

Annexure - 1

RAJASTHAN ORGANIC CERTIFICATION AGENCY, JAIPUR

Calendar of Operation

1	Registration	1 day if all documents including fee are received.
2	Renewal	Issue - Immediately after issue of audit office order, issue invoice, Format & send OSP & Renewal form by post/mail.
3	Updation of registered operators	15 th of every month
4	Issuance of Audit Orders	New : 1 st & 16 th of every month 1 st of every month
5	Audit	New within 20 days from issue of audit order Renewal 2 months before expiry of scope
6	Submission of audit report	within two days after joining of office
7	Evaluation	within 1 day from receipt of audit report for each operator
8	Recommendation	within 1 day after receipt of evaluation report for each operator
9	NC Preparation	within 1 day from receipt of evaluation for each operator
10	Closure of NC & Certification committee meeting	within two days after receipt of closure for each operator
11	Generation of Scope	within 3 days of expiry of previous scope certificate
12	Dispatch	Next day of Generation of Scope
13	Filing of all document	Same day after dispatch of scope certificate
14	Stock Closure	within 4 days after receipt of application for each operator
15	Internal Review Audit	In January and July on any date.

(Maximum time given for NC closure 20 days to 1 month) it is responsibility of concerned auditor to get the corrective measures within stipulated period & it is to be monitored by Incharge of NC preparation to get all required document in time. (All scope certificates only be issued after approval of Preview of Scope OCO/QM & then by operator)

Issuance of TC : If all required documents are in order, either same day of receipt of application or next working day positively.


(Madhu Sudan Sharma)
Director