

Annex:

NO: CNCA-N-009: 2011

# **Implementation Rules for the Certification of Organic Products**

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Issued by Certification and Accreditation Administration of the  
People's Republic of China (CNCA)

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## **1. Purpose and Scope**

1.1 Based on the provisions as stipulated in the *Regulations of the People's Republic of China on Certification and Accreditation* and *Regulatory Measures on Organic Product Certification Management*, these Rules are formulated for the purposes of regulating certification activities of organic products in China.

1.2 These rules stipulate the basic requirements for certification bodies carrying out organic product certification (hereinafter referred to as “certification body”) on certification procedures and management.

1.3 The activities including certification, production, processing, importation and trade of organic products in China shall comply with these rules.

The certification activities for organic products imported from the economies, which have signed a memorandum or equivalent agreement in organic certification with the Certification and Accreditation Administration of China (hereinafter referred to as CNCA), shall comply with the relevant provisions of the memorandum or agreement.

1.4 The certification body, which complies with these rules, shall not be exempt from any obligation and/or liability under the law.

Neither a certification body nor a certified entity that complies with these rules shall be exempt from its legal obligation and/or liability.

## **2. Requirements for the Certification Body**

2.1 A certification body engaged in organic certification activities shall possess the qualifications as described in the *Regulations of the People's Republic of China on Certification and Accreditation* as well as the technical competence to undertake organic certification. A certification body engaged in organic certification activities shall be approved by CNCA.

2.2 The certification body shall demonstrate that its organic certification activities and management comply with these rules and the *Conformity assessment — Requirements for bodies certifying products, processes and services* (GB/T 27065) to CNCA within 12 months after obtaining approval from CNCA. Before submitting relevant documents, a certification body may only issue less than five certificates within each scope of certification approved by

CNCA.

### **3. Requirements for Certification Body Personnel**

3.1 Persons engaged in certification activities should have

- Relevant professional education and work experience;
- Be trained in organic production, processing, management and sales management, food security and authentication technologies and other areas,
- Have the appropriate knowledge and skills.

3.2 Certification inspectors of organic products shall be certified by China Certification and Accreditation Association (CCAA).

3.3 The certification body shall evaluate the competence of its inspectors to ensure the sufficient competences relevant to the scope of certification issued.

### **4. Certification Norms**

GB/T 19630 *Organic Products*

### **5. Certification Procedures**

#### **5.1 Application for certification**

5.1.1 The applicant shall:

- (1) Acquire a legal person status, which is registered at the State Administration for Industry & Commerce of China or other relevant organizations;
- (2) Acquire the administrative license according to relevant regulations (if applicable);
- (3) Ensure the product compliance with the requirements of relevant laws, regulations, safety & sanitation standards and other norms of China;
- (4) Establish and document a management system of organic production that has been implemented efficiently for more than three months;
- (5) Ensure that applied products for certification are listed in the *Certification Directory of Organic Products* published by CNCA;
- (6) not have its certificates revoked by certification body for the first to the fourth reasons listed in section 8.5 over the past five years; and,
- (7) not have its certificates revoked by a certification body for the fifth to the eleventh

reasons listed in section 8.5 over the past year.

5.1.2 Submitted documents and materials by the applicant are as follows:

(1) Hardcopies of legal business qualification documents e.g. copy of the business license, organization code certificate, land usage attestation and contract, etc.

(2) General information about the applicant as well as organic production, processing and operation.

a) Name, address, and contact information of the applicant; name, address, and contact information of the producer/processor in case of not the applicant itself;

b) Basic information on the production units or processing sites;

c) Name, varieties and the production and processing scale including acreage, yield, quantity and processing amount, etc.; basic information on the products produced in the same production units, which do not apply for the certification or are non-organic products;

d) The latest three years of organic production , including a description of prevention and control of plant diseases, pests and weeds, the usage of inputs and harvest; a collection description of wild plants; description of animal husbandry and aquaculture methods, disease control, input usage, transportation and slaughter, etc.; and,

e) Information about the application for or obtaining of other certificates.

(3) Description of production areas, including geographic location, plot distribution, buffer zones, and the information about neighboring land; the description of the environment about neighboring processing sites, the ichnography of the factory, process flow sheet, etc.

(4) Organic production/processing plan, including suitability evaluation of production environment, description and proof of production mode, inputs (such as pest control materials, fertilizers, etc.) management system, establishment of quality guarantee system, logo and traceability system, risk control measurements in organic production

(5) Production plan and/or processing plan for organic products of the current year, and the sales volume , sales amount, main market, etc. of last year.

(6) Commitment to credibility and abidance to the law, acceptance of the supervision and inspection by the regulators and certification bodies. Statement of the authenticity of the provided documents, and commitment to abide by the standards and technical

specifications of organic products.

(7) Management system documents of organic products processing/production.

(8) Plans for the organic conversion (if applicable).

(9) If the applicant is neither the producers nor processors of the certified organic product, copies of written contracts signed by all parties shall be provided.

(10) Other relevant documents.

## **5.2 Acceptance of the application**

5.2.1 The following information shall be made public by the certification body:

(1) The scope and validity of relevant authorization ;

(2) Certification procedures and certification requirements;

(3) Certification norms;

(4) Certification fees;

(5) The rights and obligations of a certification body and certified entities;

(6) The procedures of handling requests, complaints or disputes towards the certification body;

(7) Provisions and procedures for granting, cancellation, change, suspending, restoration, and withdrawing of certificates;

(8) The requirements for the certified entities to use the organic productions certification mark, certificates, and logo or name of certification body and,

(9) The proper publicity requirements of the certified entities.

5.2.2 Evaluation of the application

The certification body shall, within ten working days, complete the evaluation of the application documents and materials submitted by the applicant who has met the requirements of clause 5.1, and keep the evaluation records according to the requirements of certification norms, procedures and other requirements to ensure:

(1) Requirements for certification are clearly defined, documented and understood;

(2) Any misunderstandings between the certification body and the applicant shall be resolved; and,

(3) The certification body has the capability to perform the certification service with

respect to the scope of the certification sought and, if applicable, the location of the applicant's operations and any special requirements.

### 5.2.3 Application Acceptance

Only complete applications, which comply with relevant requirements, shall be accepted.

Otherwise, the certification body shall notify the applicant about missing documents for a complete application in written form within a specified period of time or shall reject the application with reasons provided.

## 5.3 Preparation and implementation of inspection

5.3.1 According to the relevant certification scope, the certification body shall assign personnel appropriately qualified to perform the inspection. Each inspection team shall have at least one licensed inspector specialized in the appropriate field.

An inspector shall be assigned to an operator not more than 3 consecutive years.

### 5.3.2 Inspection task

The certification body shall issue a notice with the inspection tasks before the inspection with the following contents, including but not limited to:

- (1) Contact information and address of the operator;
- (2) Inspection norms, including certification standards, implementation rules for the certification and other normative documents;
- (3) Inspection scope, including varieties, production, processing and area hereof to be inspected, etc.;
- (4) Members of the inspection team and the schedule;
- (5) Key points of the inspection, including the management system, tracking system, use of inputs, and packaging label etc.; and,
- (6) Any non-compliance discovered by the certification body during the previous year (if applicable).

### 5.3.3 Document review

Before the inspection is performed, the certification body shall review the operator's management system documents to ensure its applicability, sufficiency and consistency with

the certification requirements. The certification body shall keep records of the review.

#### 5.3.4 Inspection plan

5.3.4.1 The certification body shall work out an inspection plan and give confirmation to the operator before performing the inspection.

The regulator, which is responsible for the certification supervision, shall raise objections on the inspection scheme and plan of the certification body at least two days before the inspection. In the case of an objection, the certification body shall promptly communicate and coordinate with the authority before performing the inspection.

5.3.4.2 The inspection shall be arranged at high-risk stages of the production/processing of the products to be certified. If the initial inspection cannot cover all the products to be certified due to the production season and etc., additional inspection shall be arranged within the valid period of the certificate.

5.3.4.3 All production activities and ranges in productive units shall be inspected one by one.

If the organic production is organized and carried out by several farmers, for instance through agricultural cooperatives or in joint production by a company and farmers, all farmers and their farms shall be included in the inspection. All processing sites shall be inspected. If a secondary repacking/division for non-organic production or processing sites exists, they also shall be inspected, to ensure the integrity of the certified products.

The inspection shall consider the following factors:

- Price differences between the organic products and the non-organic products;
- Similarity of the production system, animal husbandry and breeding on the farms;
- Non-compliance issues provided during previous inspections;
- Effectiveness of the internal control system of the operator; and,
- The effect of secondary repacking/division on the integrity of the certified products (if applicable).

#### 5.3.5 Performing the inspection

Evaluate the management systems of the operator according to the requirement of certification norms, verify the consistency of the production processing with the documents



offered by the operator as specified in clause 5.1.2, and confirm the compliance of the production processing with the certification norms. The inspection process shall include at least the follows:

- (1) Inspection of the production's processing and sites; if there is non-organic production or processing in the production units, the non-organic sector shall also be inspected;
- (2) Interviews with the management personnel, internal inspectors, and producers;
- (3) Evaluation of the management system documents and records as specified in GB/T19630.4;
- (4) Audit of the output and sales volume of the certified products;
- (5) Evaluation and confirmation of the tracing system of the products and certification marks, as well as the packaging labeling;
- (6) Evaluation of the internal inspection and continuous improvement;
- (7) Confirmation of the environmental quality of production area and processing units, and assessment of their potential pollution risk on the organic production and processing;
- (8) Sampling; and,
- (9) Verification that corrective actions have been taken (if applicable).

The inspection team shall summarize the inspection, clarify and confirm the existing non-conformances, and provide an explanation on the existing problems to the operator before finishing the inspection.

#### 5.3.6 Sample testing

5.3.6.1 All products included in the application for certification shall be tested, and the testing items shall be determined based on the risk assessment. If samples cannot be collected before the issuance of the certificate, the testing shall be done within the valid period of the certificate.

5.3.6.2 The certification body shall commit the authorized testing agency for testing.

5.3.6.3 The residues of the permitted substances in the organic production/processing shall comply with the provisions of relevant regulations and standards. Substances prohibited in organic production and processing shall not be detected.

#### 5.3.7 Environmental quality of production bases

To ensure that the environmental quality of the production base complies with the requirements specified in GB/T 19630 *Organic Products*, the operator shall submit a testing report of the production base **done** by an authorized testing agency. The **commitment** party for the testing report of soil and water shall be the operator for the organic certification.

#### 5.3.8 Requirements for conversion to organic

5.3.8.1 Where a production unit fails to maintain its organic certification, a new certification can only be granted again after a new round of organic conversion.

5.3.8.2 The organic conversion plan shall be approved by the certification body and verified and confirmed annually after its implementation. The production units, which fail to complete organic conversion, shall not obtain the organic certification.

#### 5.3.9 Inputs

5.3.9.1 The inputs, listed in the Appendix A and B of GB/T 19630.1 and the Appendix A and B of GB/T 19630.2, are allowed to be used in organic production/processing.

5.3.9.2 The inputs that have not been listed in Appendix A and B of GB/T 19630.1 and Appendix A and B of GB/T 19630.2 shall not be used. Otherwise, the necessity for and detailed description of each application of the inputs shall be submitted to the certification body before using it, including components, component sources, application methods, application conditions, application amount and the analysis report of the inputs (when necessary). The above information shall be reviewed by the certification body according to Appendix C of GB/T 19630.1 or Appendix C of GB/T 19630.2 and afterwards reported to CNCA for approval; the inputs shall be used upon the CNCA approval.

5.3.9.3 Temporary supplementary lists on organic production and processing inputs may be issued by CNCA based on the assessments of the experts.

#### 5.3.10 Inspection report

5.3.10.1 Certification bodies shall specify the format of the Inspection report.

5.3.10.2 Written documents such as inspection reports or inspection records shall provide sufficient information for the certification body in order to make an objective decision on the certification.

5.3.10.3 The inspection report shall contain an evaluation on the conformity of the applicant's

production and processing activities regarding the certification requirements based on the risk assessment of the inspection team, evaluation on the effectiveness of the management system operation, description on information collected in the inspection processes and explanation of conformities and non-conformities in regard to the certification requirements, and judgment on its product quality and safety, etc.

5.3.10.4 The inspection team shall evaluate the overall situation of the applicant in terms of compliance with relevant standards, however, a conclusion on whether the applicant has passed the certification or not shall not be written.

#### **5.4 Decision on certification**

5.4.1 The certification body shall make the certification decision on the basis of the environmental quality of the production area, according to on-site inspection and the testing report of the organic products. Meanwhile, the characteristics of the production/processing, stability of the management system, local administration of agricultural and veterinary medicine and social integrity level, etc. shall be considered in the accreditation decisions.

The certification body shall issue certificates to the applicant, which meet the requirements of certification. The certification templates are attached in Appendix 1 and 2.

An applicant who does not meet the requirements of certification, the certification body shall notify the applicant in written form to state the reasons of rejection.

5.4.2 An applicant who meets either of the following conditions shall be approved for certification:

(1) All production/processing activities, management systems and other audit evidences are in compliance with the rules and the standards of certification; and,

(2) Not all production/processing activities, management systems and other audit evidences are in compliance with the rules and the standards of certification, but the applicant has taken corrections and/or corrective measures within the specified period of time which have been verified by the certification body.

5.4.3 If the following circumstances in the production/processing activities of the applicant take place, the certification shall not be approved:

- (1) False information were provided, and has not been sincere;
- (2) No management system has been established or the existing management system is not effective;
- (3) Shows evidence of using forbidden substances in production/processing or of contamination by forbidden substances;
- (4) Prohibited materials have been detected in the product testing;
- (5) The quality of the applied products does not comply with the relevant laws, regulations and standards of China;
- (6) Reprocessing, repacking and division has occurred outside the inspection sites;
- (7) Serious product safety issues occur during the past year, or the certificate has been revoked due to safety problems in the products;
- (8) Failure to make corrections and/or take corrective measures within the specified period, or the corrections and/or corrective measures submitted to the certification body cannot meet the requirements of the certification;
- (9) Possible contamination of the environment of the production bases; and,
- (10) Other issues or circumstances, which significantly violate organic standards and other rules and are not correctable.

#### 5.4.4 Appeals

If dispute occurs related to the certification decisions, the applicant may submit an appeal to the certification body within 10 working days. The certification body shall handle the appeal within 30 working days after receiving the appeal and inform the applicant of the results in written.

The applicant may appeal directly to the certification supervision administration if the certification body has seriously infringed the applicant's legal rights.

## **6. Post-Certification Management**

6.1 The certification body shall carry out at least one on-site inspection for each certified entity annually. The certification body shall appropriately determine the frequency of on-site

inspection according to the varieties and risk of the certified products, the stability of the organic management system and the local integrity level. In the case of multiple production seasons for the same certified variety within the valid period of the certificate, inspection shall be arranged in each production season.

Moreover, based on the risk assessment, the certification body shall carry out one unannounced on-site inspection annually for at least 5 percent of the certified entities .

6.2 Any changes of the certified entity shall be obtained by the certification body. The certification body shall evaluate it in a timely manner and take appropriate actions (if applicable) to ensure the certified entity continuously conforms to the certification requirements.

6.3 The certification body shall specify the establishment of an information notification system by the certified entity with the applicant and notify the following information to the certification body on time:

(1) Changes relating to legal status, operating status, organizational status or the ownership;

(2) Changes relating to the organization and managements;

(3) Changes relating to the contact address and producing place;

(4) Changes relating to organic product management system, production, processing, operation status/processes;

(5) Changes relating to the production, processing, handling surroundings, including serious animal and plant epidemic situation;

(6) Important information about the quality and safety of organic products, such as serious quality problems discovered during the official inspection or serious complaints from consumers;

(7) Information on sanctions due to violations of state laws or regulations on agricultural products and food safety;

(8) Information about the purchased raw materials or products which are not in conformity with the certification requirements stipulated in the referenced normative document;

- (9) Information on recalling and handling of the unqualified products; and,
- (10) Other important information.

#### 6.4 Transaction certificate (TC)

6.4.1 The certification body shall develop application procedures for and handling of the transaction certificate, and request the certified entities to apply for the transaction certificate before selling the certified products.

6.4.2 The certification body shall check the supply agreement between the certified entities and their clients, the scope and quantity of the certified products, and issue transaction certificates for those in compliance with requirements.

6.4.3 The original transaction certificate shall be transferred to the buyers by the certified entities when selling the certified products. The copy shall be kept by the certified entities for reviews by the certification body.

6.4.4 The format of the transaction certificate is attached in Appendix 3.

## 7. Recertification

7.1 Certified entities shall submit recertification application to the certification body at least three months before the certificate expired date.

The procedure of application evaluation and document review may be simplified if the organic management system and production/processing sites of the certified entity have not been changed.

7.2 Inspection for recertification shall be carried out before the certification expiration date. If recertification cannot be carried out as scheduled due to **force majeure**, the certified entity shall submit a written application, with explanations to the certification body before the certification expiration date. After confirmation and approval of the certification body, recertification shall be arranged within no more than three months after the certification expiration date. The products produced between the expiration to recertification date cannot be sold as organic products.

7.3 The production units shall undergo reconversion to organic if the recertification cannot be implemented before the end of the third month after expiry.

## **8. Certificates and Certification Mark Management**

### **8.1 Format of certificates**

The valid term of organic product certificates is one year and the format shall be in compliance with the provisions of Appendix 1 and Appendix 2. The registration Number of the certificate shall be obtained from the Certification Information System for Food and Agricultural Products of China, the certification body shall not issue the certificates according to their own encoding system.

### **8.2 Modification of certificates**

If the certificate for products is still valid, the certified entity shall apply for a modification of certificate to the certification body under any of the following circumstances:

- (1) Changes of the name of organic production and processing unit, or the character of legal entity, etc.;
- (2) Reduce of the variety and quantity of products;
- (3) The conversion period of the organic products has expired; and,
- (4) Others reasons where the certificate needs modifications.

### **8.3 Cancellation of certificates**

The certification body shall cancel the certificate of the certified entity under any of the following circumstances, and shall make this cancellation public if:

- (1) The certified entity does not submit application to the certification body for extension of the certificate before the certificate expired date;
- (2) The certified entity does not produce the products covered by the certificate anymore;
- (3) The certified entity applies for cancellation of the certificate; and,
- (4) The certified entity is required by law to cancel the certificate.

### **8.4 Suspension of certificates**

The certification body shall suspend the certificate of the certified entity for one to three

months if any of the following occurs, and shall make the suspension public if:

(1) The use of the certificate or certification mark is in violation of the relevant regulations;

(2) The production, processing or management system of the certified products is not in conformity with the certification requirements, and the certified entity fails to take any valid corrections and/or valid corrective actions within 30 days;

(3) The certified entity does not comply with the relevant requirements in reporting information;

(4) The regulator who is responsible for the certification supervision orders to suspend the certificate of the certified entity; and,

(5) Other reasons are found which require suspension of certificate.

### **8.5 Withdrawing the certificates**

The certification body shall withdraw the certificate of the certified entity under any of the following circumstances, and make this information public if:

(1) The quality of the certified products does not comply with the requirements of relevant laws, regulations and standards, or forbidden substances are detected;

(2) Forbidden substances are used in production/processing process or forbidden substances contaminate certified products;

(3) There are false and concealed information needed by certification;

(4) The certification marks are used beyond the scope covered by the certificate;

(5) Environmental quality of the production base fails to comply with the requirements of certification;

(6) The certified entity fails to take any valid corrections and/or valid corrective actions during the suspension;

(7) Reprocessing, repacking and division of the certified products occurs outside of the on-site inspection sites shown in the certificate;

(8) The certified entity fails to take effective measures to deal with serious complaints from the interested parties;



(9) The certified entity falls under the administrative sanctions due to violating any state laws or regulations on agricultural products and food safety management;

(10) The certified entity refuses to be supervised by the regulator which is responsible for certification supervision or the certification body;

(11) The regulator which is responsible for certification supervision orders to revoke the certificate of the certified entity; and,

(12) Other conditions occur, which require cancellation of the certificate.

### **8.6 Restoration of certificates**

Once canceled or withdrawn, a certificate shall never be restored for any reason.

A suspended certificate shall not be restored until corrective actions have been taken that has been confirmed by the certification body or the suspension period has ended.

### **8.7 Certificate and certification marks**

The management and application of the certificates and certification marks shall comply with the provisions as required in the *Regulatory Measures on Certificate and Certification Mark Management*, *Regulatory Measures on Organic Product Certification Management*, and GB/T 19630 *Organic Product*.

The certification marks of organic products in China are classified into China organic product certification mark and China organic conversion product certification mark. China organic product certification mark and its unique number shall be indicated on the certified product or the smallest sales package (The word “organic code” shall be placed before the number for easy identification) along with the name or logo of the certification body.

The organic conversion product produced within the first year from obtaining organic conversion product certificate shall only be sold as conventional products and neither the organic conversion product certification mark nor any descriptive language shall be used.

During the suspension period of the certificate, the certification body shall notify and supervise the certified entity to ensure that the organic product certificate and certification mark, temporarily mark the corresponding product batches with organic product certification marks is not used in retail. The certified entity shall return the canceled or withdrawn

certificate and unused certification marks to the certification body, or destroy the remaining certification marks and the product packages with organic product certification marks under the supervision of the certification body. If necessary, the corresponding product batches with organic product certification marks shall be recalled.

## **9. Information Report**

The certification body shall report the following information to relevant government supervision administration as required and in timely manner:

(1)The certification body shall fill out and report the certification activity information to the Certification Information System for Food and Agricultural Products of China, and an on-site inspection plan shall be entered into the information system at least five working days prior to the on-site inspection.

(2)The certification body shall report, within ten working days, the list of certified entities whose certificates have been withdrawn or suspended and the reasons hereof to CNCA, the provincial Bureau of Quality and Technical Supervision, the provincial Inspection & Quarantine Bureau, provincial Administration for Industry and Commerce where the certified entity is located and shall publish the information.

(3)In case of poor product quality or safety incidents of the certified entity, the certification body shall immediately report relevant information to CNCA, the provincial Bureau of Quality and Technical Supervision, the provincial Inspection & Quarantine Bureau, and provincial Administration for Industry and Commerce where the certified entity is located; and,

(4)The certification body shall submit the work report on certification of organic product's producing or processing (if applicable) enterprises in the previous year to CNCA before the end of March in each year. The report shall at least include the number of certificates issued, the quality analysis of the certified products, the list of the suspended and revoked certificates and reason analysis, etc.

## **10. Certification Fees**

Certification body shall collect certification fees according to the relevant specifications.

**Appendix 1:**

**TEMPLATE OF ORGANIC PRODUCT CERTIFICATE**



Registration No.: \*\*\*\*\*

**ORGANIC PRODUCT CERTIFICATE**

**Certified entity** \*\*\*\*\*

**Address** \*\*\*\*\*

**Name of production/processing site** \*\*\*\*\*

**Address** \*\*\*\*\*

**Category of certification :** *Production/processing (indicating specific category for production, i.e. crop production, wild plant collection, mushroom cultivation, livestock and poultry production, aquaculture, or beekeeping)*

**The standards for the products:**

GB/T 19630.1-2011 *Organic Products: Production*

(GB/T 19630.2-2011 *Organic Products: Processing*)

GB/T 19630.3-2011 *Organic Products: Labeling and marketing*

GB/T 19630.4-2011 *Organic Products: Management System*

Serial No	Name of production /processing site	Name of production /processing site	Area	Name of product	Description of product	Production capacity	Quantity

(Appendix may be attached and has the same legal effect with this certificate.)

This is to certify that the above mentioned products and their production (processing) methods have been certified to be in conformity with the requirements set out in *Implementation Rules for the Certification of Organic Products*.

**Initial issue date:** dd/mm/yyyy

**Issue date:** dd/mm/yyyy

**Expiry date:** dd/mm/yyyy

**Director signature:** \_\_\_\_\_

**Seal**

**Name of the certification body:**

**Address:**

**Tel.:**

(Logo of certification body)

(Accreditation mark)

**Appendix 2:**

**TEMPLATE OF CONVERSION TO ORGANIC PRODUCT CERTIFICATE**



Registration No.: \*\*\*\*\*

**CONVERSION TO ORGANIC PRODUCT CERTIFICATE**

**Certified entity** \*\*\*\*\*

**Address** \*\*\*\*\*

**Name of production/processing site** \*\*\*\*\*

**Address** \*\*\*\*\*

**Category of certification :** *Production/processing (indicating specific category for production, i.e. crop production, wild plant collection, mushroom cultivation, livestock and poultry production, aquaculture, or beekeeping)*

**The standards for the products:**

GB/T 19630.1-2011 *Organic Products: Production*

(GB/T 19630.2-2011 *Organic Products: Processing*)

GB/T 19630.3-2011 *Organic Products: Labeling and marketing*

GB/T 19630.4-2011 *Organic Products: Management System*

Serial No	Name of production /processing site	Name of production /processing site	Area	Name of product	Description of product	Production capacity	Quantity

(Appendix may be attached and has the same legal effect with this certificate.)

This is to certify that the above mentioned products and their production (processing) methods have been inspected and found to be in conformity with the requirements set out in *Implementation Rules for the Certification of Organic Products*.

**Initial issue date:** dd/mm/yyyy

**Issue date:** dd/mm/yyyy

**Expiry date:** dd/mm/yyyy

**Director signature:** \_\_\_\_\_

**Seal**

**Name of the certification body:**

**Address:**

**Tel.:**

(Logo of certification body)

(Accreditation mark)

**Appendix 3:**

**Template of Organic Product Transaction Certificate**

**Organic Product Transaction Certificate**

Organic product       Organic conversion product

**No. (TC#) :** \_\_\_\_\_

**Certificate No.:** \_\_\_\_\_

**Category of certification:** \_\_\_\_\_

**Name of the certified entity:** \_\_\_\_\_

**Name of the product:** \_\_\_\_\_

**Name of the buyer:** \_\_\_\_\_

**Quantity:** \_\_\_\_\_

**Batch No.:** \_\_\_\_\_

**Contract No.:** \_\_\_\_\_

**Transaction date:** \_\_\_\_\_

**Name of retailer:** \_\_\_\_\_

This certificate is only valid to the buyer and product transaction certificated by *Organic Products* (GB/T 19630).

**Issue date:**

**Director signature:** \_\_\_\_\_ **Seal**

**Name of the certification body:**

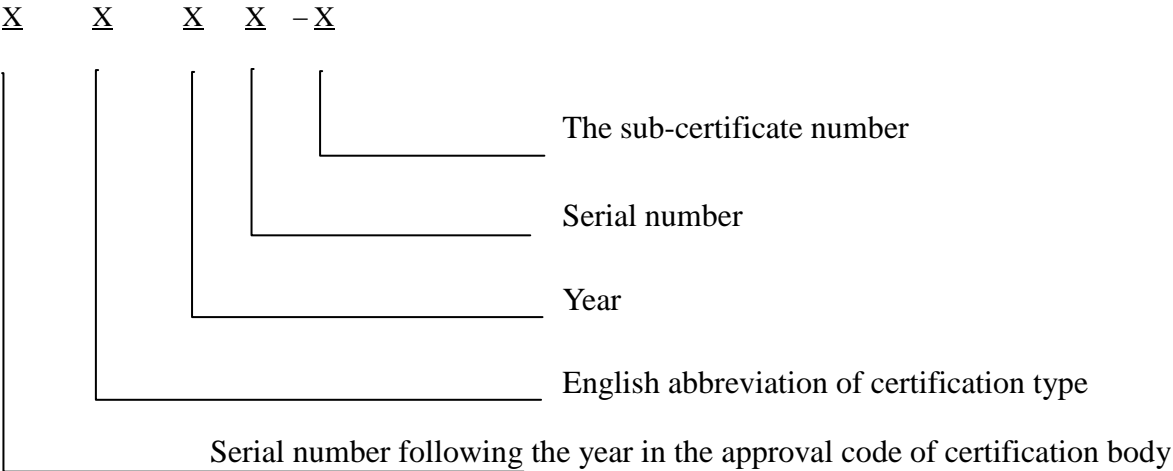
**Address:**

**Tel.:**

**Appendix 4:**

**Encoding Rules for the Organic Product Certificate**

The organic product certificates adopt uniform numbering rules. The certification body shall fill the related information, such as the product certificates, the inspection team, the inspection reports and the on-site inspection photos, etc. in the food and agricultural products system. After format validation, the system will automatically create a code for the product certificate, and the certification body is not allowed to create codes on their own.



(1) Serial number following the year in the approval code of certification body

The codification of approval code of certification body is composed as follows:

“CNCA-R/RF-year-serial number” with the following signification:

R = domestic certification body;

RF = foreign certification body;

Year = four digits of the year;

Serial number = sequential number of domestic or foreign certification body respectively.

The code of organic products certificate is the last three digits of the approval code for the domestic certification body; and it is “F” + the last two digits of the approval code for the



foreign certification body.

(2) English abbreviation of the certification type

The organic product certification in English is referred to as OP.

(3) Year

The last two digits of the year, for example, 11 stand for 2011.

(4) Serial number

The serial number is the named sequential number of the certification type in a certain year for a certification body, and composed of five digits.

(5) The sub-certificate number

If a certificate has sub-certificates, add “-” and the serial digits of the sub-certificate following the original certificate code.

(6) Others

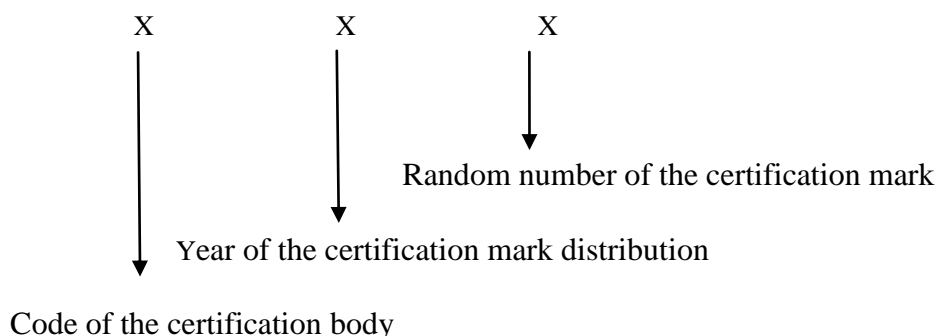
The certificate code remains unchanged in case of recertification.

## Appendix 5:

### Encoding Rules for the Organic Product Certification Mark of China

In order to ensure the basic anti-counterfeiting and traceability of the national organic product certification marks, prevent the occurrence of counterfeiting the certification marks and the certified products, the certification body shall create a unique code for each certification mark, when issuing the certification marks to the certified entity or allowing the print of the certification marks on the product labels. The code is composed of the code of the certification body, the year of the certification mark distribution, and a random number of the certification mark.

#### Example:



#### (1) The code of the certification body (three digits)

The last three digits of the approval code of the certification body form the certification body code. The code is the last three digits of the approval code for the domestic certification body; and it is “9” + the last two digits of the approval code for the foreign certification body.

#### (2) The year of certification mark distribution (two digits)

The last two digits of the year, for example, 11 stand for 2011.

#### (3) Random number of the certification mark (twelve digits)

This code is composed of twelve random digits issued by the certification body depending on the quantity of the certification mark. The certification body may create the

random numbers.