



# Questionnaire for Organic Product Certification

## 有机产品认证调查表

### Plant Production

植物生产

Name of Applicant (Company Seal)

申请单位 (盖章)

Person in Charge (Signature)

负责人 (签字)

Date of Application

Y 年 M 月 D 日

申请日期

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](http://www.ofcc.org.cn) E-mail: [cofcc@126.com](mailto:cofcc@126.com)

Release date: Oct 15, 2024

发布日期: 2024 年 10 月 15 日

Implementation date: 1st Jan, 2025

实施日期: 2025 年 1 月 1 日

## NOTES

### 注意事项

1 The questionnaire shall apply to plant harvest and pretreatment. *Questionnaire for Organic Product Certification (Organic Products Processing)* shall be filled out for products involving post-harvest processing.

本表仅适用于植物收获及其简单处理产品。对于收获后需进行加工的产品，应同时填写“加工”类别《有机产品认证调查表》。

2 The questionnaire shall, if without signature and seal 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 questionnaire 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 questionnaire shall be printed or filled in black ink with regular script.

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 Production Unit Name and Address 生产单元名称与地址

Production unit (base) name 生产单元 (基地) 名称			
Production unit (base) address 生产单元 (基地) 地址			
Post-harvest treatment address 收获后处理场所地址			
Person in charge 生产负责人		Phone/Mobile 电话/手机	

### 2 Organizational Model and Production Facilities 生产组织模式与生产类型

#### 2.1 Organization model 生产组织模式

Corporation 公司     Cooperatives 合作社  
 Corporation + Farmer or Cooperatives + farmer 公司+农户或合作社+农户  
 Others, please indicate 其他, 请描述\_\_\_\_\_

If farmers are involved in the actual production, please indicate the number of farmers 如实际生产涉及农户, 请填写农户数:\_\_\_\_\_

#### 2.2 Production facilities 生产类型:

Field planting 大田种植     Greenhouse 设施栽培     Field planting + Greenhouse 大田种植+设施栽培

### 3 Ecological Environment of Production Unit (Farm) 生产单元 (基地) 生态环境

Altitude (m) 海拔高度 (米)	
Annual precipitation (mm/year) 年降水量 (mm/年)	
Frost-free period (days/year) 无霜期 (天/年)	
Annual mean temperature (°C) 年平均气温 (°C)	

### 4 Organic Product Certification History 有机产品认证历史

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?	
---	--

<p>4.2 For applicant who is currently certified by the other certification body, are there any non-conformity issued in the on-site inspection? If so, please describe non-conformity(s) and corresponding corrective measure(s).</p> <p>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。</p>	
<p>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.</p> <p>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？</p>	
<p>4.4 Other important issue</p> <p>其他补充说明的重要问题</p>	

## Part II Plant Production Management

### 第二部分 植物生产管理

#### 1 Conversion Period 转换期

1.1 Is the production unit (base) built on newly reclaimed land or long-term fallow land?

生产单元 (基地) 是否为新开垦土地或长期撂荒土地?

No 否

Yes 是 If yes, please attach the supporting documentation issued by relevant authorities at county level or above, and indicate the start date of fallow:

如是, 请提供相应的县级或县级以上主管部门出具的证明文件, 并说明撂荒开始的时间:

1.2 When was organic production introduced into the production unit (base)?

本生产单元 (基地) 何时开始有机产品生产? YYYY/MM/DD

#### 2 Buffer Zone 缓冲带

2.1 Is there any source of pollution near the organic production site? 有机生产区域附近有无以下污染源?

Urban Area 城区  Solid waste 生活垃圾场  Industrial pollution sources 工业污染源  
 Mine lot 工矿区  Traffic trunk 交通主干线

If yes, please indicate the distance to the organic product site. 如有, 有机生产区域与以上污染区域的距离    m 米

And the direction relative to the organic product site. 有机生产区域处在以上区域的方位。

Upwind 上风向  Downwind 下风向

2.2 Will the nearby conventional production site pose any risk of pollution to organic production site?

邻近常规生产区域是否可能对有机生产区域造成污染风险?

Yes 是  No 否

If yes, please indicate the type of buffer zone or physical barrier in between:

如是, 有机生产区域与常规生产区域之间的缓冲带或物理屏障类型:

Forest 林带  Road 道路  Shrubs 灌木  Wild plants 野生植物  
 Grass 草地  Rivers 河流  Others 其他: \_\_\_\_\_

Height or width of buffer zone or physical barrier. 缓冲带或物理屏障的高度或宽度    m 米

### 3 Other Matters 生产单元内其他情况

#### 3.1 Are there uncertified non-organic crops grown in the same production unit, apart from proposed product?

除申报产品外，同一生产单元内是否还有其它按有机方式生产但不申请认证的植物产品？

No 否

Yes 是 If yes, please indicate the crop name and planting area 如是，请填写作物名称及面积: \_\_\_\_\_

#### 3.2 Are non-organic crops grown in the same production unit?

除申报产品外，同一生产单元内是否还有非有机方式种植的作物？

No 否

Yes 是 If yes, please indicate the crop name and planting area. 如是，填写这些作物的名称及面积 \_\_\_\_\_

#### 3.3 Are the perennial crops applied with parallel production? 申请作物是否为多年生作物且存在平行生产？

No 否

Yes 是 If yes, Please descript organic transition plan in detail 如是，请详细描述有机转换计划: \_\_\_\_\_

#### 4 Seeds and Plant Propagation Materials 种子和植物繁殖材料

##### 4.1 Seeds and Plant Propagation Materials 种子和植物繁殖材料

Not Relevant. When not used in the production unit this year, no need to fill in 4.2 不涉及, 生产单元内本年度未新栽培作物, 无需填写 4.2

##### 4.2 Seeds and Plant Propagation Materials This Year 本年度种子和植物繁殖材料

Crop name 作物名称	Seed/seedling source 种子/种苗来源		Seed/seedling Nature 种子/种苗属性		Used amount(kg/mu) 种子/种苗用量(kg/亩) (株/亩)	Planting time 播种/定植时间	Are the seeds genetically modified, coated or pesticide-soaked? 是否为转基因种子、包衣种子或化学农药浸种
	Retention 自留	Purchase 外购	Organic 有机	Conventional (non-Chinese organic) 常规			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

#### 5 Land, Seed, and Seedling Management during the Previous Three Years 过去三年土地及种子、种苗管理情况

Not Relevant 不涉及

Year 年度	Plot No. 地块编号	Crop name 作物名称	Seed/seedling source 种子/种苗来源		Seed/seedling Nature 种子/种苗属性		Used amount (kg/mu)(Quantity/mu) 使用量(kg/亩)	Planting time 播种/ 定植时间	Are the seeds genetically modified, coated or pesticide-soaked? 是否为转基因种子、包衣种子或化学农药浸 种?
			Retention 自留种	Purchase 外购	Organic 有机	Conventional(non-Chinese organic) 常规			
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

## 6 Soil Fertility Management 土肥管理

6.1 Measures taken to maintain and improve soil fertility 生产单元采取何种措施维持和提高土壤肥力?

Returning straws 秸秆还田  Burying green manurecrops and weeds 杂草绿肥作物翻埋  Deep plowing 深翻  
 Lying idle 休闲撂荒  Others 其他\_\_\_\_\_

6.2 Fertilizers Used or to Be Used in the Current Year: 本年度施用或计划使用的肥料:

Crop name 作物名称	Fertilizer name 肥料名称	Raw materials composition 原料组成	Fertilizer source (purchaused/ produced on the base) 肥料来源 (外购/自制)	Amount of application (ton) 施用或计划施用的数量 (吨)	Time of application 施用时间

## 7 Land Fertility Management in the Previous Three Years 过去三年土地培肥管理情况

Year 年度	Crop name 作物名称	Fertilizer name 肥料名称	Ingredients 原料组成	Fertilizer source (purchaused/ produced on the farm) 肥料来源 (外购/自制)	Amount of application (ton) 施用量 (吨)	Time of application 施用时间

--	--	--	--	--	--	--

## 8 Disease, Pest and Weed Control of the Current Certification Year 本年度病虫草害防治

### 8.1 Pest and disease control 病虫害防治

#### 8.1.1 Diseases control measures 请选择采取的病害防治措施

Disease-resistant varieties 抗病品种       Timely tillage 适时耕种       Plowing and solarizing 耕翻晒垡  
 Lying idle 休闲撂荒       Plant density control 控制种植密度       Eliminating disease-stricken plants 将病株带出农场  
 Others, please indicate. 其他, 请说明: \_\_\_\_\_

#### 8.1.2 Pest control measures: 请选择采取的虫害防治措施

Pest-resistant varieties 抗虫品种       Non-chemical seed treatment 非化学药剂种子处理       Eliminating harmful plants 危害植株带出农场  
 Manual capture 人工捕捉       Physical removal 物理清除  
 Others, please indicate. 其他, 请说明: \_\_\_\_\_

#### 8.1.3 Common diseases and pest in organic production and inputs to be used or plan to be used for control 列出有机生产中常见的病虫害及计划施用的投入品

Crop name 作物名称	Disease & pest name 病虫害名称	Input name(including biopesticide, yellow sticky trap, bagging,etc.) 施用或计划施用的投入品名称 (包括生物农药、 黄板、套袋等)	Active ingredients 有效成分	Amount of applicaiton 用量	Duration of effect 施用时间

8.1.4 If copper is used as a disease control substance, please indicate the amount of application (by copper) 若使用铜盐作为病害防治物质, 请列出单位面积年使用总量 (以铜计)

> 6kg Cu/ha/year > 6 kg 铜/公顷·年  ≤ 6kg Cu/ha/year ≤ 6 kg 铜/公顷·年,

8.2 Weed control 草害防治

Please indicate the main weed control measures 请描述生产单元中的主要草害防治措施:

**9 Disease, pest and weed control in the Previous Three Years** 过去三年病虫草害防治情况

Year 年度	Disease and Pest control 病虫害管理情况					Weed management 杂草管理
	Crop name 作物	Disease and Pest name 病虫害名称	Inputs names 施用投入品名称	Amount of applicaiton 用量	Time of applicaiton 施用时间	

**10 Cultivation Management** 栽培管理措施

10.1 Are cultivation methods, such as crop rotation and intercropping, used? 是否采用作物轮作、间作套作等栽培方式?

No. Annual crop without rotation 否, 一年一季不轮作

Yes. please indicate plants for crop rotation or inter cropping: 如是, 请描述轮作或间作植物名称\_\_\_\_\_

10.2 Is the winter fallow involved? 是否存在冬季休耕?  Yes 是  No 否

10.3 Is irrigation involved? 是否进行灌溉?

No, only natural precipitation 否, 完全依靠天然降雨

Yes, irrigation water sources: 是, 灌溉水来源:  Groundwater 地下水  River 河流  Spring water 山泉水  Others 其他\_\_\_\_\_

Irrigation methods: 采用何种方式:  Flood 漫灌  Drip 滴灌  Sprinkler 喷灌  Subsurface 渗灌  Others 其他\_\_\_\_\_

**11 Planting and Harvesting Statistics of the Current Year<sup>1</sup>** 本年度种植及收获统计表<sup>1</sup>

Base name 基地名称	Plot No. 地块编号	Area (mu) 面积(亩)	Crop name 作物	Growth cycle 生长周期	Yield (kg/mu) 亩产 (Kg/mu)	Harvest yield(ton) 预计收获量 (吨)

Total area (mu) 基地面积合计 (亩)						

Notes 注

1 Crops of different varieties and places shall be numbered separately and shall not be numbered in a plot. 不同品种、不同位置的作物应分别编号，不能合并在同一地块中。

**12 Planting and Harvesting Statistics During Previous Three-Years** 过去三年种植及收获统计表

Year 年度	Plot No. 地块编号	Area (mu) 面积 (亩)	Crop name 作物	Harvest time 收获时间	Yield (kg/mu) 亩产 (Kg/mu)	Production (ton) 收获量 (吨)

### 13 Pollution Control 污染控制措施

13.1 Will water penetrate or diffuse from conventional farmland into the organic plots? 常规农田的水是否能渗透或漫入有机地块?

Yes 是     No 否     Not relevant 不涉及

13.2 Will external sources of fertilizers cause pollution of banned substances to organic production? 外部来源的肥料是否会造成禁用物质对有机生产的污染?

Yes 是     No 否     Not relevant 不涉及

13.3 Does the apparatus for conventional farming systems cleaned before used in organic production? 常规农业系统的设备在用于有机生产前是否进行清洁?

Yes 是     No 否     Not relevant 不涉及

13.4 Are protective cover, plastic film, and insect nets used? 是否使用保护性建筑覆盖物、塑料薄膜、防虫网等?

Yes 是     No 否

If yes, please indicate the materials: 如是, 请选择使用物材质:

Polyethylene 聚乙烯     Polypropylene 聚丙烯     Polychlorinate 聚碳酸酯     Others 其他\_\_\_\_\_

13.5 Are these protective coverings removed after usage? 上述物质保护性覆盖物等使用完后, 是否从土壤中清除?

Yes 是     No 否

If yes, methods for removal: 如是, 选择措施方法:

Incineration 焚烧     Concentrated treatment 收拾集中处理     Others, please indicate 其他, 请描述. . .

### 14 Water and Soil Conservation and Biodiversity Conservation 水土保持和生物多样性保护措施

14.1 Measures taken to prevent soil erosion, desertification and salinization 使用了哪些保护措施防止水土流失、土壤沙化和盐碱化?

Terraces 梯田     Contour plowing 等高耕作     Permanent irrigation canal 永久性排灌水渠     Forest 林带  
 Others, please indicate 其他 (请说明) \_\_\_\_\_

14.2 Are measures taken to protect the natural enemies and their habitats? 是否采取措施保护天敌及其栖息地?

Yes 是     No 否

14.3 How are crop residues dealt with after harvest? 作物收获后如何处理作物秸秆?     Not relevant 不涉及

Returned to the field 秸秆还田     Shipped out of the field 运出田块     Incineration 焚烧  
 Others: 其他 \_\_\_\_\_ ;

If incineration, please explain the reasons. 如焚烧, 请说明理由. \_\_\_\_\_

## Part III Harvest and Package Treatment

### 第三部分 收获、包装等处理

This part applies only to plant harvest and pre treatment. *Questionnaire for Organic Product Certification Organic Products Processing* shall be filled out for products involving post-harvest processing (in which SC certification shall prevail).

此部分仅适用于植物收获及其简单处理产品。对于收获后需进行加工的产品 (以 SC 证为准), 应同时填写“加工”类别《有机产品认证调查表》。

#### 1 Harvest and Post-Harvest Treatment (Sorting, Cleaning, and Other) 收获及收获后处理 (分选、清洗等)

##### 1.1 Harvesting methods 收获方式

Machinery 机械  Manual 人工  Others, please indicate. 其他, 请描述 \_\_\_\_\_

##### 1.2 Post-harvest treatment 收获后处理方式 No treatment, directly fill in Table 2 无需进行处理, 则直接填写表 2

Cleaning 清洁  Threshing 脱粒  
 Sorting 分拣  Cutting 切割  
 Shelling 脱壳  Drying 干燥  
 Preservation 保鲜  Others, please indicate 其他, 请描述。 \_\_\_\_\_

##### 1.3 Are the equipment used for both organic and non-organic plants?

用于处理有机植物的设备是否也被用于处理非有机植物?

Yes 是  No 否

##### 1.4 Are detergents or disinfectants used for equipment? 是否对设备器具进行清洁或消毒?

No 否  Yes 是

If yes, please indicate the name of detergent or disinfectant: 如是, 请列出清洁或消毒剂的名称: \_\_\_\_\_

##### 1.5 Pest control measures in post-harvest treatment sites 收获后处理场所有害生物防治措施:

Insecticidal lamp 杀虫灯  Insect proof net 防虫网  Mouse glue trap 粘鼠板  
 Mousetrap 捕鼠笼  Mouse baffle 挡鼠板  Temperature and humidity control 温湿度控制  
 Herbal medicine 中草药  Other 其他 \_\_\_\_\_

Are fumigants used? 是否使用熏蒸剂:  No 否  Yes 是 If yes, specify 如是, 熏蒸剂: \_\_\_\_\_

#### 2 Inputs and Outputs for the post-harvest 收获后处理投入产出统计

Harvest 处理前		Production efficiency (%) 出成率 (%)	Post-harvest 处理后	
Raw material name 原料名称	Quantity of harvested product 原料收获量 (吨)		Quantity of product (ton) 产品产量(吨)	Product name 产品名称

--	--	--	--	--

Note 注:

1 Quantity of harvest product\* Production efficiency (%) = Quantity of product 原料收获量 × 出成率 (%) = 产品产量;

2 If post-harvest is not required (or the quantity remains unchanged before and after post-harvest), the production efficiency should be filled in at 100%. 如无需进行处理 (或处理前后数量不变), 则出成率填写 100%。

### 3 Packaging, Storage and Transportation 包装、贮藏和运输

#### 3.1 Packaging 包装

Are products packaged? 产品是否包装?

 No 否 Yes 是 If yes, please indicate the packaging materials 如是, 请说明包装材料。

Has the packaging materials or containers contact banned substances? 包装物或容器是否接触过禁用物质?

 No 否 Yes 是 If yes, please indicate the name of substances: 如是, 请描述物质名称。

Are fillers used in packaging? 包装过程中是否使用填充物质?

 No 否 Yes 是 If yes, please indicate the name of filler. 如是, 请描述物质名称。

#### 3.2 Storage 产品贮藏

 Not Relevant 不涉及

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	

#### 3.3 Pest control measures in warehouses 仓库有害生物防治措施:

Insecticidal lamp 杀虫灯     Insect proof net 防虫网     Mouse glue trap 粘鼠板  
 Mousetrap 捕鼠笼     Mouse baffle 挡鼠板     Temperature and humidity control 温湿度控制  
 Herbal medicine 中草药     Other 其他 \_\_\_\_\_

Are fumigants used? 是否使用熏蒸剂:  No 否     Yes 是 If yes, specify 如是, 具体名称: \_\_\_\_\_

#### 3.4 Special transportation measures applied for organic products 产品运输是否有专用运输工具?

 Yes 是     No 否     Not Relevant 不涉及

If no, please specify cleaning measure and method for preventing contamination 请描述清洁措施及避免常规产品混杂或禁用物质污染措施: \_\_\_\_\_

### 4 Secondary packaging and/or segmentation 二次分装、分割

 Not Relevant 不涉及

4.1 If there is secondary packaging and/or segmentation applied, please specify address 认证产品如存在二次分装或分割, 请描述二次分装或分割场所地址: \_\_\_\_\_

4.2 Are the equipments 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 seperation measures 如是, 填写清洁或隔离措施: \_\_\_\_\_

## Part IV Labling and Marketing

### 第四部分 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 sale

建立有机产品的购买、运输、储存、出入库和销售等记录

Others (please specify) 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?

申请书中的产品描述是否包含自有商标信息?

No 否

Yes, please fill in the self-owned trademark name 是, 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, please fill in the trademark name owned by other company 是, 请填写他人商标名称: \_\_\_\_\_

## 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
	Production manager 生产管理者	<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 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) : \_\_\_\_\_