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1. **Objective**

1.1. The objective of this procedure is to define the structure of documents required under the quality management system of IndG.A.P., to ensure that the documents are developed, numbered, approved, distributed, amended and maintained in systematic manner and latest issue of the documents and records are used and referred.

2. **Scope**

2.1. This procedure is applicable to the documents, notices, work- instruction etc. issued under IndG.A.P. scheme and the external origin documents.

3. **Responsibility**

3.1. Scheme Manager, IndG.A.P. has been authorized by HoD, PADD (competent authority) for the upkeep of scheme documents.

3.2. Scheme Manager, IndG.A.P. is responsible for establishing, implementing and maintaining of this procedure.

3.3. The same may be formulated by Scheme Manager, IndG.A.P. of the Division, however will be approved by the Joint Director, PADD.

4. **Definitions**

4.1. HoD-Head of Department of PADD

4.2. Joint Director – Operations In-charge, PADD

4.3. PADD - Project Analysis and Documentation Division, QCI

4.4. Record Officer, PADD – is the personnel responsible for maintaining master copy of all the scheme documents

4.5. Scheme Manager, IndG.A.P. – is the authorized personnel for handling matters of IndG.A.P. administration

5. **Custody & Control of IndG.A.P. documents**

5.1. HoD of the PADD may authorize a person who will be responsible for implementing document control according to the minimum requirements of this procedure.

5.2. The HoD has authorized the Scheme Manager, IndG.A.P. to maintain the document control.

5.3. The master copy of all the scheme documents shall be held and controlled by the Record Officer, PADD. The PADD Secretariat shall prepare, and keep up-to-date list of all the documents that are covered in this procedure. This master list of documents shall include document number, document name, storage location/protection method, version number/version date, revision number, person authorized to review/issue, person authorized for access, classification, disposal and remarks.

6. **Preparation & Approval/Reapproval of Documents**

6.1. The PADD staff prepares the documents in accordance with the international standards and guidelines.

6.2. Any document shall be proposed by Scheme manager and approved by the authorized personnel.



7. Document numbering and Editing

7.1. The following must be included as a minimum in each controlled document-

- a) Document Name
- b) Unique Number (indicating section and type of document)
- c) Version number and date
- d) Revision number
- e) Page number
- f) Designated approval

7.2. All the soft copies of documents will be designed in MS Word/Excel so that all the documents are legible. They will be uploaded either as PDF or in MS format as per utility.

7.3. Basic principle followed in the numbering of the documents is that each document shall have a unique identity and shall be readily retrievable. The following numbering system would be used as a guidance.

7.3.1. The Introduction chapter of the IndG.A.P. scheme would be in the following format:

PADD: IndG.A.P.: Section I: ID: 01: Introduction

7.3.2. The header of the document will contain QCI Logo in the right and in the center Document Name and below the document name shall be a unique number in between two lines and the type of document. In the footer, version number, version date, issued by, revision number, and the page number will be mentioned. E.g.-

Header

Section number Name of Section

PADD: IndG.A.P.: Section I: FR/GL/PR/SD: 01: DN (Document Name)

Footer

Version Number: 01
Revision Number: 00

Version Date: DD/MM/YYYY
Issued by: Scheme Manager

Approved By: JD, PADD
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7.3.3. The documents clauses are numbered as follow:

- a) "1. Section Title"
- b) "1.5 clause"
- c) "1.5.1 sub-clause"
- d) Further sub-clauses as per requirement

7.3.4. Document may contain annexes which is presented at the end of the respective document. Annexes will be numbered against the document number followed by the alphabet e.g., "Annexure 1A".

7.3.5. Procedures- Each procedure would have Document Name followed by "PADD: Scheme Code: Section: PR: Number: Document name" E.g., PADD: IndG.A.P.:

Section I: PR: 01: DN in the header. Each procedure will have version number, version date, issued by, approved by and revision number in the footer.

- 7.3.6. Forms/Formats- In the header, all the forms would have Document Name and followed by “PADD: Scheme Code: Section: FR: Number: Document name” e.g. PADD: IndG.A.P.: Section I: FR: 01: DN. Footer will contain version number, version date, approved by and revision number.
- 7.3.7. Notice- Each notice would have a version number, version date and would be identified by “PADD:NT:01”.
- 7.3.8. Work Instruction- In the header, all the forms would have Document Name and followed by “PADD: Scheme Code: Section: WI: Number” e.g., PADD: IndG.A.P.: Section I: WI: 01. Footer will contain version number, version date, approved by and revision number.
- 7.3.9. Guideline- In the header, all the forms would have Document Name and followed by “PADD: Scheme Code: Section: GL: Number: Document name” e.g. PADD: IndG.A.P.: Section I: GL: 01: DN. Footer will contain version number, version date, approved by and revision number.
- 7.3.10. Standard – In the header, all the forms would have Document Name and followed by “PADD: Scheme Code: Section: SD: Number: Document name” e.g. PADD: IndG.A.P.: Section I: SD: 01: DN. Footer will contain version number, version date, approved by and revision number.
- 7.3.11. Certificate Templates will not carry the above information.

8. Issue/Revision of Documents

- 8.1. The above documents may need modification on account of changes in the international standards and guidelines and also to bring improvements in the procedures based on feedback of the implementation teams and other authorized persons.
- 8.2. The responsibility of maintaining the updated copy of controlled documents (identified by Controlled Copy stamp) lies with Scheme Manager, IndG.A.P. The modified documents would be maintained and placed as soft copies on the QCI website for public access.

9. Review of Documents

- 9.1. Documents are reviewed as needed or at least once in three years to identify any need for changes and revised or re-approved. The changes and version status are identified through issue / revision number and the date of issue.

10. Maintenance

- 10.1. The current version of documents shall be made available to authorized person in soft copy.
- 10.2. The Record Officer, PADD shall keep a copy of obsolete documents either in hard or soft copy to provide a historical record of revisions and amendments as per the storage requirements. These documents shall be available on request.

11. External Documents

- 11.1. The authorised personnel receive and maintains the external documents like international standards and guidelines. A list of external documents and their status is maintained by the authorized person in both hard and soft copy.



12. Withdrawal of IndG.A.P. Documents

- 12.1. In the event that IndG.A.P. document is considered to be no longer relevant, the authorised personnel is competent to withdraw the document.
- 12.2. The withdrawn document will be considered as obsolete and will be removed from the website.



Annexure A

Amendment Record

S. No.	Authorized Person	Amendment	Date of Amendment
1.	Ms. Ajita Srivastava	Version 1	September 2014
2.	Ms. Ajita Srivastava	Version 2	December 2014
3.	Ms. Ajita Srivastava	Version 3	October 2019
4.	Ms. Aayushi Dhawan	Version 4	September 2021
5.	Ms. Aayushi Dhawan	Version 4.1	November 2021
6.	Dr. Priyanka Sarkar	Version 4.2	October 2023

Annexure B

List of Documents of IndG.A.P. Certification Scheme

- PADD: IndG.A.P.: Section I: ID: 01: Introduction
- PADD: IndG.A.P.: Section II: PR: 01: Governing Structure
- PADD: IndG.A.P.: Section III: SD: 01: Certification Criteria
- PADD: IndG.A.P.: Section III: FR: 01: Annexure 3A - IndG.A.P. Control Points & Compliance Criteria (CPCC) Checklist
- PADD: IndG.A.P.: Section III: GL: 01: Annexure 3B – Glossary
- PADD: IndG.A.P.: Section III: SD: 02: Annexure 3C – S2S Rules
- PADD: IndG.A.P.: Section III: PR: 02: Annexure 3D – Decision Tree for Irrigation Water Analysis
- PADD: IndG.A.P.: Section IV: PR: 03: Certification Process
- PADD: IndG.A.P.: Section IVA: PR: 04: Certification Process - Group Certification
- PADD: IndG.A.P.: Section V: SD: 03: Requirements for Certification Bodies
- PADD: IndG.A.P.: Section V: FR: 02: Annexure 5A – Agreement for approved CBs and SO
- PADD: IndG.A.P.: Section VI: PR: 05: Rules for Use of Certification Mark
- PADD: IndG.A.P.: Section VI: FR: 03: Annexure 6A - IndG.A.P. Sublicense and Certification Agreement
- PADD: IndG.A.P.: Section VI: FR: 04: Annexure 6B – Certificate Template Option 1
- PADD: IndG.A.P.: Section VI: FR: 05: Annexure 6B – Certificate Template Option 2
- PADD: IndG.A.P.: Section VII: PR: 06: Provisional Approval System for Certification Bodies
- PADD: IndG.A.P.: Section VIII: FR: 06: QMS Checklist
- PADD: IndG.A.P.: Section IX: FR: 07: Application Form for Certification Bodies (CBs)
- PADD: IndG.A.P.: Section X: FR: 08: CRM-cum-Assessment Report for Provisional Approval of CBs
- PADD: IndG.A.P.: Section XI: PR: 07: Procedure for Document and Record Control