



Questionnaire for Organic Product Certification

有机产品认证调查表

Organic Product Processing

有机产品加工

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 food and feed processing.
本表适用于食品及饲料加工。
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. Processing Plant 加工场所

Name 加工厂名称			
Address and postcode 加工厂地址与邮编			
Contact person 加工厂联系人		Phone/mobile 电话/手机	
Building area (Square Meter) 加工厂面积 (平方米)		Number of employees 员工人数	

2. Organizational Model 生产组织模式

2.1 Company model 加工厂性质 <input type="checkbox"/> Sated-owned 国有 <input type="checkbox"/> Private 私营 <input type="checkbox"/> Stock 股份公司 <input type="checkbox"/> Others, please indicate 其他, 请描述:
2.2 Relationship between the applicant and processing establishments 申请认证单位与加工场所的关系 <input type="checkbox"/> Own 自有 <input type="checkbox"/> Outsourcing 委托加工 <input type="checkbox"/> Others, please indicate 其他, 请描述:
2.3 Product type 产品类型 <input type="checkbox"/> Food processing 食品加工 <input type="checkbox"/> Feed processing 饲料加工

3. Environment of Processing Plant 加工场所环境

Type of fence 围栏类型		Height of fence 围栏高度 (m)	
Location of processing establishments 加工场所所处位置类型: <input type="checkbox"/> Urban area 城区 <input type="checkbox"/> Countryside 乡村 <input type="checkbox"/> Food industry park 食品工业园区 <input type="checkbox"/> Other 其他			
Is there any contamination origin in plant surroundings 加工场所周边是否存在污染源? <input type="checkbox"/> 是 <input type="checkbox"/> 否 If yes, please specify 如是, 何种污染源: Measure applied for preventing contamination 采取何种措施防止污染风险:			
Do the processing plants meet the requirements of the state and competent departments and have certain qualifications? 加工场所是否符合所在国家及行业部门有关规定并具有相关资质? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否			

4.Organic Production History 有机产品生产历史

☐ Not relevant 不涉及

4.1 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?	
4.2 For applicant who is currently certified by the other certification body, are there any non-conformities issued in the on-site inspection? If so, please describe non-conformities and corresponding correction measures. 对于目前在证书有效期内的项目, 原认证机构现场检查是否开具不符合项? 如是, 请描述不符合项及企业的整改措施。	
4.3 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?	
4.4 Other important issues. 其他补充说明的重要问题。	

Part II Processing Ingredients

第二部分加工配料

1.Processing ingredients 加工配料概况

Ingredients 配料	Name 名称	Source 来源 Self-made/Outsource 自产/外购	Chinese Organic/ conventional 有机/常规	Genetically modified or not? 是否涉及转基因?
Raw materials 原料				
Accessories(including food additives, processing aids, nutrient supplements etc.) 辅料 (包括食品添加剂、 加工助剂和营养强化剂等)				
Water 加工用水	Is water used in the process?加工过程中是否涉及加工用水? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 If yes, please describe water source 水源:			

	<p><input type="checkbox"/> Municipal water supply 市政供水 <input type="checkbox"/> Wells 公司水井</p> <p><input type="checkbox"/> Others 其他:</p> <p>Functions of the water 水在加工过程中的作用:</p> <p><input type="checkbox"/> Ingredient 配料 <input type="checkbox"/> Processing aids 加工助剂</p> <p><input type="checkbox"/> Cooking 蒸煮 <input type="checkbox"/> Cooling 冷却</p> <p><input type="checkbox"/> Product transport 运输产品 <input type="checkbox"/> Cleaning equipment contact with organic products 清洁于有机产品接触的设备</p> <p><input type="checkbox"/> Cleaning organic products 清洁有机产品</p> <p><input type="checkbox"/> Others 其他用途:</p>
Salt 食用盐	<p>Is the salt used? 是否使用食用盐?</p> <p><input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否</p> <p>If yes, does the salt meet Standards GB2721?</p> <p>如是, 是否符合 GB2721 食用盐卫生标准?</p> <p><input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否</p>

Note: If a large variety of raw materials and accessories (including additives, processing aids and nutritional supplements, etc.) are involved, please attach another table as annex.

如原料、辅料（包括食品添加剂、加工助剂和营养强化剂等）品种较多，请另附表格。

2. Ingredients and Production Efficiency 加工配料用量及出成率汇总表

Finished product name 产品名称	Ingredients (all kinds of ingredients including raw materials, additives, and processing aids, etc.)配料（包括原料、添加剂、加工助剂等所有投入物质)			Production efficiency (%) 出成率（%）	Finished product quantity (ton) 产品数量 (吨)	Proportion of each ingredient(water, salt and processing aids should not be included) 有机加工中配料占比 (水、盐、加工助剂不计算在内)
	Ingredient name 各配料名称	Ingredient quantity(if pre-processing purge involved, the quantity of ingredient used for flushing should be subtracted) 配料用量（如涉及冲顶加工，应扣除全年计划冲顶用配料量)				

Part III Processing

第三部分加工

1. Procedures and Conditions 工艺流程及工艺条件

1.1 Please select the treatment methods and techniques used in the processing

列出产品加工过程中所采用的处理方法及工艺

- | | | |
|---|---|--|
| <input type="checkbox"/> Machinery 机械 | <input type="checkbox"/> Frozen 冷冻 | <input type="checkbox"/> Heating 加热 |
| <input type="checkbox"/> Microwave 微波 | <input type="checkbox"/> Smoked 烟熏 | <input type="checkbox"/> Extraction 提取 |
| <input type="checkbox"/> Microbial fermentation 微生物发酵工艺 | <input type="checkbox"/> Concentration 浓缩 | |
| <input type="checkbox"/> Precipitation 沉淀 | <input type="checkbox"/> Filtration 过滤 | <input type="checkbox"/> Others 其他: |

1.2 Please describe in detail the workflow for processing proposed organic products(the flow chart including all steps of the whole process from the reception of raw materials to delivery of finished products)详述各申报产品的加工工艺流程图 (体现所有涉及的加工环节, 包括从原料验收至成品出库全过程) :

1.3 If extraction is involved, please select the solvent used ☐ Not relevant 不涉及

如果采用了提取工艺, 请列出所使用的溶剂

- | | | |
|-------------------------------------|--|---|
| <input type="checkbox"/> Water 水 | <input type="checkbox"/> Ethanol 乙醇 | <input type="checkbox"/> Animal fat or vegetable oil 动植物油 |
| <input type="checkbox"/> Vinegar 醋 | <input type="checkbox"/> Carbon dioxide 二氧化碳 | <input type="checkbox"/> Carboxylic acid 羧酸 |
| <input type="checkbox"/> Nitrogen 氮 | <input type="checkbox"/> Others 其他: | |

1.4 If concentration is involved, please select the methods used ☐ Not relevant 不涉及

如果采用了浓缩工艺, 请列出浓缩方法

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Evaporation 蒸发浓缩 | <input type="checkbox"/> Vacuum 真空浓缩 | <input type="checkbox"/> Freezing 冷冻浓缩 |
| <input type="checkbox"/> Others 其他: | | |

1.5 Is filter used? 加工过程中是否使用过滤材料?

- ☐ Yes 是 ☐ No 否

If yes, please indicate the materials

如是, 请说明其材质:

Is there risk that the filter materials allow penetration of hazardous substances?

该过滤材料是否可能被有害物质渗透?

- ☐ Yes 是 ☐ No 否 ☐ Not relevant 不涉及

2. Sanitation and Pest Control 卫生管理及有害生物防治

2.1 Common pests in the processing establishments 加工场所内常见的有害生物

- ☐ Mouse 鼠 ☐ Small animals 小型动物 ☐ Birds 鸟类
☐ Mosquitoes and other insects 蚊蝇等昆虫
☐ Others 其他:

2.2 Measures taken to prevent pests 采取何种管理措施来预防有害生物的发生?

- ☐ Eliminate pest breeding conditions 消除有害生物的孳生条件
☐ Keep pests from processing and handling equipment 防止有害生物接触加工和处理设备
☐ Control the propagation through the control of environmental factors, including temperature, humidity, light, and air.通过对温度、湿度、光照、空气等环境因素的控制,防止有害生物的繁殖
☐ Others 其他

2.3 Measures for pest control 使用何种设施或材料防治有害生物:

- ☐ Insecticidal lamp 杀虫灯 ☐ Insect-proof net 防虫网 ☐ Glue boards 粘鼠板
☐ Mousetrap 捕鼠笼 ☐ Block boards 挡鼠板 ☐ Herbs 中草药
☐ Temperature and humidity control 温湿度控制
☐ Others 其他

2.4 Is disinfectant and detergent used in the process? 加工过程中是否使用消毒剂和清洁剂?

- ☐ No 否
☐ Yes 是

If yes, please indicate the materials: 如是,使用何种物质:

- ☐ Steam 蒸汽 ☐ Other 其他 _____

2.5 Is disinfectant and detergent used in the processing site and equipments? _____

加工场所及加工设备清洁及消毒使用的物质? _____

3. Sewage and Waste Treatment Process 污水排放和加工废弃物处理方法

Part IV Packaging, Storage and Transportation

第四部分包装、贮藏、运输

1. Packaging 包装

1.1 Packaging materials for raw materials is food-grade or not? Please specify texture. 原料包装材质是否为食品级? 何种材质?	<input type="checkbox"/> Yes 是, Material Type 材质: <input type="checkbox"/> No 否 <input type="checkbox"/> Not relevant 不涉及
1.2 Packaging materials for finished products is food-grade or not, specify texture 成品所用包装材质是否为食品级? 何种材质?	<input type="checkbox"/> Yes 是, Material Type 材质: <input type="checkbox"/> No 否
1.3 Are fillers used? 是否使用包装填充剂?	<input type="checkbox"/> No 否 <input type="checkbox"/> Yes 是 If yes, please specify 如是, 请列出: <input type="checkbox"/> Carbon dioxide 二氧化碳 <input type="checkbox"/> Nitrogen 氮 <input type="checkbox"/> Other 其他:
1.4 Have the packaging ever been exposure to forbidden substances? 包装物或容器是否接触过禁用物质?	<input type="checkbox"/> No 否 <input type="checkbox"/> Yes 是 If yes, please specify the substances 如是, 请描述物质名称:
1.5 Are the packaging stored separately? 包装物或容器是否单独存放?	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 If no, please specify the measure for separation 如否, 请描述隔离措施:

2. Storage and Transportation 贮藏与运输

Name of warehouse 仓库名称	Nature of warehouse 仓库属性		Capacity (ton) 贮藏能力 (吨)
	Owned 自有仓库	Leased 外租仓库	
Please describe the storage methods for raw materials, semi-finished and finished products 列出原料、半成品、成品储藏方法	<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
Transport vehicles and machinery 运输工具	Transportation types 工具类型: Cleaning methods before transport 运输前清洁方式:		

3.Secondary packaging and/or segmentation 二次分装、分割

☐ Not relevant 不涉及

3.1 Please specify address of secondary packaging and/or segmentation applied 描述二次分装或分割

场所地址: _____

3.2 Are the equipment for secondary packaging and/or segmentation used for both conventional and organic products? 二次分装或分割过程中的设备是否同时用于处理非有机产品?

☐ No 否

☐ Yes 是

If yes, please specify cleaning and separation measures 如是, 填写清洁或隔离措施:

Part V Parallel Processing

第五部分平行加工

1. Parallel Processing 平行加工

1. Are conventional /non Chinese organic products processed in the same processing plant?

除了申请的产品外, 同一加工场所是否还加工常规产品?

☐ No 否

☐ Yes 是

If yes, please specify the product name and fill in 2 如是, 请描述常规产品名称同时填写 2

2. Please describe the separation management used in the transportation, processing, storage of raw materials and finished product(s) respectively, processing, to prevent contamination.

请描述在原料运输及贮藏、加工、成品贮藏及运输各环节中避免混淆及污染采取的措施。

2.1 Are the transportation facilities dedicated to organic raw materials?

有机原料运输工具是否有有机专用?

☐ Yes 是

☐ No 否

If no, please describe measures taken for preventing mixture and contamination

如若, 描述避免混淆及污染的措施:

2.2 Are the organic raw materials stored in the sites dedicated to organic raw materials?

有机原料储存场所是否有有机专用?

☐ Yes 是

☐ No 否

If no, please describe measures taken for preventing mixture and contamination

如若, 描述避免混淆及污染的措施:

2.3 Are the packagings for organic raw materials and finished products stored in the sites dedicated to organic products?

原料包材及成品包材贮藏场所是否有有机专用?

☐ Yes 是

☐ No 否

If no, please describe measures taken for preventing mixture and contamination

如若, 描述避免混淆及污染的措施: :

2.4 Are the processing facilities dedicated to organic products? 加工设备是否有有机专用?

☐ Yes 是

☐ 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: :

2.5 Are the organic products stored in the sites dedicated to organic products?

成品贮藏场所是否有有机专用?

☐ Yes 是

☐ 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: :

2.6 Are the transportation facilities dedicated to organic products?

成品运输工具是否有有机专用?

☐ Yes 是 ☐ 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: :

Part VI Labeling and Marketing

第六部分标识与销售

1. Organic Labeling 有机标识

☐ Not relevant 不涉及

1.1 Do you plan to put an organic product label and code on the certified products or on its minimum package?是否计划在获证产品或者产品的最小销售包装上加施有机认证标志、有机码?

☐ No 否

☐ Yes 是

If yes, please specify in which way 如是, 请选择加施的方式:

☐ Apply for purchasing organic label 购买使用有机产品防伪标签

☐ Apply for printing by self 申请自行印制

1.2 Are there other labeling sites except the sites mentioned above?

是否在申请认证的场所外加贴有机码?

☐ No 否

☐ Yes 是 If yes, please specify the address 如是, 加贴有机码场所地址: _____

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、储存、出入库和销售等记录

☐ Others (please indicate)其他, 请说明。

3. Trademark 商标

☐ Not relevant 不涉及

3.1 Is there information of self-owned trademark in the product description?
申报产品的产品描述是否包含自有商标信息?
No 否 ☐
Yes 是☐ , self-owned trademark name 请填写自有商标名称:

3.2 Is there information of trademark owned by other company in the product description?
申报产品的包装上是否使用他人商标?
No 否☐
Yes 是☐ , trademark name owned by other company 请填写他人商标名称:

Part VII Management System

第七部分管理体系

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生产记录?
☐ 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
	Processing manager 加工管理者	<input type="checkbox"/> Little 不了解 <input type="checkbox"/> Basic 了解 <input type="checkbox"/> Detailed 熟悉 <input type="checkbox"/> Great 掌握	
	Internal inspector 内部检查员	<input type="checkbox"/> Little 不了解 <input type="checkbox"/> Basic 了解 <input type="checkbox"/> Detailed 熟悉 <input type="checkbox"/> Great 掌握	

Statement

声明

I hereby assert, within the range of my personal experience, knowledge and capabilities, that the information about production, processing and management provided by the questionnaire hereof is authentic and accurate. I hereby agree that the follow-up necessary on-site inspection (including sampling, inspection to original records, and bills) 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生产、加工和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 (包括抽样检测, 查验原始记录及票据) 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)