

Note:

The purpose of this list is to make the operator aware about the certification requirements and documentation. The documents mentioned in the list given below shall be maintained by the operator and be submitted to the Certification Body at the time of inspection.

1	Company registration
2	Organization chart
3	Annual training schedule of the staff
4	Staff training record
5	ICS Manual
6	Project area map
7	Approval committee
8	Risk management & Sanction procedure
9	Traceability system
10	Summary of internal inspection
11	Farmers' training schedule
12	Farmer training record
13	Seed purchase record
14	Seed distribution record
15	Input purchase record
16	Input distribution record
17	Non GMO declaration for purchased off farm input
18	Procurement record
19	Sales record
20	Complaint register
21	Label draft
22	Filled Application of farmer
23	Farmer's agreement
24	Risk assessment by ICS
25	Filled Internal inspection reports
26	Copy of internal organic standards
27	Filled Farmers diary
28	Farmer list with GPS location & Crop details