

Terms of Reference
(For Consultants to Evaluate Organic Certification Bodies)

Scope

Assessment of the certification programme for accreditation of Certification Bodies under NPOP

Aim

- (a) To carry out the evaluation of accredited Certification Bodies for compliance under the specific criteria laid down in NPOP and the audit procedure laid out by APEDA
- (b) To maintain uniformity in the evaluation procedures for all the Certification Bodies
- (c) To facilitate effective and efficient discharge of the NAB functions

Terms and Conditions

The terms and conditions of the empanelled auditors are as follows:

1. Each assignment will cover three days physical evaluation of the certification body (two days office audit and one day witness audit at a project site.)
2. Empanelled auditors should be willing to take the assignment as per the given schedule by APEDA and strictly follow the schedule of evaluations provided by APEDA. Requests for change in the scheduled dates for evaluation will not be allowed except in case of emergencies.
3. They will be required to strictly follow the audit procedures laid down by APEDA and use only approved checklists provided by APEDA for evaluation purpose. The approved checklists have to be personally filled up with adequate information and description of the evaluation. Supporting documents have to be attached with the evaluation report for further verification and assessment. For witness audit, same operator will not be selected more than once.
4. The Evaluation report has to be submitted to APEDA within 15 days.

5. Expenses on official travels as advised by APEDA will be paid as per actuals (Air/Train) with a consolidated amount of Rs. 5000 per evaluation and accommodation @ Rs. 3000 /day
6. The empanelled auditors will be required to sign conflict of interest, confidentiality and code of conduct agreements annually.
7. Empanelled auditors will not be allowed to provide consultancy to any Certification Body or any applicant for accreditation.
8. Empanelled auditors shall not share information of audited Certification Bodies to any third party. If any violation is noticed in this regard, legal action can be taken by the NAB against such auditor.
9. They will be required to attend the annual trainings provided by APEDA.