

Nepal Industrial and Business Sector **Occupational Standard (OS)** Of Organic Certificate Internal Inspector Level-3



In jointly implemented by

Occupational Classification Linkage with NSCO:

Occupational Title: Organic Certificate Internal Inspector

Level: 3 (Supervisor Level)

Sector: Agriculture

Sub – Sector: Organic Agriculture

OS ID No.: Ag-009-078

Major Group: 7

Sub-major Group: 75

Minor Group: 754

Unit Group: 7543

Occupation Specific Employers Panel:

S.N.	Name	Designation	Organization
1.	Rajesh Kaiti	Employer farmer	Evana Agri Farm
2.	Sulochana Shrestha	Operation Director	The organic valley
3.	Pharsuram Acharya	Chairperson	Annapurna Organic
4.	Saroj Dahal	Chairperson	Panchase Organic
5.	Tara Baskota	Farm Director	Kanchanjanga Tea Estate
6.	Tek Bahadur Lakhaju	Employer farmer	Hatashi Pashu Panchhi Farm, Bhaktapur
7.	Hari Gopal Toyana	Employer farmer	Kirsi Udhyaam, Bhaktapur
8.	Khem Raj Pandey	Employer farmer	Himchuli Krishi Tatha Pashu Farm, Palpa
9.	Kesheb Karki	Employer farmer	Bhairav Mushroom Udhyaog Pvt Ltd, Palpa
10.	Anup Dhakal	Managing Director	Birat Bio Tech
11.	Kamala Lama	Employer farmer	Shyamthal Agri Farm
12.	Sanish Lageju	Farm Manager	Seed and Nepal Pvt.ltd

Occupation Specific Expert Workers Panel

S.N.	Name	Designation	Organization
1.	Dhundiraj Dhakal	Expert of Organic Inspection	Birat Bio Tech
2.	Sanjeeb Dulal	Expert of Organic Inspection	Metari agro farm
3.	Susma Adhakari	Expert of Organic Inspection	Annapurna Aroma
4.	Surya Bahadur Oli	Expert of Organic Inspection	New Himal Herbal
5.	Purna Bajra Nayanzo	Expert of Organic Inspection	Happy Agro. Pvt.ltd
6.	Sarju Maharjan	Expert of Organic Inspection	CERES Nepal
7.	Dr. Rajendra Devkota	Expert of Organic Inspection	Freelancer
8.	Manjaree Maharjan	Expert of Organic Inspection	CERES Nepal
9.	Ramesh Maharjan	Expert of Organic Inspection	The Organic Valley
10.	Shankar Gurung	Expert of Organic Inspection	CERES Nepal
11.	Bishal KC	Expert of Organic Inspection	CERES Nepal
12.	Basanta Ranabhat	Expert of Organic Inspection	Organic certification Nepal

OS Development Workshop facilitated by:

S.N.	Name	Designation	Organization
1.	Harischandra Sapkota	Facilitator	Freelancer
2.	Suraj Lamichhane	Co-facilitator / Recorder	Freelancer

OS Reviewed by ELMS Agriculture Sector Working Group:

S.N.	Name	Designation	Organization
1.	Mr. Govinda Ghemire	Advisor, Export Promotion Committee	FNCCI
2.	Mr. Krishna Prasad Adhikari	Vice President	CNI
3.	Ms. Shanta Basnskota Koirala	Secretary General, Woman Entrepreneur Committee	FNCSI
4.	Mr. Khemraj Kafle	Agriculture Sector Expert	ELMS

OS Verified by ELMS Technical Advisory Committee:

S.N.	Name	Designation	Organization
1.	Dr. Mahesh Nath Parajuli	Professor	KU
2.	Mr. Kul Bahadur Phadera	Under secretary	MoEST
3.	Mr. Pravat Uprety	Associate Prof.	TU
4.	Mr. Kishor KC	Statistics Officer	CBS
5.	Ms. Sarada Ghimire	Dy. Director	CTEVT, Curriculum Div.
6.	Mr. Keshab Ghimire	Dy. Director	CTEVT, NSTB

OS Recommended by ELMS Coordination Committee:

S.N.	Name	Designation	Organization
1.	Mr. Rabin Kumar Shrestha	Focal Person/Ex EC member	FNCCI
2.	Mr. Sumit Kumar Kedia	Executive committee member	FNCCI
3.	Mr. Birendra Raj Pandey	Vice –president	CNI
4.	Mr. Megh Nath Neupane	Senior – Consultant	CNI
5.	Ms. Shobha Gurung	Vice president	FNCSI
6.	Mr. Mohan Katuwal	Vice president	FNCSI
7.	Mr. Binayak Shah	Senior-vice president	HAN
8.	Mr. Sajjan Shakya	Secretary General	HAN
9.	Mr. Nicholas Pandey	Senior Vice President	FCAN
10.	Mr. Roshan Dahal	General Secretary	FCAN

OS Approved by ELMS Board:

S.N.	Name	Designation	Organization
1.	Mr. Shekhar Golchha	Head of the organization	FNCCI
2.	Mr. Vishnu Kumar Agarwal	Head of the organization	CNI
3.	Mr. Shyam Prasad Giri	Head of the organization	FNCSI
4.	Ms. Srijana Rana	Head of the organization	HAN
5.	Mr. Rabi Singh	Head of the organization	FCAN
6.	Mr. Chandra Kanta Adhikari	Member Secretary	ELMS

Occupational Description:

Demand of organic agriculture production is increasing globally. Transition from non-organic production to organic agriculture production practices takes long process. Several factors of advance agriculture production practices affect in the organic productions. Some organic production practices have been started in Nepal by the organic production companies, agriculture forms and individual farmers in group or individual approaches. Organic certificate is required to recognize the products by the consumer as organic products. Still there is lack of organic certification provisions in Nepal. Some organic certification system has been started by some companies with affiliation by international certification agencies. So, the organic certification process is being difficult and costly. Private sectors felt needs of internal organic certification inspector. The inspector facilitate the farmers to produce organic products and facilitate for certification body for the certification of the products. By employing internal organic certification inspector the time duration and cost can be reduce for the certification.

According to employers' panel members, one of the major obstacles for this certification in Nepal is lack of organic certification process experts. The inspector should be involved in each and every activities from farm inspection to crop harvesting and post harvesting. The farmers keep records of each activities and the inspector has to verify the process and diary. It took long time (around one month) and the farmers has to pay for the inspector for long period that's why the cost of production of the organic products increase. If there is local / internal inspector who is recognize by the international organic certification agency the local inspector inspect/verify and guide and coach the farmer closely and the duration of the international inspector can be reduced up to one week and the cost of production will be reduced.

The internal inspector should exhibit positive attitude towards the occupation, should exhibit interpersonal skills and demonstrate occupational leadership to enter the job. He/she should be honest, should have work ethics and should be loyal to the organization. The internal inspector should perform internal control system (ICS), prepare inspection plan, Inspect physical condition, evaluate soil and crop management system, verify product raised and prepare inspection report for certification. He/ she should enjoy working with the farmer's village and build rapport with the villagers. Politely talking with the farmer, punctual and keep him/herself in low profile are the basic characteristics of the internal inspector.

The Organic Certificate Internal Inspector-Level-3 (Supervisor Level) describes the individual with required knowledge for applying basic method of performance, knowledge to select tools, equipment and materials appropriate for the given task. He/she possess the ability to apply basic theory and principle of the common duties and tasks to solve the given assignment. Further, the performer has ability to act independently in simple core skills and can work under the supervision of supervisor for some higher level of tasks to ensure the technicality as a co-worker. This individual has to operate machines and supervises assistant worker and labor in

the team. Nepal's industrial & business sector expects individual reserving the set level of skills, knowledge and attitudes which reflect for the improvement of organic production / services and workers' productivity.

Occupational and environmental safety:

This organic agriculture itself is environmental friendly practices. There is no use of chemical fertilizers, no use of pesticides and any harmful chemicals for organisms. This organic production practices helps to conserve bio diversity. Agriculture practices are done by using all organic fertilizers, organic pesticides and no use of use genetically modified organisms' seeds. So this practices has no any negative environmental effects.

Minimum job entry requirement:

The Organic Certificate Internal Inspector should have basic skills and knowledge of agriculture inputs and environment, cultivation practices and plant protection based on organic cultivation practices. Similarly he/she should have basic knowledge of crop harvesting, post-harvest technology and transportation before entering in this occupation. To cope the required knowledge and tasks performance standard of this occupation Diploma in Agriculture graduates or equivalent qualification are suggested to enter in the skills and knowledge impartation courses.

Worker's traits:

The desired workers traits for the Organic Certificate Internal Inspector with occupational disciplined and have positive attitude as well as a good sense of humor. Individuals who are good team player, passionate, courteous, and virtuous and provide prompt response to the assignment are desired in this sector. Additionally, individual having friendly behavior, good interpersonal skills and exhibiting strong organizational loyalty, good sense of professional ethics and good attitude of personal hygiene are essential attributes needed to enter in this occupation. Someone who is responsible, polite, honest, cooperative, good time manager and having a sense of ownership are highly anticipated for this occupation. In addition to this, individuals who are accountable, responsible, patient, inquisitive, diligent as well as someone who maintains confidentiality and is open to giving / receiving feedback is highly desired in this occupation.

Occupational career path:

- **Above the Position** – International Organic Certificate Inspector : Level 4 (Officer Level)
- **Current Position-** Organic Certificate Internal Inspector : Level 3 (Supervisor Level)
- **Below the Position-** Organic Certification Assistant Inspector : Level 2 (JTA Level)

Abbreviation used:

Task Level	Rating number and their denotation
Significance	: 1- Important; 2- Moderately important; 3-Highly important.
Ease	: 1- Easy; 2-Moderately easy; 3-Very easy.
Occurrence	: 1-Rarely occurred; 2-Moderately occurred; 3-Frequently occurred.

N/A	: Not Applicable
OS	: Occupation Standard
FNCCI	: Federation of Nepalese Chamber of Commerce & Industries
CNI	: Confederation of Nepalese Industries
FNCSI	: Federation of Nepalese Cottage & Small Industries
FCAN	: Federation of Construction Association Nepal
HAN	: Hotel Association Nepal
ELMS	: Employers Led Market Secretariat
SWG	: Sector Working Group
TAC	: Technical Advisory Committee
SOP	: Standard Operating Procedure
KU	: Kathmandu University
MoEST	: Ministry of Education, Science & Technology
TU	: Tribhuvan University
CBS	: Central Beauru of Statics
CTEVT	: Council of Technical Education and Vocational Training
NSTB	: National Skill Testing Board

Div.	:	Division
PPM	:	Parts Per Million
ICS	:	International Control System
GPS	:	Geographical Positioning System
pH	:	Potential of hydrogen ion concentration
TDS	:	Total Dissolved Solid.

**List of Duties and Tasks of the Organic Certificate Internal Inspector
Level-3 (Supervisor Level)**

Soft Skills Area			
SN	Duty statements	SN	Task statements
1.	Demonstrate positive attitude	1.	Manage time for occupational assignment
		2.	Exhibit empathy with customers and team members
		3.	Exhibit work ethics of Organic Certificate Internal Inspector
		4.	Respond assignment received
		5.	Receive / give feedback and feed forward
2.	Exhibit interpersonal skills	6.	Listen customers demand, complaints, or others information
		7.	Communicate with others about products and services
		8.	Coordinate with customers, team members and stakeholders
		9.	Perform net-working with customers, team, and stakeholders
3.	Demonstrate occupational leadership	10.	Exhibit behavior of team player among the members
		11.	Make decision at different situation of the occupation
		12.	Solve problem encountered in the occupation
		13.	Take responsibility and accountability of the assignment
		14.	Develop work plan
Core Skills Area			
4.	Perform ICS working procedure	15.	Take GPS and mapping
		16.	Perform risk Assessment
		17.	Identify potential farmers
		18.	Collect basic information of farmer
		19.	Conduct farmers orientation for organic production
		20.	Keep records of farmers orientation for organic production
		21.	Perform farmers registration
		22.	Facilitate for contract/agreement (group / company)
		23.	Orient farmer to fill up the farmers diary
5.	Prepare for inspectional work	24.	Prepare inspection checklist
		25.	Review documents for planning
		26.	Prepare inspection plan (itineraries)
		27.	Orient farmer to make organic FYM
		28.	Orient farmer to make organic compost
		29.	Orient farmer to manage diseases and pest organically
6.	Inspect physical condition/verification	30.	Review farm document for inspection
		31.	Perform farm observation
		32.	Conduct interview to verify compliance
		33.	Collect soil sample
		34.	Take sample of irrigation source/water
		35.	Collect crop sample
		36.	Estimate crop yield
		37.	Take crop production history
		38.	Take field measurement
		39.	Give feedback to the farmer
7.	Evaluate soil/crop management system	40.	Evaluate seed
		41.	Test soil pH at field level
		42.	Evaluate physical properties of soil
		43.	Evaluate organic manure
		44.	Assess pest management practices
		45.	Assess weeds management practices
		46.	Assess water quality (irrigation management system)
		47.	Assess biodiversity of farm

8.	Verified product raised	48.	Assess cropping pattern
		49.	Assess buffer management
		50.	Assess harvesting practices
		51.	Assess post-harvest handling
		52.	Assess crop performance / standing crop
		53.	Verify harvest details
		54.	Collect products' sample
9.	Prepare inspection report	55.	Verify documents submitted
		56.	Give feedback to farmer on the spot or field
		57.	Collect farm data
		58.	Analyze data
		59.	Perform Interpretation of data based on analysis
		60.	Write inspection report

Task Competency Standard

Soft Skills Area:			
Task number:	1		
Task statement:	Manage time for occupational assignment		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition <ul style="list-style-type: none"> Regular duty hours and work plan Task: Manage time for occupational assignment Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Punctuality is exhibited during the assignment; Task completed within the given time frame; Task performed as per the given work plan. 		
Related technical knowledge	<ul style="list-style-type: none"> Importance of time management; Work priority and rescheduling as per the urgency; Points to be consider while managing time during duty hours. 		

Task number:	2		
Task statement:	Exhibit empathy with customers and team members		
Level of task:	Significance	Ease	Occurrence
	2	2	2
Terminal performance standard	Given Condition <ul style="list-style-type: none"> Any incident (Problems, awkward situation or unusual situation) of customer or team members Task: Exhibit empathy with customers and team members Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Performer is expressed the feelings (body language, gesture, posture, facial expression) as per the given incident during the performance. Performer is acted accordingly as per the feelings. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance empathy; Different situation of empathy; Points to be consider while exhibiting empathy. 		

Task number:	3		
Task statement:	Exhibit work ethics of Organic Certificate Internal Inspector		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition <ul style="list-style-type: none"> Occupational ethics and Code of conduct of organization or Standard operating procedure (SOP); Task: Keep work ethics Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Given occupational ethics and organizational code of conduct followed; SOP is followed; Satisfied and motivated in the occupation. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance work ethics; Knowledge on occupational work ethics. Knowledge on code of conducts of organization or SOP. 		

Task number:	4		
Task statement:	Respond assignment received		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Any assignment or task order Task: Respond assignment Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Assignment responded is prompt; Assignment is noted; Assignment completed within the agreed time. 		
Related technical knowledge	<ul style="list-style-type: none"> Importance of timely response; Time requirement of assignment. Manner of interaction with others; Types of work and urgency. 		

Task number:	5		
Task statement:	Receive / give feedback and feed forward		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition <ul style="list-style-type: none"> Any assignment or task order Task: Receive / give feedback and feed forward Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Performer is listened actively; Performer is noted feed forward and feedback; Firstly, given positive feedback objectively; Secondly given developmental feedback objectively; Digestible amount of feedback is considered. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of feed forward and feedback; Types of feedback; Techniques of receiving and giving feed forward and feedback. 		

Task number:	6		
Task statement:	Listen customers demand, complaints or others information		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition <ul style="list-style-type: none"> Customer or team member is complaining / reporting Task: Listen customers demand, complaints or others information Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Performer is listened actively; Performer is nodded the head during listening; Customer is asked for clarification; Noted the complaint or recorded; Reporter or complainer is satisfied with his/her listening attitude. 		
Related technical knowledge	<ul style="list-style-type: none"> Importance of active listening; Differences between active listening and hearing; Techniques of active listening. 		

Task No:	7		
Task statement:	Communicate with others about products and services		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition <ul style="list-style-type: none"> Information to be communicated and Relevant audience Task: Communicate with others about products and services Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Voice is heard clear and audible; Vocal is heard pleasant Visual expressions are seen natural; Information shared is found concise and complete. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of effective communication; Effective communication model; Types of communication; Means of communication; Techniques of effective communication. 		

Task number:	8		
Task statement:	Coordinate with customers, team members and stakeholders		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition <ul style="list-style-type: none"> Agenda or issue or information to be coordinated, Team members or relevant stakeholders and Means of coordination. Task: Coordinate with customers, team members and stakeholders Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Coordination is done as per the given agenda, issues or information. Coordination is done as per the target receivers; Coordination is done as per the given means of coordination. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance coordination; Means of coordination; Techniques of effective coordination. 		

Task number:	9		
Task statement:	Perform net-working with customers, team and stakeholders		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Assignment and Job description. Task: Perform net-working with customers, team and stakeholders Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Service delivery is met the standard of the organization; Additional service procurement is easily found. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of networking; Means of networking; Techniques of effective networking. 		

Task number:	10		
Task statement:	Exhibit behavior of team player among the members		
Level of task:	Significance	Ease	Occurrence
	2	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Assignment and • Working team. Task: Exhibit behavior of team player among the members Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Team members are encouraged; • Collective ownership is taken; • Performer is possessed cooperative and assertiveness; • Responsibility and accountability is taken. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of team work; • Characteristics of good team player; • Phases of team formation; • Tips of effective team work. 		

Task number:	11		
Task statement:	Make decision at different situation of the occupation		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Any assignment with possible unusual situation during the process and • Problem or case and time frame Task: Make decision at different situation of the occupation Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Decision is taken within given time frame; • Desired results are achieved; • Decision is considered efficient use of time, money and resources. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of decision making; • Simple decision-making process. 		

Task number:	12		
Task statement:	Solve problem encountered in the occupation		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Any problem or case and time frame Task: Solve problem encountered in the occupation Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Problems are solved in given time frame; • Desired results are achieved; • Performer is considered efficient use of time, money and resources. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of problem solving; • List of potential problems in the occupation, • General problem-solving techniques. 		

Task number:	13		
Task statement:	Take responsibility and accountability of the assignment		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Assignment • Job description Task: Take responsibility and accountability of the assignment Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Dedication to the assignment is exhibited • To complete the assignment as per the set standard is attempted; • Ownership of results are taken. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning of responsibility and accountability; • Importance of responsibility and accountability for Organic Certificate Internal Inspector. 		

Task No:	14		
Task statement:	Develop work plan		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • List of tasks and their priority order; • Planning forms and format; • Job description Task: Develop work plan. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Plan is developed as per the given tasks; • Planning is done in given forms and format; • Tasks are planned based on priority order or sequence; • Efficient use of resources (time, money, and people) are considered. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning of planning; • Importance of planning; • Different planning tools; • Points to be considered while planning; 		

Core Skills Area			
Task number:	15.		
Task statement:	Track GPS coordinate mapping		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Location / site; Farmers details; Types of application to be used. Task: Track GPS coordinate mapping. Time: 30 minutes /GPS mapping. Standard/Criteria: <ul style="list-style-type: none"> Sketch of the location site is prepared; Position information given by the performer is matched with the position mapping done by the supervisor. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of GPS coordinate and mapping; Common application used; Conversion of units. Points to be considered while GPS coordination mapping 		
Safety/precaution	<ul style="list-style-type: none"> Avoid plot duplication; Avoid GPS duplication. 		
Tools, equipment and materials	<ul style="list-style-type: none"> GPS/tab/mobile, laptop; Power bank, stationary and safety wears. 		

Task number:	16.		
Task statement:	Perform risk assessment		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Site or location; Land ownership and area; Number and plots (kitta number); Farm area declaration papers; Proposed crops and cropping pattern; Assessment report template. Task: Perform risk assessment Time: N/A (depends on different factors) Standard/Criteria: <ul style="list-style-type: none"> Assessment report is matched with the assessment done by the supervisor; The assessment report is prepared as per the given template of the report. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of risk assessment; Meaning and importance of area mapping; Common risk factor for organic production; Technical knowledge of proposed crops. 		
Safety/precaution	<ul style="list-style-type: none"> Cross checking of the format is essential; Others risk factor. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Check list; Ownership document; Resources map; Social map. 		

	17.		
Task statement:	Identify potential farmers		
Level of task:	Significance	Ease	Occurrence
	3	2	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Location/site; • Interested farmer; • Company assurance; • Types of crops and volume. Task: Identify potential farmers Time: 5 farmers /day Standard/Criteria: <ul style="list-style-type: none"> • Selected farmers are of same location (Same ward, tol, settlement), • Proposed potential crops is identified, • Assessed risks are seen manageable, • Past activities of farmers are exhibited dedication. 		
Related technical knowledge	<ul style="list-style-type: none"> • Characteristics / requirement of potential farmers; • Market demand of different crops; • Climatic potentiality of crops; • Potential contamination factors and risk. 		
Safety/precaution	<ul style="list-style-type: none"> • Commitment of farmers is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Risk assessment report, household survey form, forms / format; • Standards organic practices (Booklet) and stationary. 		

Task number:	18.		
Task statement:	Collect basic information of farmers		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Forms / Format; • Farmers name; • Address, contact number; • Risk assessment information. Task: Collect farmers basic information. Time: One hour /farmer. Standard/Criteria: <ul style="list-style-type: none"> • Information is as per the given forms, format; • Informants signature is provided on the form; • Sampling verification is matching with collected information; • Photographs are attached. 		
Related technical knowledge	<ul style="list-style-type: none"> • Importance of basic information; • Required information of farmers (area, crops, manure, weed, irrigation, etc.); • Farmers' interview. 		
Safety/precaution	<ul style="list-style-type: none"> • Apply safety measure; • Ensure confidentiality; • Avoid farmers' duplication. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Forms / Format; • Safety wears and camera. 		

Task number:	19.		
Task statement:	Conduct farmers orientation for organic production		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	<p>Given Condition:</p> <ul style="list-style-type: none"> • Orientation contents; • Farmers list and address; • Number of participants; • Date, time, venue, contact person. <p>Task: Conduct farmers orientation.</p> <p>Time: 8 hrs /orientation program.</p> <p>Standard/Criteria:</p> <ul style="list-style-type: none"> • Orientation is recorded (photographs, minute, etc.); • Record is prepared as per the given number and contents; • Financial management is done as per company rules; • Orientation is done as per the standard process, date, time and venue; • Feedback are collected from participants after completion of orientation. 		
Related technical knowledge	<ul style="list-style-type: none"> • Quality assurance procedure of organic products; • Technical aspects of organic production; • Inspection procedure; • Merits / demerits of organic production. 		
Safety/precaution	<ul style="list-style-type: none"> • Manage conflict, ensure participants; • Provide administrative information manage time. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Visuals, white board, marker, wiper, etc.; • Stationaries, handouts / booklets and forms / format. 		

Task number:	20.		
Task statement:	Keep records of farmers orientation for organic production		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	<p>Given Condition:</p> <ul style="list-style-type: none"> • Record format; • Orientation event. <p>Task: Keep records of farmers orientation for organic production.</p> <p>Time: 2 hours /orientation event.</p> <p>Standard/Criteria:</p> <ul style="list-style-type: none"> • Recording is done as per the given format; • The photo graphs of the event are attached; • Attendance of the attendee farmers is attached; • Feedback from the participants is analyzed and recorded. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of keeping orientation records; • Basic content of the format. 		
Safety/precaution	<ul style="list-style-type: none"> • Standard forms / formats are critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Forms or formats; • Information of the orientation event. 		

Task number:	21.		
Task statement:	Perform farmers registration		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> List of interested farmers/cluster; Registration forms; Basic information of farmer; Agreement papers. Task: Perform farmers registration Time: 2 hours /registration. Standard/Criteria: <ul style="list-style-type: none"> Farmers are registered as per the given format; Registration is done as per cluster; Application of the farmers are compiled and documented. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning of registration; Importance of registration for organic production; Farmers coding system; Details of registration form; Common registration and documentation process. 		
Safety/precaution	<ul style="list-style-type: none"> Avoid farmers duplication; Avoid conflict. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Required format, file, register, stationaries; Framers photo and stamp. 		

Task number:	22.		
Task statement:	Facilitate farmers for contract / agreement (group / company)		
Level of task:	Significance	Ease	Occurrence
	3	2	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Agreement format; Two parties and their details. Task: Facilitate farmers for contract / agreement (group / company) Time: 2 hours /agreement. Standard/Criteria: <ul style="list-style-type: none"> Contract is done as per the given format; Agreement is signed by both parties; Witness is provided. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of contract / agreement; Terms and conditions of agreement; Provision and subsidy of the contract / agreement; Points to be considered while performing contract/agreement. 		
Safety/precaution	<ul style="list-style-type: none"> Ensure understanding of the terms and conditions. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Agreement format, stamps; Stationaries and ID of facilitators. 		

Task number:	23.		
Task statement:	Orient farmer to fill up the farmers diary		
Level of task:	Significance	Ease	Occurence
	3	2	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Farmers diary; • Farmers detail. Task: Orient farmer to fill up the farmers diary. Time: 1 hour /farmer. Standard/Criteria: <ul style="list-style-type: none"> • Date and date wise activities are filled up; • Measuring and counting units are filled clear; • Information filled are authentic and clear; • Evidence are attached or compiled. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of maintain farmers diary; • Contents of the diary; • Accessories documents needed to attached with diary; • Measurements units of the commodities / resources. 		
Safety/precaution	<ul style="list-style-type: none"> • Real event is effective. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Diary; • Stationaries and logistics. 		

Task number:	24.		
Task statement:	Prepare inspection checklist.		
Level of task:	Significance	Ease	Occurence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Company order / assessment; • Farmers' details; • Crops' detail; • Certification body and its stansards. Task: Prepare inspection checklist. Time: 1 day /inspection checklist. Standard/Criteria: <ul style="list-style-type: none"> • Checklist is matched with the given certification body and their standards; • Formatting is made user friendly. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of inspection; • Importance of checklist; • Information included in the checklist; • Types of checklist. 		
Safety/precaution	<ul style="list-style-type: none"> • Ensure free from conflict of interest. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Stationaries, computer, printer, etc.; • Standards of company (documents) and sample checklist. 		

Task number:	25.		
Task statement:	Reviw documents for planning		
Level of task:	Significance	Ease	Occurence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Review checklist; Document (standard of certification body, farmer list, farmer's diary, farmer's application, registration, basic information of farmers, risk assessment report). Task: Reviw documents Time: 4 hours /review. Standard/Criteria: <ul style="list-style-type: none"> The review is done as per the given checklist; Documents are kept safe; Review is summarized. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of document review; Types of documents to be reviewed and their content; Points to be consider while reviewing documents. 		
Safety/precaution	<ul style="list-style-type: none"> Determine critical control points. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Documents; Review checklist; Computer, printer and other stationaries. 		

Task number:	26.		
Task statement:	Prepare inspection plan (itineraries)		
Level of task:	Significance	Ease	Occurence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Farmers list and contact person; Social map, location, site; Activities/events. Task: Prepare inspection plan (itineraries) Time: 2 hours /schedule. Standard/Criteria: <ul style="list-style-type: none"> Activities volume and given time is matched; Mutual understanding is ensured; Activities needed to be schedule are projected. 		
Related technical knowledge	<ul style="list-style-type: none"> Importance of inspection schedule; Point to be consider while prepare inspection schedule; Activities needed to be scheduled. 		
Safety/precaution	<ul style="list-style-type: none"> Avoid conflict of interest must be declared. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Stationaries; Farmers list and social map. 		

Task number:	27.		
Task statement:	Orient farmer to make organic FYM		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	<p>Given Condition:</p> <ul style="list-style-type: none"> Interested farmers group to involve in organic production; Site of orientation and location to make FYM; Quantity of FYM required; Standard organic procedure of FYM making. <p>Task: Orient farmers to make organic FYM. Time: 3 hours /event. Standard/Criteria:</p> <ul style="list-style-type: none"> Farmers to keep or manage animals organically are oriented; Farmers to make free from contamination of FYM is oriented; Decomposition and application of FYM in the field are oriented. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of organic FYM; Point to be consider while preparing organic FYM; Potential contamination sources of chemicals in FYM. Standard procedure of making organic FYM. Application procedure of organic FYM in the field. 		
Safety/precaution	<ul style="list-style-type: none"> Avoid to feed synthetic antibiotics, feed additives, and other growth promoters; Avoid to apply any synthetic chemicals or pesticides to control diseases/pest. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Stationaries, orientation venue; Culture FYM, reference materials; Farmers list and training or practical logistics or organic raw materials for FYM. 		

Task number:	28.		
Task statement:	Orient farmer to make organic compost		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	<p>Given Condition:</p> <ul style="list-style-type: none"> Interested farmers list for organic production and contact person; Location or site of orientation and reference materials organic compost making; Site of orientation and location to make organic compost. <p>Task: Orient farmer to make organic compost. Time: 3 hours /event. Standard/Criteria:</p> <ul style="list-style-type: none"> To collect composting materials free from synthetic chemicals are oriented; To make free from contamination of compos is oriented; Decomposition and application of compost are oriented. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of organic compost; Point to be consider while preparing organic compost; Potential contamination sources of chemicals in compost; Standard procedure of making organic compost; Application procedure of organic compost in the field. 		
Safety/precaution	<ul style="list-style-type: none"> Avoid to use composting materials contaminated with synthetic chemicals; Avoid to apply any synthetic chemicals or pesticides to control diseases/pest in any composting materials. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Stationaries, orientation venue, culture compost; Reference materials of compost; Farmers list and training or practical logistics or organic raw materials for compost making. 		

Task number:	29.		
Task statement:	Orient farmer to manage diseases and pest organically		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	<p>Given Condition:</p> <ul style="list-style-type: none"> Interested farmers list for organic production and contact person; Location or site of orientation; Reference materials for organic diseases and pest control; Site of orientation and location to demonstrate organic diseases / pest control. <p>Task: Orient farmer to manage diseases and pest organically. Time: 3 hours /event. Standard/Criteria:</p> <ul style="list-style-type: none"> To collect organic materials to prepare diseases or pesticides are oriented; To prepare organic pesticides for diseases and pest are demonstrated; To make free from contamination of organic pesticides are demonstrated; To prepare and apply organic pesticides in the field condition are oriented. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of organic pesticides; Point to be consider while preparing organic pesticides; Potential contamination sources of chemicals in organic pesticides; Common materials of preparing organic disease and pest controlling pesticides; Standard procedure of making organic pesticides; Application procedure of organic pesticide in the field condition. 		
Safety/precaution	<ul style="list-style-type: none"> Avoid to use raw materials contaminated with synthetic chemicals; Avoid to apply any synthetic chemicals or pesticides to control diseases/pest. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Stationaries, orientation venue, organic materials; Reference materials of organic pesticides and control measure of diseases and pest of animals / plants; Farmers list and training or practical logistics or organic raw materials for preparing organic or bio-pesticides / pesticides. 		

Task number:	30.		
Task statement:	Review farm documents for inspection		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	<p>Given Condition:</p> <ul style="list-style-type: none"> Farmers details (address, location map, code, etc.); Checklist and number of farmers. <p>Task: Review farm documents for inspection. Time: 30 mintues /farm documents in routine work. Standard/Criteria:</p> <ul style="list-style-type: none"> The review is done as per the given review checklist; Review is summarized and documents are kept safe. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of farm document review; Crop production standards of intended crops; Type of documents to be reviewed and verification needed; Points to considered while reviewing document. 		
Safety/precaution	<ul style="list-style-type: none"> Ensure responsible person/farmer; Keep copy of relevant document. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Farmers diary, bills; Training and experience and evidences. 		

Task number:	31.		
Task statement:	Perform farm observation		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Farmers details and farm; • Checklist and reviewed document; • Number of farmers and farm map. Task: Perform farm observation Time: N/A (depends upon crop type, area, and others factors) Standard/Criteria: <ul style="list-style-type: none"> • Farm observation is done as per the given checklist; • Observations are recorded or reported; • Evidences are kept in the observation report. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of farm document; • Crop production standards of intended crops; • Possible contents of checklist; • Points to be considered while observing. 		
Safety/precaution	<ul style="list-style-type: none"> • Store, buffer zone, sources of inputs are critical; • Crop performance. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Farm map, checklist; • Camera and other stationaries. 		

Task number:	32.		
Task statement:	Conduct interview to verify compliance		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Real / actual farmers; • Interview guidelines; • Set standards checklist. Task: Conduct interview to verified compliance Time: 45 minutes /verification. Standard/Criteria: <ul style="list-style-type: none"> • The interview is conducted as per the given guideline; • The information is recorded as per the checklist; • Checklist is signed by the respondents; • Responses are made free from monotonous. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of interview checklist; • Types of respondents (family members, neighbors, workers, inputs suppliers; • Common guidelines of conducting interview with different type of respondents. 		
Safety/precaution	<ul style="list-style-type: none"> • Accompany other family member during the interview. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Check list, audio recorder; • Respondents, pen, and diary. 		

Task number:	33.		
Task statement:	Collect soil sample		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Field / farm details; Area to be taken sample; Standard procedure of soil sample collection. Task: Collect soil sample Time: 30 minutes /sample. Standard/Criteria: <ul style="list-style-type: none"> Sampling is collected as per the given standard procedure; The sample represents the whole targeted area is ensured; Packet of soil sample is labeled. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of soil sample collection; Importance of soil health; Standard procedure of soil sampling; Points to be considered while soil sampling; Required informations in the sticker. 		
Safety/precaution	<ul style="list-style-type: none"> Take sample based on crop to be grown. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Sampling auger, plastic bag; Hole, label / striker. 		

Task number:	34.		
Task statement:	Take sample of irrigation water source/water		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Irrigation water source; Standard procedure of sampling. Task: Collect sample of irrigation water source Time: 30 minutes /sample Standard/Criteria: <ul style="list-style-type: none"> Sampling is done as per the given standard procedure; The sample represents the whole targeted sources of water are ensured; Bottle / container of water sample is labeled. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of water sample collection; Importance of water health in organic production; Standard procedure of water sampling; Points to be considered while water sampling; Required informations in the lable. 		
Safety/precaution	<ul style="list-style-type: none"> Take sample based on the standard procedure representing whole water source. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Sampling bottle, label / striker; Marker and measuring cylinder. 		

Task number:	35.		
Task statement:	Collect crop sample		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Crop area; • Types of crop grown; • Total volume of crop crown; • Standard procedure of crop sampling. Task: Collect crop sample Time: 30 minutes /sample. Standard/Criteria: <ul style="list-style-type: none"> • Sampling is done as per the given standard procedure; • Sample represents the whole targeted crop and area are ensured; • Collected sample are packed and labeled. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of crop sample collection; • Importance of crop health; • Standard procedure of crop sampling; • Parts of crop to be collected as sample; • Points to be considered while taking crop sample; • Required informations mentioned in the lable. 		
Safety/precaution	<ul style="list-style-type: none"> • Ensure that the sample represents the whole population. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Sampling bags, scissors, sickles; • Label/striker, marker and measuring balance. 		

Task number:	36.		
Task statement:	Estimate crop yield		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Field/farm; • Area or plot to be grown; • Types of crop to be grown; • Standard reference of per unit crop production. Task: Estimate crop yield. Time: 30 minutes /plot. Standard/Criteria: <ul style="list-style-type: none"> • Estimated yield is matched with yield estimated by the supervisor; • Estimated yield is matched with the reference. • Calculation process is attached or visualized. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of yield and yield estimation; • Yield of different crops in per unit area or standard references; • Points to be considered while estimating yield; • Harvesting period/time of different crops; • Harvesting parts of different crops. 		
Safety/precaution	<ul style="list-style-type: none"> • Reference data are critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Calculator and list of crops per unit area production or reference table. 		

Task number:	37.		
Task statement:	Take crop production history		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Standard forms / formats; • Farmers detail; • Farm site or location and farm owner. Task: Take crop production history. Time: 2 hours /farm. Standard/Criteria: <ul style="list-style-type: none"> • Crop production history is taken as per the given format; • History is found clear, informative and accurate when verified. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and Importance of taking crop production history; • Common information collected while taking history; • Common adopted farming practices in Nepal. 		
Safety/precaution	<ul style="list-style-type: none"> • Check over-delivery or over-production. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Forms/formats; • Stationaries and farm owner. 		

Task number:	38.		
Task statement:	Take field measurement		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Application; • Field details; • Desired unit. Task: Take field measurement. Time: 20 minutes /hector. Standard/Criteria: <ul style="list-style-type: none"> • Measurement taken by the performer is matched with the measurement taken by the supervisor; • Measurement is recorded. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and Importance of field measurement; • Unit of measurement and conversion method; • Points to be considered while taking land measurement; • Procedure of taking field measurement. 		
Safety/precaution	<ul style="list-style-type: none"> • Apply safety measure while walking / visiting farm. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Application tools and stationaries. 		

Task number:	39.		
Task statement:	Give feedback to farmer		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Review report (observation, farmers' diary, documents, etc.); Observation report; Standard procedure of giving feedback. Task: Give feedback to the farmer. Time: 10 minutes /farmer. Standard/Criteria: <ul style="list-style-type: none"> Given standard procedure is followed; Feedback is written on the paper sheet. Volume of feedback is found digestible to the farmer. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of feedback; Standard procedure of giving feedback; Standard framing practices of different crops. 		
Safety/precaution	<ul style="list-style-type: none"> Follow positive to developmental feedback. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Reports, feedback format and diary or evidences. 		

Task number:	40.		
Task statement:	Evaluate seed		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Seed stock / applied seed or sample; Standard procedure of seed evaluation. Task: Evaluate seed Time: 20 minutes /sample Standard/Criteria: <ul style="list-style-type: none"> Evaluation is reported / documented; Required information are noted; Final decision is noted; Evaluation report matched with evaluation done by the supervisor. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and Importance of seed history and seed evaluation; Information needed to evaluate seeds (source, origin, quality, treatment); Points to be considered while evaluating seeds. 		
Safety/precaution	<ul style="list-style-type: none"> Identify high risk variety and crops. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Evaluation guideline and seed sample or stock. 		

Task number:	41.		
Task statement:	Test soil pH at field level		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Soil sample; • Standard procedure. Task: Test soil pH at field level. Time: 15 minutes /sample. Standard/Criteria: <ul style="list-style-type: none"> • Standard procedure is followed or The testing result is matched with the test result of the supervisor; • Recommendation is provided in the test result. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and Importance of testing soil pH; • Standard range of soil pH; • Factors affecting soil pH; • Measures of correction of pH in the soil. 		
Safety/precaution	<ul style="list-style-type: none"> • Soil sample should be reliable; • Follow standard procedure. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Soil testing kit; • Record format and stationaries. 		

Task number:	42.		
Task statement:	Evaluation physical properties of soil		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Farmers field; • Land area; • Standard procedure of evaluating physical properties of soil. Task: Evaluation physical properties of soil. Time: 20 minutes /sample. Standard/Criteria: <ul style="list-style-type: none"> • Standard procedure is followed; • Evaluation report is prepared; • Evaluation report matched with the evaluation done by the supervisor. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and Importance of physical properties of soil; • Common approaches of assessing physical properties of soil; • Common physical properties of soil; • Factors affecting physical properties of soil; • Way of improving physical properties of soil. 		
Safety/precaution	<ul style="list-style-type: none"> • Representativeness of sample is prime. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Formats, reports; • Spade, Khurpi and shovel. 		

Task number:	43.		
Task statement:	Evaluate organic manure		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Actual field and owner or farmer; • FYM or compost and their sample; • Standard criteria of organic manure. Task: Evaluate organic manure. Time: 30 minutes /sample. Standard/Criteria: <ul style="list-style-type: none"> • Standard procedure are followed; • Evaluation result is recorded; • Evaluation result is matched with the evaluation done by the supervisor. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of organic manure evaluation; • Common organic manures available in the field; • Characteristics of organic manure; • Points to be considered while evaluating organic manure; • Common ways of pest management. 		
Safety/precaution	<ul style="list-style-type: none"> • Best practices of preparing organic manure is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Moisture meter, Khurpi; • Shovel, gloves and spade. 		

Task number:	44.		
Task statement:	Assess pest management practices		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Crop field details; • Farmers' detail; • Types of pest to be assess. Task: Assess pest management practices Time: 30 minutes /case. Standard/Criteria: <ul style="list-style-type: none"> • Compliance and non-compliance practices with the standard is determined; • Assessment is reported; • Assessment report matched with assessment done by the supervisor. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of pest management practices; • Common pests of the commercial crops; • Common approaches of assessing pest management practices; • Sign and symptoms of pest infestation; • Common ways of organic pest management. 		
Safety/precaution	<ul style="list-style-type: none"> • Precaution should be provided during the application of bio-pest control measures. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Reference materials of organic pest management practices. 		

Task number:	45.		
Task statement:	Assess weeds management practices		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given condition: <ul style="list-style-type: none"> • Crop field details; • Farmers detail; • Management practice details. Task: Assess weeds management practices. Time: 1 hour (including field observation). Standard/Criteria: <ul style="list-style-type: none"> • Weed management practices assessment report is prepared; • Assessment report is matched with the assessment by the supervisor; 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of weed management practices; • Common weeds of the commercial crops; • Common approaches of assessing weeds management practices; • Common ways of weeds management. 		
Safety/precaution	<ul style="list-style-type: none"> • Best practices of the weeds management in organic production system. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Reference materials of weeds management in organic production system. 		

Task number:	46.		
Task statement:	Assess water quality (irrigation management system)		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given condition: <ul style="list-style-type: none"> • Water sample; • Source of irrigation; • Standard procedure. Task: Assess water quality. Time: 30 minutes /sample. Standard/Criteria: <ul style="list-style-type: none"> • Assessment report is prepared; • Test result is matched with the test result of the supervisor. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of water quality standards (minimum-maximum water pH, electric conductivity, turbidity); • Application of pH meter; • Electric conductivity meter; • Application of TDS meter. 		
Safety/precaution	<ul style="list-style-type: none"> • Standard reference of water quality is essential. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • pH meter; • Electric conductivity meter and TDS meter. 		

Task number:	47.		
Task statement:	Assess biodiversity of farm		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Farm location; • References; • Contact person. Task: Assess biodiversity of farm. Time: 2 hours /farm. Standard/Criteria: <ul style="list-style-type: none"> • Assessment result is reported as per the given references; • Result is matched with the climatic zones, soil type and cultural practices. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and Importance of assessing biodiversity of organic farm; • Components of biodiversity (cropping pattern); • Factor affecting biodiversity; • Natural nutrient cycle. 		
Safety/precaution	<ul style="list-style-type: none"> • Assess incorporation of legumes in cropping pattern. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Traps, recording note; • Pen and reporting format. 		

Task number:	48.		
Task statement:	Assess cropping pattern of the farm		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Organic farm details; • Contact person of the farm. Task: Assess cropping pattern Time: 2 hours /case. Standard/Criteria: <ul style="list-style-type: none"> • Assessed result is reported; • Result is matched with the climatic zones, soil type and cultural practices. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and Importance of assessing cropping pattern of a farm; • Components of cropping pattern of a farm; • Factor affecting biodiversity; • Symbiotic relationships of different crop plants; • Natural nutrient cycle in the organic farm. 		
Safety/precaution	<ul style="list-style-type: none"> • Assess incorporation of legumes in cropping pattern. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Recording note; • Pen and reporting format. 		

Task number:	49.		
Task statement:	Assess buffer management		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Farm details; • Contact person; • Soil type of the farm and farm map. Task: Assess buffer management. Time: 1 hour /assessment. Standard/Criteria: <ul style="list-style-type: none"> • Assessed result is reported; • Result is matched with the climatic zones, cropping pattern, soil type and cultural practices or the result is as per the assessment of the supervisor. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and Importance of buffer management practices and buffer zone; • Common buffer management practices in Nepal; • Factors of contamination and ways of minimizing them. 		
Safety/precaution	<ul style="list-style-type: none"> • Factor of contamination in the organic farm; • Recommended width of buffer zone for organic farm. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Reporting format and stationaries; • References material of the buffer zone practices. 		

Task number:	50.		
Task statement:	Assess harvesting practices		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Farm and farmers' detail; • Standing crops / harvested crops; • Type of crops to be harvested or harvested. Task: Assess harvesting practices. Time: 30 minutes /farm. Standard/Criteria: <ul style="list-style-type: none"> • Evidences and documents are collected; • Report is prepared as per the recommended format; • The submitted report is matched with the verification of the supervisor. 		
Related technical knowledge	<ul style="list-style-type: none"> • Importance of harvesting practices; • Yield comparison between organic and non-organic; • Factor of contamination during harvesting; • Recommended method, tool and mode of harvesting; • Common season of harvesting of different crops or crop lifecycle. 		
Safety/precaution	<ul style="list-style-type: none"> • Application of harvesting tools, equipment's, materials need to be keenly checked. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Forms / formats and references of crop cycle. 		

Task number:	51.		
Task statement:	Assess post-harvest handling		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Farm and farmers detail; • Harvested crops of the farm; • Type of crops recently harvested. Task: Assess post-harvest handling. Time: 30 minutes /farm. Standard/Criteria: <ul style="list-style-type: none"> • Evidences and documents are collected; • Report is prepared as per the recommended format; • The submitted report is matched with the verification of the supervisor. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and Importance post-harvest handling; • Contamination potentials of post-harvest handling; • Recommended post-harvest handling practices. 		
Safety/precaution	<ul style="list-style-type: none"> • Storage condition; • Get permission to observe storage facility; • Seek production practices other than organic. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Report, forms and reference materials. 		

Task number:	52.		
Task statement:	Assess standing crop performance		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Farm and farmers' detail; • Standing crop in the field; • Types of crop grown in the field; • References of crop performance of different crops. Task: Assess standing crop performance. Time: 30 minutes /farm. Standard/Criteria: <ul style="list-style-type: none"> • Evidences and documents are collected; • Report is prepared as per the recommended format; • The submitted report is matched with the verification report of the supervisor. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and Importance of assessing standing crop performances; • Measure of increasing crop performance and different references; • Potential yield and their basic requirement to achieve potential yield; • Factors that can be observe in standing crop. 		
Safety/precaution	<ul style="list-style-type: none"> • Assess complaints of manure used, type of crops and their potentials. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Report, forms and reference materials of crop performances. 		

Task number:	53.		
Task statement:	Verify harvest details		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Farm, farmers detail; • Harvested crops; • Type of crops. Task: Verify harvest details. Time: 30 minutes /farm. Standard/Criteria: <ul style="list-style-type: none"> • Evidences and documents are collected; • Report is prepared as per the recommended format; • The submitted report is matched with the verification report of the supervisor. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of harvest details; • Common factors that has to be verified for harvest crops; • Land, types of crop and yield references of different crops. 		
Safety/precaution	<ul style="list-style-type: none"> • Compare harvest with reference, cultivation practices, and crop performance records. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Report, forms; • Reference materials, and farmer dairy. 		

Task number:	54.		
Task statement:	Collect products' sample		
Level of task:	Significance	Ease	Occurrence
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Crop area; • Types of crop; • Standard procedure of products' sampling. Task: Collect products' sample Time: 30 minutes /sample Standard/Criteria: <ul style="list-style-type: none"> • Sampling is taken as per the given standard procedure; • Sample to represents the whole targeted products and area are ensured; • Collected products sample are packed and labeled. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of product sample collection; • Standard procedure of products sampling; • Points to be considered while taking product sample; • Required informations in the table. 		
Safety/precaution	<ul style="list-style-type: none"> • Ensure that the sample are not mixed with other samples. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Sampling bags; • Scissors, sickles; • Label/striker, marker and measuring balance. 		

Task number:	55.		
Task statement:	Verify document submitted		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Farm/Farm details; • Type of crops; • Document submitted by the farmers. • Document verification checklist Task: Verify documents submitted. Time: 30 minutes /document. Standard/Criteria: <ul style="list-style-type: none"> • Document are documented in sequence; • Documentation is done as per the given forms/formats; • Visit details in the documentation are existed; • The submitted report is matched with the verification of the supervisor. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and Importance of document verification process; • Type of document that has to be submitted by the farmers; • Verification procedure (diary, bills, etc.); • Points to be considered while verifying documents; • Types of land, types of crop and their yield references. 		
Safety/precaution	<ul style="list-style-type: none"> • Verify document with close intersection with the concerned farmers. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Report, forms; • Reference materials, and farmer dairy. 		

Task number:	56.		
Task statement:	Give feedback to the farmer on the spot or field.		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Farmer details; • Document verification and other assessment reports and observation. Task: Give feedback to the farmer on the spot. Time: 30 minutes /event. Standard/Criteria: <ul style="list-style-type: none"> • Feedback is documented; • Feedback is as per the given forms/formats; • Exists visit details of the inspector or supervisors; • Positive and developmental feedback are given; • Document are signed by the farmers. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of feedback process; • Information needed to give feedback; • Procedure of giving feedback. 		
Safety/precaution	<ul style="list-style-type: none"> • Feedback need to be clear and documented. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Form / formats and reference documents. 		

Task number:	57.		
Task statement:	Collect farm data		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Farmers detail; • Inspection report format; • Type of data to be collected; Task: Collect data. Time: 30 minutes /farmer. Standard/Criteria: <ul style="list-style-type: none"> • The collected data is as per the given inspection report format; • Data are found clear and authentic or reliable or provided supportive documents to prove the reliability. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and Importance of collecting data; • Types of data required for the organic certification; • Different methods of collecting organic farm data; • Point to be consider while collecting organic farm data. 		
Safety/precaution	<ul style="list-style-type: none"> • Collect data clearly and critically. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Forms/formats, Inspection report format, farmers dairy, sells records; • Purched record, orientation record, training certificate, input records (incase of purchase). 		

Task number:	58.		
Task statement:	Analyze data		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Farmers detail; • Inspection report format; • Type of data to be collected. Task: Analyze data Time: 2 hours /farmers' organic products. Standard/Criteria: <ul style="list-style-type: none"> • The analysis is done as per the given inspection report format; • Data analysis are found clear and authentic or reliable with references. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of analyzing data; • Types data analyzing process; • Different tools of data analysis; • Point to be consider while analyzing data. 		
Safety/precaution	<ul style="list-style-type: none"> • Analyze data clearly and critically with evidences and references. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Forms/formats, inspection report format, farmers dairy, sells records; • Purched record, orientation record, training certificate, input records and references. 		

Task number:	59.		
Task statement:	Perform Interpretation of data based on analysis		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Analyzed data or result; Facts and figures in the data; Interpretation standard format and references. Task: Perform interpretation of data based on analysis Time: 1 day /report. Standard/Criteria: <ul style="list-style-type: none"> Interpretation is based on the nature of complaints; the interpretation of the data and analysis is proved; Interpretation of the analysis is based on the standard references. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of analysis and interpretation of data; Method of analyzing data and interpretation of analyzed figure; Interpretation with the type of compliance; Standards rules of compliance and non-complaints. 		
Safety/precaution	<ul style="list-style-type: none"> Minimum requirement to compliance is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Data, formats, laptop and standard references. 		

Task number:	60.		
Task statement:	Write inspection report		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Interpreted data; Standard report format Task: Write inspection report. Time: 3 hours /report. Standard/Criteria: <ul style="list-style-type: none"> Report is prepared as per the given standard format; All component of the report format are filled up; Essential evidences are included; Conclusion and recommendations are given on the basis of analysis. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and Importance of inspection report; Interpretation with the type of compliance; Standards rule of compliance; Report writing process; Components of reports; Points to be considered while writing report. 		
Safety/precaution	<ul style="list-style-type: none"> Minimum requirement to compliance is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Data, formats, laptop and standard references. 		





**Establishing an Employer led
Labour Market Secretariat**

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