

## 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	产地环境检测 Environmental analysis	<p>产地环境检测是认证委托人应尽的义务，认证委托人应提供符合要求的产地环境检测报告并对检测结果负责。</p> <p>Origin environmental analysis is the obligation of the applicant, and the applicant shall provide the origin environmental analysis report that meets the requirements and be responsible for the analysis results.</p>	告知认证委托人产地环境检测的依据（标准） Inform the basis(standard) of environmental analysis.
6	现场检查准备 On-site inspection preparation	<p>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)</p>	<ul style="list-style-type: none"> <li>● 制定认证周期内的检查方案（适用时）；</li> <li>● 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、制定检查计划并发给认证委托人确认；</li> <li>● 提前至少 5 个工作日将检查计划上报至国家食品农产品认证信息系统。</li> <li>● Develop inspection program within the certification cycle (when applicable);</li> <li>● Issue the on-site inspection task to the inspection team, and the inspection team will review the received documents, formulate the inspection plan and send it to the applicant for confirmation;</li> <li>● Upload the inspection plan to the national Food and agricultural products certification information system at least 5 working days in advance.</li> </ul>
7	现场检查实施 On-site inspection implementation	<p>配合检查员作好现场检查，提供所需资源和材料</p> <p>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。</p> <p>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>

8	检查报告 Inspection report	补充材料，关闭不符合项 Supplementary documents, closing the nonconformity items	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.
9	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.
10	制作证书 Print the certificate	/	对符合要求的认证委托人，向国家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.
11	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.
12	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 ".

13	认证后管理 Post-certification management	<ul style="list-style-type: none"> <li>● 传信实施不通知检查、补充检查等工作；</li> <li>● 适用时，向传信提出证书变更及相应信息；</li> <li>● 适用时，向传信提出申购有机码、销售证申请。</li> <li>● TTC carrying out non-notify inspection, supplementary inspection and other work;</li> <li>● If applicable, submit the certificate change and the corresponding information to the TTC.</li> </ul> <p>When applicable, apply to TTC for purchasing organic code and transaction certificate.</p>	<ul style="list-style-type: none"> <li>● 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；</li> <li>● 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再安排一次补充检查；</li> <li>● 适用时，应获证组织的要求变更证书的信息；</li> <li>● 适用时，对认证委托人实施暂停、撤销或注销证书的处理；</li> <li>● 适用时，应认证委托人要求发放有机码、销售证。</li> <li>● Based on the risk assessment, inspect at least 5% of certified organizations once per year;</li> <li>● If there are multiple production seasons for the same certification variety, at least one supplementary inspection shall be arranged within the certification validation period;</li> <li>● Where applicable, need get the change information of the applicant;</li> <li>● When applicable, the certificate of applicant shall be suspended, cancelled or cancelled;</li> </ul> <p>When applicable, the organic code and transaction certificate shall be issued according to the request of certificate applicant.</p>
14	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>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>