



FGP Inspection & Certification (Pvt) Ltd. (FGP IC)

Inspection Procedure and documentation

The principle of certification can be made clear by the role it plays in society:

Producers prefer distinction from colleagues/competitors with regard to the supplied (quality of) products.

Buyers benefit from a guaranteed performance of the products and from reliable information about the product.

Certification organisations, independent and without market interests, form the link between (the interests of) both parties: the production system is inspected according to agreed standards, contractually agreed with the producer and regularly inspected. The specifications and the area of application are laid down in a scope certificate that is available for the buyer as an informative document. The standards inspected will be:

EEC Regulation 834/2007 & 889/2008 for Organic Production Methods as the basic standard and International Analog Forestry Network Standards for Forest Garden Production Methods

Certification in practice

Suppose you wish to sell your products, which are grown organically qualifying for FGP certification, buyers will get interested in your products, but will certainly ask for a guarantee of the organic and FGP origin of the product, according to the rules which are applicable in that country. How to act? FGP Inspection & Certification (Pvt) Ltd (FGPIC) can be of assistance. As an accredited certification organisation we can carry out reliable inspection and certification, which is internationally accepted.

In practice the following phases have to be completed before certification is achieved:

Information phase

1. If you wish to apply for the FGPIC certification programme, please fill in the application form and return the completed form to one of the branch offices. The application form can be downloaded from our website or we can send you for your request. At the application form you can tick the certification programme you would like to apply for.
2. FGPIC shall subsequently investigate whether we can send you an offer based on the information as mentioned in the application form.

Admission and contract phase

3. FGPIC will make an offer for the inspection and certification services for one calendar year and send it to you, together with the Terms of Contract.
4. When you accept the offer, you should return a signed copy of the offer letter to FGPIC. You have now entered into an agreement with FGPIC to join a certification programme.
5. FGPIC shall send you a confirmation letter with an overview of your registration and will inform you about the details of the certification program, if needed.

Inspection and certification phase

6. After FGPIC has received the invoiced client fee, it shall plan the first inspection visit.
7. After all the necessary inspections have been fulfilled FGPIC shall provide you with a report of findings. Based on the contents of this report of findings, FGPIC shall decide whether or not to grant you a certification.

Annually inspections to determine whether the requirements are still met

8. Each year following the official certification, FGPIC will perform inspections to determine whether the requirements for certification are still met. Every year is evaluated whether the previously issued certificate can be continued, has to be amended, or even has to be withdrawn.

The inspection visit

Once you have joined our certification programme, one of the members of the international inspector's team of FGPIC will come for a first inspection visit. The inspector reports his findings in writing. This information will be treated strictly confidential. The Certifier of FGPIC will take

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the final certification decision on this inspection report before getting the approval of the Advisory Board.

During the inspection the following techniques are used:

- Interview with the people responsible for production/processing;
- Inspection of fields, premises, processing equipment, storage, etc.
- Inspection of paperwork; bookkeeping, weighing tags, labels etc.
- Inspection of Social status aspects
- inspection of Environmental aspects
- Samples taken for residue analysis if required.

Main points of attention during inspections

Farm(s):

- Cropping plan and rotation; acreage per crop;
- History of each field where organic products are grown (proceeding crops; Fertilization including the use of fertilizers; pest and disease management including the use of pesticides; weed control including the use of herbicides);
- Manuring and storage of manure;
- Origin of seed material and planting material;
- Weed control and pest- and disease control;
- Separation of organic and non-organic products/fields;
- Identification and traceability of products during the production chain;
- Harvest estimates;
- Forest Garden Farm Plan, environment, bio diversity
- Indicators
- Fair Trade Social responsibilities
- Storage facilities;
- Livestock housing and husbandry management practices (number of animals, housing/feeding practices);
- Bookkeeping and administration;
- Use of logo and labelling

Processing plant(s):

- Organization profile & Organogram
- Origin of organic raw materials;
- Storage of organic raw materials; separation, indication and traceability of organic and conventional raw materials;
- Recipe of organic products;
- Description of processing procedures and methods; separation organic/conventional processing;
- Storage of products; separation and indication of organic/conventional finished products;
- Cleaning procedures in processing plant;
- Transport in and out of the processing unit;
- Administration and bookkeeping (comparison of purchase and sales), invoices.
- Use of logo(s) and labelling
- Job description of processing staff
- Fair Trade Social responsibilities
- Complaint and remedial action registration procedure

However the main principles of the two certification programmes are similar, the detailed requirements of the above issues are different per programme.

5. More information

In case you have additional questions or are interested in our further inspection and certification programs, please do not hesitate to contact us. We will try to find a suitable solution for your personal situation, without neglecting the standards for organic production. FGPIC will be pleased to be of your service with regard to inspection and certification of your organic and FGP production. We hope to welcome you soon in our certification programme!

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