



Procedure for maintaining, extending, suspending and revocation of certification

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1. Purpose: To establish the procedure for maintaining, for extending or reducing the scope of, for suspending, for withdrawing or for refusing of certification.

2. Scope and Responsibility

2.1 Applies to all certified clients.

2.2 Responsibility: Certification team is responsible maintaining, extending, suspending and revocation of certification

3. Procedure

3.1 Maintaining the Certification: Certification is maintained through ongoing surveillance and compliance monitoring. Procedure is mentioned as follows:

3.1.1 Conduct periodic surveillance audits/inspections.

3.1.2 Review complaints and corrective actions.

3.1.3 Verify continued compliance with applicable standards.

3.1.4 Ensure proper use of certification mark/logo.

3.1.5 Review changes in scope, production, or management.

3.1.6 The existing operators are informed about the date of expiry of the certificate at least three months before the expiry of the certificate.

3.1.7 In case of renewal of certification, the entire process of the certification is executed before granting the renewal of the certification viz. application, application review, service purchase order, contract, inspection and sampling, decision on certification and grant of certification.

3.1.8 Communication of any changes in the standards and relevant procedures will be intimated. Operator shall inform CB about the changes in the certified products/the operations or any other relevant changes.

3.1.9 Valid contract with the accredited Certification Body and A valid certificate depicting the certified products.

3.1.10 If compliance continues, certification remains valid until the next review cycle.

3.2 Extending and Reducing certification: Extension applies when a certified client requests expansion of scope (e.g., new product, process, or site).

3.2.1 Procedure: NDDB CALF LTD may require an additional inspection in cases where, the operator is requesting any changes in the already issued certificate. In this case, operator is requested to submit the relevant documents and the inspector studies these documents and then plan for inspection if necessary. In that case, the operator shall not be allowed to release certified products resulting from such changes until the NDDB CALF LTD have notified the operator accordingly. Application form may not be required for this.

3.2.1.1 Client submits formal request for scope extension.

3.2.1.2 CB reviews application.

3.2.1.3 Conduct additional evaluation (inspection/testing/document review).

3.2.1.4 Verify compliance with relevant requirements.

3.2.1.5 Decision: If requirements are met, certification scope is updated and certificate reissued.

3.3 Suspending Certification: Suspension is temporary invalidation of certification.

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3.3.1 Reasons for Suspension:

- 3.3.1.1. Major non-conformities.
- 3.3.1.2. Failure to implement corrective actions.
- 3.3.1.3. Misuse of certification mark.
- 3.3.1.4. Non-payment of fees.
- 3.3.1.5. Voluntary request by client.

3.3.2 Procedure:

- 3.3.2.1. Notify client in writing.
- 3.3.2.2. Specify conditions and timeframe for correction.
- 3.3.2.3. Prohibit use of certification mark during suspension.
- 3.3.2.4. Monitor corrective action implementation
- 3.3.2.5. The registered client failed to provide reasonable facilities to NDDB CALF LTD enable them to discharge the duties imposed on them; or
- 3.3.2.6. The registered client has failed to comply with any of the terms and conditions of the certification.
- 3.3.2.7. Complaint received regarding the certified product and proved during NDDB CALF LTD investigation.
- 3.3.2.8. Before suspending the certification of any of the project NDDB CALF LTD gives a fair chance to the operator by issuing a notice to the client prior to the suspension.
- 3.3.2.9. The client has to reply to the notice before the date of suspension as disclosed in the notice letter with justifications. If satisfactory explanation and evidences are produced by the client NDDB CALF LTD can reconsider the decision on suspension of that particular client.
- 3.3.2.10. If client failed to submit the explanation before the due date of the suspension ultimately the certification of that particular client gets suspended by addressing a written note to the client.
- 3.3.2.11. The period of suspension may vary based on the reason of suspension.
- 3.3.2.12. Where a certification has been suspended or cancelled, the registered client shall discontinue forthwith the use of the Certification Mark notwithstanding the pendency, of any appeal before the designated Accreditation Agency and if there be, with an applicant or client, any articles in stock which have been improperly marked, an applicant or client, as the case may be, shall take necessary steps to get the Certification Mark on such articles either removed, cancelled, defaced or erased.
- 3.3.2.13. After suspension NDDB CALF LTD notifies the suspension of the project to accreditation body and advices the client not to refer the certification in any of the means.

3.4 Revocation (Withdrawal) of Certification: Revocation is permanent cancellation of certification.

3.4.1 Reasons:

- 3.4.1.1 Failure to resolve suspension issues.
- 3.4.1.2 Serious violation of certification requirements.
- 3.4.1.3 Fraud or false information.
- 3.4.1.4 Voluntary termination by client.
- 3.4.1.5 Where an infringement that affects the organic integrity is found, the NDDB CALF ensure that the non-compliant lot of production is removed

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from the entire lot of the production cycle which is affected by the infringement concerned.

3.4.1.6 In case of any violation by the Operator, NDDB CALF withdraw certification from the Operator for a specified period in case serious non compliances affecting the organic integrity are observed. In case of severe infringement or repeated violations of the NPOP norms, the certification of the Operator shall be terminated. and NDDB CALF publish the same on their website.

3.4.2 Procedure:

3.4.2.1 Formal decision by authorized personnel (impartial decision-making).

3.4.2.2 Written notice to client.

3.4.2.3 Remove client from certified list.

3.4.2.4 Require discontinuation of certification claims and logo use.

3.5 Recertification of Terminated Operators

3.5.2 In cases where certification of an Operator (including Director/ Promoter) has been terminated, the Operator can apply for recertification after a period of two years from the date of termination. In such cases, the producer shall have to undergo the full conversion cycle (2 years for annuals & 3 years for perennials).

3.5.3 The same or another Certification Body while recertifying such Operators (including Director/Promoter) must ensure due diligence and compliance by the Operator to the certification requirements.

3.5.4 In case of Operators (including Director/Promoter) where in certification has been terminated twice, such Operators shall be debarred from organic certification for five years.

3.5.5 In case it is revealed that the Operator/Company, its directors and promoters have changed their identity to register by another identity, strict action as deemed fit by NAB shall be taken.

4 Related documents:

4.1 NCL/CB/TE/49 Certification Letter

4.2 NCL/CB/PR/02 Procedure for Certification

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