



## **OP 4: INITIAL REVIEW/ APPLICATION REVIEW AND INSPECTION PLANNING**

### **Initial Review:**

Once the application and relevant documents are received, it must be reviewed by an initial reviewer as assigned by the Quality Manager/Certification Manager/Admin. Inspector can also review an application as it is a part of inspection preparation. Initial review is conducted in order to verify that it meets the following requirements as a minimum:

- I. The requirements of certification are clearly defined, documented and understood.
- II. Any difference in the understanding between GCS and the applicant is resolved.
- III. GCS has the capability to perform the certification service with respect to the scope of the certification sought and, if applicable, the location of the applicant's operations and any special requirements such as the language used by the applicant.
- IV. Ensure that the application is complete as required in Applicable standards (EU 2018/848 & its delegated acts).
- V. A determination of whether the Organic system plan appears to comply with Chapters II, III and IV of Regulation (EU) 2018/848 and Article 36 of that Regulation or may be able to comply with the applicable requirements of the production and handling standards (subject to inspection and certification decision).
- VI. Verification that an applicant who previously applied to another certifying agent and received a notification of noncompliance or denial of certification has submitted documentation to support the correction of any non-compliance identified in the notification of noncompliance or denial of certification.

If there is any missing information, initial reviewer follow-up with the operator for the same.

The review of the application will take place within a reasonable time after receipt of the application. After the review is complete the applicant will be notified of findings if any.

If the application meets the requirements of EU 2018/848 and its delegated acts, organic system plan approval letter will be sent to operators, and an on-site inspection of the operation is scheduled on mutually decided date(s).

### **Inspection Planning:**

- I. An inspector who is approved for the relevant category by GCS for which inspection is to be carried out is assigned for the inspection.
- II. Inspector prepares an audit plan/ audit program and shares it with the operator.
- III. Once mutually agreed, the date(s) of inspection is finalized.



## **Manday Calculation:**

For calculating man-days, following is referred:

### **Food Processing unit:**

- At least 1 day for a processing unit\*

### **Processed Feed Operation:**

- At least 1 day for a processing unit\*

### **\*Manday may increase based on followings:**

- a. Risk criteria
- b. or any other reason that GCS deem necessary for the same.

## **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