



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

### Plant Production & Processing 植物生产和加工

**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:**

Plant Production 植物生产
1. <i>Application Form for Organic Product Certification</i> 《有机产品认证申请书》
2. <i>Organic Product Certification Questionnaire (Plant Production)</i> 《有机产品认证调查表》(植物生产)
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 are as follows:</i> 土地使用权证明文件。要求:
<div>1) Provide the legal documents of land if applicant own the farm (address and acreage should be specified). 自有基地, 提供基地土地使用合法证明 (需标注出地址、面积)</div> <div>2) Provide the following specified documents if applicant contracts with other farm(s): 契约农场, 提供:<div>a) Cooperation documents between applicant and farm(s) (e.g. contract, agreement etc.) 申请者与农场的合作文件 (如合同、契约)</div><div>b) Applicant's internal control system related documents (cooperation mode description, organic production operation instruction manual, internal audit system, etc.) for each farm. 申请者针对各农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)</div><div>c) Farm list (<b>in which farm name, detailed address, acreage, plant variety, latitude and longitude coordinates , yield and latest international organic certificate number shall be specified</b>); 农场清单 (农场名称、基地地址、面积、种植作物、经纬度坐标、产量和最新国际有机证书号等)</div><div>d) The legal documents of each farm land use (specify address and acreage). 各农场土地使用合法证明 (需标注出地址、面积);</div></div> <div>3) Provide the following specified documents if applicant contracts with organic grower group (OGG): 契约农户组织, 提供:<div>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)。</div><div>b) Cooperation documents between organic grower group and farm(s) (e.g. contract, agreement etc.). 农户组织与农场之前的合作文件 (如合同、契约)</div><div>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);</div><div>d) Farm list (<b>in which farm name, detailed address, acreage, plant variety, latitude and longitude</b></div></div>

<p><b>coordinates, yield and latest international organic certificate number shall be specified);</b> 农场清单 (农场名称、基地地址、面积、种植作物、经纬度坐标、产量和最新国际有机证书号等)</p> <p>e) The legal documents of each farm land use (specify address and acreage). 各农场土地使用合法证明 (需标注出地址、面积);</p>
<p>5. <i>Requirements on administrative location map, land distribution map and land plan map:</i> 基地行政位置图、地块分布图、地块图。要求:</p>
<p>1) Google map of the location of the farms. 基地行政位置图 (市、县或乡的行政图, 并标明基地所在的位置)。</p> <p>2) Plots/fields distribution map (in form of satellite map and reflecting distribution, the longitude and latitude of a distinctive location point should be included, hard copy use color printing). 地块分布图 (应提供体现地块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)。</p> <p>3) Land plan map of each individual plot (in which shall show the shape, acreage, surroundings, setup of buffer zones, major landmarks and locations of rivers, wells and/or other water sources). 地块图 (应体现出每个地块的形状、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)。</p>
<p>6. <i>Environmental quality monitoring (testing) report or official data of the production site:</i> 产地环境质量监 (检) 测报告。</p>
<p>7. <i>Trademarks (if applicable)</i> 商标 (适用时)。</p>
<p>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或授权书、商标注册证。</p> <p>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。</p>
<p>8. <i>Organic production Quality Management System (QMS) (In which terms in 7.2.4 of GB/T 19630 shall be included)</i> 有机生产质量管理手册 (需包括 GB/T 19630 中 7.2.4 要求的内容)</p>
<p>9. <i>Standard Operation Procedure (SOP) of organic production :</i> 有机生产操作规程。包括:</p>
<p>1) Technical specifications for each crop under application, shall include but not limited to the points below: 各申报作物种植技术规程, 至少包括:</p> <p>a) Treatment for seeds and seedlings, procedures/management for sowing and seedling raising, and plans for obtaining organic seeds and seedlings (applicable to annual crops); 种子和种苗的处理方法、播种育苗的规程及获得有机种子和种苗的计划 (适用于一年生作物);</p> <p>b) Technical specification shall be provided if farm produce seeds for candidate products. 自留种的, 提供自留种技术规程;</p> <p>c) Measures for maintaining and managing soil fertility; 土壤肥力的保持与管理措施;</p>

- d) Measures for preventing and controlling endemic diseases, insects and weeds;  
常发病、虫、草害的防治措施;
- e) Crop rotation plans and planting procedures/management for rotation crops (if applicable).  
作物的轮作计划及轮作作物的种植规程 (适用时)。
- 2) Specifications for preventing contamination of organic product by prohibited substances.  
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 will be applied).  
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 crop harvesting and post-harvest activities including transportation, storage etc.  
植物产品收获规程及收获后运输、贮藏等环节的操作规程。
- 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 labelling and batch number management.  
标签及生产批号的管理规程。
- 7) Specifications for employee welfare and labor protection.  
员工福利与劳动保护规程。

10. *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) Harvest, storage and stock-out (if applicable) record of self-produced seeds.  
自留种的提供自留种种子收获、储存及出库记录 (适用时)。
- 2) Purchasing receipts, photocopy of package of outsourced seeds or seedlings, and certificate/attestation which proves outsourced seeds or seedlings are free of GMO and prohibited-substance treatment.  
外购种子或种苗的, 提供购买单据、种子包装袋照片、非转基因品种及未经禁用物质处理的证明。
- 3) Raw material purchasing receipts, operation records for homemade compost.  
自制堆肥的, 提供堆肥原料购买单据、堆肥记录。
- 4) Purchasing receipts, registration certificate and product Safety Data Sheet/specification/evaluation certificate/testing report shall be provided when organic fertilizer is outsourced.  
外购商品有机肥的, 提供购买单据、肥料登记证、产品说明书、投入品评估证明或产品检测报告复印件。
- 5) Raw material purchasing receipts, operation records for homemade plant protection products.  
自制植保物质的, 提供植保物质原料购买单据、自制记录。
- 6) Purchasing receipts, registration certificate and product Safety Data Sheet/specification shall be provided when plant protection substances are outsourced (include bio-pesticide, yellow sticky board).  
外购植保物质 (包括生物农药、黄板等), 提供购买单据、农药登记证、产品说明书。
- 7) Standing book records for all inputs (including seeds, seedlings, fertilizer and plant protection substance).  
所有生产投入品 (种子、种苗、肥料、植保物质等) 的台帐记录。

11. *Relevant records 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) Farming records of all plots.  
各地块的农事活动记录。
- 2) Records of plant harvesting  
植物收获记录。
- 3) Post-harvest processing records (if applicable)  
收获后处理记录 (适用时)
- 4) Sales record.  
销售记录。
- 5) Records of organic labeling and label management. (if applicable)  
有机标识的使用管理记录。(适用时)
- 6) Training records.  
培训记录。
- 7) Internal inspection records.  
内部检查记录。
- 8) Product recall records.  
产品召回记录。
- 9) Records of complaints handling.  
客户投诉处理记录。
- 10) The pictures which could introduce and depict the production sites.  
介绍和说明基地情况的照片。

### Product Processing 加工

(The documents as mentioned below shall be provided additionally if processing will be applied to harvests.)  
(适用于收获后需进行加工的产品)

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, plant plan map and equipment distribution 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, etc).  
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. <i>Processing water testing report (if applicable).</i> 加工用水的检测报告 (适用时)。
5. <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. 委托合同中应明确加工有机产品明细、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. 应在委托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. <i>For additional warehouse which is rented from the third-party, lease contract, administrative location map and plan map shall be provided.</i> 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. <i>Organic product processing specifications:</i> 有机产品加工规程。包括:
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、贮藏等道工序的操作规程。 3) 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。
8. <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> 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 stock in record. 原料的入库记录。 2) Records of processing. 加工过程记录。 3) Purchase receipts, product specifications and standing book records for food 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) Package, labeling, storage, 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 labels management record. (If applicable)  
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 of processing, storage, and transportation facilities.  
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) The 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 plant production 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植物生产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。