PGS
PARTICIPATORY GUARANTEE SYSTEM
OF ORGANIC PRODUCTS
OPERATIONAL MANUAL for PRODUCERS
2009
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Welcome

We are pleased to present to you the first Operational Manual for Producers of the Participatory Guarantee System (PGS) developed under the ADDA - VNFU Organic Project. This manual is the result of a series of workshops and field tests that were carried out during 2008 and early 2009 by committed producers, traders, consumers and supporting organisations that have an interest in developing organic agriculture. Although the idea of a PGS was firstly developed in other countries (for example, Brazil, New Zealand, India, USA), our PGS is strongly based on the local situation and specific conditions of farmers and consumers in the northern part of Vietnam.

The Ministry of Agriculture and Rural Development (MARD) issued National Basic Standards for Organic Products in Vietnam in December 2006 and in building our PGS we have taken these MARD standards to guide the organic production focus of our standards. However, detailed procedures for the certification of organic products are not described and thus, in that way, our PGS is filling a gap felt by many stakeholders in the organic sector, not only the consumers but farmers and traders as well.

Many organisations and individuals have contributed to the development of this PGS and most have joined the PGS network. The list of founding members of the PGS can be found on the PGS website (https://sites.google.com/site/pgsvietnam/).

The development of this PGS was technically supported by Mr Chris May, chairperson of the IFOAM PGS Task Force, and Mr. Koen den Braber, ADDA Technical Advisor. The project was funded as an activity of the ADDA-VNFU Organic Agriculture Project.

Koen den Braber
Technical Advisor
Organic Agriculture Project
February 2009
1. What is a PGS?

People buying organic products are often concerned whether the product they want to buy has actually been produced according to organic standards. They can rely on an external agency (either private or government) to provide that guarantee or rely on the network of people and organisations involved in the production, distribution and consumption/use of the organic product for guaranteeing the organic quality of the product. A guarantee system based on the involvement of people/organisations directly involved in the organic supply chain is called a PGS (Participatory Guarantee System).

Currently, there are dozens of Participatory Guarantee Systems serving farmers and consumers around the world, from western countries such as New Zealand and the USA, to Asian countries, such as India and Thailand, and Latin American countries, such as Brazil and Peru. In all these countries, PGS are created by the very farmers and consumers that they serve. Of course, the PGS in these countries vary in details of methodology and process because they are adapted and specific to the local conditions (communities, geographies, politics and markets). However, the different PGS are quite consistent in their core principles.

PGS share a common goal with certification by external agencies in providing a credible guarantee for consumers seeking organic produce. The difference lies in the approach: the PGS encourage or even require direct participation of farmers and consumers in the certification process. Direct involvement enables PGS programs to have less paperwork and record keeping, which is important for including small farmers into an organic production system and for keeping the costs of certification low.

In 2004, the International Federation of Organic Agricultural Movements (IFOAM) adopted the PGS as a valuable guarantee system for organic products particularly for local markets. IFOAM then set up a Task Force to develop the PGS approach in further detail. With the assistance of members of this Task Force the ADDA-VNFU organic agriculture project introduced the idea of the PGS to a range of producers, traders and consumers it was working with as well as to some interested researchers and (local) NGOs. These stakeholders in October 2008 agreed to adopt the PGS as their guarantee system for organic products.

This Operational Manual for Producers 2009 presents the PGS standards, procedures for farmers to register with the PGS as well as the methodologies for inspection and approval. Specific standards and registration and certification procedures for traders, shops, processors, etc. are presented in a separate manual ("Operational Manual for Traders").
2. **General Principles and Values**

Consumers are very concerned about the health of their family. They see the benefits of organic products and are willing to support farmers who produce organic food by paying a higher price for their products. However, they want to have the assurance that the product they buy is really organic and does not contain any toxic chemicals or unhealthy additives. Farmers, on the other hand, want to market their organic products, which will allow them a fair profit for their efforts to produce a more healthy product and create a healthier environment. But they are concerned where to find the consumers willing to buy their organic products. The value of the PGS lies in addressing both issues: it provides a credible assurance to the consumers that the product is produced according to standards that they find important and, through the PGS process, it builds the links between consumers and farmers in a direct way.

In working together our group in Vietnam identified a number of common values:

- **Mutual trust** is the foundation of our PGS. It comes from the idea that farmers, consumers, traders, technicians, etc. carry out their actions in a responsible and trustful way and are able to do their job and have the necessary conditions to demonstrate and to improve the quality of the organic products. The PGS reflects each community's capacity to demonstrate this trust through the application of their different social and cultural control mechanisms, providing the necessary oversight to ensure the organic integrity of their organic farmers. These are integral to the certification process.

- **Transparency.** All stakeholders, including farmers, must be aware of exactly how the guarantee mechanism works and how decisions are made. This does not mean that every detail is known by everyone but rather that everyone has a basic understanding of how the system functions. For example:
  - People should be aware about the criteria of how a decision on certification is made, especially the reason why some farms cannot be certified.
  - Written documents are available about the PGS and
  - These documents are available to all interested parties.
  - But private and commercially sensitive information that is gathered during the operation of a PGS must be kept confidential.

- **Cooperation and co-responsibility.** The PGS cannot function without the full cooperation between the members. In the PGS the different levels have their own, clearly defined responsibilities and all levels and all stakeholders share in the responsibility of operating the PGS.

- **Development.** By participating in the PGS, different stakeholders will develop their own capacity to plan and manage their specific activities. Since decision-making is decentralized, there is an emphasis on active capacity building and support among the PGS members.

- **Healthy food → Healthy life.** One of the main things that the PGS participants share is their belief in healthy food as a way to have a healthy life. PGS farmers are committed to producing healthy organic food, which reaches the interested consumers either directly or through committed traders that are also part of the PGS.

- **Awareness of "rural life".** By bringing consumers and producers closer together the PGS will also create better awareness of "rural life" and the conditions / difficulties of the farmers.
3. **PGS as a Reliable Method for Quality Assurance**

Many people ask questions whether a PGS, that relies heavily on peer evaluation within the Local Groups, is reliable enough as an organic guarantee.

To answer this question it is important to acknowledge that no system of certification or quality assurance is perfect: not only because it is impossible for practical reasons to fully analyse all food produced in every situation, but also because even the most sophisticated analyses of chemical residues can never assure for 100% that there were no residues in the sample (we call this "margin of error").

The PGS approach to quality assurance begins by looking at the primary factors behind most non-compliant actions. These include:

- a lack of understanding about organic rules and
- a lack of knowledge of organic techniques to solve specific production problems by organic methods.

PGS programs address these two factors in a variety of ways, but in general they are based on guided peer support and mutual knowledge building.

In addition PGS programs make use of social control, which is effective only when local stakeholders have ownership and a direct hand in the certification mechanisms (as opposed to being answerable to an external authority.)

**How can farmers and family members demonstrate compliance?**

1. Through **being interested in organic farming** as such (and not just for the money)

2. Through **making sure that they understand the organic standards**

3. Through **commitment** (through a "pledge")
   - At the individual level
   - And at the group level

4. Through **peer review** (cross-checking)
   - Informally through daily observations of each other’s farming practices ("peer pressure") and
   - Formally through a documented review process.

5. Through **sharing and assisting each other in problem solving** (being pro-active)
   - For example, when a pest problem is identified, in an early stage, farmers could discuss together how to solve the problem by organic means and this would avoid the situation that a farmer sees no suitable organic options and thus decides to use a chemical spray.

However, participants in our PGS agree that it would be good that outsiders are also involved in the inspections (checks). In this way consumers could have additional confidence in the PGS.
4. Structure of the PGS

The PGS has a simple structure consisting of a number of "units", each having its own roles and responsibilities as illustrated in the following figure and the text below.

1. The individual farm family
To join a producer group the farmers contact the producer group leader in their area.

The main roles and responsibilities of the farmers and their families include:
- Learn the principles and methods of organic farming
- Actively participate in all activities, e.g., group meetings, training activities, inspections, etc
- Learn the PGS standards
- Fill in the Farm Management Plan (FMP) and update it regularly
- Make the pledge (and strictly follow the pledge)
- Provide the organic products and ensure their quality
- Encourage and help other farmers to join the PGS

2. The Producer Group
A producer group consists of at least 5 individual farmers who live in close proximity.

The Producer Groups will:
- Provide support to the members (e.g., on production and bookkeeping)
- Collect farmer members' pledges and to make sure that the members understand the PGS standards
- Make the production plan for the group and to promote the group's products
- Conduct the regular peer review (inspection visits) of all the groups members
- Motivate the group members to achieve goals and objectives of the group
- Ensure equality and avoid conflict of interest between the members
3. **The Inter-Group**

An Inter-Group covers a number of Producer Groups in a particular area. The members include the heads of all Producer Group as well as some outsiders such as consumers, traders, local officials, farmer-trainers or NGO staff, working in the Inter-Group area.

The roles and responsibilities of the Inter-Group are:

- To serve as the local contact point for organic agriculture and the PGS
- To coordinate the process for farmers completing the FMP's and pledges and to make sure that the members understand the PGS standards
- Keep a database of members and their organic status and production activities that is updated each year
- To coordinate the peer review process
- To audit the peer review process for each Producer Group
- To check the peer review documentation and follow up as required
- To take the decisions on certification
- To take action on fraud and non-compliance
- To coordinate the production plans for all Producer Group within the Inter-Group and to promote the Inter-Group's products
- To motivate the Inter-Group members to achieve goals and objectives of the Inter-Group
- To ensure there is no conflict of interest between the members
- To report annually to the PGS Coordination Group as required

4. **The PGS Coordination Group**

The PGS Coordination Group is responsible for big issues that are common to the Inter-Groups as a whole. The members of the Coordination Group are volunteers who are selected for their technical competence at the PGS annual member’s meeting.

Roles and responsibilities of the Coordination Group include:

- Protect the interests of the Inter-Groups, farmers and the PGS
- Maintain and update the PGS organic standards and approve the farm inputs guidelines for inspections and sanctions
- Receive applications from new Producer Groups and allocate these to the appropriate Inter-Group
- Assist Producer Groups and Inter-Groups to improve their systems and procedures
- Coordinate the random pesticide sampling at farm and shop level.
- Receive information/reports from the Inter-Groups
- Issue certificates
- Promoting PGS organic products.
- Responsible for the management of the PGS seal (trademark)
- Report to higher levels and local groups
- Promotions and contact with mass media
5. How to form a Producer Group

Setting up a Producer Group:

- Any farmer can take the initiative to form a "Producer Group" of organic farmers.

  The Local Group should have at least **FIVE** farmer members. It must also be "local", i.e. the members must know each other and each other's farms.

- Members of each Producer Group will all have similar farming systems.

- To form the group the farmers must complete and send the Producer Group Registration Form to the PGS Coordination Group.

  Important information in the form includes the name of the group, the correspondence address and telephone number and the name of the head of the group.

- The Coordination Group allocates the Producer Group to the appropriate Inter-Group. The head of the Inter-Group will communicate directly with the Producer Group. This will begin the process of training the farmers in PGS Organic Standards and completing the Pledge.

- The Producer Group will ensure that all members doing organic farming and/or processing take the organic farmer's pledge and read and study the PGS basic documents provided.

Functioning of the Producer Group:

- The Producer Group adopts their own group rules and regulations using the TEMPLATE provided by the Inter-Group. These should be discussed and agreed upon by all members at their first meeting and then written up. A copy of these rules and regulations should be sent to the Coordination Group who will verify that there is no conflict between these rules and the general PGS rules (as documented in the PGS Operational Manual).

- The Producer Group will have a documented organisational structure and procedures, with transparent decision-making and processes for the election of officers. The Producer Group meetings will be conducted in a formal way with minutes recorded in a notebook. Each Producer Group will have a filing system with a number of key documents (see for details Annex 3 to this Manual). The Coordination Group may ask to check these documents to assure that the Producer Group operates as required. Failure to operate as required may lead to suspension of the Producers Group's registration and a withdrawal of the farmer's right to use their PGS certificates.

- The Producer Group is responsible for ensuring all its members attend training sessions organised through the Inter-Group and that they complete the required documentation. The PGS Coordination Group may provide assistance to organize the training.

- A Producer Group also serves to assist the members in developing linkages with the market. The Producer Group can also have its own logo and slogan and build its own trademark. However, in doing so they must comply with the general rules for the use of the PGS mark. (See Chapter 13 for more details.)
6. **How to Form an Inter-Group**

The responsibility for establishing an Inter-Group rests with the Coordination Group. Once a request has been received by the Coordination Group from farmers or a Producer Group the process of establishing an Inter-Group will begin.

The Inter-Group members will include the heads of all Producer Groups that are member of the Inter-Group as well as non-farmer members, such as staff from NGOs, traders or consumer organisations or from local organisations such as the Farmer Union. (These NGOs, traders and consumer organisations should themselves also register as member of the PGS!)

The non-farmer members should contribute to the Inter-Group in terms of writing up reports, maintaining records and participate in the inspection and decision making work. They should commit themselves to being a member of the Inter-Groups for a period of at least two years.

The Inter-Group will select from its members a Management Team that will be responsible for the general operation of the Inter-Group.

With regards to the certification process the Inter-Group should select:

- A Certification Committee (the number of members is up to the Inter-Group but it should consist of both farmer and non-farmer members)
- A Certification Manager

The role of the Certification Committee is to review the inspection reports sent in by the Producer Groups, to decide on the certification status of the farmers and to handle and follow up on non-compliance issues and sanctions.

The Certification Manager will:

- Coordinate of Certification Committee.
- Manage the certification process to enable the Producer’s certificate to be issued.
- Respond to queries regarding inputs allowed under the PGS.
- Make the schedule and arrange with the heads of the Producer Group the Producer Group peer reviews.
- Screen all Peer Review reports (“PGS Group Inspection Checklist”).
- Communicate with the Coordination Group on all matter related to the peer reviews and certification, including non-compliance issues, sanctions, random inspection, residue tests.

More details on this position are given in Annex 8 (Certification Manager Job Description).

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7. **PGS Coordination Group**

The Coordination Group will consist of five volunteers from the different members of the PGS. The Annual General Meeting (AGM) of PGS members will appoint the Coordination Group.

Group members will be appointed for a period of two years. All efforts will be made to ensure that the membership of the Coordination Group have the technical competencies to complete the responsibilities required.
The Coordination Group will appoint an administrator. This person will be responsible for maintaining the PGS database, issuing certificates and be the contact person for the PGS and the Coordination Group. (For the time being, ADDA project staff will take this responsibility.)

The Coordination Group will also appoint a Standards Committee that will review the organic standards and approve farm inputs. Changes to the Organic Standards will be a presented to the PGS AGM for approval. Members of the Standards Committee could be persons from outside the Coordination Group or even from outside the PGS member organisations, e.g., a specialist from MARD or a University.

The Coordination Group has the responsibility for the overall governance of the PGS particularly with regards to the integrity of the system and the PGS standards. While the Inter-Groups are responsible for the day-to-day activities of their groups, there are some things that require a higher level of technical expertise and management.

In order to protect the PGS seal the Coordination Group will have the right to check the internal workings of both the Producer and Inter-Groups should this be required. They will also issue the certificates and have the right to withhold certification.

An important task of the Coordination Group is to maintain the PGS database that includes:

- Basic information of each Producer Group (date established, list of members, etc)
- Detailed information on certification status for each producer
- Copy of certification decisions for each farmer from the Inter-Groups (so certificates can be issued)
- Record of non-compliances and actions taken
8. Steps in the PGS Organic Guarantee Process

Certification is open to farmer groups. There is a separate system under the PGS for managing the organic integrity of the certified products along the whole value chain to include processors, traders and retailers. This system is managed by the Coordination Group and is described in a separate document "PGS certification for non-farmer operators". Obtaining certification also allows the use to the PGS seal.

The general process for obtaining PGS certification for farmers is as follows:

**Step 1:** Individual farmer contacts a Producer Group to join. The farmer must attend training on the PGS organic standards and then sign a Farmer's Pledge (see Annex 5) that s/he is willing to follow these standards and the PGS certification procedures. Together with the pledge the farmer will also complete and submit to the Inter-Group a Farm Management Plan (FMP) where they are held on file. The FMP is given in Annex 6.

**Step 2:** The Inter-Group will verify that the FMP is completed sufficiently and then will inform the Producer Group to carry out the peer review.
**Step 3:** The farmer and the farm are inspected by other members of their Producer Group. A minimum of three ‘peer inspectors’ is required to be at the inspection (but groups may specify more) - the inspectors must be present at the inspection and they all sign the inspection checklist form.

To ensure consistency among the inspections, the PGS group inspection checklist must to be used. This Checklist is given in **Annex 7**.

Inspections include both physical checks of the farm (fields, storage, processing area, farm house, etc.) and a review of the documentation the farmer is required to keep. The PGS Peer Inspectors Manual gives more information on the inspection process.

Questions will be asked to test that the farmer understands the PGS organic standards s/he is agreeing to.

During the inspection soil and water samples will be taken by the inspectors. A farmer will be exempted from such tests if s/he already has had tests done in last 12 months or if the farmer has a Safe Vegetable Certificate.

One of the inspectors will be responsible for asking the questions in the Peer Inspection Checklist and at the end of the inspection, this inspector will read the inspection report to the farmer and any comments by the farmer will be added to the report. The report will then be signed by the farmer and all inspectors present during the inspection.

**Step 4:** Based on the Inspection Checklist reports and other reports (e.g., the soil and water tests), as well as a check on the Farmer Pledges and FMP’s the decision is made by the Inter-Group Certification Committee on the certification status of the farm. The decision is sent to the Coordination Group including the actions required to address non-compliance issues. See **Section 13** for more details on this process.

**Step 5:** The Coordination Group enters summary information for each farmer into the database and sends a paper certificate to the farmer that is valid for 1 year from the date of the inspection visit to the farm. Each farmer's certificate has an individual identification number (ID number) that includes codes for both the farmer and the Inter-Group.

**Step 6:** Farms will be re-inspected each year. The Inter Group Certification Manager will manage the re-inspection process. Prior to the inspection the farmers will update their FMP and check their records (inputs used and sales).

**Step 7:** The inspection, decision-making and approval process follows steps 3-5 shown above.

**Residue testing**

A small percentage of farms will be randomly selected for pesticide residue testing on the crops grown.

Pesticide residue testing is managed by the Coordination Group but it is the Inter-Group responsibility to take actions if required.
Step 8: Each year, the Inter-Group Certification Manager will randomly select 10% of the inspection reports and Inter-Group members will re-inspect these farms and report their conclusions to the Inter-Group certification committee on the Re-inspection Checklist. The Certification Committee considers these reports and takes a decision to confirm or change the certification status of the farmer. The farms re-inspected are marked in the database.

9. The PGS Standards

The Ministry of Agriculture and Rural Development (MARD) issued National Basic Standards for Organic Products in December 2006. Being Basic Standards the MARD standards cannot be used directly for the inspection and certification of organic operations. They are used to provide the baseline or minimum standard for inspection and certification organisations in the local market in Viet Nam.

Therefore the PGS has taken these MARD standards to guide the development of our PGS standards.

The PGS Organic Standards are presented as 22 "rules" and can be found in Annex 1 of this Manual. A copy of the full MARD standards (in Vietnamese) can be obtained from the PGS Coordinating Group.

10. Documents and Templates

The following is a list of all documents and templates used in the PGS. Documents relevant to the farmers, producer groups and Inter-Groups are given in the Annexes to this Manual. Other documents are available directly from the PGS Coordination Group.

- PGS Operational Manual for Producers (this document)
- PGS Organic Standards (Annex 1)
- List of Improved Inputs for Organic Production (Annex 2)
- Local Group Registration Form (Annex 4)
- Farmer’s Pledge (Annex 5)
- Farm Management Plan (FMP) (Annex 6)
- Group Inspection Checklist (Report) (Annex 7)
- Certification Manager Job Description (Annex 8)
- Producer Group – Template for Group Rules and Regulations
- Database Template
- Certificate
- PGS Logo / Seal

11. Group Inspection Procedures (Peer review)

This section summarizes the main points in the PGS Groups Inspection process. The PGS Peer Inspectors Manual gives more information on the inspection process.
Number of inspection visits by Producer Group members

Within a year, each farm will be inspected at least two times with the possibility of other unannounced visits. All organic plots on a farm shall be visited at least two times and all conventional plots at least one time.

Processing units, traders, retailers, etc. shall also be inspected at least twice a year.

Timing of group inspection visits

The inspection visits shall be conducted at times when the crops to be certified are still in the field. An important consideration for timing the inspections is to choose a time during which there is an increased risk that problems to comply with the organic standards will occur. This could be, for example, to visit at a time when pest and/or disease levels are high and there could be the risk that the farmer will apply some non-approved substance to control the pest or disease. Or, at this time many non-organic neighbouring farmers could spray pesticides and contaminate the organic farm if the border crop and/or buffer zone are not sufficient.

Procedures for arranging the inspection visit

- The Inter-Group Certification Manager will make the general inspection schedule for the inspection visits (send forms, etc).
- The Producer Group Leader will ensure the farmer inspectors have forms and the inspection schedule.
- Farmer inspectors will not inspect their own farm, even if a family member is the main person taking care of the farm.
- The Producer Group leader will arrange directly with the farmers the time and date for the inspection.

- For each inspection one farmer inspector will take the role of ‘head’ inspector and then lead the process (explaining to the farmer what will happen in the inspection; asking the key questions and completing the Internal Inspection Checklist). The role of ‘head’ inspector should rotate among the members of the inspection team. This is important so that they can all get experience in leading the inspection process.

- Once the inspections are completed the Internal Inspection Checklists are given to the Producer Group Leader.
- The Producer Group Leader is responsible for making sure all the farm inspections are completed and that the inspection documents reach the Inter-Group Certification Manager within three (03) days after the inspection visit.

- If it is decided that the inspection will be unannounced, then the Inter-Group inspector(s) will make the visit without informing the farmer in advance.

- When soil and water samples are taken they should be clearly marked with the farmer’s ID, date taken and the location marked on the farm map to show where the sample was taken from.

Preparation for the inspection visit

The farmer inspectors will ensure they get from the Producer Group Leader the following documents and forms before they go to the field:
A copy of the Up to Date Farm Management Plan (FMP) including maps, of the farmer to be inspected
A copy of Up to Date production data for the farmer to be inspected
Previous reports and copies of non-compliances and sanctions taken against the farmer
A Copy of the PGS Organic Standards
Group Inspection Checklist
In the first year the inspector will also take plastic bags for soil samples and bottles for water samples (with a label or marker pen for the bags).

**Monitoring in the Field**
The inspection of farms should include:

- Interview with the farmer; check the accuracy of the information provided such as the details on the FMP and maps, etc.; check on previous conditions and recommendations from the Inter-Group.
- Check farm records such as receipts for sale of organic products.
- Visit each organic field shown in the FMP to check to see that they comply with the standards and that there are no problems with neighbours using chemicals. Include a check of on-farm buildings and all non-organic fields (if scheduled).
- Review the information recorded at the inspection with the farmer and record additional information and comments as necessary.

**Reporting**
During the inspection visit, the ‘head’ inspector will fill out the PGS Group Inspection Checklist. This form MUST be completed during the inspection so that any missing information can be obtained immediately. After completing the Checklist, the contents should be presented to the farmer inspected and, if the farmer does not agree with certain findings, this should be added to the form.

Both the inspectors and the farmer sign the form.

The signed Internal Inspection Checklist will be returned to the head of the Inter-Group within three (03) days after the inspection visit. The Certification Manager from of the Inter-Group will collect all inspection reports, verify that all information has been filled in and facilitate the decision-making process.

**12. Inspectors**

All inspectors working in any of the Producer Groups and Inter-Groups under the PGS must complete an inspectors training and also participate in any follow up activity organised by the PGS. The Coordination Group shall coordinate the inspectors training as well as the follow up activities.

The Producer Groups and Inter-Groups will be responsible for selecting inspectors from within their membership. All inspectors should submit their CV to the Coordination Group through their Inter-Group.
13. Decision making and reporting

The Inter-Group Certification Committee will determine if a particular farmer member will be given certification or not. Certification Committee meetings will be convened as required, ideally shortly after the inspections have been conducted and the paperwork processed by the Certification Manager.

Approval and decision making options

The Certification Committee could decide on a particular inspection visit in the following ways:

- **Not approved:** The farmer does not comply with key standards that directly threaten the integrity of the organic production. For example, the farmer has parallel production.
- **Approved, without conditions:** The farmer is approved without any corrective actions (conditions) required.
- **Approved, but with conditions:** The farmer is approved but with corrective actions (conditions) to improve aspects of his or her farm management.

Conditions given to the farmer should be specific and there should be a deadline before which the condition should have been addressed.

Recording of the certification decisions

The Certification Manager will record all certification decisions taken and provide a summary report to the Coordination Group that includes the decisions taken along with any non-compliance issues and conditions. The decisions shall be kept in the Inter-Group's filing system.

Follow up

After informing the producers, the Inter-Group will then:

- Follow-up on conditions as required;
- Once the conditions have been dealt with, the Inter-Group Certification Manager should ensure that information in the Inter-Group's file is updated and sent to the Coordination Group;
- When conditions are not acted upon by the farmer or Producer Group, then the Inter-Group in consultation with the Coordination Group will issue a sanction based on the PGS Catalogue of Sanctions.

The Coordination Group provides the Inter-Groups with non-compliance guidelines but cannot itself apply those guidelines to an individual farmer. ONLY the Inter-Group can sanction the farmers. The Coordination Group can only suspend the certification of the entire Inter-Group.

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**Non-compliance and role of Coordination Group**

For non-compliance by the Inter-Group or Producer Group the Coordinating Committee can take various actions depending on the level of non-compliance.

One example - if the Coordinating Group has a concern about a certain farmer (because of a positive random pesticide test result) but the Inter-Group continues to list this farmer as Certified Organic with no sanctions and no explanation documented. In this case, the Coordinating Group may rightly be concerned and withhold or withdraw the certificate of all farmers in the Producer Group until the problem is resolved.
Violation of Standards (Catalogue of Sanctions)

<table>
<thead>
<tr>
<th>Sanction</th>
<th>Situation when sanction applied</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Written warning</strong></td>
<td>■ Minor deficiencies in record keeping.</td>
</tr>
<tr>
<td></td>
<td>■ Unsatisfactory production system.</td>
</tr>
<tr>
<td><strong>2. Penalty</strong></td>
<td>■ Minor violations of the standards or regulations.</td>
</tr>
<tr>
<td></td>
<td>■ Third time written warning for similar problem.</td>
</tr>
<tr>
<td></td>
<td>■ Not responding to approval conditions.</td>
</tr>
<tr>
<td></td>
<td>■ Major deficiencies in record keeping.</td>
</tr>
<tr>
<td><strong>3. Suspension</strong></td>
<td>■ Repeated minor violations of standards or regulations.</td>
</tr>
<tr>
<td></td>
<td>■ Clear violation of the standards or regulations not threatening the organic integrity of the product.</td>
</tr>
<tr>
<td><strong>4. Withdrawal of approval</strong></td>
<td>■ Clear violation of the standards threatening the organic integrity of the product eg: use of prohibited pesticides or synthetic fertilisers.</td>
</tr>
<tr>
<td><strong>5. Termination of participation</strong></td>
<td>■ Repeated violations leading to penalties, suspension or withdrawal of approval.</td>
</tr>
<tr>
<td></td>
<td>■ Obvious fraud.</td>
</tr>
<tr>
<td></td>
<td>■ Intentional obstruction of the inspection eg: denying inspector access.</td>
</tr>
<tr>
<td></td>
<td>■ Refusal to respond to written requests for additional information.</td>
</tr>
<tr>
<td></td>
<td>■ Parallel production of organic with conventional crops.</td>
</tr>
</tbody>
</table>

14. The PGS logo

The PGS logo is both the symbol of the PGS network and the certificate (“seal” or “mark”) put on the products of the PGS members that have passed through the PGS process.

As the logo of the PGS network it symbolizes the network as a whole and can be used by all its members on T-shirts, caps, publications, etc. As the PGS seal, its use is restricted to the organic products that come from certified properties.

The members of the PGS network must make an effort to educate the consumers about the PGS process as well as what the network label symbolizes: clarifying the difference between being a part of the PGS network and being certified by it.

Although the individual farmer is part of a GROUP certification process, the organic certificate and ID number is given to them individually. Unlike with Third Party group certification, there is...
no requirement in the PGS for the group to jointly sell their products. The farmer may sell to whomever they wish separately from the group. However, the farmer should always put his/her ID number on the packaging and show details of the sale on the invoice.

For sales that are not local or done by individual farmers, a system to maintain integrity through the supply chain requires that the code number for each Inter-Group appears on every bag/batch sold through these sales channels. This system will also give consumers more confidence and the possibility for immediate feedback about batches with problems.

The use of the PGS seal
When used as a seal, the PGS logo includes more information then when used as logo for the PGS network. This additional information needs to be added to be valid as PGS seal.

The following information is added:

**Inter-Group**
This shows the name and, if needed, the province of the Inter-Group. It is there to specifically encourage the consumer to buy as ‘local’ as possible and reduce their ‘food miles’ (i.e. the distance between production and consumption places).

**Farmer ID Number**
The Farmer ID Number is the unique identifier for each certified farmer. It consists of three parts:
1. The initials of the Inter-Group (for example, "TX" for Thanh Xuan)
2. The two first digits of the year the producer was registered by the PGS (for example, "09" for 2009).
3. The farmer's number within the Inter-Group (for example, "001").

The PGS seal can be used in different ways:
1. On packaging of PGS certified products
2. In the form of signs (boards) or banners at market stalls when loose products are sold.

However, in both cases the PGS seal can only be used when the products sold are covered by the PGS inspection scheme and when prior approval for the use of the seal has been obtained from the Coordination Group.

How to obtain permission for use of the PGS seal?
There are a few simple steps to make a request for the use of the PGS seal on the products:
1. The interested member sends in a request to the Coordination Group. This request can be made either by an individual or a group depending whether sales will be done individually or as a group. In case a group makes an application, names of group members and the responsible person shall be clearly indicated in the request. The application shall include a sample of design of the packaging or other material on which the seal will be used. *If the applicant also has its own seal or logo on the packaging then this seal or logo shall always be larger than the PGS seal.*
2. The Coordination Group will assess the application, including the sample design.
3. The Coordination Group will report to the applicant. This can be full approval or contain suggestions for modification.

4. The applicant sends to the Coordination Group the final design of the label or other material to be printed. In order to control the number of labels printed or other material produced, the quantity and which products will be labelled with the seal, must also be provided.
Annexes

1. PGS Organic Standards
2. List of Improved Inputs for Organic Production
3. Local Group records
4. Producer Group Registration Form
5. Farmer's Pledge
6. Farm Management Plan (FMP)
7. Group inspection checklist
8. Certification Manager Job Description
**PGS Organic Standards**

These standards are guided by the NATIONAL STANDARD FOR ORGANIC PRODUCTION AND PRODUCT PROCESSING (10TCN 602-2006) as issued by MARD on 30 Dec 2006.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Water used for organic farming should be clean (as per regulation TCVN 5942-1995)</td>
</tr>
<tr>
<td>2</td>
<td>Organic production sites should be sufficiently separated from polluting sources, such as industry, construction sites, main roads, ...</td>
</tr>
<tr>
<td>3</td>
<td>Chemical fertilizers are prohibited.</td>
</tr>
<tr>
<td>4</td>
<td>Chemical plant protection products are prohibited.</td>
</tr>
<tr>
<td>5</td>
<td>Synthetic hormones are prohibited.</td>
</tr>
<tr>
<td>6</td>
<td>Farm spray equipment used in conventional farming cannot be used for organic farming.</td>
</tr>
<tr>
<td>7</td>
<td>Farm tools used in conventional farming must be cleaned before use in organic farming.</td>
</tr>
<tr>
<td>8</td>
<td>Farmer must maintain records of all farm inputs.</td>
</tr>
<tr>
<td>9</td>
<td>Parallel production is not allowed: crops in organic fields must be different from crops in conventional fields.</td>
</tr>
<tr>
<td>10</td>
<td>If prohibited substances are used on adjacent fields, the organic field must have a buffer area to prevent chemical contamination. The organic crop must be at least one (01) metre from the buffer area.</td>
</tr>
<tr>
<td></td>
<td>If contamination is by air drift, then there shall be a crop grown to prevent spray contamination. The crop grown in the buffer area must be different from the organic crop. If contamination is by water, then there shall be an earth bund or drainage ditch to prevent contamination through runoff.</td>
</tr>
<tr>
<td>11</td>
<td>After an annual crop has been produced during its full cycle (from soil preparation to harvest) following these organic standards it can be sold as organic.</td>
</tr>
<tr>
<td>12</td>
<td>A perennial crop harvested after one full cycle from flowering to harvest following these organic standards can be sold as organic crop.</td>
</tr>
<tr>
<td>13</td>
<td>All farm inputs containing GMOs are prohibited.</td>
</tr>
<tr>
<td>14</td>
<td>If available, organic seed and plant material should be used. If not available, conventional seeds can be used but these seeds shall not be treated with prohibited pesticides before sowing.</td>
</tr>
<tr>
<td>15</td>
<td>Burning of stubble and straw is prohibited, except for traditional shifting cultivation.</td>
</tr>
<tr>
<td>16</td>
<td>The use of night soil is prohibited.</td>
</tr>
<tr>
<td>17</td>
<td>Animal manure from outside the farm must be hot composted.</td>
</tr>
<tr>
<td>18</td>
<td>Use of compost made from urban waste is prohibited.</td>
</tr>
<tr>
<td>19</td>
<td>Farmers must have measures to prevent top soil erosion and soil salination.</td>
</tr>
<tr>
<td>20</td>
<td>Bags and containers used for prohibited substances cannot be used for transporting and storing organic products.</td>
</tr>
<tr>
<td>21</td>
<td>Use of prohibited plant protection products in storage is prohibited.</td>
</tr>
<tr>
<td>22</td>
<td>Only inputs on the PGS approved inputs register are allowed.</td>
</tr>
</tbody>
</table>

*Version 1.2 (06-11-2008)*
# List of Improved Inputs for Organic Production

## PART 1: INPUTS FOR SOIL FERTILITY BUILDING

<table>
<thead>
<tr>
<th>Input</th>
<th>A/R</th>
<th>Details and conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal manures including: chicken; duck; pig; cow and buffalo; bat etc</td>
<td>R</td>
<td>The rule is that ALL animal manures are hot composted or aged until they are dry before they can be used. Chicken and other manure from commercial farms is not allowed. Farmers should collect manure from their own animals. Animal manures can be used (if composted or aged) from free range animals from outside their own farms.</td>
</tr>
<tr>
<td>Wood ash (from wood fires)</td>
<td>A</td>
<td>Ash from wood ONLY (not charcoal) can be used as a potassium (K) source. Best used in small amounts regularly as the K leaches quickly in wet soil. If stored it should be kept covered, as rain will quickly dissolve the potassium.</td>
</tr>
<tr>
<td>Compost</td>
<td>A</td>
<td>Inputs for compost making should be gathered on-farm. Inputs can be taken from outside the farm such as straw, rice husks, green material, animal manure and coffee skins. Hot Compost should have around 10 - 20% animal manure plus plant material and some straw or similar. The compost should heat up to &gt; 60 °C for 8-15 days and when it starts to cool turn and leave. Compost is ready when worms appear in the mix. EM (effective micro-organism) compost activators, including bokashi compost methods are permitted.</td>
</tr>
<tr>
<td>Fruit skins from processing plants</td>
<td>R</td>
<td>Should be composted and not applied directly to the soil.</td>
</tr>
<tr>
<td>Bio-fertiliser</td>
<td>R</td>
<td>Only products approved in ADDA PGS can be used. This includes Vietnamese ‘natural’ and bio-fertilisers. Peat based bio-fertilisers are prohibited.</td>
</tr>
<tr>
<td>Mineral fertilisers</td>
<td>A</td>
<td>Are permitted from approved sources - they must be organically certified or approved in the National Organic Standards or ADDA PGS. Example: mineral rock phosphate can be used but should be finely ground before it applied to the soil. Application rates depend on advice of ADDA technicians</td>
</tr>
<tr>
<td>Dolomite</td>
<td>A</td>
<td>Used as a soil amendment.</td>
</tr>
<tr>
<td>Lime</td>
<td>A</td>
<td>Used as a soil amendment.</td>
</tr>
<tr>
<td>Rice husks</td>
<td>A</td>
<td>Have no nutrient value but they can be used as mulch or in composting to help trap nutrients.</td>
</tr>
<tr>
<td>Input</td>
<td>A/R</td>
<td>Description and conditions</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>-----</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Rice straw</td>
<td>A</td>
<td>Can be added to compost or used as a mulch. If it was used for cattle bedding it should be hot composted before being used in fields.</td>
</tr>
<tr>
<td>EM (effective micro-organisms)</td>
<td>A</td>
<td>EM liquid is permitted and can be purchased at local stores.</td>
</tr>
<tr>
<td>Micro nutrients</td>
<td>R</td>
<td>Synthetic nutrients such as copper, cobalt, sulphate, selenium, boron, manganese, molybdenum, zinc, iodine, iron. Can be used when there is a clear sign that these are lacking in the plants and soil. Nitrate and chloride are not allowed.</td>
</tr>
<tr>
<td>Plant material (legumes) Examples - sesbania, erithryna, Arachis pintoi, gliracidia, pigeon pea.</td>
<td>A</td>
<td>Material (leaves and branches) from legumes gathered can be used as mulch around plants and in compost making. Best applied towards the end of the wet season.</td>
</tr>
<tr>
<td>Mushroom compost</td>
<td>R</td>
<td>Provided it has not been treated with fungicides to kill the spores it can be used.</td>
</tr>
<tr>
<td>Molasses</td>
<td>A</td>
<td>Used in composting green material as a microorganism food.</td>
</tr>
<tr>
<td>Worm casts and juice</td>
<td>A</td>
<td>Use directly to soil or as a liquid ‘fertiliser’ rates at 10 - 20 ltr water to 1 ltr juice.</td>
</tr>
</tbody>
</table>

**PART 2: INPUTS FOR PEST, DISEASE AND WEED MANAGEMENT**

<table>
<thead>
<tr>
<th>Input</th>
<th>A/ R</th>
<th>Description and conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Insect traps</td>
<td>A</td>
<td>There are various traps eg: sticky traps (with pheromone or glue/grease, light traps.</td>
</tr>
<tr>
<td>Sulphur</td>
<td>A</td>
<td>Used to control fungus but must be applied carefully, leaf burning can occur if weather too hot weather.</td>
</tr>
<tr>
<td>Copper</td>
<td>R</td>
<td>Fungus and bacteria control. There are various copper products. Care should be taken to avoid over spraying. Bordeaux mixture can be used (copper sulphate; burnt lime and water) for normal crops ratio of 40:40:4 and applied immediately. Can burn leaves.</td>
</tr>
<tr>
<td>Micro-organisms</td>
<td>A</td>
<td>Except GMO’s</td>
</tr>
<tr>
<td>Sodium bicarbonate</td>
<td>R</td>
<td>As a fungus control particularly mildews. Rate 5-10 grams to 1 litre water</td>
</tr>
<tr>
<td>Beneficial insects</td>
<td>A</td>
<td>Can be introduced for biological control.</td>
</tr>
<tr>
<td>Mineral oils</td>
<td>R</td>
<td>As insect controls usually applied with water at a rate of 1%</td>
</tr>
<tr>
<td><em>Bacillus thuringensis</em> (BT)</td>
<td>R</td>
<td>Except BT made from GMO's</td>
</tr>
<tr>
<td>Repellents</td>
<td>A</td>
<td>Citronella grass, lemon grass etc</td>
</tr>
<tr>
<td>Pyrethrum</td>
<td>R</td>
<td>Natural pyrethrum can be used for insect control. But will affect predators particularly in citrus.</td>
</tr>
<tr>
<td>Product</td>
<td>Status</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Pheromones</td>
<td>A</td>
<td>Used to attract pest insects, usually contained in traps.</td>
</tr>
<tr>
<td>Tobacco</td>
<td>R</td>
<td>Tobacco tea is allowed for insect control and soaking seeds before planting. Pure nicotine is prohibited as it is highly toxic to warm blooded animals (LD50=55).</td>
</tr>
<tr>
<td>Derris spp</td>
<td>R</td>
<td>Less toxic than tobacco but can irritate the skin. Controls beetles, insects and flies. LD50=132. When used on leafy vegetables there must be a least a 7 day withholding period before harvest. Should not be used near water as it is toxic to fish.</td>
</tr>
<tr>
<td>Sticking agents</td>
<td>A</td>
<td>Use soft soap</td>
</tr>
<tr>
<td>Botanical extracts</td>
<td></td>
<td>Used with caution as they may harm beneficial insects. Extracts from various plants usually soaked in water and used as a tea</td>
</tr>
<tr>
<td>Neem</td>
<td></td>
<td>Insect control (usually as a commercial liquid) but can be made from local sources.</td>
</tr>
<tr>
<td>Viruses</td>
<td></td>
<td>Must not be from GMO’s Can be used to control NPV virus etc</td>
</tr>
<tr>
<td>Liquid compost</td>
<td></td>
<td>Diluted liquid (1 litre compost juice to 10- 20 litres of water). Used to control fungus diseases and phytophthora.</td>
</tr>
<tr>
<td>Pyrethrin (extract from pyrethrum)</td>
<td>R</td>
<td>Storage areas only, must not come in contact with organic product</td>
</tr>
<tr>
<td>Weed control</td>
<td>R</td>
<td>All herbicides are prohibited. Mulching with plant material or plastic mulch is permitted.</td>
</tr>
</tbody>
</table>

A= allowed to be used  
R= restricted (must be approved by ADDA PGS before use)
Local Group Records

Every Producer Group and Inter-Group will maintain a number of documents in a file with relevant information about groups members and the certification process. These documents should be available for the inspection by the PGS Coordinating Group.

The **Producer Group** will keep the following documents:

1. Contact details (address, telephone number, etc.) of the Producer Group, including the contact information of the head of the Group (who is also responsible for maintaining this file).
2. Names, addresses and ID numbers of Producer Group members, clearly written and in order of their ID numbers.
3. Signed pledges and FMPs of the organic farmer members (copies).
4. A record of signatures of Producer Group members indicating receipt of PGS basic standards.
5. A record indicating dates on which Producer Group meetings have been held. (Minutes of these meetings may be kept in a separate book.)
6. A record indicating details of group inspection visits and dates.
7. Copies of summary reports of group inspections sent to the Coordinating Group.
8. List of certified organic farmers or farms as approved by the Coordinating Group.
9. List of conditions and any non-compliance issues, with deadline dates and results of follow up actions.

The **Inter-Group** will keep the following documents:

1. Code number and contact details (address, telephone number, etc.) of the Inter-Group, including the information of the head of the Inter-Group and Certification Manager (who is also responsible for maintaining this file).
2. Signed pledges and FMPs of all organic farmer members under the Inter-Group (originals).
3. Individual group inspection checklists of all completed inspections.
4. A record of all certification decisions of all completed inspections.
5. List of certified organic farmers or farms as approved by the Inter-Group.
6. Copies of summary reports of group inspections and certification decisions sent to the Coordination Group.
7. List of conditions and any non-compliance issues, with deadline dates and results of follow up actions.
Producer Group Registration Form

We, farmers from:
Address:  
District:  
Province:  

Would like to register a PGS Producer Group:
Name:  

Contact Person:
Name:  
Address:  

Founding Members (minimum number should be FIVE):

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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<tr>
<td>4.</td>
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<td>5.</td>
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<td>6.</td>
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<td>7.</td>
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<td>8.</td>
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<tr>
<td>9.</td>
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<tr>
<td>10.</td>
<td></td>
</tr>
</tbody>
</table>

In case more farmers join at the start up of the group, please add an extra sheet with their names and signatures.

Application Date:  

Registration by Coordination Group:

Date:  

Farmer's Pledge

Name: ________________________________________________________________
Address: ________________________________________________________________
District: ________________________________________________________________
Province: ________________________________________________________________

I wish to register myself as an organic farmer with Producer Group ______________________ and agree to join the Participatory Guarantee System.

I PROMISE TO FOLLOW THE FOLLOWING CONDITIONS:

1. I will follow strictly the organic production standards of the PGS;
2. I will follow strictly the regulations of my Producer Group and of the PGS;
3. I will work with my fellow farmers and attend all meetings and trainings as required by my Producer Group and the PGS;
4. I will permit members of my Producer Group and other PGS inspectors to inspect relevant documents and all my fields as well as the storage area and my house, if necessary, without prior notification;
5. I will keep farm and production records including details of yields, input purchase receipts, sale documents, farm account and records of all farm inputs sourced from off the farm. I will allow members of my Producer Group and other PGS inspectors to inspect my records and documents;
6. I will inform the Head of the Producer Group immediately when there is any change in my production, including change of crop and fields, as well as the non-compliance with the PGS standards and regulations;
7. I will respects and strictly follow the regulations for the use of the PGS label and sell my products as "organic" only when they are grown on certified land and have been grown in accordance with the PGS organic standards.
8. I accept the decisions of the PGS with regards to my certification status as final.

I have read and understand the PGS manual, including the standards.

All the information that I have provided in the application and during my farm appraisal is correct and accurate and I will keep my information up to date with any changes.

<table>
<thead>
<tr>
<th>Name and Signature of the Farmer</th>
<th>Name and Signature of Head of Producer Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: __________________________</td>
<td>Date: __________________________</td>
</tr>
</tbody>
</table>

Producer Group Name: __________________________
Inter-Group Number and Name: __________________________
## Farm Management Plan (FMP)

1.0 Farmer’s name ____________________________________________________

1.1 Name of Producer Group _________________________________________

1.2 Address _________________________________________________________

1.3 Farmer’s registration number ______________________________________

### 2.0 Details of ALL fields farmed (organic and not organic)

<table>
<thead>
<tr>
<th>Fields farmed organic and not organic (Name or number of each field as shown on farm map)</th>
<th>Area of each field (m²)</th>
<th>Crop(s) grown</th>
<th>Date of last not organic input used (see list of PGS allowed inputs)</th>
<th>Current Status of each field (organic, not organic)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
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<td>6)</td>
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</tr>
</tbody>
</table>

*(If more fields, use an extra sheet)*

### 2.1 Farm Land Use Map

Two kinds of maps are needed:

1. **Overview map** including the farmer’s house and location of all fields listed under 2.0.
   Main roads from house to these fields should also be included.

2. **Individual map for each organic field listed in 2.0.** On each map the key land use activities for the particular field should be indicated. Include: trees and buffer zones, crops, fruit trees, bush areas, streams and ponds, tracks, roads and buildings.
MAP for each field shown in 2.0

Use grid as guideline for scale
3.0 DETAILS
3.1 I received a copy of the PGS Organic Standard (date) ____________
3.2 I received my first training on organic standards (date) ____________
3.2 Are there prohibited chemicals stored on the farm YES NO
3.3 Where are these chemicals stored ______________________________

4.0 WATER
4.1 Are crops regularly irrigated or watered? YES NO
4.2 Does the water come from stream or rivers YES NO
4.3 Does the water come from a well (controlled by the farmer) YES NO
4.4 Is there a risk that the water could be contaminated in some way YES NO
4.5 If yes explain how ____________________________________________

5.0 BIODIVERSITY
The farmer should be working actively to diversify the production area and surrounding environment. This can include crop areas, field bunds, wild areas as well as managed plantings such as strips of flowering plants and shrubs planted to attract beneficial insects and birds?

5.1 Describe the efforts to improve biodiversity on this farm (complete table below)

<table>
<thead>
<tr>
<th>Field number (same as 2.0)</th>
<th>Actions already taken to improve biodiversity (for each field)</th>
<th>Plans to improve biodiversity (for each field)</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
6.0 FERTILITY & SOIL IMPROVEMENT

6.1 Describe the efforts being carried out to improve the soil fertility in each field

<table>
<thead>
<tr>
<th>Field name (same as 2.0)</th>
<th>Amount of compost applied in past 12 months</th>
<th>Other inputs used for fertilising the soil (list)</th>
<th>For vegetables only Rotation used in past 12 months (list crops)</th>
<th>Legume or green crop grown in past 12 months (name)</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

6.1 Off-farm Inputs List has been completed each year. YES NO

6.2 Do all the inputs recorded in the input schedule comply with Standards (Allowed INPUTS list) YES NO

6.3 If NO explain why...........................................................................................................................................

7.0 PESTS & DISEASE (in crops)

<table>
<thead>
<tr>
<th>Field name (same as 2.0)</th>
<th>Crop(s) being grown</th>
<th>Names of pests or diseases</th>
<th>% damage to the crop</th>
<th>Actions taken</th>
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</table>

- 30 -
8.0 LIVESTOCK

8.1 List all types of animals on the farm

<table>
<thead>
<tr>
<th>Type of animal</th>
<th>Number of animals</th>
<th>Estimate the % of feed that comes from outside the fields listed in 2.0</th>
<th>Name of the brand and type of feed from off the farm</th>
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9.0 MACHINERY

List the tools and machinery used on the fields you farm:

______________________________  ______________________________

______________________________  ______________________________

______________________________  ______________________________

10.0 RECORDS

10.1 Are there sales records for all products sold from the property (receipt books etc)?

YES   NO

Signed by farmer ____________________________________________

And SIGNED by: ______________________________________________

(Person completing this form if different from above)

DATE: ________________________________
PGS Group Inspection Checklist
(to be completed by an inspection team member)

1.0 Farmer's name ..............................................................................................................

1.1 Name of Village and Group ..........................................................................................

1.2 Farmer's registration number ....................................................................................... 

1.3 First inspection YES NO

1.4 If No what was the date of the last inspection .........................................................

*Note that the farmer responsible for the farm must be present at the inspection*

2.0 FMP and Maps (maps must include all fields farmed by each farmer as per FMP)

2.1 Farm map - check each field *(both organic and not organic)*

<table>
<thead>
<tr>
<th>Field (follow numbers from farm map in FMP)</th>
<th>Date of last not organic input used</th>
<th>Status of field (organic, not organic, in-conversion)</th>
<th>Crop(s) grown (should be same as those on FMP)</th>
<th>Map accurate (yes/no/ok)</th>
<th>Buffer zones effective (yes/no)</th>
<th>Corrective actions</th>
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3.0 Details

3.1 Does the Farmer have a copy of the PGS Organic Standard YES NO

3.2 Does the farmer have any prohibited chemicals stored YES NO

3.3 If YES why? .................................................................................................................

__________________________________________________________________________
4.0 WATER
4.1 Are crops regularly irrigated or watered?  YES NO
4.2 Does the water come from stream or rivers  YES NO
4.3 Does the water come from a well (controlled by the farmer)  YES NO
4.4 Is there a risk that the water could be contaminated in some way  YES NO

5.0 BIODIVERSITY
5.1 Is the farmer actively diversifying the production environment and surrounding areas. This can include crop areas, bunds, wild areas as well as managed plantings such as predator strips and shrubs planted to attract beneficial insects and birds?

Tick one of the following  YES NO

5.2 Grade the level of biodiversity development. Tick the box you think best fits the level of biodiversity development on this property.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
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<tr>
<td>Beginning in some areas</td>
<td>Well established</td>
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6.0 FERTILITY & SOIL IMPROVEMENT

<table>
<thead>
<tr>
<th>Field number</th>
<th>Amount of compost applied (in past 12 months)</th>
<th>Other inputs used for feeding soil (list)</th>
<th>For vegetables: Rotation used (in past 12 months)</th>
<th>Legume or green crop grown in the past 12 months (yes/no)</th>
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6.1 Off-farm Inputs List has been completed by the farmer  YES NO
6.2 Do all the inputs recorded in the input schedule and seen on the farm during the inspection comply with Standards (Allowed INPUTS list)  YES NO
### 7.0 PESTS & DISEASES (Crops)

<table>
<thead>
<tr>
<th>Field number (only for fields with pests or diseases)</th>
<th>Crop(s) being grown</th>
<th>Pests or diseases found</th>
<th>% of damage to the crop</th>
<th>Actions required</th>
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Estimate the amount of potential crop loss caused by the pests and diseases ................. %

### 8.0 LIVESTOCK

<table>
<thead>
<tr>
<th>List all the types of animals seen on the farm</th>
<th>Estimate numbers</th>
<th>% of feed that comes from the farm</th>
<th>Name brand and type of feed from off the farm</th>
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### 9.0 MACHINERY

9.1 Tools and machinery are clean

9.2 Sprayer used for organic fields only

### 10.0 RECORDS

10.1 Are there sales records for all products sold from the property (receipt books etc)?
The immediate task of the inspection team is to identify any specific actions required by the farmer in order that they comply with the Standards.

- What is the **current** certification status of the property? (Tick one)

<table>
<thead>
<tr>
<th>Not organic</th>
<th>In conversion</th>
<th>Organic</th>
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</table>

- With **specific reference** to the Standards list any Corrective Actions Required that must be met before a certificate can be awarded.

<table>
<thead>
<tr>
<th>List Corrective Actions to be taken</th>
<th>By when (date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard #___ : ____________________</td>
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Recommendations and Comments:

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SIGNED: ...........................................................................................................................................(Person completing this form)

DATE: ..............................................................

Names and signatures of Inspection Team present at this inspection


Signed by Team Member completing the inspection checklist
Recommendation (Property Owners Copy)

Property Owners Name: .................................................................
Date of Peer Review: .................................................................

List Corrective Action to be taken | By when (date)
---------------------------------|-----------------

- Recommendations and Comments:

- What level is recommended (please tick one). Note that if different Producer Group members disagree on status of property their views should be noted.

<table>
<thead>
<tr>
<th>Not organic</th>
<th>In conversion (please state conversion period)</th>
<th>Organic</th>
</tr>
</thead>
</table>

SIGNED: .............................................................(Local Group reviewer)
DATE: .................................................................
Certification Manager Job Description

GENERAL GUIDELINES
a) The position of Certification Manager (CM) is central to the processes involved in the delivery of the PGS certification.
b) All the paperwork for a producer's certification passes through the hands of the CM.
c) The CM is responsible for the maintenance of the completed records for each producer.
d) These records are confidential and should be kept in a secure place.
e) The CM works from basic principles and needs to keep things as simple as possible.
f) The Inter-Group Management Team appoints the CM.
g) It is envisaged that the position should at least in part be a paid post.

SKILLS REQUIRED BY THE CERTIFICATION MANAGER
a) Have a good working knowledge of the PGS Organic Standards and its procedures and methods.
b) Exhibit an attention to detail.
c) Able to handle paperwork in a neat and organized manner.
d) Have common sense and the ability to use logic to find answers.
e) Have a computer and access to the internet.
f) Basic computer skills i.e. ability to type, use email, MS Word, use the internet.
g) Be efficient and organized.
h) Honest and willing to work on a voluntary basis or for a small allowance only.

KEY RESPONSIBILITIES OF THE CERTIFICATION MANAGER
- Coordinate of Certification Committee of the Inter-Group.
- Manage the certification process to enable the Producer's certificate to be issued.
- Respond to queries regarding inputs allowed under the PGS
- Make the schedule and arrange with the heads of the Producer Group the Producer Group peer reviews.
- Screen all Peer Review reports ("PGS Group Inspection Checklist").
- Communicate with the Coordination Group on all matter related to the peer reviews and certification, including non-compliance issues, sanctions, random inspection, residue tests.