



## OP 3: APPLICATION PROCESS

When any operator approach GCS for certification his/her operation he/she can contact GCS office through email, by post or visiting GCS office or any other communication medium.

GCS provide them GCS application form in which operator provide basic information about its operation either through email or by post.

After receiving an application form, GCS sends an offer for its services along with the scale of fees.

When both the parties agreed on fees, GCS sends copy of applicable standards, GCS guidelines for certification and a detailed application package including the certification contract / agreement, OSP, Product Profile etc.

Operator will fill it, sign it and sent it back to GCS along with its attachment through email, by post or visiting GCS office.

All applicants must submit a Certification Application that includes the requirements listed in Recordkeeping section of applied organic standards. Additional forms to be submitted includes but are not limited to: Certification Agreement, Organic System Plan, Product list, Field History Form, Field Maps, Farm Operations and Inventory List, Operation Flow Charts and Organic Operation Profile etc.

All applicants for certification must sign a Certification Contract / Agreement that includes the requirements of EU 2018/848 and its delegated acts.

- i. An application includes followings as a minimum:
  - a. The scope of the desired certification.
  - b. The statement that the applicant agrees to comply with the requirements for certification and to supply any information needed for evaluation of products to be certified.
- ii. The applicant, as a minimum, shall provide the following information:
  - a. Corporate entity, name, addresses, and legal status.
  - b. A list of the products to be certified and the standards against which each product is to be certified if known to the applicant.
- iii. Application and Organic System Plan should include as a minimum:
  - a. A description of the organic and/or in-conversion production unit and, where relevant, of the non-organic production units and of the activities to be performed in accordance with Regulation (EU) 2018/848.



- b. The relevant measures to be taken at the level of the organic and/or in-conversion unit and/or premises and/or activities to ensure compliance with Regulation (EU) 2018/848;
- c. The precautionary measures to be taken in order to reduce the risk of contamination by non-authorised products or substances and the cleaning measures to be taken throughout the stages of production, preparation and distribution.
- d. A confirmation that the operators have not been certified by another control body in relation to activities carried out in the same third country regarding the same category of products, including in cases in which operators operate at different stages of production, preparation or distribution.
- e. A signed undertaking by which the operators commit themselves (Covered under Certification Agreement):
  - To give GCS access to all parts of all production units and all premises for control purposes, as well as to the accounts and relevant supporting documents.
  - To provide the GCS with any information necessary for the purposes of the controls.
  - To submit, when requested by the control authority or control body, the results of its own quality assurance programs.
  - To inform buyers of the products in writing and without undue delay, and to exchange relevant information with GCS, in the event that a suspicion of non-compliance has been substantiated, that a suspicion of non-compliance cannot be eliminated, or that non-compliance that affects the integrity of the products in question has been established.
  - To accept the transfer of the control file in case of a change of control authority or GCS or, in the case of withdrawal from organic production, the keeping of the control file for 5 years by the last control authority or control body.
  - To inform immediately GCS in the event of withdrawal from organic production;
  - In the event that the subcontractors of the operators are subject to controls by different control authorities or control bodies, to accept the exchange of information among those control authorities or control bodies.



- To perform the activities in accordance with the organic production rules.
- To accept the enforcement of the corrective measures established by GCS in the event of non-compliances.

### **Relevant Documents:**

Application Form (Category D - Processed Food) - GCS\_EU\_031

Application Form (Category E - Processed Feed) - GCS\_EU\_035

OMP - Category D - Processed Food - GCS\_EU\_032

OMP - Category E – Feed - GCS\_EU\_036

Contract for Inspection and Certification - GCS\_EU\_039