



Documentation Checklist for Organic Product Certification 有机产品认证文件资料清单 Handling 经营

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:

Handling 经营
1. <i>Application Form for Organic Product Certification</i> 《有机产品认证申请书》
2. <i>Organic Product Certification Questionnaire (Organic Product Handling)</i> 《有机产品认证调查表》(有机产品经营)
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>Administrative location map of the handling sites.</i> 经营场所行政位置图。
5. <i>When warehouse is involved, provide proof of usage right, administrative location map and plan map shall be provided.</i> 涉及仓储时, 提供仓库的合法使用证明文件、行政位置图及平面图。要求: <ol style="list-style-type: none">1) Proof of usage right of the warehouse, if the warehouse is rented, lease contract shall be provided. 仓库的合法使用证明文件, 如外租仓库, 应提供仓库的租用合同。2) Administrative location map (at scale of city, county or township) with mark for warehouse. 仓库行政位置图 (市、县或乡的行政图, 并标明仓库所在的位置)。3) Warehouse plan map (in which shall show the surrounding land-use, internal layout). 仓库平面图 (应标明仓库周边环境、仓库内部布局情况)。
6. <i>Organic production Quality Management System (QMS) (In which terms in 7.2.4 of GB/T 19630-2019 shall be included).</i> 有机经营质量管理手册。(需包括 GB/T 19630-2019 中 7.2.4 要求的内容。)
7. <i>Standard Operation Procedure (SOP) of organic product handling.</i> 有机经营操作规程。包括: <ol style="list-style-type: none">1) Specifications on product transport methods and storage. 产品的运输、储藏等环节的操作规程。2) Specifications for preventing contamination by prohibited substances in organic handling. 防止有机产品受禁用物质污染所采取的预防措施。3) 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))。4) Specifications for maintenance and cleaning of transport vehicle.

运输工具的维护、清洁规程。

- 5) Specifications for warehouse sanitation management and pest control when warehouse is involved.
涉及仓储时, 提供仓库卫生管理和有害生物控制规程。
- 6) Specifications for label and batch number management.
标签及批号的管理规程。
- 7) Specifications for employee welfare and labor protection.
员工福利与劳动保护规程。

8. *Purchase contract, invoices, organic certificate , transaction certificate and organic products test report for organic products outsourced shall be provided.*

提供外购有机产品的购销协议、购买发票、有机产品证书及销售证复印件、产品检测报告复印件。

9. *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).* 本年度相关记录 (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)。
包括:

- 1) Product transport record
产品的运输记录
- 2) Storage, Stock in and stock out, transportation record for products (if applicable).
贮藏、出库、运输记录。 (适用时)。
- 3) Sales record.
销售记录。
- 4) Cleaning and pest control records for warehouse (if applicable).
仓库清洁记录、有害生物防治记录。 (适用时)。
- 5) Training records.
培训记录。
- 6) Internal audit records.
内部检查记录。
- 7) Product recall records.
产品召回记录。
- 8) Records of complaints handling.
客户投诉处理记录。
- 9) Pictures which could introduce and depict the handling sites.
介绍和说明经营场所情况的照片。

Note **注:**

1. The documents as mentioned above are required generally for the application for organic product handling 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产品经营认证的一般性要求, 在现场检查时检查员可能会针对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。