

The following outline summarizes the general area of GGs that should always be inspected, and provides a list of additional topics which must be covered in a GG inspection report.

1. Background
2. Project headquarters and audit team information; organization, accessibility, and accuracy of information, projected yields of products requested for certification.
3. Organization management, internal control system, and compliance mechanisms, including records maintained.
4. List of communities
5. Grower lists
6. All processing facilities, both on-farm and off-farm.
7. Transportation systems
8. Storage facilities
9. Field conditions, inspector observations
10. Risk assessment; adjoining land uses; other organic control points.
11. Inputs used
12. Equipment used
13. Packaging materials
14. Packaging interviews; inspector observations
15. Education program - producer understanding of organic principles and standards
16. Split operations - producers understanding of organic principles and standards
17. Other considerations
18. Summary
19. Attachments

Sample form for Farmer's contract
<name of farmers association> and
<farmers name> Code Nr, < >

The <association>

1. Co-ordinates the entire organic project.
2. Provides support services to the farmer with advices for organic farming.
3. Co-ordinates the internal and the external organic inspection.
4. Buys the organic <export crop name> for a sustainable and transparent price including a possible organic premium (depending on market) when the <export crop name> is of suitable quality.

The farmer <farmers name> declares:

5. I, the undersigned, accept to become/am a member of the <name association> organic project. Certified and controlled by <name certifier>.
6. I promise to follow the organic agricultural principles outlined in the Internal Organic Standard as well as the Internal Control System (ICS).
7. I will not use pesticides, herbicides or synthetic fertilisers on any crop within my certified organic fields.
8. I shall endeavour to maintain at least the following organic principles:
 - Follow the rules of the Internal Organic Standard regarding seeds, fertilisation and pest control.
 - Maintain and improve soil fertility by mulching all crop residues (no burning) and application of organic matter, compost, manure, green manure and/or other techniques
 - Prevent soil erosion by keeping the soil covered at all times, constructing contour borders where necessary;
 - Avoid environmental degradation: cutting down trees unnecessarily, burning of crop remains, or any other organic material; dumping of toxic material (batteries) or burning of plastics;
9. I will try to ensure that no contamination of the certified fields or crops can take place, for example by drift from neighbouring fields.
10. I will not grow any conventional <organic export crop name> in order to avoid parallel production.
11. I compromise myself to sell only the organic production from my organic fields to <name of association>.
12. I will engage myself to follow the organic management training programme as organised by <name association>;
13. In case I observe any violation of the organic principles, I will report this to the internal Inspector or another responsible person of <name association>.
14. I understand that any violation(s) of the organic principles by even a single grower will lead to the exclusion of this production or of the entire production. I understand that I will be sanctioned for deviations
15. I will allow inspections by persons authorised by <name association> and/or <name certifier> and give access to the fields, stores and documents.

Place:

Date:

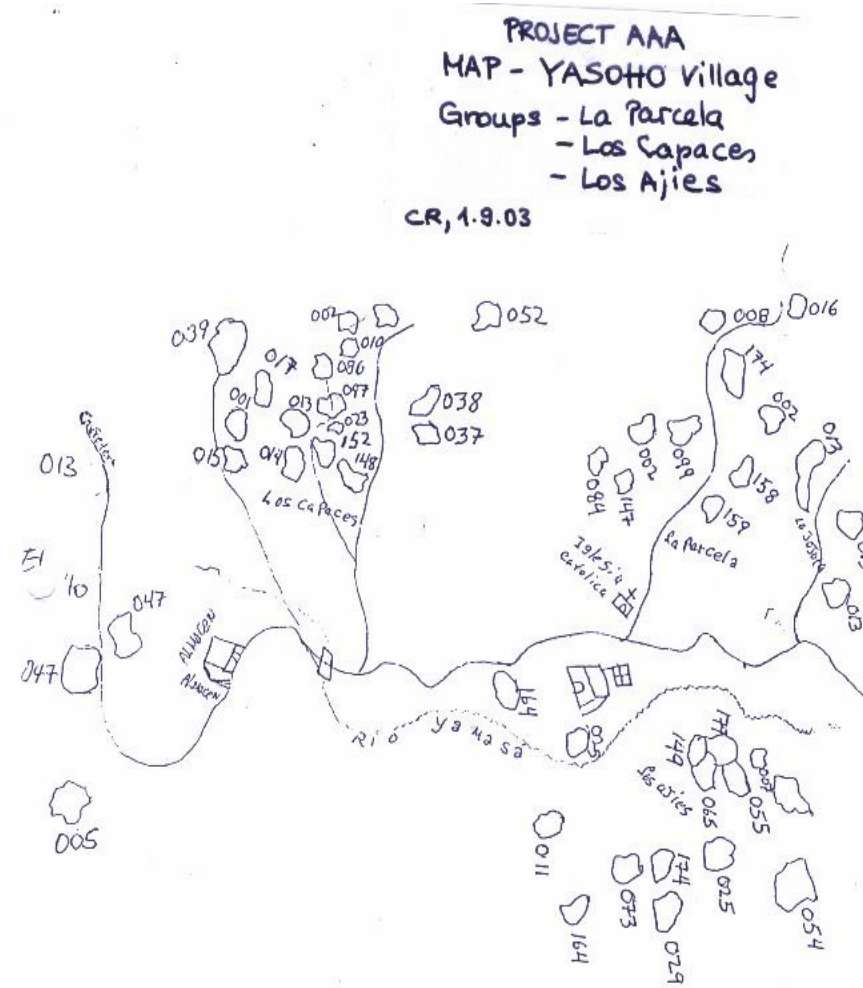
Farmer's name:

Signature:

For < association> name:

Stamp and Signature:

Sample of Overview map



Farmers Field Map



Farm Entrance Form (example for coffee cooperative)

Fill in actual situation on day of interview.

Farmer name:	
Village name:	Farmer code:
Name of buying station:	Farmer address & Contact details
Farm (all fields, incl. conventional plots)	

Field code number (similar on field map)	ha	Main crop	Intercrops	Date last use of chemicals* (Product & Month/Year)
Total				

Notes on field situation in organic crop

	Organic holding in field with multiple owners, no clear borders. All owners are organic.
	Field is clearly separated from other fields by:
	Other: (describe)

Coffee Details :				Animal Husbandry	
Plot	Approximate number coffee trees	Date planted Month/Year see field history	Estimated yield in kg's (dry)	Animal (N°)	Description animal husbandry (how are they kept, fodder? Medication?)
Total ac (coffee)					

<p>I, the farmer, declare that this information is correct and that I have understood the conditions for Organic Production. I have also received a copy of the farmer's organic contract.</p> <p>Date: Place: Signature farmer:</p>	<p>I, the field officer, confirm that the above mentioned information is correct.</p> <p>Signature Internal Inspector</p>
--	---

Notes for the Internal Inspector

The Farmer Entrance form should be marked with a black ballpoint pen.

General information

Enter farmers name (maximum three names),

Enter the village name,

Enter the farmer's address & contact details (telephone? Neighbours telephone?)

Enter farmer's code number.

System of farmers code numbering:

Each farmer receives a code number, as for example KD001. The logic is as follows:

- The first letter, K in this example, gives an indication of the basis level-organisation the farmer is member of.
- The second letter is an abbreviation of the village where the farmer lives.
- A unique three digit number. The first farmer to be registered is 001, the second 002 and so on.
- Villages are independently numbered.

Information on Farm

a) Give each field a number (all fields under management of the farmer),

b) Enter the size of the field in hectares,

c) Total the area in hectares

d) List all crops on this plot (maybe abbreviations for important intercrops) with main crop & intercrops

e) Note the date of the last application of agro-chemicals if the farmer has been using agro-chemicals in the past three years. Always ask also what other crops he has grown on same plot before (he may be has grown high risk crop before)

Notes on field situation

The form allows space for comments regarding the borders of the organic export crop fields. Check the applicable situation. Important note (see also Farmers contract): if a farmer tills a field where no clear borders are existent, all farmers of the respective field must be willing to convert to organic farming. If one or more farmers of such a field are not interested in joining the organic programme, none of the sub-fields can be contracted.

Information on Organic export crop & livestock

For each coffee plot list plot number, app. number of trees (estimation or approximate counting), app. date of planting (for better harvest estimation) and average yield estimation. If yield estimation only available for total form (not for each plot), just fill in the total estimated yield.

For livestock fill each all animals on the farm with their respective numbers and briefly characterize how animals are kept. E.g. cows (2): zero grazing, rather big paddocks, Fodder: banana peels & paddy straw Medication: homeopathic medication, chemical tick control.

Signing

The farmer signs on the left side of the form to confirm that the information given on the form is correct. The Farmer Organisation (FO) signs on the right side of the form also to confirm that the information filled on the form is correct and both the farmer and the FO fill in the date when the information was entered on the form.

Remark for farm entrance forms for annual crops:

In case of annual crops it may be better to use the following plot list to record all plots and their history:

Location Plot	Plot N°	Crop 2 years ago	Inputs	Crop 1 year ago	Inputs	Crop this year	Inputs

Internal Farm Inspection Form

Farmer's name	Producer Code
Internal Inspector:	Date of Inspection
Present during Inspection	

Farm details (all plots, incl. nonorganic plots)

The plots are the same as last year and as registered in internal documentation	<input type="checkbox"/> Yes	<input type="checkbox"/> No in case of new fields, a field history must record last use of unallowed inputs
---	------------------------------	---

Plot see farm entrance form	ha	Main crop	Intercrops	Use of Inputs incl. Seeds (last year) Product, Quantity, Date
Total Farm				

Animal Husbandry

Changes in livestock situation:

Criteria	good	Accept. cond.	Not Accept	Justification/Condition

Animals are well kept and not mistreated				
Mainly organic fodder given				
Mainly homeopathic or natural medication				

Farm and Farm Management

Whole farm is managed organically (all crops)	<input type="checkbox"/> Yes	<input type="checkbox"/> No → first two requirement below MUST be checked
---	------------------------------	---

Criteria	good	Accept. cond.	Not Accept	Justification/Condition
If also non-organic crops: conventional plots clearly separate from organic plots; storage of inputs is separate				0 no non-organic crops
If also non-organic crops: organic export crop is not grown also on non-organic plots (no parallel production)				0 no non-organic crops
Ecosystem conservation Water systems, hedges, forests, etc.				
Farmer trained in organic agriculture				
Farmer aware of internal organic standard				
General assessment of the farm with regard to sustainability				
Comments				

Management of (crop).....

Activity	good	Accept. cond.	Not Accept	Justification/Condition
Preparation & Maintenance				
Organic Fertilisation				
Weed control				
Pest Management				
Disease Management				
Soil conservation Soil cover, bundles, trenches				
Cleanliness on the farm Waste disposal				
Has implemented all required activities				
General assessment of crop				
Harvest Estimation Coffee (this year):				
Comments				

Post Harvest Measures and Processing

Activity	good	Accept. cond.	Not Accept	Justification/Condition
Harvesting No pest protection during harvest				

Processing No auxiliaries, separation of qualities				
Storage No contamination, separation				
Comments				

Risk Management

Risk of contamination from	low	Med.	high	Comments
Neighbouring non-organic fields				
Non-organic activities of same farm				
Industry, motorways, wastewater, etc.				
Others (specify)				
Measure taken to minimise the risk				

Approval Recommendations of inspector (whole farm)

Compliance with previous conditions <input type="checkbox"/> good <input type="checkbox"/> partially/acceptable <input type="checkbox"/> missing/not acceptable <input type="checkbox"/> no conditions last year
Compliance this year <input type="checkbox"/> to approve without conditions <input type="checkbox"/> to approve with conditions <input type="checkbox"/> cannot be approved
Conditions (corrective measures) or Explanation: (→ for severe noncompliances, please complete violation form)

Declaration

The farmer herewith confirms that he/she has complied with the internal organic standard and has declared all used inputs activities as stated in this form . The farmer has noted the set conditions	
Signature Farmer	Signature Internal Inspector

Approval Decision by the Organisation

Compliance this year <input type="checkbox"/> approved without conditions <input type="checkbox"/> approved with conditions <input type="checkbox"/> not approved
Additional conditions or sanctions:
Signature Approval Manager

SAMPLE
OF
FARM DIARY

**Internal Quality Control System
for Organic Agriculture
As per Guidelines of NPOP in section 5 on Grower
Group Certification and NO P and EU-2092/91**

Serial No.-----

Current Cropping Year-----

Season: Rabbi/Kharif/Jayad/Annual/other

Name of the operator/Farmer_____ Operator Code No. ____

1. Name of Farm Unit_____
2. Organization/Group Name_____
3. Year of starting Organic production_____
4. Date of ICS implementation_____
5. Total land holding (acre/ha) own_____ and No of plots_____ leased_____ and No of plots_____
6. Current Production method: Full chemical/ Part organic-split/ Part organic Parallel/ Full organic/ Other
7. Crops being taken under organic and their area_____ or other production (Name and area)_____
8. Certification status: Registered ICS/ In conversion/Certified/Other
9. Name of certification Agency_____

Soil and water test details

Soil

Sr No.	Components	Test report	Date of test	Remarks
1	Physical			
1.1	Physiography			
1.2	Type of soil			
1.3	Colour of soil			
1.4	Depth of soil			
1.5	Water holding Capacity			
1.6	Other			
2	Chemical			
2.1	pH			
2.2	EC			
2.3	Main elements-N P K			
2.4	Micro elements- Ca Mg S			
3	Biological			
3.1	Total Microbial population			
3.2	Total organic carbon			
3.3	C: N ratio			

Remarks

Water

Sr No.	Components	Test report	Date of test	Remarks
1	pH			
2	EC			
3	Others –			

Remarks: -

Details about the fertility status of soil _____

Layout Map of farm

With location of individuals plots, trees, utilities etc ↑N

Details of available resource: 1. _____ 2. _____
3. _____ 4. _____ 5. _____
6. _____ 7. _____

Season wise details of crops, their area and sowing map (different for different season)

For clear logistic information at a glance the layout map should incorporate following information. If necessary give their relevant information also. Details of neighboring fields with crops and method of cultivation, location of construction, wells, watch tower, pond etc, source of irrigation, irrigation channels/pipes and direction of water flow, possible source of contamination and their location, Buffer zone etc. should be indicated.

Farm crop Area Details

Year and season of production	Plot no. Main plot Subplot Name/No	Area	Current crop	Production method Rain fed /irrigated	Remarks/Status/in conversion/organic/ non-organic other

Give details of three-year crop rotation summary:

Remarks:

Contamination control record

Sl. No.	Possible contamination	Contamination source and its details	Time of contamination control	Details of contamination management
1	From tools/Implements			
2	From water			
3	From Air			
4	From Neighbourhood			
5	Related to drift control & buffer Zone			
6	Other			

Details of contamination during the last three years, which is still prevalent

Animal Husbandry and live stock records

Type of animal	Main product	Byproduct	Method of storage	Other details	Remarks

Remarks:

Live stock	Details of feed	Details of fodder	Other	Remarks

Remarks:

Live Stock	Disease prevention method	Treatment	Treatment Details	Remarks

Remarks:

On farm Input production record

Sr. No	Name of input	φο/κη ,οα ΛΦκκυ Process & place	Details of raw material			Quantity of input produced
			Name	Quantity	Source	
1	For fertility Management					
2	For pest management					
3	For other requirements					

Remarks:

Estimation of production and harvest record

Sr. No	Plot No & Area	Crop/name of product	Details of production	Time of Harvest		Estimated Production		Actual Production	
				Estimated	Actual	Main Product	Associated product	Main Product	Associated product

Remarks

Post Harvest Handling and Storage record

Details of threshing place and methodology:

1. Details of temporary storage: _____

2. Details of permanent storage (Type of construction, size, capacity to store) _____

3. Other related information _____

Name of crop	Place of work	Threshing process	Main product		Associated product		Details of packing and storage	
			υκκ Name	Quantity	Name	Quantity	Material used	Place

Remarks:

Marketing and Dispatch record

1. Marketing strategy at farm and group level_____

2. Details of contract and party details at farm unit and group level_____

3. Details of independent and direct marketing arrangement at farm unit and group level_____

4. Other relevant information_____

Name of product	Storage quantity	Details of transportation			Balance quantity in store	Other use	Remark
		Quantity	Date	Mode of transport			

Remarks:

Other Information related to farm and production process

Cost estimation and cost of production

Sr No	Cost parameter Name and details	Name of crops				
		1	2	3	4	5
	Area					
1	Land preparation					
1.1	Tilling					
1.2	Leveling					
1.3	Harrowing					
2	Soil treatment					
3	Fertility management					
3.1	Input-1					
3.2	Input-2					
3.3	Input-3					
3.4	Input-4					
4	Sowing					
4.1	Seed					
4.2	Seed treatment					
4.3	Sowing					
5	Irrigation					
6	Weed management					
7	Pest management					
7.1	Input-1					
7.2	Input-2					
7.3	Input-3					
7.4	Input-4					
7.5	Input-5					
8	Other-1					
9	Other-2					
10	Harvesting					
11	Threshing					
12	Temporary Storage					
13	Permanent storage					
14	Packaging Material					
	1 Other-1					
	Other-2					
	Total cost production					
15	Area of sowing					
16	Total Production					
	Cost/acre					
	Cost/quintal					
17	Sale rate					
18	Cost of main product					
	Total value of main product					
19	Cost of associate product					
20	Rate of associate product					
	Total value of associate product					
	Net Benefit					