

DOCUMENT CHECKLIST FOR OCS CERTIFICATION

SL	Name of Document	Remarks
1.	Floor plan/ layout showing organic products area	
2.	Complete Operator Management Plan (OMP)	
3.	Previous non-compliance report (if any)	
4.	Previous OCS certificate of Applicant (if any)	
5.	Copies of valid GOTS/OCS certificates of all raw material (Yarn, Fabric) providers	
6.	Records on all purchases of organic raw material	
7.	All transaction certificate of yarn/ fabric etc. suppliers	
8.	Examples (for three products) for quantity balance calculations + formula	Initial audit only
9.	Volume reconciliation/ Mass balance sheet	Recertification only
10.	Complete merchandizing file including query/ marketing stage to shipment/ commercial document.	
11.	Process flow chart	
12.	Product list for certified product	
12.	OCS awareness training record and schedule	
13.	OCS Goods handling procedures and work instruction	
14.	OCS machine cleaning register	
15.	CCS declaration and GMO test report	