

OFDC Procedure of Granting, Extending, Reducing and Changing of Certification

1. Objective

To specify condition and procedure of granting, extending, reducing and changing of certification so as to put the certification process under effective control, and to keep the effectiveness, objectivity and impartiality of OFDC certification decision.

2. Applicable scope

It's applicable for OFDC to determine whether the operators meet condition of granting, extending, reducing and changing of certification.

3. Responsibility

3.1 The Certification Dept. is responsible for collecting information on operator certification conditions and information on extension, reducing and changing of operator certification conditions. The Inspection Dept. is responsible for scheduling inspection and assigning inspection team for document review and onsite inspection.

3.2 The Certification Dept. is responsible for obtaining the information of inspection and document reviewing, and submits all the documents to the Certification Committee.

3.3 The Certification Committee is responsible for making the final certification decision.

3.4 OFDC director is responsible for signing and issue of the certificate.

4 Working Procedures

4.1 Granting and maintaining of certification

- a) Inspection Dept. provides the material for application to the applicant, who must submit all the required materials for application. The Inspection Dept. must review the material from the applicant, make contract review and inspection scheme.
- b) Once the applicant signed contract with OFDC, and paid related inspection fees to OFDC, the Inspection Dept. assign inspector to conduct inspection to the applicant/operator, and then submit inspection report to the Certification Dept. The details of inspection procedure must in line with the 5.1~5.5 of OFDC Product Certification Inspection Procedure.
- c) The Certification Committee review and making decision for granting and maintaining of certification, according to the inspection report submitted by the inspector. In case of supplementary material is needed, the Certification Department inform the inspector, who must contact with the applicant/operator for providing the supplementary material.
- d) In case the applying organization is in accordance with the standards, OFDC

Certification Committee makes decision of approval of granting and maintaining of certification. The Certification Department is responsible to handle the formalities of certificate and logo use.

- e) OFDC regularly publishes information of certified operators, including certified products and valid date of the certificate, on the OFDC periodical “Organic Food Times”, OFDC website (www.ofdc.org.cn), and CNCA database, according to requirement of CNCA.
- f) If there is any change in OFDC certification requirements within the certificate validity period, the Certification Dept. must inform the change of certification requirements to the certified operator, who must accept the change of certification requirements, and make appropriate change to its operation, which must be assessed by OFDC for compliance.
- g) 7) OFDC certified operator must sign new contract for certification with OFDC, before the end of valid date of the old contract.

4.2 Extending of certification

- a) If the certified operator plan to apply for extending of its certified operation scope, products amount or types, it must ask for the “Application form for extending /reducing of certification” from OFDC Inspection Dept.
- b) The certified operator must return the filled application form and required documents to OFDC Inspection Dept. in time.
- c) The Inspection Dept. must arrange document review or onsite inspection according to the content of the extension application, plan onsite inspection and assign inspector for those need onsite inspections. The assignment of inspector and implementation of inspection must in line with OFDC Product Certification Inspection Procedure.
- d) Extension for production scope, product category, or amount shall be evaluated by onsite inspection or document review, and then be reviewed by OFDC Certification Committee member for making decision for the extension.
- e) The Certification Dept. handles the change of certificate and logo. The expiration date of the changed certificate will not be changed after the extension.
- f) OFDC publishes information of extending certification in time, on the OFDC website (www.ofdc.org.cn), and CNCA database, according to requirement of CNCA.

4.3 Reducing of certification

- a) If the certified operator plan to apply for extending of its certified operation scope, products amount or types, it must ask for the “Application form for organic certification” from OFDC Inspection Dept.
- b) The certified operator must return the filled application form and required

documents to OFDC Inspection Dept. in time.

- c) For application of certification reducing, the documents of reducing must be reviewed to assess that whether the conformity of the operator will be affected. If necessary, onsite inspection shall be arranged. The assignment of inspector and implementation of inspection must in line with OFDC Product Certification Inspection Procedure.
- d) OFDC Certification Committee reviews the documents for reducing certification, and makes decision on reducing certification according to OFDC Certification Decision Procedure.
- e) The Certification Dept. is responsible for issuing of the changed certificate and/or withdraw of logo (if applicable). The expiration date of the changed certificate will not be changed after the reducing.
- f) OFDC publishes information of reducing certification in time, on the OFDC website (www.ofdc.org.cn) , and CNCA database, according to requirement of CNCA.

4.4 Changing of certification

- a) Expect the extending and reducing certification, the certified operator must inform OFDC about any of its significant change to OFDC Certification Dept., including:
 - 1) Changes of legal status, operation situation, organization status or ownership;
 - 2) Changes of organization and management;
 - 3) Changes of contact address and operation location;
 - 4) Changes of organic management system, and situation or process of organic operation;
 - 5) Changes of the name of the production/processing unit, or nature of legal person;
 - 6) Reducing of the production types and amounts;
 - 7) The organic conversion period has completed;
 - 8) Other situation that need to change certificate.
- b) The Certification Dept. determines if document review is possible or onsite inspection is necessary for the certified operator, according to the situation of the changes of the operator.
- c) If there is any information shows that the operation may not in line with certification requirements, the case will be passed to the Inspection Department. The Inspection Dept. must plan inspection and assign inspector for onsite inspection for the extending certification;
- d) The Certification Committee review all the information provided by the operator and/or onsite inspection documents and make certification decision. The operator

will be granted certification when the operator is proved to be complying with the certification requirements.

- e) The Certification Dept. is responsible for issuing of the changed certificate and change/withdrawal of labels (if applicable). The expiration date of the certificate will not be changed.
- f) OFDC publishes information of changed certification in time, on the OFDC periodical “Organic Food Times”, OFDC website (www.ofdc.org.cn) , and CNCA database, according to requirement of CNCA.

4.5 Requirements of changing certificate:

The certificate holder must inform OFDC and apply for change of certificate within 15 days after the change happen. OFDC must complete the change of the certification certificate in 30 days that does not require on-site inspection, for those requiring on-site inspection, the arrangement for on-site inspection shall be completed.

Granting extension, reducing, or changing of certification follows the process stipulated in OFDC-PR4.6-01 OFDC Procedure for Granting Extending, Reducing and Changing of Certification.

If the certified operator is proved to be not complying with certification requirements any longer, the Certification Committee must make decision of suspension, revocation or cancellation according to the OFDC-PR4.6-02 OFDC Procedure for Suspension, Revocation, Denial and Withdrawal of Certification.

5. Supporting Files

File No.	File Name
OFDC-D8-04	OFDC Application Form for Organic Certification(Plant Production)
OFDC-D8-05	OFDC Application Form for Organic Certification(Processing)
OFDC-D8-06	OFDC Application Form for Organic Certification(Livestock)
OFDC-D8-07	OFDC Application Form for Organic Certification(Mushroom)
OFDC-D8-10	OFDC Application Form for Organic Certification(Aquaculture)
OFDC-D8-11	OFDC Application Form for Organic Certification(Wild Collection)
OFDC-D12-02 (1)	OFDC Organic Certification Decision Checklist (Plant Production)
OFDC-D12-02 (2)	OFDC Organic Certification Decision Checklist (Wild Collection)
OFDC-D12-02 (3)	OFDC Organic Certification Decision Checklist (Livestock)
OFDC-D12-02 (4)	OFDC Organic Certification Decision Checklist (Aquaculture)
OFDC-D12-02 (5)	OFDC Organic Certification Decision Checklist (Mushroom)
OFDC-D12-03	OFDC Organic Certification Decision Checklist (Processing)
OFDC-D14-21	OFDC Organic Certification Decision Letter

OFDC-D10-05	OFDC Anti-Fake Labels Application Form
GAP-D8-05	GAP Certification Application Form (Crop)
GAP-D8-06	GAP Certification Application Form (Livestock)
GAP-D8-07	GAP Certification Application Form (Aquaculture)
GAP-D12-07	GAP Certification Decision Checklist
GAP-D12-04	GAP Certification Decision Letter
OFDC-PR4.6-02	OFDC Procedure for Suspension, Revocation, Denial and Withdrawal of Certification
OFDC-PR12-01	OFDC Product Certification Inspection Procedure
OFDC-PR12-02	OFDC Product Certification Decision Procedure