
OFDC Procedure for Suspension, Revocation, Denial and Withdrawal of Certification

1. Objective

To specify condition and procedure of suspending, withdrawing, rejecting and canceling of certification so as to put the certification process under effective control, and to keep the objectivity and impartiality of OFDC certification decision.

2. Applicable scope

It's applicable for certification agency to undertake effective control for the certified operators who are infracting certification requirements and under the condition of suspension, revocation, denial, or withdrawing. This procedure is not applicable to certification under NOP. Suspension, revocation, denial or withdrawal of Certification under NOP follows *NOP-CM-01: OFDC NOP Organic Certification Manual*.

3. Responsibility

OFDC Certification Committee (CC) is responsible for making decision according to the related files of violation found in annual inspection (including supplemental inspection), post-certification supervision visit, and unannounced inspection, and/or result of handling complaint affairs, to determine whether to suspend, revoke, deny or withdraw the certification.

4. Working procedure

Once the operator is affirmed of violation to related laws, regulations, standards or prescription in the certification contract, the procedure is as following:

4.1 Suspension and reinstatement of certification

4.1.1 According to the violation situation and requirements in related certification schemes, OFDC CC makes decision to the operator of suspension of certification and usage of certificate and logo, then the Certification and Accreditation Department issue notice of the suspension to the operator.

4.1.2 During the period of certification suspension, the operator is not allowed to make any misleading statement for its certification status, and inform all the related parties of its certification status. Since the date of the received the notice for suspending of certification, the operator must suspend the usage of organic certificate and logo. OFDC will also ask for the following actions if necessary:

- (1) The certified products are not approved to be sold in market;
- (2) Corrective actions must be taken to the certified products, including recall of the products.

4.1.3 During the period of certificate suspension, the operator must take effective correction activities and report the correction activities to OFDC before deadline set by OFDC (for organic certification) or within 28 days (for GAP certification), before the operator applies for recover the certificate. The GAP certified operator must obey the rules of CNCA-N-004: 2007 《China Good Agriculture Practice Implementation Rules 7.1.3、7.2.6、9.2.2 as well.

4.1.4 OFDC CC reviews the correction report submitted from the operator. CC may

also consider if on-site inspection to the operator is necessary. The fees for the on-site inspection must be paid by the operator;

4.1.5 Any evaluations, reviews or decisions needed to resolve the suspension, or that are required by the certification scheme, shall be completed in accordance with the applicable parts of OFDC-PR12-01 OFDC Product Certification Inspection Procedure and OFDC-PR12-02 OFDC Certification Decision-making Procedure.

4.1.6 If the operator adopts effective corrections in the limited time, the CC will make decision of reinstating certification and continuing use of certificate, the Certification Department will issue notice of reinstatement of certification, and approve the usage of certificate and logo to the operator. Otherwise, the CC will make decision of revocation of certification.

4.1.7 If certification is reinstated after suspension, the certification body shall make all necessary modifications to formal certification documents, public information, authorizations for use of marks, etc., in order to ensure all appropriate indications exist that the product continues to be certified. If a decision to reduce the scope of certification is made as a condition of reinstatement, the certification body shall make all necessary modifications to formal certification documents, public information, authorizations for use of marks, etc., in order to ensure the reduced scope of certification is clearly communicated to the client and clearly specified in certification documentation and public information.

4.2 Revocation of certification

4.2.1 The CC makes decision for revocation of certification to the operator, and the Certification Dept. issue notice of revocation to the operator, withdraw all the related certification documents, including the certification contract, the certificate, the transaction certificate, and the certification logos, etc., and to delete the name and certification status the operator in OFDC list of certified operators;

4.2.2 Since the date of the received the notice for revocation of certification, the operator must stop the usage of organic certificate and logo. OFDC will also ask for the following actions if necessary:

- (1) The certified products are not approved to be sold in market;
- (2) Corrective actions must be taken to the certified products, including recall of the products.

4.3 Denial of certification

The CC makes decision for denial of the certification to the operator, and the Certification Dept. issue notice of denial of certification to the operator.

4.4 Withdrawal of certification

4.4.1 If the certified operator require for withdrawal of its certification within the effective period of the certificate, OFDC CC makes the decision of cancellation of the certification;

4.4.2 If the operator does not apply for re-certification within the effective period of the certificate, OFDC CC makes the decision of withdrawal of the certification after the expiration date of the certificate;

4.4.3 The Certification Dept. issue notice of withdrawal to the operator, and to delete the name and certification status the operator in OFDC list of certified operators;

4.4.4 The certificate will be invalid since the date of been withdrawn. Since the date of the received the notice for withdrawal of certification, the operator must stop the usage of organic certificate and logo. The product has been produced before date of withdrawal, is approved to be sold or be used in other operation as certified product.

4.4.5 Once been withdrawn, the certificate can't be recovered for any reason. The operator can only re-apply for certification.

4.4.6 If an operator requests to terminate its certification, OFDC shall terminate its certification qualification. After the certification is terminated, it cannot be reinstated for any reason, and the operator may re-apply for certification to OFDC. The inspection report of the terminated operation is no longer valid.

4.5 Information publicizing

OFDC should inform the decision of suspension, revocation, denial, withdrawal, and reinstatement of certification to the related applicant/operator in written notice within 10 workdays, and report the information of suspension/resintatement, revocation, denial or withdrawal, with the reason, to CNCA through Food and Agricultural Product Certification Information System online, and related accreditation body (if required), and publicize the information through proper channel.

OFDC shall report to CNCA and local administrations if learns any serious accident of quality and safety of its certified operator.

OFDC Certification Dept. shall keep all the related documents.

4.6 Certificate expire automatically

Once the operator does not apply for annual re-certification after the expiration date of the certification, the certificate of the operator will be invalid automatically.

4.7 Appeal and Dispute

The operator can appeal to OFDC for the decision of suspension, withdrawal, rejection, and/or cancellation. OFDC should handle the appeal or dispute according to the "OFDC Procedure of Complaint, Appeal and Dispute".

5. Supporting Files

File No.	File Name
OFDC-D4.6-09	OFDC Notification for Suspending the Usage of Certificate and Logo
OFDC-D4.6-12	OFDC Notice of Recovering of Certification
GB-GZ-01	OFDC Organic Certification Implemental Scheme (China National Organic Standard Certification)
OFDC-GZ-01	OFDC Organic Certification Implemental Scheme (OFDC Organic Standard Certification)
CA-GZ-01	OFDC Organic Certification Implemental Scheme (Canadian Organic Standard Certification)
GAP-GD10-01	OFDC GAP Certification Implemental Scheme
OFDC-PR7-01	OFDC Work Procedure of Disposal on Complaint, Appeal and Dispute

NOP-CM-01	OFDC NOP Organic Certification Manual
-----------	---------------------------------------