*Organic Handling System Plan*

*有机加工调查表*

**GENERAL DESCRIPTION OF THE COMPANY认证委托人简介**

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| **COMPANY NAME AND ADDRESS (stamp)**  认证委托人名称及地址（盖章） | | **ORGANIC PRODUCTION ACTIVITY**  有机生产活动 | | **Check勾选** |
|  | | Processing activity 加工活动 | |  |
| Processing activity for thirds parts 为第三方所做的加工活动 | |  |
| Trading activity of company products 公司产品的贸易活动 | |  |
| Trading activity of third parts products第三方产品的贸易活动 | |  |
| Export activity 出口活动 | |  |
| **OPERATIVE SEATS**  **加工操作场所和地址** | **OPERATIVE SEATS**  **加工操作场所和地址** | | **OPERATIVE SEATS**  **加工操作场所和地址** | |
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| **ORGANIC PRODUCTS AND CERTIFICATION SCHEME 有机产品认证计划** | | | | | |
| LIST OF ORGANIC PRODUCTS  (RECIPES) 有机产品列表/（ 成分） | 欧盟Reg.834/2007/CE | | 美国  NOP USDA | IFOAM  ( IFOAM IOS L.G 3; annex I -A ) | 日本  JAS |
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| **ORGANIZATION CHART 组织结构图**  Add the organization chart (if present) /添加组织结构图（如存在） | | | | | |
| LEGAL REPRESENTATIVE法人代表 | |  | | | |
| CONTACT PERSON FOR BIOAGRICERT联系人 | |  | | | |
| RESPONSIBLE FOR THE ORGANIC PRODUT CONFORMITY加工管理者 | |  | | | |
| QUALITY ASSURANCE RESPONSIBLE质量经理 | |  | | | |
| NUMBER OF STAFF 员工数量 | |  | | | |

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| **AUTHORIZATIONS AND CERTIFICATIONS /授权和认证** | **YES/NO** | **Document n. /文件号** |
| * SANITARY AUTHORIZATION (or equivalent document)/ 卫生许可证或等效文件 |  |  |
| * OTHER AUTHORIZATIONS/其他许可证 |  |  |
| * QUALITY SYSTEM CERTIFICATION (ISO 9001)/质量体系认证（ISO 9001） |  |  |
| * ENVIRONMENTAL MANAGEMENT SYSTEM CERTIFICATION (ISO 14001 - EMAS) /环境管理体系认证（ISO14001） |  |  |
| * ETHICS CERTIFICATION (SA 8000) 道德认证 |  |  |
| * OTHER CERTIFICATIONS, TO BE SPECIFIED/其他认证，请说明 |  |  |
| * OTHER ORGANIC CB CERTIFICATION/其他有机CB认证 |  |  |

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| **1. FIRM ACTIVITY, PREMISES AND PRODUCTION LINES DESCRIPTION**  **/对公司情况如厂房及生产线等进行描述** | | | **Reg. 834/2007 Art. 19** | | | |
|  | | | | **NOP RULE 205.201 (a)- 205.270 AND 205.272** | | |
| (Please provide Quality manual and processing description)（请提供质量手册和加工流程描述）  *Describe Training Program on the Organic operational requirement, for all involved peoples. Keep* ***Record of Training*** *done.*  Describe general activity and production lines and storage, and how is ensured the separation measures between organic and not organic ingredients and end product, and to avoid the commingling of not organic  描述对相关加工人员进行有机加工操作要求的培训计划。保持已经实施的培训记录。对加工整体活动、生产线、仓库、有机与非有机原料、有机与非有机终产品隔离的措施进行概述。 | | | | | | |
| Production lines生产线 | Organic line  有机生产线 | Conventional line  常规生产线 | | | Organic/ Conventional  Line  有机常规共用生产线 | Capacity  (kg/h)  加工能力（千克/小时） |
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| **2.DESCRIPTION OF ORGANIC PROCESSING**  **对有机加工进行描述** | **Reg. 834/2007 Art. 9 and 10** |
| **NOP RULE 205.270 - E 205.201 (a), 205.272 205.605, 205.105 AND national list (Subpart G**)**.** |
| FLOW CHART ( TO BE ENCLOSED): 流程图（附上附件）: | |
| DESCRIPTION:描述 | |
| **AVERAGE processing YIELDS :日常生产量** | |

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| **3.PREMISES, EQUIPMENT SANITATION AND CLEANING 厂房、设备的卫生和清洁** | **Reg. 889/2008 Art. 26** |
| **NOP RULE 205.201 (a)- 205.270 AND 205.272** |
| Describe the applied good sanitation and cleaning measures and identify precautionary measures for the shifting from conventional to organic processing activities (how is cleaning before organic processing, such as start day with organic, downgrade first lot of organic process, etc.).  描述使用的消毒和清洁措施，从常规加工转为有机加工的预防措施（有机加工前的清洁，例如有机加工的开始日期，有机加工冲顶的数量等等）。 | |
| **4.STORAGE OF RAW MATERIALS, SEMI-PROCESSED AND FINISHED PRODUCTS 原料、半成品及成品的储存** | **Reg. 889/2008 Art. 33 and 35** |
| **NOP RULE 205.201 (a)- 205.270, 205.272, SUBPART D AND 205. 307** |
| It must be granted the separation of lots of organic products and their separation to avoid they get mixed or they get in contact with chemical products ( conventional one).(such as: dedicated/separate areas, "organic" signs, tags and7or labels etc.).  必须对有机产品的储存采取隔离措施，以免有机产品与非有机产品混杂，或接触化学禁用物质（例如：专用区域/隔离区域、“有机”标志、标签和/或 标识）。 | |

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| **5.TRANSPORT 运输** | **Reg. 889/2008 Art. 30 and 31** |
| **NOP RULE 205.307, 205.201 (a), 205.270 AND 205.272** |
| Indicate the kind transport used, if dedicated transport unit, or separate containers. Indicate the cleaning methods and receives.  描述使用的运输工具类别，如果是有机专用的运输工具或者是可以隔离的运输容器。描述清洁方法。 | |

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| **6.PEST MANAGEMENT 害虫管理** | **Reg. 834/2007 Art.1.4: Reg. 889/2008 art.26.4 (a)** |
| **NOP RULE 205.201 (a) - 205.271** |
| 1)Are chemical treatments done in the plant? When and where ? Is the area of organic separate to avoid contamination? How line is cleaned before organic? 2)Describe the activities included in the prevention strategy, substances utilized, risks evaluation and precautions taken in order to avoid contamination. 3)In case of chemicals treatments in premises or on similar , the foreseen time of suspension must be doubled with regard to conventional products. A first part may be downgraded. The first lot of organic product after the treatment should be analyzed before using it.  1）在生产车间是否使用了化学处理？时间和地点？有机生产区域是否可以隔开避免污染？有机生产前如何清洗生产线？2）描述采取的预防措施活动，使用的物质、风险评估和避免污染采取的预防措施。3）如果在加工厂内或类似的地方使用化学（农药）处理，在进行有机加工前，停止加工的时间为该化学物质（农药）安全间隔期的2倍时间。有机加工时应做冲顶处理，加工的第一批有机产品应在使用前进行分析。 | |

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| **7.SUPPLIERS APPROVAL AND PERFORMANCE MONITORING**  **( Ref Master 027) /供应商的批准和日常表现监测（参照表M\_027）** | **Reg. 834/2007 Art.29.2** | |
| **NOP RULE 205.103** | |
| Description of taken measures to make sure that suppliers can provide organic products certification. Request Organic Certificate, agree on organic Labels and Organic transport documents and invoices. Description of activities subcontracted with third parts.  请描述加工厂为确保原料供应商能提供有机产品所采取的措施。要求提供有机认证证书、同意在原料上使用有机标签、有机运输记录和发票。描述第三方分包的情况。 | | |
| **8.INCOMING ORGANIC PRODUCTS EVALUTATION有机原料入库评估** | | **Reg. 889/2008 Art.33** |
|  | | **NOP RULE 205.103** |
| Description of controls done on incoming organic products supplying and the recording system (check: delivering notes, Labels and/or invoices from suppliers are correct, with "organic" declaration , correct labels are on raw material, Certificates and TC.  描述有机原料入库的控制措施和记录体系（核对：运输单据、附有“有机”字样的标识和/或供应商发票，原料上有正确的标识，认证证书和TC）。 | | |
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| **9.LOTS IDENTIFICATION AND TRACEABILITY- MASS BALANCE 批次识别与可追溯性-物料平衡** | **Reg. 834/2007 Art.27.13** |
| **NOP RULE 205.103** |
| The firm has to give a lot number to raw material and finished products. Register all raw mat in and all selling. It has to fill in real time the **Processing Form** for each processed organic products. In this form are contained at least: date, quantity, lot number and organic spec (raw material and finished product)*.* ***Input Output Register, Selling Register*** *(papery, excel file, software, in house)* | |
| 加工厂须制定原材料和成品的批次号。登记所有的原料和销售的成品。在加工记录中填写每个有机产品加工的真实时间。这些加工记录表格至少应包含以下信息：日期、数量、批号（原材料和成品）。投入产出记录、销售记录（纸质的、ECCEL文件、软件、内部的）。 | |

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| **10.PROCESS CONTROL 过程控制** | **Reg. 889/2008 Art 26 and Art 91** |
|  | **NOP RULE 205.103-205.201(a) (3)-205.670- 205.671** |
| The firm must control the process in order to grant hygienic and health conditions in line with product/processing standards contained in guide lines. It is asked for a HACCP (ref. Codex Alimentarius) revision to include the specific risks related to organic productions (especially contamination).  Description of the monitoring practices and procedures to be performed and maintained, including the frequency with which they will be performed, to verify that the plan is effectively implemented.  加工厂必须控制过程以确保生产的卫生条件符合标准；要求提供关于有机生产特定风险的HACCP计划（特别是对污染的控制）。 | |
| 描述要执行和维持的监测操作和规程，包括执行计划的频率，以核实计划得到有效实施。 | |
| **SAMPLING PLAN: 抽样计划**  The firm has to **sample raw material** and/or semi finished and/or **finished products** and hold the samples for a period equivalent to the product life in order to grant the non-conformity management. Internal Analysis Plan.  加工厂必须对原材料、半成品或成品进行抽样，并将这些抽样的产品保存与产品生命周期相同的时间以确保对不合格产品的有效管理。内部分析计划。 | |

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| **11.MANAGEMENT OF NON-CONFORMING PRODUCT AND PRODUCT COMPLAINT 对不合格产品及产品投诉的管理** | **Reg. 889/2008 Art 63 and 26.4** |
| **NOP Rule 205.201(a), and 205.671** |
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| **12.DOCUMENTS REGISTRATION AND MANAGEMENT文件登记和管理** | **Reg. 889/2008 Art. 66** |
| **NOP RULE 205.103** |
| Describe the system. Enclose example of internal forms used and filing system. Use of BAC Registers, BAC Software or own (Specify)  描述记录系统。附上加工厂使用的记录表格样本和存档样本。使用BAC登记系统、BAC软件或自己的系统。 | |

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| **13.LABELS, LABELING AND MARKET INFORMATION OUTGOING FINISHED PRODUCT**  **有机出货成品的标签、标识和销售信息** | **Reg. 834/2007 Art. 23, 24, 25, 26** |
| **NOP Rules 205.300, 205.303, 205.304, 205.305, 205.306, 205.307; 205.311** |
| Describe: the kind of label, the Labelling Procedure, Responsible of labels attachment and of Organic classification and claims.  *描述标识的种类、标识程序、加施标签和达规判定的负责人 。* | |

**ENCLOSED DOCUMENTS 附件文件**

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| 14. DOCUMENTS 文件 | KIND  类别 | **ANNEX. N°/附件编号** |
| Application Form/申请表 | Compulsory必有 |  |
| Sanitary authorization and other sectorial documents/卫生许可证及其他部门批准证书 | Compulsory必有 |  |
| Company map with the organic product lay-out/加工厂平面图 | Compulsory必有 |  |
| HACCP PLAN (Reg. CE 852/2004; Codex Alimentarius) HACCP计划 | Compulsory必有 |  |
| Certificate of chemical-physical and microbiological water analysis (municipal or well) /化学、物理及微生物水质的分析报告（市政供水或井水） | Compulsory必有 |  |
| Qualified suppliers list (Master 027) /合格的供应商清单 | Compulsory必有 |  |
| Request of Certificate of Conformity证书的符合性要求 | Compulsory必有 |  |
| Recipes form (Master 24) 配方表（M24） | If applicable 适用时 |  |
| Samples of all organic product labels所有有机产品标识的样本 | Compulsory必有 |  |
| Data sheet for processor aids, conventional ingredients and packaging materials加工助剂、常规成分和包装材料的数据表格 | Compulsory必有 |  |
| **Procedures and other documents enclosed to the organic system plan: 有机加工调查表（OSP）包含的程序文件及其他文件** | |  |
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**OPERATOR'S ENGAGEMENT 加工者承诺**

The organic productions responsible undertakes to communicate Bioagricert about all changes of information reported in the report and in all enclosed documents and to respect the applicable rules for the organic production.

有机加工者承诺对此有机加工负责，若有信息变更承诺及时与Bioagricert进行信息交流同时提交变更报告和附件，并承诺遵守所有与有机生产相关的可行性条例和规则。

1. make operations in compliance with the current rules on organic production : Not Use chemical inputs; declare the yield per Ha forecasted and really harvested; apply the organic standard of production. 执行符合有机生产最新规则的操作：不使用化学投入物；声明每公顷预估的和实际收获的产量；应用有机生产标准
2. adopt preventive measures to avoid the contamination risk with prohibited substances or products; 采用预防措施避免被禁用物质和产品污染
3. clean properly facilities, installations and equipment, to check their effectiveness and to register the operations; 合理清洁设备、设施和装备，检测它们的有效性，并将每次操作登记在案
4. adopt proper measures to avoid that non organic products are placed on market with reference to the organic production 采取合理的措施避免非有机产品作为有机产品投放到市场上
5. accept, in case of infractions or irregularities, the application of all measures foreseen by the rules for organic production and by the Bioagricert Operational Manual for Certification of Organic products 在出现违规乱纪或不符合常规的情况下，接受有机生产和BAC有机产品认证程序预先的规则
6. accept and inform, in writing, all purchasers of the product that is not conform, in order to cancel all references to organic production on that production; 为了取消生产中对有机生产的参考，请以书面形式接收并通知不符合标准的产品的购买者
7. assure that information reported in this organic system plan and in the enclosed documents are true and updated; 确保有机加工调查表和附件文件中汇报的信息真实并持续更新
8. maintain all records applicable to the organic operation, as described in the OSP, for not less than 5 years beyond their creation. Certified operations must make records available for review and inspection by the NOP, the applicable State program’s governing State official, and Bioagricert during normal business hours (§ 205.103(c)). 如有机加工调查表描述的一样，从编写开始，请维持所有适用有机操作的记录至少5年。已获证的操作必须制作正常经营期间合理的NOP、合适的国家项目有统治权利的政府官员、以及BAC的审核和检查记录。
9. notify, promptly, all modification to the information reported in this organic system plan and, if necessary, to send to Bioagricert and to the competent Authorities, a new application; 如果必要，请将有机加工调查表中所有更改的信息立即通知，发送给BAC和有胜任能力的当局一份新的申请表。
10. allow Bioagricert, for the control, to enter in all parts of the controlled activity, to accounts, and to all documents and registration of control; 对于控制，应允许BAC进入控制活动的所有部分、账目、以及所有控制文件和登记。
11. pay the certification fees according to the Protocol of Agreement and to the current Bioagricert price list 根据协议程序和最新的BAC价格列表，支付认证费用
12. assure a proper training to the staff on the good manufacturing practices of organic productions. On this purpose, we indicate the following people as responsible for the process of organic production: 确保合理的对员工进行有机生产良好制造条例的培训。以这点为目的，我们指定相关人员作为负责人，主要负责有机生产过程

Mr./Mrs. 先生/女士 ………………………………………………………………… Function 职能………………………………

Mr./Mrs. 先生/女士………………………………………………………………… Function 职能 ………………………………

1. delegate to assist the CB staff during the inspection, with the power to sign documents: 检查时，请有能力签署文件的员工协助认证机构的职员

Mr./Mrs. 先生/女士 ………………………………………………………………… Function 职能 ………………………………

**declares also: 也声明：**

1. that they know and accept the content of the current Bioagricert Certification Procedure for Organic Products, as can be found on the web site [www.bioagricert.org](http://www.bioagricert.org) 他们了解并接受最新的BAC有机产品认证程序的内容，这些内容能在网站[www.bioagricert.org](http://www.bioagricert.org)找到
2. that they received from Bioagricert all documents, foreseen by the certification scheme, that are available on the web site [www.bioagricert.org](http://www.bioagricert.org) 他们从BAC接收到了所有文件，预见了认证计划，这些内容也可在网站找到：[www.bioagricert.org](http://www.bioagricert.org)
3. to give the consent, and that of probable contractors, to the exchange of information within certification bodies about the certified operations (if the operator and contractors are certified by different certification bodies) 赞成可能的承包商在认证机构内部交流有关认证操作的信息（如果操作者和承包商被不同的认证机构认证。）
4. to give the consent to activities sub contracted by Bioagricert or, alternatively, makes the following observations: 赞成BAC的分包活动或者做如下观察活动：

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Date 日期, \_\_\_/\_\_\_/\_\_\_\_\_ **Legal Representative 法人代表**

company stamp and signature公司签章和签字

I confirm that points from 1 to 14 are clear and understandable. I undertake to respect what is indicated in these points. I also declare that I have all documents available and the necessary tools to respect the rules, in order to comply with the requirements foreseen by the rules. 我确定，1-14条是清晰的，可以理解的。我遵守这些条款中说明的内容。我同样宣布：为了符合本规则的要求，我公司具备所有可以使用的文件和符合规则的必要工具。

Date 日期, \_\_\_/\_\_\_/\_\_\_\_\_ **Legal Representative 法人代表**

company stamp and signature公司签章和签字

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| **technical report evaluation by Bioagricert evaluator** 本栏由BAC评估员填写技术报告评估 |
| Complete完整( ) Incomplete不完整( ) |
| date, evaluator signature and stamp  日期及评价人签字、盖章 |