

Organic Management Plan (OMP) Processing and Handling (Food)

Applicable Standards: Organic Production Systems: General Principles and Management Standards (CAN/CGSB-32.310 - 2020) & Permitted substances list (CAN/CGSB-32.311 – 2020)

1.0 General Information

S. No	Particulars	Remarks (Yes/No/NA/Description)
1.	Name of Operation/ Company	
2.	Address of Company	
3.1	Name of Legal representative and designation	
3.2	Legal representative email id and contact number	
4.1	Name of Contact person and designation	
4.2	Email id and contact number of contact person	
5.	Are you already registered/certified by another certification body for identical/same product for Canada Organic Regime: Yes/No?	
	If yes: - Name of Certification body:	
	- Certification Programme	
	- Date of first inspection	
	- Date of cancellation	
	- Reason to change	
6.	Location and Map	

S. No	Particulars	Remarks (Yes/No/NA/Description)
	Route Map of organic production unit with distance	
7	Facility Map of Organic processing area with surrounding information / activities: Is Attachment available?	
8	Organizational Structure (<i>Attach Organogram</i>)	

2.0 Facility/Processing unit details:

Sl. No.	Particulars	Remarks
1.	Changes to last year practice (Describe)	
2.	Change in this year planning (Describe the change in plan)	
3.	Give the detailed processing activities handled in the unit from entering organic raw materials to organic product sale. (<i>Attach Process flow chart</i>)	
4.	Status of the unit: Own/ Leased/ Sub-contracted (<i>Attach agreement, in case of Leased or sub-contract unit</i>)	
5.	Is unit dedicated to processing unit? (Yes/No); If no, which list non-organic products processed and handled in this unit. (<i>can attach a separate list</i>)	
6.	Organizational Policy as per Organic Handling requirements (<i>May be annexed separately</i>):	
7.	Installed capacity of the unit (MT/day)	

Sl. No.	Particulars	Remarks
8.	Unit License number and Validity (<i>Attach evidence</i>)	
9.	Any Other Certification: FSSAI/ HACCP/ ISO/ GMP/ Others (<i>Attach evidence</i>)	
10.	Storage capacity	
10.1	Raw Material (MT):	
10.2	Finished products (MT):	
11.	When in-frequent production takes place, indicate when production takes place.	
12.	Trademark Registration (If applicable, Proof to be attached)	

3. Equipments/Machines

List all equipments used in processing (Attach separate list if below table is not sufficient)

Equipment	Capacity	Cleaned before organic run (Yes/No/NA)	Cleaning recorded	Purged before organic processing? (Yes/No/NA)	Is the purge recorded? (Yes/No/NA)

Describe how equipments are cleaned (method of cleaning, substances used etc).	
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4. Recipe (product profile)

Operator shall inform GSCI in case of any change in product formulation and / or process immediately by filling product specification form and obtain approval before organic processing.

Sl. No.	Particulars	Remarks
1.	List all single ingredient products (<i>Attach separate list if space is not sufficient</i>) Total number of single ingredient products	
2.	List all multi ingredient products (<i>Attach separate list if space is not sufficient</i>) Total number of multi ingredient products	
3.	List all organic additives/processing aids/ other ingredients used for processing in producing multi-ingredient product. (<i>Attach vendor list with valid certificates</i>)	
4.	List all non-organic additives/ processing aids/ other ingredients [should be listed in Table 6.3, 6.4, 6.5, 8.3 of CAN/CGSB-32.311] used for processing in producing multi-ingredient product. (<i>Attach vendor list</i>).	

5.0 Organic control points

Sl. No.	Particulars	Remarks
1.	Do you have a risk management plan in place? If yes, list organic control points you have identified in your production.	
2.	Describe the procedures to monitor the contamination or commingling risk.	
3.	For each non-organic or non-allowed ingredients used for non-organic product, describe how you prevent accidental use during organic processing	
4.	If you use equipment for processing that is also used for processing non-organic products, what measures do you take to prevent contamination with prohibited substances or non-organic crop?	

5.1 Storage

List all storage units used for organic products – raw materials, in-process products, finished products, non-organic products, packaging materials, cleaning/ other substances etc.

Products/ Materials	Units (crates, bins, boxes)	Identification/ location	Type/ Capacity (MT)	Dedicated to Organic (Yes/No)?

Sl. No.	Particulars	Remarks
1.	Mention how products are stored? Any special storage conditions are used? Substances should be listed in Table 8.3 of CAN/CGSB-32.311	
2.	In case of common storage for organic and non-organic products or in bulk, how are products stored to prevent commingling and contamination with non-organic products and prohibited substances?	
3.	How do you clean storage units, and how do you record the cleaning? Substances should be listed in Table 7.3, 7.4 of CAN/CGSB-32.311	

5.2 Packaging & Transportation

Sl. No.	Particulars	Remarks
1.	Mention the type/kind of packaging material used.	
2.	How do you pack organic products to avoid any kind of damage or substitution of the content?	
3.	If you reuse bins, bags or other storage or packaging materials, how do you ensure that there is no commingling or contamination with prohibited substances and how do you record the cleaning? Substances should be listed in Table 7.3, 7.4 of CAN/CGSB-32.311	
4.	Describe what measures do you take to maintain organic integrity of organic products during transportation? (Example, vehicle inspection, clean-out, documentation)	

6.0 Facility Pest Management

What type of pest management program do you use against which pest, attach as separate sheet if necessary.

Practices	Used against which pest				
	Flying Insects	Crawling insects	Rodents	Birds	Other
Preventive measures					
Mechanical or Physical control, lures or repellents etc.					

In case of use of substances, these should be listed in Table 8.2 of CAN/CGSB-32.311

Sl. No.	Substance	For pest	Location intend to use	Application	Frequency	Inside or outside Premises
1						
2						

7.0 Labelling

Describe the type of labels used (retails, bulk, for storage etc.)	
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Note: Product label must be approved by GSCI before use of it. An application for approval can be done to GSCI in the specified template along with the label artwork, sample labels. Detailed label requirements are in applicable regulation or contact GSCI.

8.0. Administration

Indicate which type of records are maintained in the unit

Records	Maintained (Yes/No)
Facility map	
Procurement record: invoice, purchase receipt, packet/label/ vendor declaration for GMO free	
Processing record	
Stock record	
Outward record	
Transaction details with (inward/outward) transaction certificate	
Sales/Export record: purchase order, invoice, packing list	
Transport documents: delivery challan, bill of lading, airway bill, courier receipt, copy of export label	
Cleaning/facility pest management record	
Equipment cleaning record	
Complaint register	
Others: describe	

9.0 Traceability Verification

Particulars	Documents available (Y/N)	Explanations/Remarks
Procedure to track incoming of organic products (e.g bill of lading, weight tag, organic certificates etc.)? Specify.		
Procedure to track organic product in process (batch form, blending report, production report etc.)? Specify.		
Procedure to track organic product in storage (ingredient inventory, finished product inventory etc.)? Specify		
Procedure to track outgoing organic products (sales order, bill of lading, shipping log, invoice etc)? Specify		
Procedure to use lot numbering system for receiving ingredients? If yes give an example.		
Lot numbering system for production is in place? If yes, Specify.		
Can your record keeping system track the finished product back to raw material?		
Describe by giving a justification that the record keeping system balance organic products in and organic products out?		
Is there process flow chart available for each product?		

Note: Documentary evidences should be provided for verification

10.0 Risk Assessment

Risk Area	Organic Control Points (OCP)	Risk Perceived (Yes/No/NA)	Action taken by operator to Mitigate risk	Frequency of monitoring {Daily/Weekly/Monthly/As and when required}
FACILITY	The facility is used both for organic and Conventional processing			
	Infrequent processing of organic and conventional produce.			
	Equipment cleaning procedures are not adopted prior to running of organic processing.			
RAW MATERIAL	Insufficient Information regarding status of the raw material, Ingredients, additives and processing aids procured.			
WATER	Water being used as a processing aid or ingredient.			
	Water being used as a cleaning aid for equipment's, facility interior and exterior.			
STORAGE UNIT	Same storage facility is being used for Organic and Non-Organic material.			
	Marked Organic and Non-Organic material during storage.			

Risk Area	Organic Control Points (OCP)	Risk Perceived (Yes/No/NA)	Action taken by operator to Mitigate risk	Frequency of monitoring {Daily/Weekly/Monthly/As and when required}
	Organic material storage area is free of prohibited material but not properly cleaned.			
	Finished product is managed lot wise but identification of the lots is not easily accessible.			
	Use of materials for the treatment of storage facilities (insect/pest) not listed in COR.			
	Use of Offsite storage unit.			
METHODS OF PACKAGING AND LABELING	Re use of packaging materials and storage containers or bins that contain synthetic fungicide, preservative or fumigant.			
	Use of reused bags for packing			
	Label (same size and colour) is used for Organic and In Conversion products			
	Use of labels without approval from GSCI SERVICES			
CLEANING/ SANITATION	Sanitation programme for facility interior and exterior not adopted.			
	Use of materials for the sanitation of facility interior and exterior not specified in COR.			

Risk Area	Organic Control Points (OCP)	Risk Perceived (Yes/No/NA)	Action taken by operator to Mitigate risk	Frequency of monitoring {Daily/Weekly/Monthly/As and when required}
WASTE HANDLING	Inappropriate waste management			
TRANSPORTATION	Same transportation used for organic and non-organic produce			
	Unlabelled product transport			
	Cleaning procedures adopted prior to transportation of Organic products but not documented.			

11.0 Is water test report available in unit? If yes, please attach the copy of test report.

12.0 Are the incoming product lots tested before processing? If yes, please enclose test report copy.

13.0 Please describe Sampling Procedure/Policy.

14.0 Internal Quality System (IQS) is maintained? Please attach the document.

16.0 Declaration:

- The operator affirms that the description of methods and the practical measures described in Organic management plan (OMP) have been completed truthfully.
- The operator affirms all statements made in this application and annexes are true and correct.
- The operator affirms that acceptance of this questionnaire in no way implies granting of certification by GSCI SERVICES.
- The operator affirms that he will notify GSCI SERVICES each year, before the date indicated by GSCI SERVICES, of its schedule of production of crop products, giving a specification by land parcel.
- The operator affirms that he will notify GSCI SERVICES annually, if any changes occur in the description of methods or of the practical measures described in this form (OMP) in due time by sending an updated Organic management plan. Together with the Organic management plan, the operator will send;
 - A summary statement, supported by documentation, with all changes made to the previous year's Organic management plan during the previous year.
 - Any additions or deletions to the previous year's Organic management plan, intended to be undertaken in the coming year.
 - An update on the correction of minor non-compliances previously identified by the certifying agent as requiring correction for continued certification.
 - Any other information as deemed necessary by the certifying agent to determine compliance with the regulations.
- The operator affirms that when he considers or suspects that a product which he has produced, prepared, imported or been delivered from another operator, is not in compliance with this regulation, he shall initiate procedures either to withdraw from this product any reference to the organic production method or to separate and identify the product. He will only put it into processing or packaging or on the market after elimination of that doubt, unless it is placed on the market without indication referring to the organic production method. In case of such doubt, the operator shall immediately inform GSCI SERVICES.
- The operator will grant GSCI SERVICES complete and unlimited access to the production or handling aspects of the operation including non-certified production areas, structures, or offices for the purpose of on-site inspections.
- The operator will allow authorized representatives of GSCI SERVICES access to these records under normal business hours for review and copying to determine compliance with the act and regulations.

Date:	Signature Operator/Representative/Authorised Signatory:	
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Only to be filled during Audit:

Date of Inspection:	Signature of Auditor:	Signature Operator/Representative/Authorised Signatory:
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Revision Status

Sr. No.	Page No.	Description of change	Revision No.	Revision Date
1		Point number 1 to 8,	2	09-11-2022