****

**Questionnaire for Organic Product Certification**

**有机产品认证调查表**

**Organic Product Processing**

**（有机产品加工）**

|  |  |
| --- | --- |
| Name of Applicant (Company Seal) 申请单位（公章） |  |
| Person in Charge (Name and Signature)法人/负责人（签字、盖章） |  |
| Date of Application申请日期 | Y年 M月 D日 |

China Organic Food Certification Center

中绿华夏有机食品认证中心

Address: No.59 Xueyuan South Road, Haidian District, Beijing Postcode: 100081

地址：北京市海淀区学院南路59号 邮编：100081

Official website官网：www.ofcc.org.cn E-mail邮箱：cofcc@126.com

**NOTES**

注意事项

1. The table shall apply to food and feed processing.

本表适用于食品及饲料加工。

2. The table shall, if without signature and stamp of legal person (responsible person, or internal inspector), be deemed invalid.

本表无法人（负责人、内检员）签字和单位盖章均视为无效。

3. The table shall, if without confirmation seal (or signature) after altered, be deemed invalid.

本表涂改后无确认章（或签字）无效。

4. The table shall be printed or neatly and clearly written by pen or signing pen. Please indicate a slash mark where an item is not involved and indicate the reason where an item is not available.

本表应打印或用钢笔、签字笔填写，字迹工整、清晰。如无某项目内容时应划斜线表示，若因故无法填写时，应注明原因。

5. Figures shall be expressed by Arabic numerals, and text in Chinese characters.

填报数据一律用阿拉伯数字，文字说明一律用汉字。

**Part I Basic Information**

# 第一部分 基本情况

**1. Processing Plant加工场所**

|  |  |
| --- | --- |
| Name工厂名称 |  |
| Address and postcode加工厂地址与邮编 |  |
| Contact person联系人 |  | Phone/mobile电话/手机 |  |
| Building area (m2)加工厂面积（m2） |  | Number of employees员工人数 |  |

**2. Organizational Model** 生产组织模式

2.1 Company model 加工厂性质

|  |  |  |
| --- | --- | --- |
| [ ]  Sated-owned国有 | [ ]  Private私营 | [ ]  Stock股份公司 |
| [ ]  Others, please indicate 其他，请描述：  |

2.2 Relationship between the applicant and processing establishments 请认证单位与加工场所的关系

|  |  |  |
| --- | --- | --- |
| [ ]  Own自有 | [ ]  Outsourcing委托加工 |  |
| [ ]  Others, please indicate 其他，请描述：  |

2.3 Product type 产品类型

|  |  |
| --- | --- |
| [ ] 食品加工Food processing | [ ] 饲料加工Feed processing |

**3. Organic Production History**有机产品生产历史

|  |  |
| --- | --- |
| Has the applied product ever been certified by other certification bodies? If yes, please indicate the certification bodies and the beginning time (Y-M-D).此前是否通过其他认证机构的有机认证？如是，如是，哪家认证机构？证书有效期？ |  |
| Has the factory ever been refused to pass the organic certification or has certificate been revoked? If yes, please indicate the certification bodies, and the reason for refusal or revocation. 此前是否被拒绝通过有机认证或被撤销过认证证书？如是，为哪家认证机构？被拒绝认证或撤销证书的原因？ |  |
| Please indicate other important issues其他补充说明的重要问题 |  |

**4. Environment of Processing Establishments 加工场所环境**

4.1 Fence type围栏类型

Fence height (m) 围栏高度（m）

4.2 Location of processing establishments加工场所所处位置类型

[ ]  Downtown城区 [ ] Country乡村 [ ] Food industrial area食品工业园区

[ ]  Others, please indicate 其他，请描述：

4.3 Is there any source of pollution in the surroundings? 加工场所周边是否存在污染源？

[ ]  Yes 是 [ ]  No否

If yes, please indicate the specific source of pollution如是，何种污染源：

Measures taken to prevent the risk of pollution采取何种措施防止污染风险：

4.4 Do the processing plants meet the requirements of the state and competent departments and have certain qualifications? 加工场所是否符合所在国家及行业部门有关规定并具有相关资质？

[ ] Yes是 [ ]  No否

**Part II Processing Ingredients**

第二部分 加工配料

**1. Overview** 加工配料概况

If a large variety of raw materials and accessories (including additives, processing aids and nutritional supplements, etc.) are involved, please attach another table as annex.

如原料、辅料（包括食品添加剂、加工助剂和营养强化剂等）品种较多，请另附表格；

1.1 Raw materials原料

|  |  |  |  |
| --- | --- | --- | --- |
| Name名称 | Source来源 | Organic/conventional有机/常规 | Genetically modified or not?是否涉及转基因？ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1.2 Ingredients配料

|  |  |  |  |
| --- | --- | --- | --- |
| Name名称 | Source来源 | Organic/conventional有机/常规 | Genetically modified or not?是否涉及转基因？ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1.3 Water加工用水

1.3.1 Is water used in the process? 加工过程中是否涉及加工用水？

[ ]  Yes是 [ ]  No否

1.3.2 Water source水源

|  |  |
| --- | --- |
| [ ]  Municipal water supply市政供水 | [ ]  Mountain spring公司水井 |
| [ ]  Wells山泉水 | [ ]  Others其他:  |

1.3.3 Function of the water水在加工过程中的作用

|  |  |  |
| --- | --- | --- |
| [ ]  Ingredient配料 | [ ]  Processing aids加工助剂 | [ ]  Cooking蒸煮 |
| [ ]  Cooling冷却 | [ ]  Product transport运输产品 | [ ]  Cleaning equipment清洁设备 |
| [ ]  Cleaning organic products清洁有机产品 |
| [ ]  Others其他用途:  |

1.3.4 Salt食用盐

Does the salt meet Standards GB2721? 是否符合GB2721食用盐卫生标准？

[ ]  Yes是 [ ]  No 否 [ ]  Not relevant不涉及

**2. Inputs and Outputs投入、产出统计**

|  |  |  |  |
| --- | --- | --- | --- |
| Finished product成品名 | Organic ingredients (all inputs, including additives, processing aids and nutritional supplements) 有机配料（包括原料、添加剂、加工助剂等所有投入物质） | Production efficiency(%)出成率（%） | Finished product amount(ton)成品量(吨) |
| Name of raw materials, additives, and processing aids原料、添加剂、加工助剂名称 | Proportion in the finished product在终产品中所占比例 | Amount (ton)用量(吨) |
|  |  |  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |  |  |  |
|  |  |  |

**Part III Processing**

第三部分 加工

**1. Procedures and Conditions** 工艺流程及工艺条件

1.1 Please select the treatment methods and techniques used in the processing

列出产品加工过程中所采用的处理方法及工艺

|  |  |  |
| --- | --- | --- |
| [ ]  Machinery机械 | [ ]  Frozen冷冻 | [ ]  Heating加热 |
| [ ]  Microwave微波 | [ ]  Smoked烟熏 | [ ]  Extraction提取 |
| [ ]  Microbial fermentation微生物发酵工艺 | [ ]  Concentration浓缩 |
| [ ]  Precipitation沉淀 | [ ]  Filtration过滤 | [ ]  Radiation辐射 |
| [ ]  Others其他:  |

1.2 Please describe in detail the workflow for processing proposed organic products (the flow chart including all steps of the whole process from the reception of raw materials to delivery of finished products)

详述各申报产品的加工工艺流程图（体现所有涉及的加工环节，包括从原料验收至成品出库全过程）：

|  |
| --- |
|  |

1.3 If extraction is involved, please select the solvent used如果采用了提取工艺，请列出所使用的溶剂

|  |
| --- |
| [ ]  Not relevant不涉及 |
| [ ]  Water水 | [ ]  Ethanol乙醇 | [ ]  Animal fat or vegetable oil动植物油 |
| [ ]  Vinegar醋 | [ ]  Carbon dioxide二氧化碳 | [ ]  Carboxylic acid羧酸 |
| [ ]  Nitrogen氮 | [ ]  Others其他:  |

1.4 If concentration is involved, please select the methods used 如果采用了浓缩工艺，请列出浓缩方法

|  |  |  |
| --- | --- | --- |
| [ ] 不涉及Not relevant |  |  |
| [ ] 蒸发浓缩Evaporation | [ ] 真空浓缩Vacuum | [ ] 冷冻浓缩Freezing |
| [ ] 其他： Others  |

1.5 Is filter used? 加工过程中是否使用过滤材料？

[ ]  Yes是 [ ]  No否

If yes, please indicate the materials

如是，请说明其材质

Is there risk that the filter materials allow penetration of hazardous substances?

该过滤材料是否可能被有害物质渗透？

[ ]  Yes是 [ ]  No否 [ ]  Not relevant不涉及

**2. Sanitation and Pest Control**卫生管理及有害生物防治

2.1 Common pests in the processing establishments加工场所内常见的有害生物

|  |  |  |
| --- | --- | --- |
| [ ] Mouse鼠 | [ ] Small animals小型动物 | [ ] Birds鸟类 |
| [ ]  Mosquitoes and other insects蚊蝇等昆虫  |  |
| [ ]  Others其他  |  |

Measures taken to prevent pests采取何种管理措施来预防有害生物的发生？

[ ]  Eliminate pest breeding conditions

消除有害生物的孳生条件

[ ]  Keep pests from processing and handling equipment

防止有害生物接触加工和处理设备

[ ]  Control the propagation through the control of environmental factors, including temperature, humidity, light, and air.

通过对温度、湿度、光照、空气等环境因素的控制，防止有害生物的繁殖

[ ] Others其他

Measures for pest control使用何种设施或材料防治有害生物：

|  |  |  |
| --- | --- | --- |
| [ ] Insecticidal lamp杀虫灯 | [ ] Insect-proof net防虫网 | [ ] Glue boards粘鼠板 |
| [ ] Mousetrap捕鼠笼 | [ ] Block boards挡鼠板 | [ ] Herbs中草药 |
| [ ] Temperature and humidity control温湿度控制 |
| [ ] Others其他  |

Is disinfectant used in the process? 加工过程中是否使用消毒剂？

[ ]  Yes是 [ ] No否

If yes, please indicate the materials: 如是，使用何种物质：

|  |  |
| --- | --- |
| [ ] Ethanol乙醇 | [ ] Calcium hypochlorite次氯酸钙 |
| [ ] Sodium hypochlorite次氯酸钠 | [ ] Chlorine dioxide二氧化氯 |
| [ ] Hydrogen peroxide过氧化氢 | [ ] Others其他  |

**3. Parallel Processing**加工场所内平行加工情况

3.1 Are conventional products processed in the same processing plant?

除了申请的产品外，同一加工场所是否还加工常规产品？

[ ]  Yes是 [ ] No否

If yes, please indicate:如是，请描述：

3.2 If there is parallel processing of organic and conventional production in the same plant, please describe the isolation management used in the transportation, processing and storage of raw materials to avoid contamination.

如同时加工有机产品与常规产品，请描述在原料运输、加工及储藏各环节中进行隔离与管理，避免混淆污染的措施。

[ ]  Spatial isolation (different processing equipment)

从空间上隔离（不同的加工设备）

[ ]  Temporal isolation (different times for the same processing equipment)

从时间上隔离（相同的加工设备,不同的加工时间段）

[ ]  Others. Please indicate:其他措施请描述：

**4. Sewage and Waste Treatment Process**污水排放和加工废弃物处理方法

|  |
| --- |
|  |

**Part IV Packaging, Storage and Transportation**

第四部分包装、贮藏、运输

**1. Packaging**包装

1.1 Please describe the packaging materials说明所用包装材料材质

|  |
| --- |
|  |

1.2 Are fillers used? 是否使用包装填充剂？

[ ] Yes是 [ ] No否

If yes, please list:如是，请列出：

|  |  |  |
| --- | --- | --- |
| [ ] Carbon dioxide二氧化碳 | [ ] Nitrogen氮 | [ ] Others其他  |

1.3 Has the packaging materials or containers contact banned substances? 包装物或容器是否接触过禁用物质？

[ ]  Yes是 [ ] No否

If yes,please indicate the materials:如是，请描述物质名称：

1.4 Is there secondary packaging or segmentation outside the processing plant?

是否在申请认证的加工场所外对产品进行二次分装或分割？

[ ] Yes是 [ ] No否

**2. Storage and Transportation**贮藏与运输

|  |  |  |
| --- | --- | --- |
| Name of warehouse仓库名称 | Nature of warehouse仓库属性 | Capacity (ton)储藏能力（吨） |
| Owned自有仓库 | Leased外租仓库 |
|  |  |  |  |
|  |  |  |  |

2.1 Please describe the storage methods for raw materials, semi-finished and finished products列出原料、半成品、成品储藏方法

|  |  |  |
| --- | --- | --- |
| [ ] Room temperature常温 | [ ] Dried干燥 | [ ] Temperature control温度控制 |
| [ ] Air conditioned气调 | [ ] Humidity湿度 | [ ] Others其他  |

2.2 Is the warehouse dedicated to organic products? 仓库是否为有机专用？

[ ] Yes是 [ ] No否

If no, please indicate measures to avoid contamination by conventional products:如否，说明避免混杂存储方法：

|  |
| --- |
|  |

**Part V Labeling and Marketing**

第五部分 标识与销售

**1. Labeling**标识

[ ]  Not relevant不涉及

1.1 Do you plan to put an organic product label/code on the certified products or the minimum sales package? 是否计划在获证产品或者产品的最小销售包装上加施有机认证标志、有机码？

[ ]  Yes是 [ ] No否

If yes, please indicate the way:如是，请选择加施的方式

[ ] Apply for purchasing organic label购买使用有机产品防伪标签

[ ] Apply for printing by self申请自行印制

**2. Marketing**销售

[ ] Not relevant不涉及

Measures taken to ensure the completeness and traceability of organic products in sales:

在产品销售时采取何种措施保证有机产品的完整性和可追溯性：

[ ]  Preventing contamination by non-organic products

避免将有机产品与非有机产品混合

[ ]  Preventing the contact with prohibited substances

避免将有机产品与禁用物质接触

[ ]  Establishing and implementing records on sales, transportation, storage, warehouse, and sales

建立有机产品的购买、运输、储存、出入库和销售等记录

[ ]  Others (please indicate) 其他，请说明。

# Part VI Management System

# 第六部分 管理体系

**1. Documentation**文件控制

1.1 Is the quality management system document submitted in the latest version?

提交的质量管理体系文件是否为最新有效版本？

[ ] Yes是 [ ] No否

1.2 Is the access to valid version of applicable documents secured?

是否能确保在使用时可获得适用文件的有效版本？

[ ] Yes是 [ ] No否

1.3 Are there valid records of organic production? 是否保存了有效的有机生产记录？

[ ] Yes是 [ ] No否

**2. Resource Management**资源管理

|  |  |  |  |
| --- | --- | --- | --- |
| Name姓名 | Post职务 | Familiarity with organic standards是否了解或熟悉国家有机标准要求 | Tenure任职年限 |
|  | Production manager生产管理者 | [ ] Little不了解[ ] Detailed熟悉 | [ ] Great掌握[ ] Basic了解 |  |
|  | Internal inspector内部检查员 | [ ] Little不了解[ ] Detailed熟悉 | [ ] Great掌握[ ] Basic了解 |  |

**Statement**

声明

I hereby assert, within the range of my personal experience, knowledge and capabilities, that the information about production, processing and management provided by the questionnaire hereof is authentic and accurate. I hereby agree that the follow-up necessary on-site inspection (including sampling, inspection to original records, and bills) serve for the purpose of verifying compliance with organic product standards. I am aware that the content, even if reviewed and adopted, does not mean that the proposed product passes the certification of organic products.

我在此声明，在我个人的经历、知识和能力范围内，本调查表中所填写并反映的所有生产、加工和经营的情况都是真实的、准确的。我在此认同，后续必要的现场检查（包括抽样检测，查验原始记录及票据）是为了验证符合有机产品标准的需要。同时我也知道，即使本调查内容经审查得到通过，并不意味着申报产品通过了有机产品认证。

**Person in Charge (Signature):**负责人（签字）

**Internal inspector (Signature):**内检员（签字）