

## CIRCULAR

Date: 06-03-2019

**Subject: Certification of Inspection (COI) / Transaction certificate (TC)**

Dear Valued Operators

### **Greetings from Ecocert India!**

Thank you for adhering to work flow circular sent previous year and we intend to update you with the practices for current year.

Please note that the Certification of Inspection (COI) / Transaction certificate (TC) shall be granted only on the availability of correct and complete supporting documents for both domestic or export shipments.

**The timeline for issuance of PTC/TC/COI/IC-TC will be 3 working days if all the supporting documents are complete.** Hence, please ensure that the following documents are submitted along with the required data:

#### **1. Labels:**

The approved label (for the particular product) should be provided along with the set of documents applicable for TC or COI.

- After getting scope certificate, please contact your certification officer for label approval. Application for approval of label should be sent to Ecocert India Pvt. Ltd. prior to printing of the label. That means, printing of the label on cartons/product should be done only after receiving approval from the certification officer at Ecocert India Pvt. Ltd.
- Form 1 (from NPOP Standard page 200) should be filled and sent to us for grant of NPOP license/permission for use of the India Organic Logo, following reception of form 2 from certification body and your consent to follow the India Organic logo use guideline, form 3 to be submitted to APEDA
- A "DO NOT FUMIGATE" declaration should be made on labels. This declaration in label clearly indicates that fumigation of Methyl Bromide or Aluminium Phosphide should not be done for consignment.

#### **2. Invoice:**

The Invoice should mention the following:

- Running invoice number
- Name & address of the seller (both registered office and unit address as mentioned in organic scope certificate should be specified in documents like invoice & packing list, BL, AWB, Phyto certificate or other supporting documents bearing such addresses)
- Name & address of the consignee
- Name & address of the importer
- Name of product with reference to the organic production method/s. (eg. "Organic Rice" not as "Rice")
- Quantity of the product
- Certification reference (NPOP/NOP/EOS... as applicable)
- Identification codes\*

### 3. Transport Documents:

For transport by ship Bill of lading (B/L), by Road – LR, by Air – AWB.

The transport document should mention the following:

- Running number
- Name & address of the seller (both registered office and unit address as mentioned in organic scope certificate should be specified in documents like invoice & packing list, BL, AWB, Phyto certificate, etc)
- Name & address of the buyer & consignee
- Name of product with reference to the organic production method/s
- Quantity of the product
- Identification codes\*

### 4. Analysis Report:

Based on the APEDA advisory, considering the repeated alerts from the importing countries and issues in domestic markets, **third party sampling and testing** is required for risky products. These products may include cotton, sugar, sesame, cumin, soybean, fennel, moringa, turmeric, ginger, psyllium, rice, essential oils, maize/corn, spirulina, “processed & unprocessed products” or other products if categorized as risky time to time along with product notified vide intermittent notifications/letters. For all risky products, there must be accredited third-party sampling + testing in an ISO 17025 /NABL accredited and preferably APEDA approved lab. It means, we need to receive:

- A report of the third-party sampling with:
  - pictures of the product sampled
  - description of the sampling method
  - date of sampling
  - location of sampling
  - accreditation marking
- A test report with:
  - NABL logo or any other way to see which substances have been tested under accreditation
  - Who has sampled the product
  - Quantity of sample taken by the lab
  - Precise name and batch of product, quantity, reporting date etc
- Sampling & test report should be for export lot/ final lot of the consignment (domestic & export).
- Testing should be done for PESTICIDES in all above mentioned risky products, heavy metals in turmeric products, sudan dyes in turmeric dried/powder & chili powder, aflatoxin in maize, inorganic bromide (< 5 mg/kg) in rice, soybean, sesame and may include or exclude other parameters as and when communicated by APEDA/importing countries /other regulatory bodies /Ecocert.
- Inclusion of nicotine (at LOQ 0.01 mg/kg) in psyllium and sesame for consignment destined to EU: third party sampling and testing report.
- Testing of salmonella for export of sesame is mandatory. The exporters should also be registered under Indian Oilseed and Produce Export Promotion Council (IOPEPC).

- As per APEDA notification dated 01-November-2017 for requirement of pre-shipment testing of pesticide residues for export of basmati rice to European Union, analysis must cover the 22 enlisted pesticides as per notification in third party sampling & testing report.
- GMO analysis report for the sale of cotton.
- Sealed counter sample must be retained with complete traceability like lot/batch detail etc. at-least for a year after dispatch/shipment of organic products or up to the shelf life of the product (if shelf life is more than one year). This must reflect in your sample retention policy.

#### 5. Traceability Check:

Traceability details of the product are required for verification of product flow.

- In case of farming unit, lot creation in tracenet should be done before physical transport of material.
- In case of processing unit - while creating batch, processing date and transport date in the inward/source TC will be verified.
- In IE CODE, registered office address and branch address of the project should be updated.
- Exporters should mention the exact processor of the product under **Producer/Manufacturer (Name and Address)** column while applying PTC application.
- There must be a correlation between internal lots/batches and tracenet generated lot/batches to trace/identify product flow. This should be documented and recorded for proper identification of lot/batch id used for analysis results and any other traceability checks.

#### \* Identification Codes:

- Identification codes are used to identify the product and to trace the product down to at least the last producer and preferably to the individual farmer or farmer group.
- Identification codes should be mentioned on the label, invoices and transport documents.
- Identification codes can be, for example – lot number, batch number, harvest year, running number of bags, pallet number, barcode, etc.

We, at Ecocert, are committed to delivering excellent services and seek your corporation in adherence to these conditions.

Contact us:

#### For Tracenet stock updating and batch approval:

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**Note:** You are advised to resist forgery of documents like test reports and transport documents. Such an action is a major non-compliance. This may result in suspension/withdrawal of your certificate and we may hold issuance of your transaction certificate.

**ABBREVIATIONS AND DEFINITION**

Abbreviations	Explanations
Working Day	Monday to Friday (9 A.M to 6 P.M)
BL	Bill of Lading
LR	Lorry Receipt also called "Bilti" in Hindi
AWB	Air Way Bill
Phyto certificate	Phytosanitary certificates are issued to indicate that consignments of plants, plant products or other regulated articles meet specified phytosanitary import requirements.
COI	Certificate of Inspection
TC	Transaction Certificate
PTC	Provisional Transaction Certificate
IE Code	Import -Export Code