



**APPLICATION FORM &  
APPLICATION REVIEW FORM FOR  
PROCESSOR & TRADER**

Doc No:  
EG\_AF\_5.3

Sr. No.	PARTICULARS	APPLICATION REVIEW CHECK
1.	Name of applicant:	
2.	Name of the Processing/trading unit:	
3.	Communication address:	
4.	Physical address of Processing/trading unit	
5.	Tel.no.: Alternative Tel. no: Email Id: Fax no :	
6.	What is the processing capacity of the plant/ Trading Capacity of the unit in MT/day :	
7.	No of People employed: Technical <input type="checkbox"/> Non-Technical <input type="checkbox"/>	
8.	Scope of Certification:	
9.	Certification in accordance with: <input checked="" type="checkbox"/> <b>Eko-Guarantee Non-GM Standards</b>	
10.	Details of the FSSAI license given to the unit:	
11.	FSSAI License number of the unit:	
12.	Name of the ware house where products are stored: Own <input type="checkbox"/> Leased <input type="checkbox"/>	
13.	Address of the Ware house:	
14.	Validity of the license:	



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15.	The handling unit contain both GM and NON-GM products : Yes <input type="checkbox"/> No <input type="checkbox"/>	
16.	Are there any Subcontracted processing units? If Yes, Provide the physical address of the subcontracted units:	
17.	Information for subcontracted units: License number: Validity of License: Processing capacity of the subcontracted units in MT/DAY:	
18.	List the Processed Products/ trading products requested for certification:	
19.	Are the products single ingredient products or multi-ingredient products?	
20.	Name the Equipments available at the processing/ trading unit along with their capacity/ day:	
21.	Are you aware of Non GM standards: Yes <input type="checkbox"/> No <input type="checkbox"/>	
22.	Have you applied for NON-GM certification earlier? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enclose the relevant details: - <ul style="list-style-type: none"><li>• Name of the Certification Body.</li><li>• Copy of noncompliance notification.</li><li>• Corrective actions taken with evidence.</li><li>• If your application is denied notification of denial of certification</li></ul>	



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23.	Quality control Labs: (In case of outsourced testing lab has to be NABL accredited) Internal <input type="checkbox"/>  Outsourced Testing <input type="checkbox"/>	
24.	Internal Audit Yes <input type="checkbox"/> No <input type="checkbox"/>  If Yes, who is the authorized person responsible for it?	

25.	Give the list of your Non-GM suppliers with their names, product supplied and contact address:			
	Name of the raw material	Supplier name & contact details	Certification details	

26.	Are using any gm produced substances: Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes give the list of substances and where they are using.	
27.	The handling unit contain both GM and Non GM system: Yes <input type="checkbox"/> No <input type="checkbox"/>	
28.	If you have both GM and Non GM handling system do you have separate storage facilities: Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	



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29.	What methods are employed to clean your unit:	
30.	How are pests controlled in your storage area?	
31.	Do you sub-contract any steps to other companies/individuals Yes <input type="checkbox"/> No <input type="checkbox"/> If yes indicate the activity. a) b) c)	
32.	Is documentation available for all activities like purchases, sales, and stock transfer? (E.g. Dc's, Bills) Yes <input type="checkbox"/> No <input type="checkbox"/>	
33.	Required documents: 1. Legal Documents, 2. List of suppliers, 3. List of products with process, 4. List of Equipments, 4. In case of any Imports Certificate of Inspection, 5. Staff Details.	
34.	Information on season of processing/harvesting/trading	
35.	Detail of consultant you have used for developing the required management system documentation	
36.	Details of Transactions	
Availability of required inputs/ products and process at the time of audit, sampling & testing is necessary. audit will be rescheduled in case Eko-guarantee observe any lag during initial audit		

**Declaration of the responsible person:**

I declare that

- All on form supplied to Eko-Guarantee is true.
- I shall be aware of the NON-GM standards required for certification.



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- I agree to be sanctioned by Eko-Guarantee, in case I violate the standards.
- I shall inform Eko-Guarantee of any major changes in the system or change in supplies, products etc., I shall release any of the changed product only after the certification body has notified me.

Signature of the applicant

Date:

**FOR EKO-GUARANTEE USE ONLY:**

APPLICATION REVIEWER COMMENTS	

<b>Conflict of interest (If "YES"- whether resolved; if "Not resolved" - Communication of rejection of application)</b>	
Nature of conflict	
Whether resolved	
If not resolved communicate rejection to the client	



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<b>EKO GUARANTEE has prior certification experience or not (Justification to undertake Certification)</b>	<b>Remarks</b>
Has prior certification experience Yes/No	
No prior certification experience - Similar Certification / Expert staff for certification	
Neither of the above - Application Returned/ Reason for taking up the certification assignment	
Scope of work depending upon high risk / medium risk / low risk	

(After above points are satisfied, competent Resource Availability will be identified, allocated and communicated)

<b>Resource Availability and Authorization</b>	<b>Competence / Authorization</b>
Competent resource availability	
Qualification	
Audit Experience	
Authorized person for audit/inspection	

**Signature of Reviewer**  
**Date:**