

CHAPTER 5

GUIDELINES FOR CERTIFICATION OF GROWER GROUPS

5.1 SCOPE

Grower Groups are organized group of farmers /producers who intend to produce organic products/engage in organic processes in accordance with the National Standards of Organic Production.

The grower group shall be based on the Internal Control System (ICS) and shall apply to grower groups, farmers' cooperatives, contract production and small scale processing units. The producers in the group must apply similar production systems and the farms should be in geographical proximity. Individual farms with land holding of 4 ha (10 acres) and above can also be a part of the group but will have to be inspected separately every year by the accredited Certification Body. The total area of such farms shall be less than 50% of the total area of the group. The grower group shall consist of minimum 25 and maximum 500 farmers. Processors and exporters/traders can own/ manage the Internal Control System (ICS) but will have to be inspected annually by the external Certification Body. Separate certificates (Scope and Transaction Certificates) are required to be issued for the ICS, processors and traders to maintain the traceability of the product flow.

The Certification Body shall not certify if there is no ICS as per NPOP and 100% internal inspections are not conducted. In case the farmer group does not maintain an Internal Quality System as described in this chapter, the Certification Body shall inspect all the individual farms.

5.2 CONSTITUTION OF THE ICS

The ICS will have a registered legal identity and have a constitution of the organization and shall be presented by an organizational chart. For implementation of the procedures to maintain the internal control system, responsibilities shall be delegated to individual members / committees for carrying out specific activities.

The ICS application form is at **Annex-1**. In case the farmers cannot run the ICS, they may enter into a contract with an external service provider/mandator/trader to facilitate the maintenance of internal control system, training, co-ordination and marketing of certified produce and to facilitate the certification from an accredited Certification Body. The ICS contract form is at **Annex 2**.

5.3 INTERNAL CONTROL SYSTEM (ICS)

Group certification is based on the concept of an internal Quality Management System comprising of the following: -

- Implementation of the internal control system
- Internal standards
- Risk assessment.

An accredited Certification Body should be identified for conducting annual inspection of the individual group / unit. The accredited Certification Body shall evaluate the ICS by verifying the location of the ICS, quality manual, documentation, and its implementation, related to internal inspections, training, warehousing and purchase and sale. Thereafter the accredited Certification Body will approve the ICS and then conduct the external inspections.

All the farmers shall maintain the farm diary for noting their activities on their farms. The format of the farm diary is at **Annex 3**. If a farmer in a grower group defaults in following the NPOP norms, the ICS shall remove such farmer from the group and ensure

that the produce of such default units does not get mixed with the produce originating from the group. Moreover, the ICS manager must ensure that all the neighbouring farmers in the group take requisite contamination control measure. The Certification Body has the responsibility to carry out appropriate risk assessment before certifying the group.

5.4 HOW TO DEVELOP AN ICS

The following are minimum requirements for setting up an ICS for grower groups: -

- Development of Internal Control System (ICS) manual containing policies and procedures
- Identification of farmers in the group
- Creation of awareness about Grower Group Certification
- Identification of qualified / experienced personnel for maintaining the Internal Control System
- Give necessary training in production and ICS development
- Implementation of the policies and procedures
- Review and improvement of the ICS document for maintaining a harmonized quality management system.

5.4.1 Internal Control System Manager (ICS Manager)

ICS manager shall develop and implement the ICS and would be responsible to organize internal inspections, coordinate between field staffs, approval staff, and the accredited Certification Body. The ICS manager shall define procedures for the following:

- for approval for inclusion of new members in the existing group
- rating of non conformities as major if found using prohibited substances and as minor in case of inadequate documentation
- for verification of implementation of corrective actions taken by the defaulting farmers

- for imposing sanctions on default members of the group (removal from the group, downgrading the organic status)

The format for imposing sanction on the farmer is at **Annex 4**. The responsibility of ICS manager shall be to ensure that all the requirements under NPOP are fully implemented by the group.

5.4.2 Internal inspectors

The ICS shall nominate adequate number of internal inspectors from their group and there shall be at least one internal inspector per 50-60 farmers for ensuring 100% inspection of all farmers in the group is carried out twice a year.

The inspectors shall be well versed with the standards to perform internal inspections. The format of the internal inspection is at **Annex 5**.

5.4.3 Approval manager / committee

Qualified person or approval committee shall be designated from within the group to take the approval decision. The approval manager/committee shall be well versed with organic procedures of ICS, internal standards and NPOP standards.

5.4.4 Field officers

Field officers shall be identified from among the group, one at each production area. The field officer shall train the farmers by organizing field extension services.

5.4.5 Purchase officers

Purchase officers shall be identified who would be responsible for correct purchase of produce from the farmers. The purchase officer is required to be well versed with ICS.

5.4.6 Warehouse manager

If there are separate warehouses, it may be necessary to have a warehouse manager who would be responsible for handling the produce. He / she shall be well versed with the procedures of ICS for proper implementation.

5.4.7 Processing manager

If the ICS operator operates a processing unit, it may be necessary to assign a processing manager. The processing manager is required to be trained in the handling procedures. When the processing of the produce is being organized in a company, the latter needs to be inspected by the certifier and would be responsible for processing according to the internal handling rules. In such case, the processing unit shall have a formal contract with the grower group.

5.5 INTERNAL STANDARDS

The internal standards shall be prepared in local language by the ICS manager for the region of operations under the framework of NPOP standards. The format for developing the internal standards is at **Annex 6**. 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
- Maintenance of buffer zone
- 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)
- Harvest and post harvest procedures

5.6 CONFLICT OF INTEREST

The ICS 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 ICS shall ensure that alternative solutions are found.

5.7 SCOPE OF CERTIFICATION

The certification shall be granted by the accredited Certification Body to the group as per NPOP.

5.8 TRADE

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

5.9 PROCEDURES FOR IMPLEMENTATION OF INTERNAL CONTROL SYSTEM

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

5.9.1 Registration of members

All members of the group will be legally registered under a single entity (name) with address of its operations (location, taluka, village)

5.9.2 Provision of documents to the members of the grower group

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

- Internal standards document in local language. Details and description of the various steps required for the process flow right from cultivation to harvest and sales of the products (Each member / staff shall be communicated when there is a revision in the standards.)
- Farm data sheet, to indicate last use of prohibited inputs
- Farm Diary which should indicate the main crops cultivated use of inputs, harvested quantities.
- Prevailing farming system and package of practices available for the area
- Schedule on training programmes.

5.9.3 Provision of exit of members from grower groups

The members in a grower group shall have the right to exit the ICS subject to payment of dues of ICS if any. The application format for exit of member farmer from Grower Group with Internal Control System is at **Annex 7**.

Thereafter, the ICS shall provide formal exit approval from the contract, to the exiting operator at the end of the notice period. The exit approval format for a member farmer from a grower group is at **Annex 8**.

The grower group accepting a new member from another ICS, shall inform the accredited Certification Body immediately.

The accredited Certification Body shall take measures to verify the credentials and documentation of the new member during the sample inspection.

The accredited Certification Bodies shall exchange the relevant information among themselves when the member exits from one group and joins another group.

To maintain the traceability, the accredited Certification Body should check the product flow, i.e. quantity produced by the individual farmer within the group, self consumption and quantity sold.

Individual farmers in the grower group shall not market their product individually as certified organic.

5.10 OPERATING DOCUMENT

The ICS manager shall prepare the operating document, which shall be followed by all the members of the group. The operating document will contain the following: -

5.10.1 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

mark any farm in an area, which could be identified as high risk due to drift from non-conventional farms.

5.10.2 Farmer's list with code and name of the farmer, total area, area under crop (or number of plants), date of registration with the group, date of last use of forbidden products, date of internal inspection, name of internal inspector, result of internal inspection (separate lists for in-conversion farmers).

5.10.3 List of farmers who have been issued sanctions with the reason and the duration of the sanction (if relevant).

5.10.4 The risk shall be assessed by ICS manager for the grower group every year. The risk assessment should be made at the farm level, processing, transporting and during trade. The ICS will take all measures to minimize the identified relevant risks.

5.10.4.1 Critical control points for risk 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, e.g., seeds, fertilization and soil management, pest management, approved inputs, prevention of drifts, animal husbandry.
- Harvest and post harvest procedures.
- Processing and handling procedures

5.11 INTERNAL INSPECTIONS

- At least two inspections of the group (one in growing season of each crop) 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 by the inspector and counter-signed by the member or his representative.
- In case of severe non-compliance, the results will be reported immediately to the ICS manager and all measures will be taken according to the internal sanction procedures.

5.12 INTERNAL APPROVALS

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

5.13 EXTERNAL INSPECTIONS BY ACCREDITED CERTIFICATION BODIES

5.13.1 Sampling plan

The accredited Certification Bodies shall undertake inspections of the ICS after ensuring that 100% internal inspections by the ICS have been undertaken at least twice for all the registered members of the grower group.

The accredited Certification Body will inspect some of the farms for the evaluation of the grower group for efficient internal control system for compliance with the NPOP Standards.

The accredited Certification Body shall inspect farms of 4 Hectare and above separately in addition to the sample of farms having the area of less than 4 Hectare.

The sampling plan for inspection shall be based on the inspector's perception of risk based on the following factors:

1. Size of holding
2. Number of the members in the group
3. Degree of similarity between the production system and crop system
4. Inter-mingling / contamination
- 5 Parallel production
7. Split production
8. Local hazards
9. Change in the production plan
10. Joining of new members in the group

5.13.2 Risk Assessment

A minimum sample size of the members in the grower group shall be inspected by the accredited Certification Body. The sample size shall be determined as square root of the number of members registered in the grower group. Based on the risk assessment made by the accredited Certification Body prior to the inspection visit, the number of sample inspections shall be planned. The risk assessed by the accredited Certification Body shall be documented.

The accredited Certification Body shall establish criteria for assessment risk under high, medium and low categories.

5.13.3 Sampling Pattern for verifying the ICS by the accredited Certification Body

The accredited Certification Body shall follow the given pattern below for minimum number of farmers for inspections:

- High risk : 2 X square root of number of farmers

- Medium risk : 1.5 X square root of number of farmers
- Low risk : square root of number of farmers

5.14 YIELD ESTIMATES

Yields will be estimated for each crop for individual farmer in the group by the ICS. This activity should be carried out especially during harvesting and should be counter-checked with the estimates during external inspection by the accredited Certification Body.

5.15 NON-COMPLIANCES AND SANCTIONS

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

- Procedures for implementation of sanctions will be defined in case of noncompliance.
- Sanctions have to be documented (list of farmers issued sanctions, documentation of identified non-conformities in the files).
- Farmers who 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 has been mingling with other produce. If this has been the case, the accredited Certification Body needs to be notified immediately and the mingled produce kept separate until further instructions.

5.16 TRAINING OF ICS PERSONNEL

1. A competent person will train each internal inspector annually.
2. The date of the training, list of participants will be documented.
3. The date of participation and content of the training of all ICS staff needs to be documented in the staff files.

5.17 TRAINING OF FARMERS

The ICS manager will organize regular training to the farmers in the group: -

1. Each farmer needs to receive at least one initial advisory visit by the extension service or in an organized training.
2. The list of participants and content of the training needs to be documented.

5.18 BUYING PROCEDURES

To ensure genuineness 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 harvested amount and estimated yield. In case of doubt, the produce is kept apart until clarified by the ICS manager.
3. The delivered quantity 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'.

5.19 STORAGE AND HANDLING PROCEDURES

The purchase or the warehouse manager during the handling of produce shall check the document to ensure the compliance with the NPOP 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 location in the warehouse during storage must be labeled as 'organic' or 'in conversion'.

5.20 PROCESSING

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

- The accredited Certification Body will inspect Central Processing Units.
- Ingredients and processing aids must be used as defined in Annex-1 and 2 of Appendix 5 of Chapter 3 of NPOP standards.
- During the product flow (transition), the products should be separated from non organic products.
- The processing steps will be documented.

ICS APPLICATION FORM (for use by the farmer)

To,

The ICS Manager
(Quality Manager/Service Provider/Mandator)

Farmer name:	Farmer Code :..... (To be filled by ICS Office)
Village name:	
Farmer address & Contact details	
Farm (No. of fields including conventional plots)	

Khasra No. /GPS No. (similar on field map)	Area in Hectares	Main crop (Rabi)	Inter Crop (Rabi)	Main Crop (Kharif)	Inter Crop (Kharif)	List all the inputs used for organic farming
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)	

Declaration of the farmer

I, the farmer, declare that the information provided above is correct and that I have understood the conditions for Organic Production and ICS rules and I agree to sign the ICS contract.

Date: _____ Signature of
Place: _____ farmer:

I, the ICS manager, confirm that the above mentioned information is correct.

Date : _____ Signature of the
Place: _____ ICS Manager for
acceptance

FARMERS CONTRACT WITH ICS

Name of the ICS

and

Farmers name & Code No.

The ICS shall

1. Be responsible for co-ordinating the project and organic certification from an accredited organic certification body.
2. Advise farmers on the organic farming methods and organize farmer training programmes
3. Conduct the internal inspections and approval of organic farmers
4. Buy the organic crop at the prevailing market price plus any possible organic premium (depending on market). The ICS shall make the payments within one week of the purchase of the products from the farmer.
5. Entertain the complaints and appeals of the farmers and do justification within reasonable time.

The farmer shall:

1. Undertake organic farming as per the organic standards outlined in the Internal Organic Standard as well as the Internal Control System (ICS).
2. Not use pesticides, herbicides or synthetic fertilisers on any crop within the certified organic fields.
3. Attend all the training programmes organized by the Internal Control System.
4. Maintain the farm records in the required format.
5. Fulfil the conditions enforced by the internal control system and the accredited certification body.
6. Endeavour to maintain and improve the ecosystem by not cutting trees and burning organic material and littering plastic wastes unnecessarily
7. Sell the certified products to the Internal Control System only.
8. In case of any violation of the organic standards in the project, the same shall be reported to the ICS.

9. Accept the sanctions prescribed by the ICS in case of violations of the internal standards by the farmer.
10. Shall allow inspections by persons authorised by ICS and the inspector of the accredited Certification Body and give access to the fields, stores and documents.

Farmer

For ICS

Signature

Signature

Name:

Name

Stamp

Place & Date

Date:

FARM DIARY (for ICS)

Year of the Current Crop :

Season : Rabi / Kharif / Annual / Others

Name of the farmer _____ Code No. _____

Name of the farm Unit _____

Address of the Unit _____

Year on which organic production was started by the farmer _____

Date on which farmer joins the ICS _____

Total land (acre) _____ No. of farms / plots _____

Present production technique: Fully chemical / Part organic –split / Part
Organic –parallel / Fully organic / Others

Crops under organic production and their area _____

Other crops (name and area) _____

Certification Status : Registered ICS / In conversion / Certified / Others

Name of the accredited Certification Body: _____

Farm-Crop-Area Details :

Name of the crop	Area in Hectares	Year and season of production	Method of production (irrigated, non irrigated)	Remarks (organic/ in conversion/ others)

Seed & Planting Material:

SNo.	Name of the crop	Variety	Purchase date of seed	Name of Supplier & Address	Type of seed (organic, untreated non organic, treated non organic)	Seed Treatment (give details)

Soil Conditioners & Fertility Input Records:

SNo.	Name of farm / plot no	Area	Name of the crop	Name of the inputs	Source of input / brand	Details of application	
						Time	Rate

Disease, Insects, Pests & Weed Management Record:

SNo.	Name of farm / plot no.	Area	Name of the crop	Name of pest, disease and weed	Treatment used for control		Source /brand of input	Rate of application
					Name	Time		

Contamination Control Records:

SNo.	Chances of contamination	Source & Details	Time of contamination control	Contamination management		Remarks
				Prevention	Control	
	Machinery					
	Water					
	Air					
	Neighbour					
	Drift Control & Buffer Zone					
	Others					

Estimates of Production & Harvest Record:

Name of farm / plot & area	Name of the crop / produce	Time of harvest		Estimated production (MT)	Actual production (MT)
		Estimated	Actual		

Marketing and Dispatch Record:

Name of the produce	Quantity of Storage	Details of transport			Quantity Left	Other uses	Remarks
		Date	Quantity	Mode			

FORMAT FOR SANCTIONS BY ICS

(Letter Head)

To,

.....(Name of Farmer).....
.....(ID Number).....
.....(Address).....
.....

List of sanctions and conditions of the approval committee

The following sanctions have been listed by the approval committee based on the internal inspections on xx/xx/xxxx

- i) Removal of farmer from the group
- ii) Downgrading the organic status to conventional
- iii) Sale of farm produce as conventional

The following conditions have to be met by the farmer for maintaining the certification status and continuing with the project

- i).....
- ii).....
- iii).....

You are requested to fulfill the conditions listed at S.No.----- within xx/xx/xxxx and convey the same to the ICS office. The rest of the conditions have to be fulfilled by the next internal inspections.

You may appeal against the sanctions within a week of receiving this letter.

Date :

Place :

(For ICS) Signature

(Seal of ICS)

INTERNAL INSPECTION CHECKLIST

Farmer's name	Farmer ID
Internal Inspector:	Date of Inspection
Village/Taluka/Block:	
Farmer Present during Inspection	

Farm details (all plots, incl. nonorganic plots)

Total area	Ha
Organic Area	Ha
Number of plots	

Plot No.	Area	Main crops	Intercrops	Use of Inputs incl. Seeds (last year) Product, Quantity, Date
Total Plots				

Check points	Yes/ No/ NA	Remarks
Animal Husbandry		
Living condition of the animals on farm are acceptable		
Animals fed with organic or non-organic feed		
No medication without veterinary prescription		
Farm and Farm Management		
Whole farm is managed organically (all crops)		
If also non-organic crops: conventional plots clearly separate from organic plots; storage of inputs is separate		
If also non-organic crops: organic crop is not grown on non-organic plots (no parallel production)		
Seeds and planting material used		
Farmer trained in organic standards		

Farmer aware of internal organic standard		
General assessment of the farm with regard to sustainability		
Burning of crop residues		
Border and prevention of drift		
Weed control		
Pest Management		
Disease Management		
Prevention of erosion		
Cleanliness of the farm		
Implementation of all required activities		
General assessment of crop		
Yield estimate (list the yield estimate of the current crops)		
Post Harvest Measures and Processing		
Harvesting (no chemicals used, no co-mingling of the final produce)		
Processing (only allowed ingredients used, no co-mingling/contamination)		
Storage (no co-mingling / contamination)		
Transportation (no co-mingling / contamination)		

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 the internal 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
Comments by internal inspector

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.	
Date & Signature Farmer	Date & Signature Internal Inspector

Approval Decision

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

FORMAT FOR DEVELOPING ICS INTERNAL STANDARDS IN LOCAL LANGUAGES

This Internal organic standard is based on the **National Standard for Organic Production**

Condition for admissions

- The farmer should be practicing organic farming
- The whole farm has to be converted to organic
- The farmer shall not be a member of any other farmer group certification

Conditions on seeds and planting material

- All seeds/seedlings/planting stock used must be source from organic farms. If no organic seeds and planting material are available, conventional but untreated seeds may be used only for the first year after getting permission from the Internal Control System Manager.
- The farmer shall keep all the empty packets of seeds for inspections.
- No seed treatment with un-allowed inputs shall be done.

Conditions for plant nutrition/fertilization

- Only use of farmyard manure and compost from own farm is permitted for plant fertilisation. Other organic inputs can be used only after obtaining permission of the Internal Control System Manager.
- The farmer should undertake crop rotation, green manuring, composting etc. as per the recommendations of the field officer (extension worker) to improve soil fertility

Conditions for plant protection measures

- The farmers shall undertake necessary preventative methods as per the directions of the field officer for prevention of pests and diseases, which will include choice of crop, varieties & cultural practices etc.
- For plant protection only inputs listed in the approved input list shall be used. In case of necessity, the product will be distributed by the internal control system. The farmer is not allowed to use any off-farm inputs without getting the prior permission of the Internal Control System.
- Only hand and mechanical weeding is allowed for weed control.

Other conditions

- The borders and buffer zones shall be maintained as per the recommendation of the field officer for prevention of drift of un allowed inputs from neighbouring farms
- Measures for prevention of erosion shall be undertaken by the farmers as per the recommendation of the Internal Control System. Such practices shall include measures

like cultivation according to the slopes, planting green barriers, building terraces and earth bundles, etc.

- The crop residues and weeds should not be burned and should be composted or used as mulch
- The farmer shall not store any un allowed inputs on the farm.
- The farmers shall maintain the farm records in the farmer diary supplied by the Internal Control System
- The farmer shall feed only on farm products to the animals maintained in the farm. The use of off farm products and medication shall be done only after informing the Internal Control System.
- The farm implements should be thoroughly cleaned before use if the implement is borrowed from a conventional farm. It is preferred that the implements be borrowed from an organic farmer only.
- The farmer should attend all the trainings organized for them by the Internal Control System
- The farmer shall store the harvested produce hygienically and shall use the bags given to them by the ICS for the purpose.

APPLICATION FORMAT FOR EXIT OF FARMER FROM ICS

From (Member of Farmer Group under certification)

Name.....

ID Number

Address

To (The ICS Incharge)

.....

.....

.....

Dear Sir,

Sub:- Request letter for exit from ICS

I am not interested to continue with the (name of the grower group) under organic certification for the following reasons

.....

.....

.....

Hence kindly allow me to exit from the grower group during the renewal of certification of this group.

(strike out the below paragraph if not applicable)

Also kindly forward the details of my certification status as on the date of my exit, to

..... who are the new certification body under

which I intended to be certified.

Yours faithfully

Date

Signature of the farmer

EXIT APPROVAL FORMAT FOR A MEMBER FARMER FROM A GROWER GROUP

(Letter Head, ICS)

To,
.....(Name of Farmer).....
.....(ID Number).....
.....(Address).....
.....

Exit Approval

Your application for exit from the grower group has been accepted by the (Responsible authority) (name of Grower group).

The details of your certification status as on xx/xx/xxxx is as follows:

Name of member :
ID number :
Crops and Status :
Start of Conversion :
Validity of current certification :

The corrective action listed by the approval committee and/or by the internal inspector (if any)

- i)
- ii)

List of products already sold to ICS and quantity

	Crop	Quantity
1.	xxxxx	xy
2.	zzzzz	zy

Date :

Place :

(for ICS)Signature
(Seal of Grower Group)