

# Certification Process

## STEP 01



### Receive Application

#### ✓ **Endorsement Letter**

From municipal/city local technical committee for organic agriculture (LTC OA) or Office of local chief executive (LCE) or municipal/city council for agriculture

#### ✓ **Mayors Permit**

Certified True Copy and must be from the area where the PGS group is predominantly located

#### ✓ **Application Form**

Fully Accomplished and signed by an authorized representative of the PGS group

#### ✓ **Organic Management Plan**

Each member must submit a copy of their own OMP

#### ✓ **Farm Profile & Map**

Each member of the Core PGS group must submit a copy of their Farm Profile and Farm Map



## STEP 02



### Technical Review

Review by the Accreditation Section of Organic Agriculture Division (OAD-AS)

## STEP 03



### Prepare for Inspection

Assigning of Inspector/s and preparing of an inspection plan

Coordinate with DA Regional Field Office – Regulatory Division

Notifying the applicant about the schedule of inspection at least three (3) working days prior to its actual conduct.



## STEP 04



### Conduct of Inspection

Verifying of compliance of the applicant with the applicable PNS for Organic Agriculture

Collecting of samples including plant and plant parts, soil, water, and products for laboratory analysis

#### ✓ **Objective Evidence**

Physical evidence supporting the existence or veracity of something and may be obtained through observation, measurement, test, or other means.

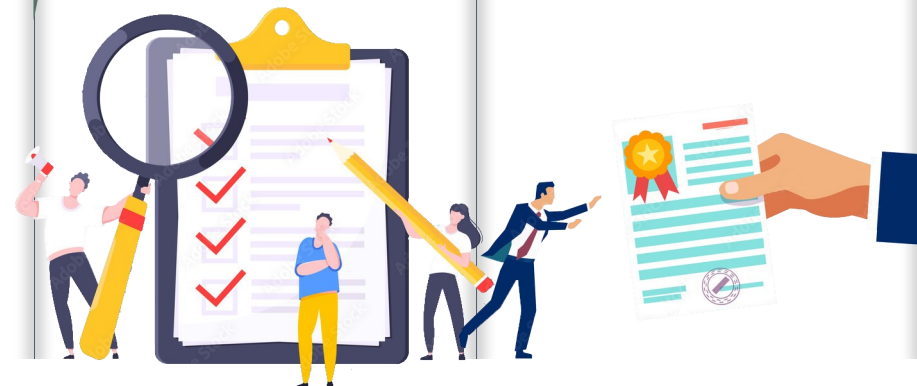
## STEP 05



### Decision Making

OAD - Accreditation Section to deliberate on the recommendation/s

In case of positive recommendation, the OAD-AS shall submit the draft Certificate of Compliance to BAFS Director



## STEP 06



### Issuance of Certificate Of Compliance

a certificate issued by BAFS to the five (5) core PGS group members as evidence of their compliance with the applicable current Philippine National Standard (PNS) for organic agriculture for purposes of accreditation as OCB.

The Certificate of Compliance has a validity of one (1) year. Valid ONLY as a prerequisite for the accreditation process.

## CERTIFICATION

- a procedure by which a government agency or an OCB provides written or equivalent assurance that farms, or production and processing systems conform to relevant PNS on organic agriculture.
- provides written or equivalent assurance that farms, or production, or processing systems conform to relevant PNS on OA

### Why CERTIFICATION is needed


- ✓ To ensure that the group practices OA based on the PNS OA
- ✓ Members are compliant
- ✓ They will serve as a role models, and will conduct the peer review process for the rest of the members

### What if there are non-compliances (NCs) found during the inspection?

Non-fulfillment or failure to meet a requirement of applicable PNS relevant to organic agriculture

- ✓ Applicant must submit CCAP within 5 WD after receipt of the results of the inspection
- ✓ Implementation of CCAP to be monitored until all NCs are resolved

## CCAP SAMPLE

	BUREAU OF AGRICULTURE AND FISHERIES STANDARDS Organic Agriculture Division Participatory Guarantee System Certification CORRECTION AND CORRECTIVE ACTION PLAN	Revision	0
		Effectivity Date	
		Page	Page 1 of 1
<b>PART I. Findings. To be filled out by authorized BAFS inspector:</b>			
Name of Inspector:		Standard / Criteria clause no.:	Date:
			Report No.:
Details of Findings: <input type="checkbox"/> Major Nonconformity <input type="checkbox"/> Minor Nonconformity <input type="checkbox"/> Observation			
*Use additional sheet/s, if necessary.			
Inspector:		PGS Group Representative:	
Signature Over		Signature Over	
Printed Name:		Printed Name:	
Date:		Date:	
<b>PART II. Correction and Corrective Actions. To be filled up by applicant:</b>			
(1) Root Cause/s:		(2) Correction/s:	
(3) Corrective Action/s to be taken*:			
*Attach documentary evidence of actions when applicable.			
To be filled out by BAFS			
Details of Validation:		Resolved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Use additional sheet/s, if necessary.			
Validated by:		Date:	
Follow-up Comments:			
Assessor:		Date:	

- ✓ The Audit Team shall prepare the audit report within five (5) working days upon verification of the implementation of the CCAP.



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# CERTIFICATION: ORGANIC AGRICULTURE PARTICIPATORY GUARANTEE SYSTEM CORE GROUP

SOURCE :  
 PGS Manual, Bureau of Agriculture and Fisheries Standards