



## Documentation Checklist for Organic Product Certification 有机产品认证文件资料清单 Processing 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:

Processing 加工	
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 Processing)</i> 《有机产品认证调查表》(有机产品加工)	
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>Copy of processing authorization/permission document (candidate products should be included).</i> 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)。	
5. <i>Requirements on administrative location map, land distribution map and land plan map.</i> 加工厂行政位置图、厂区平面图及车间设备位置图。要求:	
1) Google map of the location (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, 并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)。	
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)。	
6. <i>Processing water testing report (if applicable).</i> 加工用水的检测报告 (适用时)。	
7. <i>Processing consignment contract (i.e. subcontracting) and copy of Business License shall be provided if applicable:</i> 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。	

8. 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。

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

1) Applicants using other company's trademark(s), shall provide authorization/contract of trademark uses 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。

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

有机加工质量管理体系手册。(需包括 GB/T 19630-2019 中 7.2.4 要求的内容。)

11. Standard Operation Procedure (SOP) of organic product processing.

有机产品加工操作规程。包括:

1) Process flow diagram with description of each operating step for all products.

产品加工技术规程。

2) Specifications for preventing contamination by prohibited substances in organic production, processing and operation.

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 (applicable 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须提交)。

4) Specifications for transportation and stock in procedures for organic product.

加工产品的运输、贮藏等各道工序的操作规程

5) 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。

6) Specifications for processing plant sanitation management and pest control.

加工厂卫生管理与有害生物控制规程。

7) Specifications for label 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。

12. If raw material is outsourced, purchase contract, invoices, organic certificate and transaction certificate shall be provided; Product Analysis report shall also be provided if raw material was certificated by other centers.

对于外购有机原料的, 提供外购有机原料的购销协议、购买发票、有机产品证书与销售证复印件, 原料有机认证检测报告复印件 (外机构认证原料需提供)。

13. *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).* 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)。包括:

- 1) Raw material transport record  
原料的运输记录
- 2) Raw material stock-in record  
原料的入库记录
- 3) Records of processing.  
加工过程记录。
- 4) Purchase receipts, product Safety Data Sheet/specification(INS shall be shown if necessary) and standing book records for additives and processing aids.  
添加剂、加工助剂的购买单据、产品说明书 (必要时体现 INS 码) 及台帐记录。
- 5) Stock in and stock out record for finished products.  
成品入库、出库记录。
- 6) Sales record.  
销售记录。
- 7) Records of organic label use and management.  
有机标识的使用管理记录。
- 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) Training records.  
培训记录。
- 11) Internal audit records.  
内部检查记录。
- 12) Product recall records.  
产品召回记录。
- 13) Records of complaints handling.  
客户投诉处理记录。
- 14) Pictures which could introduce and depict the production sites.  
介绍和说明基地情况的照片。

**Note** **注:**

1. The documents as mentioned above are required generally for the application for organic product 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产品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。