



Documentation Checklist for Organic Product Recertification 有机产品再认证文件资料清单 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、装订后提交:

| Processing 加工 | |
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| 1. <i>Application Form for Organic Product Recertification</i> 《有机产品再认证申请书》 | |
| 2. <i>Organic Product Recertification Questionnaire (Organic Product Processing)</i> 《有机产品再认证调查表》(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>Copy of organic product certificate for the previous year</i> 上年度有机产品认证证书复印件 | |
| 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. <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。 | |
| 9. <i>Trademarks (if applicable)</i> 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。

10. *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)。

11. *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 individual steps of processing.
加工过程记录。
- 4) Purchase receipts, product Safety Data Sheet/specification and standing book records for additives and processing aids.
添加剂、加工助剂的购买单据、产品说明书及台帐记录。
- 5) Packaging, labelling, transportation, Stock in and stock out record for finished products.
包装、标识、贮藏、出库、运输记录。
- 6) Sales record.
销售记录。
- 7) Records of organic label usage 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。

Note 注:

1. The documents as mentioned above are required generally for the application for organic product processing recertification. 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再认证的一般性要求, 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。