



Questionnaire for Organic Product Certification

有机产品认证调查表

Organic Product Handling

有机产品经营

Name of Applicant (Company Seal)

申请单位 (公章)

Person in Charge (Signature)

负责人 (签字)

Date of Application

申请日期

Y 年 M 月 D 日

China Organic Food Certification Center

中绿华夏有机产品认证中心

Address: No.59 Xueyuan South Road, Haidian District, Beijing Postcode: 100081

Official website: www.ofcc.org.cn E-mail: cofcc@126.com

NOTES

注意事项

1. The table shall apply to organic products handling.
本表适用于有机产品经营类认证。
2. The table shall, if without signature and stamp of legal person (responsible person, or internal inspector), be deemed invalid.
本表无负责人、内检员签字和单位盖章均视为无效。
3. The table shall, if without confirmation seal (or signature) after altered, be deemed invalid.
本表涂改后无确认章（或签字）无效。
4. The table shall be printed or neatly and clearly written by pen or signing pen.
本表应打印或用钢笔、签字笔填写，字迹工整、清晰。

Part I Basic Information

第一部分 基本情况

1. Handling Site 经营场所

Site Name 经营场所名称			
Address and postcode 经营场所地址与邮编			
Person in charge 联系人		Phone/mobile 电话/手机	
Building area (m ²) 经营场所面积 (m ²)		Number of employees 员工人数	
Company Type 经营单位性质	<input type="checkbox"/> State-owned 国有 <input type="checkbox"/> Private 私营 <input type="checkbox"/> Joint-stock 股份公司 <input type="checkbox"/> Other, please specify 其他, 请描述:		

2.Organic Production History 有机产品生产历史

☐ Not relevant 不涉及

2.1 Has the organic product ever been certified? If yes, please indicate the name of certification body, beginning time and the validity status. 此前是否通过其他认证机构的有机认证? 如是, 哪家认证机构? 证书有效期?	
2.2 For applicant who is currently certified by the other certification body, is there any non-conformity issued? If so, please describe non-conformity and corresponding correction measures. 对于目前在证书有效期内的项目, 原认证机构是否开具不符合项? 如是, 请描述不符合项及企业的整改措施。	
2.3 Has the production base ever been refused to pass the organic certification or has certificate been revoked? If yes, please indicate the certification body, and the reason for refusal or revocation. 此前是否被拒绝通过有机认证或被撤销过认证证书? 哪家认证机构? 被拒绝或撤销认证的原因是什么?	
2.4 Other important issues 其他补充说明的重要问题	

Part II Transportation

第二部分 运输

1.Transport vehicles and machinery, and cleaning measures 运输工具及清洁措施	
2.Are the transportation vehicles and machinery dedicated to organic products? 产品运输工具是否有有机专用?	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 If no, please describe measures taken for preventing mixture and contamination 如否, 描述避免混淆及污染的措施:
3.Measures on preventing organic label & description of packing from smudge and damage. 运输过程中如何保护外包装上的有机产品 认证标识及有关说明不被玷污或损毁?	

Part III Storage

第三部分 贮藏

☐ Not relevant 不涉及

Address of warehouse 仓库地址	Nature of warehouse 仓库属性		Capacity (ton) 储藏能力 (吨)	Storage area (m ²) 仓库面积 (m ²)
	Owned 自有仓库	Leased 外租仓库		
1.Is there any contamination source in surrounding area? 仓库周边是否存在污染源?	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 如是, 何种污染源: If yes, please specify the contamination source: 采取何种措施防止污染风险: describe measures taken for preventing contamination:			
2.Is the warehouse in compliance with national and relevant regulations? 仓库是否符合国家及行业部门有关规定?	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否			

3.Please describe the storage methods. 请列出产品贮藏方法	<input type="checkbox"/> Room temperature 常温 <input type="checkbox"/> Temperature control 温度控制 <input type="checkbox"/> Humidity 湿度	<input type="checkbox"/> Dried 干燥 <input type="checkbox"/> Air conditioned 气调 <input type="checkbox"/> Others 其他
4.Is the warehouse dedicated to store organic products? 有机产品贮藏场所是否有机专用?	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 If no, please describe measures taken for preventing mixture and contamination 如否, 描述避免混淆及污染的措施:	
5.Sanitary control and pest control in warehouse. 仓库的卫生管理和有害生物防治措施		

Part IV Labeling and Marketing

第四部分 标识与销售

1. Organic Labeling 有机标识

☐ Not relevant 不涉及

Has organic product label and code been presented on the purchased product?

外购产品包装上是否已加施有机认证标志、有机码?

☐ Yes 是 ☐ No 否

If yes, can you assure that organic label is clear and complete without any damage?

如是, 是否保证其标识清晰完整未受破坏?

☐ Yes 是 ☐ No 否

2. Marketing 销售

☐ Not relevant 不涉及

Measures taken to ensure the completeness and traceability of organic products in sales:

在产品销售时采取何种措施保证有机产品的完整性和可追溯性:

☐ Preventing contamination by non-organic products

避免将有机产品与非有机产品混合

☐ Preventing the contact with prohibited substances

避免将有机产品与禁用物质接触

☐ Establishing and implementing records on sales, transportation, storage, warehouse, and sales

建立有机产品的购买、运输、贮藏、出入库和销售等记录

☐ Others (please indicate)其他, 请说明。

Part V Management System

第五部分 管理体系

1. Documentation 文件控制

1.1 Is the quality management system document submitted in the latest valid version?

提交的质量管理体系文件是否为最新有效版本?

☐ Yes 是 ☐ No 否

1.2 Is the access to valid version of applicable documents secured?

是否能确保在使用时可获得适用文件的有效版本?

☐ Yes 是 ☐ No 否

1.3 Are there valid records of organic production?

是否保存了有效的有机经营记录?

☐ Yes 是 ☐ No 否

2. Resource Management 资源管理

Name 姓名	Post 职务	Familiarity with national organic standards 是否了解或熟悉国家有机标准要求	Tenure 任职年限
	Handling manager 经营管理者	<input type="checkbox"/> Little 不了解 <input type="checkbox"/> Detailed 熟悉 <input type="checkbox"/> Great 掌握 <input type="checkbox"/> Basic 了解	
	Internal inspector 内部检查员	<input type="checkbox"/> Little 不了解 <input type="checkbox"/> Detailed 熟悉 <input type="checkbox"/> Great 掌握 <input type="checkbox"/> Basic 了解	

Statement

声明

I hereby assert, within the range of my personal experience, knowledge and capabilities, that the information about handling provided by the questionnaire hereof is authentic and accurate. I hereby agree that the follow-up necessary on-site inspection (including inspection to original records, bills and so on) serve for the purpose of verifying compliance with organic product standards. I am aware that the content, even if reviewed and adopted, does not mean that the proposed product passes the certification of organic products.

我在此声明, 在我个人的经历、知识和能力范围内, 本调查表中所填写并反映的所有经营的情况都是真实的、准确的。我在此认同, 后续必要的现场检查 (包括查验原始记录及票据等) 是为了验证符合有机产品标准的需要。同时我也知道, 即使本调查内容经审查得到通过, 并不意味着申报产品通过了有机产品认证。

Person in Charge (Signature):负责人 (签字)

Internal inspector (Signature):内检员 (签字)