



ISCOP

INDIAN SOCIETY FOR CERTIFICATION OF ORGANIC PRODUCTS

VCS Enclave, Door No:2/1, First Floor, Nehru Street, B.R.Puram, Coimbatore – 641 004, Tamil Nadu
E-mail:iscopcbe@gmail.com, Web: www.iscop.org

APPLICATION FORM: VOLUNTARY CERTIFICATE SCHEME FOR MEDICINAL PLANT PRODUCE (VCSMPP) - Individual Producer / Collector

Name of the Operation (Legal business Name)	
Registered Address of Operations:	
Street Address	
City/Town	
District	
State	
Office Email	
Phone	

PRIMARY CONTACT PERSON INFORMATION	
Name of the Person:	
Relationship to Operations:	
Email	
Mobile	
Phone	

MAILING ADDRESS	
Name of the Person: (Relationship to certified Operations)	
Street Address	
City/Town	
District	
State	
Office Email	
Phone	



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Certification Category

	Categories	Level 1 Compliance to GAP for producers and GFCP for collectors with identification of species by TLC profiling and testing for contaminants.	Level 2: Compliance to the requirements for Level 1 and requirements for medicinal plants as per API/UPI/HPI etc
1.	Individual producer/collector		
2.	A producer/collector group		
3.	Lot wise certification model based on GAP - certificate of conformity of the lot of produce		
4.	Trader - for certification of the medicinal plant produce for proper storage for supplies in the market or to manufacturer/processor of Ayush Products.		

*Please tick relevant category for certification.

Scope of Operations – Individual Producer / Collector

Total Cultivable/collection Area for certification :

Ownership of Land : Owned Leased Forest area

Annual Area under Cultivation/Collection :

Since when the area is under Cultivation/Collection :

Certification Criteria : GAP or GFCP

Produce for Certification :

	Name of Producer	Medicinal Plant Cultivated/Collected	Plot No, / Survey No.	Area (In Acres)	Sowing Date	Harvest Date	Part used	Estimated Yield (in MT)
1.								
2.								
3.								
4.								

Produce Handling Area& Storage area :

Number and competence of manpower :
(provide list and evidence of training)



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Scope of Operations –Producer / Collector GROUP

No. of farmers/collectors in group for certification :
 Total Cultivable/collection Area for certification :
 Annual Area under Cultivation/Collection :
 Certification Criteria : GAP or GFCP
 Produce for Certification :

	Name of Group	Medicinal Plant Cultivated/Collected	Plot No, / Survey No.	Area (In Acres)	Sowing Date/collection period	Harvest Date	Harvested part	Estimated Yield (in MT)
1.								
2.								
3.								
4.								

*Attach extra sheet if necessary

Produce Handling Area & Storage area :
 Number and competence of manpower :
 (provide list and evidence of training)

Certification History

Has the location seeking certification ever previously applied for certification, or been certified?
 No Yes

If yes; please submit to ISCOP for review:

- Name of certification agency, outcome of application (e.g. denied, certified) & dates of certification activity
- Current or last issued certificate (if granted);and
- A copy of your most recent non-compliance letter and responses to the non-compliance letter; or
- A letter (issued within the last month) from the previous certifier confirming your operation has no outstanding non-compliance issues.
- Any other registration with Govt. Department (Like State Medicinal Plant Board, etc.)



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Fee & Refund Policy

For New Clients: Fee must be drawn in Favour of **Indian Society for Certification of Organic products** along with this application, which is non-refundable. Certification fee will be proposed based on the production/collection plan submitted by the operator. Standard timeline for registration of an applicant is 7 days from a complete application.

ISCOP shall reject or close an application under the following conditions: 1. If Initial Evaluation is not carried out within six months of registration of application, 2. if more than 20% of samples drawn fail on testing during the Initial Evaluation, 3. If the follow up evaluation carried out after organization has confirmed necessary corrective actions is not satisfactory, 4. Lack of competent personnel for production/collection and handling, 5. If farmer/collector shows no progress towards completion of corrective actions within three months of Initial Evaluation and six months of Registration of application, 6. Misuse of Certification/certification mark, 7. Evidence of malpractice and 8. Voluntary withdrawal of application. In the event of a closure/rejection of an Application, the application fee submitted with the application may be refunded as decided by ISCOP.

Applicant must re-apply for certification if all documentation required prior to inspection is not submitted within 3 months of receipt of initial application for certification. As a general guideline, applicants withdrawing after the application has been accepted and reviewed but prior to the inspection will be responsible for 50% of the certification fee. If the applicant withdraws after the inspection has occurred and prior to review of inspection, the applicant will be responsible for 75% of the total fee. After the inspection report has been reviewed, all fees must be paid.

Passport size Photograph of Authorized Signatory (3.5cmx3.5cm)

I / We hereby declare (i) to be willing to work in accordance with the regulations and guidelines of Voluntary Certification Scheme for Medicinal Plant Produce (VCSMPP), India, (ii) to be willing to submit undertaking to inspection and certification system of ISCOP, (iii) to provide all the information on my / our activities which are required in the inventory / check list and stay transparent and truthful to ISCOP. <hr/> (Signature of Authorized Signatory) Designation of the Signatory: Date:
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FOR OFFICE USE ONLY	
REGISTRATION NUMBER	
UNIQUE ID	
STATUS OF APPLICATION	
APPLICATION FEE	Cheque/DD No. _____ dt. _____



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Annexure 1

A copy of all the below mentioned documents is to be submitted along with the application:

FOR INDIVIDUAL PRODUCER / COLLECTOR:

1. A brief history of the farm, document copy of ownership of land or leased land / Area of collection with permission from concerned authorities
2. Legal Status, Total area of land, Area to be certified, Number of fields, Location identity with geotag.
3. COLOUR copies of PAN and AADHAR cards | Passport size photographs – 2 Nos.
4. A map of the farm with details on blocks/survey numbers and fields indicating the total area, standing crops, boundaries, buffers, etc. / Map of forest area with indication of collection area authorized by Forest Dept or Gram Panchayat, including scale, definition of boundaries of the harvesting area (pathway, road sides, hedges, villages), subareas if applicable, sketches of the transformation facilities.
5. Any registration with Govt departments (Like medicinal plants Board, etc)– enclose copy if any
6. Crop plan details; Package of practices;– Date of sowing, block/Survey No. wise; yield estimate; time of harvest, etc
7. Operator should provide the following to schedule harvest
 - a. date of first harvest and future harvests
 - b. a detailed description of every sub-area of the natural habitat,
 - c. the landscape and erosion risk factors
 - d. a chronological description of the harvesting area, i.e. detailing the specific use allocated to the land for the past 3 years
 - e. cross contamination risk factor: pesticides or other chemicals, hydrocarbons, heavy metal etc.
 - f. number of harvest workers for each area (only mention one harvest worker, when collecting as a family)
8. Harvest workers/Collectors identification: ISCOP require the following aspects about the collector or harvest worker
 - a. exhaustive list of registered harvest workers and existing storage operators
 - b. written commitment from harvest workers & training certificate, training description:
 - c. harvesting within the designated area as per process
 - d. staff qualification handling plants from harvesting to finale product sales
 - e. health & safety process to protect harvest workers from toxic substances
 - f. classification & recognition of plants
 - g. Details on local and national rules on harvesting; official permit if applicable; name of local authority granting permission, if applicable.
9. Traceability: coding of harvesting areas or harvest workers when they operate harvesting from multiple



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locations.

10. Latest soil and water analysis report including Heavy metal analysis report, if available (Report less than one year)
11. Seed/ seedling stock – Source, variety, treatments, yield and other details
12. On-farm and Off-farm Inputs/fertilizers used (block wise)
13. Crop Nutrition materials, Crop protection (Product Type, Brand, Application dose) | Growth promoters used – source, quantity, frequency, etc.
14. Farm support inputs (post-harvest storage related materials)
15. Farm personnel and labour details – enclose copy of daily farm activity records /collection records
16. Infrastructure details – Buildings, Equipment, storage facilities for inputs and produce etc, on-farm processing, packaging& labeling
17. Marketing and sale plan details
18. Record keeping and documents (harvesting records, storage records, purchase orders, processing and sales records (all regular accounting documents including invoices and delivery receipts)
19. Filled in Passport data sheet, in case of GFCP



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Annexure 2

A copy of all the below mentioned documents is to be submitted along with the application:

FOR GROUP CERTIFICATION:

1. Legal Status of the Group – enclose PAN and registration certificate
2. Organization structure of the group
3. Details of production locations, agreement with farmers/collectors to comply with standards
4. Total area of land/collection area, Area and crop to be certified, Number of groups to be certified, Number of farmers/collectors in each group, Location identity – enclose detailed list of group producers/collectors
5. A map of the farm/forest with details on blocks/survey numbers and fields indicating the total area, standing crops, boundaries, buffers, etc. / Map of forest area with indication of collection area authorized by Forest Dept or Gram Panchayat, including scale, definition of boundaries of the harvesting area (pathway, road sides, hedges, villages), subareas if applicable, sketches of the transformation facilities.
6. Details of QMS team, competence and training provided
7. Conflict of interest declaration of QMS person, internal inspectors and all other members of the QMS team
8. Copy of Quality Manual
9. Details of Internal Audit – Date of audit, non-conformities observed, corrective action, etc.
10. Risk assessment estimation and procedures to mitigate risk.
11. Crop plan details; Package of practices; Crop rotation details; Seed/ seedling stock – Source, variety, treatments, yield and other details
12. QMS person should provide the following
 - a. date of first harvest and future harvests
 - b. a detailed description of every subarea of the natural habitat,
 - c. the landscape and erosion risk factors
 - d. a chronological description of the harvesting area, i.e. detailing the specific use allocated to the land for the past 3 years
 - e. cross contamination risk factor: pesticides or other chemicals, hydrocarbons, heavy metal etc.
 - f. number of harvest workers for each area (only mention one harvest worker, when collecting as a family)
13. Harvest workers/Collectors identification: ISCOP require the following aspects about the collector or harvest worker
 - a. exhaustive list of registered harvest workers and existing storage operators
 - b. written commitment from harvest workers & training certificate, training description:



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- c. harvesting within the designated area as per process
 - d. staff qualification handling plants from harvesting to finale product sales
 - e. health & safety process to protect harvest workers from toxic substances
 - f. classification & recognition of plants
 - g. Details on local and national rules on harvesting; official permit if applicable; name of local authority granting permission, if applicable.
14. Traceability: coding of harvesting areas or harvest workers when they operate harvesting from multiple locations.
 15. Latest Harvest produce analysis report including Pesticide Residues (OC&OP), Heavy metal analysis and aflotoxins report, and TLC, if necessary (Report less than one year) – Test to be done in NABL laboratories only.
 16. Product handling at group facility and Product traceability details
 17. Competent manpower details; training provided to collectors
 18. Infrastructure details – Buildings, Equipment, storage facilities for inputs and produce etc., on-farm processing and packaging
 19. Marketing and sale plan details
 20. Record keeping and documents (harvesting records, storage records, purchase orders, processing and sales records (all regular accounting documents including invoices and delivery receipts)
 21. Filled in Passport data sheet, in case of GFCP