



Documentation Checklist for Organic Product Certification 有机产品认证文件资料清单
Livestock and Poultry Husbandry & Processing 畜禽养殖和加工

Applicant shall submit the following documents as per corresponding sequence:

申请单位应提供以下文件资料并按序号编排后提交:

Livestock and Poultry Husbandry 畜禽养殖	
1.	<i>Application Form for Organic Product Certification</i> 《有机产品认证申请书》
2.	<i>Organic Product Certification Questionnaire (Livestock and Poultry Husbandry)</i> 《有机产品认证调查表》(畜禽养殖)
3.	<i>Copy of business license (Note: business scope shall include products in application)</i> 营业执照副本复印件。(注: 经营范围需包括认证产品)。
4.	<i>The requirements of the documents certifying the use of the land use as following:</i> 养殖场土地使用权文件。要求: 1) Provide the legal documents of land use if applicant own the farm(address and acreage should be specified) 自有土地或草场的, 提供土地使用权或草原使用权文件 (需标注出地址、面积) 2) Provide the following documents specified if applicant contracts with other farm(s): 契约牧场, 提供: a) Cooperation documents between applicant and farm(s) (e.g. contract, milk supply agreement etc.) 申请者与每个牧场的合作文件 (如合同、供奶协议) b) Applicant's internal control system related documents (cooperation mode description, organic production operation instruction manual, internal inspection system, etc.) for each farm. 申请者针对各牧场的内部控制体系相关文件 (合作模式说明、有机生产操作指导手册、内部检查制度等) c) Farm list (in which name, acreage, detailed address, total number, number of lactating cow, annual milk yield, latitude and longitude coordinates and latest international organic certificate number shall be specified) 认证牧场清单 (牧场名称、地址、面积、牛只总数量、泌乳牛数量、年产奶量、经纬度坐标、最新国际有机证书号) d) The legal documents of each farm's land use (specify address and acreage). 各牧场土地使用合法证明 (需标注出地址、面积)。 3) Provide the following specified documents if applicant contracts with organic farmer group(OGG): 契约农户组织, 提供: a) Cooperation documents between applicant and organic grower group (e.g. contract, agreement etc.). 申请者与农户组织的合作文件 (如合同、契约); b) Cooperation documents between organic grower group and farm(s) (e.g. contract, agreement, membership documents etc.). 农户组织与农场之前的合作文件 (如合同、契约或入会文件) c) Internal control system (ICS) for grower/farmer management (cooperation mode description, organic

production operation instruction manual, internal audit system, etc.)
农户组织内部控制体系相关文件 (合作模式说明、有机生产操作指导手册、内部检查制度等);

d) Farm list (in which name, acreage, detailed address, total number, number of lactating cow, annual milk yield, latitude and longitude coordinates and latest international organic certificate number shall be specified)
认证牧场清单 (牧场名称、地址、面积、牛只总数量、泌乳牛数量、年产奶量、经纬度坐标、最新国际有机证书号);

e) The legal documents of each farm's land use (specify address and acreage).
各牧场土地使用合法证明 (需标注出地址、面积)。

5. Requirements on administrative location map, land distribution map and land plan map:::

养殖场行政位置图、养殖区域分布图、养殖区域图。包括:

- 1) Google map of the location of the farms.
养殖场行政位置图 (市、县或乡的行政图, 并标明基地所在的位置)。
- 2) Plots distribution map (in form of satellite map and reflecting overall distribution, the longitude and latitude of a distinctive location point should be included, hard copy use color printing).
养殖区域分布图 (应提供体现全部区域分布情况的卫星定位图, 同时标记有显著特征区域的地理位置坐标, 需彩色打印)
- 3) Individual farm plan map (in which shall show the shape, acreage, surroundings, setup of buffer zones, major landmarks and locations of rivers, wells and/or other water sources, etc.).
养殖区域图 (应体现出每个区域的形状、面积、周边土地利用情况、缓冲带设置情况、主要标示物、河流、水井或其他水源的位置等信息)。

6. Quality testing report of drinking water for livestock and poultry:

畜禽饮用水检测报告。

7. Copy of animal epidemic prevention condition certificate (If applicable).

动物防疫条件合格证副本。 (适用时)

8. Copy of permission for Livestock and poultry slaughtering plant (If applicable).

畜禽定点屠宰许可证副本的复印件。 (适用时)

9. If operation involves animal feed processing, plant plan map, machinery distribution map and processing flowchart shall be provided.

如涉及饲料在场处理, 提供饲料处理场所平面图、设备位置图及处理工艺流程。

10. Trademarks (if applicable) 商标 (适用时)。

1) Applicants using other company's trademark(s), shall provide authorization/contract of trademark use and the trademark registration certificate(s).

使用他人商标的申请单位提供商标授权使用许可合同、商标注册证。

2) Applicant using own trademark(s), shall provide the trademark registration certificate(s).

如需体现自有商标的申请单位, 需提供商标注册证。

11. *Organic production Quality Management System (QMS) (In which terms in 7.2.4 of GB/T 19630-2019 shall be included).*

有机生产质量手册。(需包括 GB/T19630-2019 中 7.2.4 要求的内容。)

12. *Standard Operation Procedure (SOP) of organic livestock and poultry husbandry:*

有机畜禽养殖操作规程。包括:

1) Technical specifications for livestock and poultry husbandry.

畜禽养殖技术规程。

2) Specifications for managing Chinese herbal medicine use, Conventional veterinary drug use and dead and/or eliminated animals.

中草药使用管理制度、常规兽药使用管理制度以及死淘动物管理制度。

3) Prevention measures for contamination by prohibited substances in organic husbandry.

防止有机养殖过程中受禁用物质污染所采取的预防措施。

4) Control measure for preventing commingling of organic and conventional products(If parallel production is related).

防止有机产品与非有机产品混杂所采取的措施 (存在平行生产的企业应提交)。

5) Specifications for activities including slaughter, transportation, storage etc. (If applicable)

动物产品的屠宰、运输及储藏等环节的操作规程。(适用时)

6) Specifications for maintenance and cleaning of transport vehicle, machinery, equipment, warehousing facility.

运输工具、机械设备及仓储设施的维护、清洁规程。

7) Specifications for labelling and batch number management.

标签及生产批号的管理规程。

8) Specifications for employee welfare and labor protection.

员工福利与劳动保护规程。

13. *Relevant documents of all inputs applied in the current year (shall be presented with signature of record-keeping personnel and company seal, its absence is acceptable if no operation and records occurred yet, however it shall be compulsorily presented during audit). Including documents as below:*

本年度生产投入品证明文件 (其中记录类文件应有记录人手签字或加盖公章, 如未发生, 可暂不提供, 待现场检查时提交至检查组)。包括:

- 1) Organic certificate, transaction certificate, purchasing receipts of outsourced feed shall be provided.
外购有机饲料的购买协议、有机证书及销售证、购买单据。
- 2) Purchasing receipts, product specification and recipe of outsourced premixed feed and additives shall be provided.
外购预混料、饲料添加剂的购买单据、产品配方、成分说明。
- 3) Purchasing receipts and product specification of vaccine, Chinese herbal medicine, conventional veterinary drug and disinfection/sterilization substance.
疫苗、中草药、常规药品以及消毒用品等的购买单据、产品说明书。
- 4) Standing book of all inputs (feed, vaccine, veterinary medicine and sterilization substance).
提供所有生产投入品（饲料、疫苗、兽药、消毒用品等）的台帐记录。

14. *Relevant records documents in the current year (shall be presented with signature of record-keeping personnel and company seal, its absence is acceptable if no operation and records occurred yet, however it shall be compulsorily presented during audit). Including proves as below:*

本年度相关记录文件（应有记录人手签字或加盖公章，如未发生，可暂不提供，待现场检查时提交至检查组）。包括：

- 1) Records of outsourcing and/or home-bred animals.
畜禽自繁或引入记录。
- 2) Records of feed processing (if applicable).
饲料在场处理记录（涉及饲料在场处理时提供）。
- 3) Records of using feed and feed additives.
饲料和饲料添加剂的使用记录。
- 4) Records of using veterinary medicine and disease prevention (including prophylactic treatment).
疾病防治及药物使用记录（含预防性治疗）。
- 5) Records of addressing death and elimination.
死淘动物处理记录。
- 6) Records of disinfection and cleaning for feeding sites and facilities (including storage and transportation tools).
畜禽饲养场所清洁及消毒记录、生产设施器具（含储运）清洁记录。
- 7) Record documents of milk collection and transportation.
收奶记录、运输记录。
- 8) Records of slaughter (if applicable).
屠宰记录（涉及屠宰提供）。
- 9) Records of pest control.
有害生物防治记录。
- 10) Sales record.
销售记录。
- 11) Records of organic labeling and label management.
有机标识的使用管理记录。
- 12) Training records.
培训记录。
- 13) Internal audit records.

内部检查记录。

- 14) Product recall records.
产品召回记录。
- 15) Records of complaints.
客户投诉记录。
- 16) Pictures which could introduce and depict the production sites.
介绍和说明基地情况的照片。

Processing 加工

(The documents as mentioned below shall be provided additionally if processing will be applied after slaughter). (适用于屠宰后需进行加工的产品, 以 SC 证为准)

1. *Organic Product Certification Questionnaire (Organic Product Processing).*
《有机产品认证调查表》(有机产品加工)。
2. *Copy of processing authorization/permission document (candidate products should be included).*
SC 证书副本及明细页复印件。(明细页中品种明细一栏中需包括认证的产品种类)
3. *Requirements on administrative location map, land distribution map and land plan map.*
加工厂行政位置图、厂区平面图及车间设备位置图。要求:
 - 1) Administrative location map (at scale of city, county or township) with mark for processing plant
加工厂行政位置图 (市、县或乡的行政图, 应标明加工厂所在的位置)。
 - 2) Plant plan map (in which shall show the surrounding land-use, processing area, packing site and warehouse).
加工厂区平面图 (应标明加工厂周边环境、加工、包装车间、仓库等)。
 - 3) Equipment distribution map (specify machinery for organic processing).
车间设备位置图 (应标明相关设备的分布情况)。
4. *Processing water testing report in the current year (if applicable).*
本年度加工用水的检测报告 (适用时)。
5. *Processing consignment contract (i.e. subcontracting) and copy of Business License shall be provided if applicable:*
如为委托加工, 提供委托加工厂营业执照复印件和有机加工委托合同。要求:
 - 1) Contract shall specify products, quantity and duration.
合同中应明确加工产品明细、数量、有效期限。
 - 2) Contract shall also specify detailed requirement in reference to organic processing, e.g. Control measure for preventing commingling of organic and conventional products, and the other control measures. 应在合同中体现有机加工的具体要求, 包括防止有机产品与非有机产品混杂所采取的措施等。
6. *For additional warehouse which is rented from the third-party, lease contract, administrative location map and plan map shall be provided.*
若外租仓库, 应提供仓库的租用合同、行政位置图及平面图。
7. *Organic product processing specifications:*
有机产品加工规程。包括:

	<ol style="list-style-type: none">1) Process flow diagram with description operating steps for products. 产品加工技术规程。2) Specifications on transport methods and storage for finished products. 加工产品的运输、贮藏等各道工序的操作规程。3) Specifications for processing plant sanitation management and pest control.4) 加工厂卫生管理与有害生物控制规程。
8.	<p><i>Processing records in current year (shall be presented with signature of record-keeping personnel and company seal, its absence is acceptable if no operation and records occurred yet, however it shall be compulsorily presented during audit).</i></p> <p>本年度加工环节相关记录 (应有记录人手签字或加盖公章, 如未发生, 可暂不提供, 待现场检查时提交至检查组)。</p> <p>包括:</p> <ol style="list-style-type: none">1) Raw material stock in record. 原料的入库记录。2) Records of individual steps of processing. 加工过程记录。3) Purchase receipts, product specifications and standing book records (INS shall be shown if necessary) for additives and processing aids. 食品添加剂、加工助剂的购买单据、产品说明书及台帐记录。4) Packaging, Transportation record, Stock in and stock out record for finished products. 包装、标识、贮藏、出库、运输记录。5) Sales record. 销售记录。6) Organic Label Usage and management. 有机标识的使用管理记录 (适用时)。7) Internal Audit record. 内部检查记录。8) Cleaning records for machinery and facility. 加工、贮存、运输设施清洁记录。9) Records for processing plant pest control. 加工厂有害生物防治记录。10) Pictures which could introduce and depict the processing plants. 介绍和说明加工厂情况的照片。

Note **注:**

1. The documents as mentioned above are required generally for the application for organic Livestock and Poultry Husbandry and processing certification. During on-site inspection, the inspector may request the applicant to provide additional documents unmentioned herein according to the actual situation. 以上文件是对申请有机畜禽养殖和加工认证的一般性要求, 在现场检查时检查员可能会针对生产的具体情况要求申请单位提供本清单未涉及的文件。
2. Regarding inapplicable or unavailable documents, a written explanation signed by the personnel in charge with the official seal affixed shall be submitted. 对于不适用或无法提供的文件, 应统一提交书面说明, 负责人签字并加盖公章确认。