

传信有机产品认证流程

TTC organic product certification flow

步骤 Step	流程 Flow chart	认证委托人工作内容 Applicant's work content	传信工作内容 TTC's work content
1	认证意向 Certificate intention	介绍认证委托人基本情况 Introduce basic information of certificate applicant	介绍传信有机认证基本要求, 必要时进行初访。Introduce the basic requirements of TTC organic certification, and conduct the initial visit if necessary
2	认证申请 Certificate application	填写申请书、调查表, 准备相关材料提交传信, 并根据传信要求及时补充材料 Fill the application form, questionnaire, prepare relevant documents and submit to TTC, and timely supplement the materials according to the TTC's requirements	发放公开文件、申请书和调查表及相关资料清单, 并对客户提交的材料及时进行形式审查, 如有缺失及时通知客户补充相关资料。 Release public documents, application forms, questionnaires and lists of relevant documents, and review the documents on time which submitted by the customer, and timely notify the customer to supplement the relevant materials on time if there is any missing.
3	认证受理 Certification acceptance	确认报价、签订认证协议 Confirm the quotation and sign the certification agreement	认证申请评审、通知认证委托人是否受理认证申请, 若受理, 则确认报价并签订认证协议。 Review certificate application, notify the applicant whether TTC accept the certification application, if accepted, then confirm the quotation and sign the certification agreement.
4	收费 Charge	支付认证首付款 Prepayment of certification fee	通知认证委托人支付认证首付款 Notify the applicant for prepayment.

5	现场检查准备 On-site inspection preparation	确认现场检查计划, 修改或补充材料(适用时) Confirm the on-site inspection plan, modify or supplement documents (if applicable)	<ul style="list-style-type: none"> ● 制定认证周期内的检查方案(适用时); ● 向检查组下达现场检查任务书, 检查组针对收到的任务进行文件评审, 并确定现场检查安排; 机构向认证委托人出具现场检查通知书; ● 检查组制定检查计划经机构确认后发送给认证委托人确认; ● 提前至少 5 个工作日将检查计划上报至“中国食品农产品认证信息系统”。 ● Develop inspection program within the certification cycle (when applicable); ● Issue a site inspection task book to the inspection team, which will conduct document review based on the received task and determine the site inspection arrangement; the certification body issues a site inspection notification to the certification client ● The inspection team formulates an inspection plan, which is confirmed by the certification body and then sent to the certification client for confirmation ● Upload the inspection plan to the national Food and agricultural products certification information system at least 5 working days in advance.
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6	<p>现场检查实施 On-site inspection implementation</p>	<p>配合检查员作好现场检查，提供所需资源和材料 Cooperate with the inspectors to complete the on-site inspection, and provide the required resources and materials</p>	<p>根据检查方案实施现场检查，收集相关检查证据，并进行认证产品的抽样，委托具有法定资质的实验室进行检测，告知受检查方不符合项等检查发现、检查结论等。 Carrying out on-site inspection according to the inspection program, collect relevant inspection evidence, and sample the certified products, entrust a laboratory with legal qualification for testing, and inform the applicant the inspection findings, like non-conformance items and other inspection conclusions etc..</p> <p>注：如发生下述情况时，检查组应向认证机构报告，经同意后终止检查： 1) 认证委托人对检查活动不予配合，检查活动无法进行； 2) 认证委托人实际情况与认证依据有重大不一致； 其他导致认证程序无法完成的情况。 Note: In the event of the following situations, the inspection team shall report to the certification body and terminate the inspection upon approval: 1) The certification client does not cooperate with the inspection activities, making it impossible to proceed with the inspection; 2) There is a significant inconsistency between the actual situation of the certification client and the certification basis; 3) Other circumstances that prevent the completion of the certification process.</p>
7	<p>检查报告 Inspection report</p>	<p>根据现场检查情况，按照要求补充材料，完成不符合项整改 Based on the on-site inspection results, supplementary materials should be provided as required, and rectifications for non-conformities should be completed</p>	<p>检查组撰写并提交现场检查报告，对受检查方对照认证依据的符合性和持续有效性做出评价。 The inspection team shall write and submit the on-site inspection report to evaluate the conformity and continuous effectiveness of the comparison certification basis of the applicant.</p>

8	认证决定 Certification decision	补充材料, 关闭不符合项, 查询认证决定 Supplementary documents, complete the nonconformance items, and consult the certification decisions	评价现场检查的规范性和有效性, 根据检查报告和相关资料对照认证依据进行评价, 做出认证决定, 并及时通知认证委托人。 Evaluation the standardization and effectiveness of on-site inspection, evaluate the inspection report and relevant data compare the certification basis, make the final certification decision, and notify the applicant on time.
9	制作证书 Print the certificate	/	对符合要求的认证委托人, 向“中国食品农产品认证信息系统”上传检查报告等材料, 缮制证书。For the applicant who meet the requirements, upload the inspection report and other documents to the national food and agricultural products certification information system, and make the certificate.
10	支付余款 Pay the balance	支付余款 Pay the balance	通知认证委托人支付认证费余款 Notify the applicant to pay the balance of the certification fee.
11	发放证书 Issue the certificate	确认收到证书、检查报告、《有机产品认证证书、认证标志、有机码、销售证、认可标志和认证机构标志使用规定》。 Confirm received the certificate, inspection report, " use regulations of organic product certificate, certification logo, organic code, transaction certificate, accreditation logo and certification body log ".	发放证书、检查报告、《有机产品认证证书、认证标志、有机码、销售证、认可标志和认证机构标志使用规定》。 Issue certificate, inspection report, " use regulations of organic product certificate, certification logo, organic code, transaction certificate, accreditation logo and certification body log ".

12	认证后管理 Post-certification management	<ul style="list-style-type: none"> ● 配合机构和检查组完成获证后的现场检查,如专项检查、不通知检查、补充检查等工作; ● 适用时,向传信通报变更的信息,提出证书变更及相应资料证据(如认证委托人资质文件出现信息变更、认证场所和(或)认证过程出现变化、认证场所周围发生疫情或环境污染等以及出现产品质量安全问题或受到处罚等); ● 适用时,向传信提出申购有机防伪标签/有机码、有机销售证申请。 ● Cooperate with institutions and inspection teams to complete on-site inspections after obtaining certification, such as special inspections, unannounced inspections, supplementary inspections, etc; ● When applicable, notify the relevant authorities of the changes, submit requests for certificate modifications, and provide corresponding documentation and evidence (such as changes in the certification client's qualification documents, modifications to the certification site and/or certification process, outbreaks of diseases or environmental pollution in the vicinity of the certification site, as well as product quality and safety issues or penalties incurred, etc.); ● When applicable, submit an application to the messenger for purchasing organic anti-counterfeiting labels/organic codes and organic sales certificates. 	<p>认证机构应每年对获证组织至少安排一次获证后的现场检查。</p> <ul style="list-style-type: none"> ● 同一认证品种如有多个生产季的,在认证周期内对该品种至少需要增加一次获证后的现场检查; ● 在风险评估的基础上每年至少对 5% 的获证组织实施一次不通知检查。对于尚未使用有机产品认证标志的获证组织,不通知检查比例应不低于 10%,且应根据风险评估情况至少选取一个获证产品进行抽样检测; ● 在风险评估的基础上,每年在流通领域对使用了有机产品认证标志的获证组织抽取不少于一种获证产品进行检测,获证组织的抽样比例不低于 10%; ● 适用时,应获证组织的要求变更证书的信息; ● 适用时,对认证委托人实施暂停、恢复、撤销或注销证书的处理; ● 适用时,应认证委托人申请发放有机防伪标签/有机码、有机销售证。 <p>The certification body shall arrange at least one on-site inspection for the certified organization each year after certification.</p> <ul style="list-style-type: none"> ● If there are multiple production seasons for the same certified variety, at least one additional on-site inspection after certification is required for that variety within the certification period; ● Based on risk assessment, at least 5% of certified organizations shall be subject to unannounced inspections annually. For certified organizations that have not yet used the organic product certification mark, the proportion of unannounced inspections shall not be less than 10%, and at least one certified product shall be selected for sampling inspection based on the risk assessment situation; ● Based on risk assessment, at least one certified product from certified organizations that use the organic product certification
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			<p>mark shall be sampled and tested in the circulation field each year, with a sampling ratio of no less than 10% for certified organizations;</p> <ul style="list-style-type: none">● When applicable, the information on the certificate should be changed according to the requirements of the certified organization;● When applicable, implement measures such as suspension, restoration, revocation, or cancellation of certificates for the certification client;● When applicable, the certification client shall apply for the issuance of organic anti-counterfeiting labels/organic codes and organic sales certificates.
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13	再认证 Re-certification	<p>在认证证书有效期到期前 3 个月向传信提出再认证申请。</p> <p>Apply re-certification 3 months before the expiration of the certificate.</p> <p>需要关注:</p> <ol style="list-style-type: none">1) 认证委托人填写并提交再认证申请书, 并确认是否存在变更的内容;2) 认证委托人应确认相关资质文件、许可文件、所有权文件的时效性/有效性;3) 认证委托人应确认产地环境检测(监测)检测报告的有效性。 <p>Attention needed:</p> <ol style="list-style-type: none">1) The certification client fills out and submits the re-certification application form, and confirms whether there are any changes;2) The certification client shall confirm the timeliness/validity of relevant qualification documents, licensing documents, and ownership documents;3) The certification client shall confirm the validity of the production environment testing (monitoring) report.	<p>对认证委托人的再认证申请进行评审, 如受理, 重复第 2—13 步工作。</p> <p>Review the re-certification application of the applicant, repeat the steps 2-13 if acceptance the application.</p>
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