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

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

# Content

- 1 . Purpose and Scope
- 2 . Requirements for Certification Body
- 3 . Requirements for Certification Personnel
- 4 . Certification Norms
- 5 . Certification Procedures
- 6 . Post-Certification Management
- 7 . Recertification
- 8 . Certificates and Certification Marks Management
- 9 . Information Report
- 10 . Certification Fees

## **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, Regulatory Measures on Certification Bodies Management* 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 organic product certification procedures and management.

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

The certification of imported organic products in countries (or regions) that have not signed a relevant memorandum on the equivalence of the organic product certification system with the Certification and Accreditation Administration of China (hereinafter referred to as the CNCA) shall comply with the requirements of this rule; The certification of imported organic products in the countries (or regions) that signed the relevant memorandum shall comply with the relevant provisions of the memorandum.

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 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 establish internal control, supervision and accountability mechanisms to separate the processes of acceptance, training (including related value-added services), inspection and certification decisions, mutual restriction and mutual supervision.

2.3 The certification body shall not link the certification results with the remuneration of inspectors and other personnel participating in certification inspections.

## **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 safety 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 capabilities of various certification personnel of the organization to ensure the sufficient competences relevant to the scope of certification issued.

## 4. Certification Norms

*GB/T 19630 Requirement of Organic Products, Production, Processing, Mark and System management*

## 5. Certification Procedures

### **5.1 The following information shall be made public by the certification body:**

5.1.1 The scope and validity of relevant authorization ;

5.1.2 Certification procedures and certification requirements;

5.1.3 Certification norms;

5.1.4 Certification fees;

5.1.5 The rights and obligations of a certification body and certified entities;

5.1.6 The procedures of handling requests, complaints or disputes towards the certification body;

5.1.7 Provisions and procedures for granting, cancellation, change, suspending, restoration, and withdrawing of certificates;

5.1.8 The requirements for the certified entities to use the organic productions certification mark, organic code, certificates, sales certificate and logo or name of certification body

5.1.9 The proper publicity requirements of the organic production, processing process and certified products

### **5.2 Conditions for the certification body to accept the certification application:**

5.2.1 The certification client and its related parties shall obtain the administrative license (when applicable) stipulated by relevant laws and regulations. The products produced, processed or operated shall meet the requirements of relevant laws, regulations, standards and specifications, and shall own the ownership of the products \* ①.

5.2.2 The certification client has established and implemented an organic product production, processing and operation management system, and has been operating effectively for more than three months.

5.2.3 The products applying for certification shall be listed in the "Organic Product Certification Catalog" published by the Certification and Accreditation Administration. Wolfberry products should also meet the requirements of Annex 6.

5.2.4 The certification client and its related parties have not withdrawn the organic product certification certificate within the following five years:

- (1) Provide false information;
- (2) Use of prohibited substances;
- (3) Beyond the scope \* ② Use organic certification mark;
- (4) A major accident of product quality and safety occurred.

5.2.5 The certification client and its related parties have not been revoked by the certification body for the organic product certification within one year due to circumstances other than those listed in 5.2.4.

5.2.6 The client of certification was not included in the relevant list of subjects with severe national credit information breach of trust.

\* ① Product ownership refers to the right of the client of the certification to possess, use, gain and dispose of the product.

\* ② Scope is \* Scope refers to the scope of certification, including product scope, site scope and process (production, processing, management) scope. The product range refers to the name and quantity of products involved in organic certification; the site range refers to all certified production sites, processing sites, and business sites (including office sites and warehouses), including the names, addresses, and areas of breeding and processing sites or breeding The scale of the base, as well as the processing, storage, and operation sites; the scope of the process (production, processing, and operation) refers to the production, harvesting, processing, transportation, and storage processes involved in organic production, processing, and operation.

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

- (1) Hardcopies of legal business qualification documents of the certification client.
- (2) General information about the applicant as well as organic production, processing and operation:

① Name, address and contact information of the certification client; certification clients who are not directly engaged in the production and processing of organic products shall also submit copies of written contracts signed with those directly engaged in the production and

processing of organic products and specifically engaged in the production of organic products , Processor's name, address, and contact information.

② Overview of production units / processing / operation sites.

③ 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.

④ I The latest three years of organic production information materials, including a description of prevention and control of plant diseases, pests and weeds, the usage of inputs and harvest; a collection description of wild collection; description of livestock and poultry husbandry and aquaculture methods, disease control, input usage, transportation and slaughter, etc.

⑤ Information about the application for or obtaining of other certificates

(3) Description of production areas, including geographic location coordinates, 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) Management manuals and operating procedures.

(5) Production, processing and operation plan of organic products in the current year, and the sales volume and sales of organic products in the previous year (if applicable), etc.

(6) Commitment to abide by the law and integrity, accept the supervision and inspection of certification agencies, certification supervision and other administrative law enforcement departments, and ensure that the materials provided are true, and the statement of implementation of organic product standards and relevant requirements of organic product certification implementation rules is provided.

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

(8) Other relevant documents.

### **5.3 Review of application materials**

For certification clients that meet the requirements of 5.2, the certification body shall review the submitted application documents and information and make a decision on whether to accept it within 10 working days according to the requirements of organic product certification basis and procedures,

5.3.1 The review requirements are as follows:

(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.

5.3.2 If the application materials are complete and meet the requirements, the certification application shall be accepted; if the application materials are not accepted, the certification client shall be notified in writing and the reasons shall be explained.

5.3.3 The certification body may take necessary measures to help the certification client and directly carry out technical standards training for the production, processing and operation of organic products, so that they can correctly understand and implement the standard requirements.

#### **5.4 On-site inspection preparation**

5.4.1 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.

5.4.2 For the same production unit of the same certification client, the certification body cannot appoint the same inspector for inspection for more than 3 consecutive years (including 3 years).

5.4.3 The certification body shall issue an inspection task letter to the inspection team before the on-site inspection, which shall include the following:

(1) Inspection norms, including certification standards, implementation rules for the certification and other normative documents;

(2) Inspection scope, including varieties, production, processing and area hereof to be inspected, etc.;

(3) Members of the inspection team and the schedule;

(4) Key points of the inspection, including the use of input products, product packaging identification, traceability system, effectiveness of management system implementation, and non-compliance items (if applicable) proposed by the certification body in the previous year.

5.4.4 The certification body may issue a site inspection notice to the certification client, and inform the certification client of the inspection content.

5.4.5 The inspection team shall formulate a written inspection plan, submit it to the certification client and obtain confirmation after it is certified by the certification body. To ensure the integrity of the entire process of production, processing and operation of certified products, the inspection plan shall:

(1) Covering all production, processing and business activities of all certified products.

(2) Cover all processing sites and process types related to certified products.

(3) Cover all places where the certified products are repacked or divided (if applicable), domestic storage of imported products, and places where organic codes are added (if applicable).

(4) For an organization (such as an agricultural cooperative organization or a "company + farmer" type organization) in which multiple farmers with land use rights participate in organic production, they should first make an assessment of the organization's internal management system, and based on the product Risk assessment based on factors such as species, production model, geographical distribution and production season. According to the risk assessment results, determine the number and samples of sampling inspections of farmers. The number of samples should not be less than the square root of the number of farmers (if there are decimals rounded up) and at least 10; Farmers. If the number of person-days approved by the certification body cannot meet the inspection of the sample book on site, the inspection team may increase the number of person-days based on the approval of the certification body.

(5) The following factors should also be considered in formulating the inspection plan:

① The price difference between local organic products and non-organic products.

② The differences between the production system and the planting, breeding species, scale and production mode within the organization applying for certification.

③ Non-conformities found in previous inspections (if applicable).

④ The effectiveness of the organization's internal management system.

⑤ The impact of re-processing of packaging and division on the integrity of certified products (if applicable).

5.4.6 The on-site inspection time shall be arranged at the stage of production, processing, operation of the product for which certification is applied, or at a stage prone to quality and safety risks. For reasons such as the production season, if the first on-site inspection during the certification cycle cannot cover all the products applying for certification, an on-site supplementary inspection shall be implemented within the validity period of the certification certificate.

5.4.7 The certification body shall submit basic information such as the certification client, production unit and inspection arrangements to the China Certification and Accreditation Administration's website "China Food and Agricultural Products Certification Information System" at least 5 days before the on-site inspection.

Local certification and supervision departments that have objections to basic information such as the inspection plan and plan submitted by the certification body should be submitted at least 2 days before the on-site inspection; the certification body should



communicate with the department in a timely manner and implement the on-site inspection after coordination.

## **5.5 Implementation of on-site inspection**

Evaluate the management systems of the operator according to the requirement of certification norms, verify the consistency of the production, processing and operation with the documents offered by the operator as specified in clause 5.2.7, and confirm the compliance of the production, processing and operation with the certification norms.

5.5.1 The inspection process shall include at least the follows:

(1) Inspection of production, processing processes, products and places. If the production unit has non-organic production, processing or operation, it should also pay attention to its possible impact on organic production, processing or operation and control measures.

(2) Interview production, processing, operation and management personnel, internal inspectors, and operators.

(3) Evaluation of the management system documents and records as specified in GB/T19630.

(4) Audit of the output and sales volume of the certified products.

(5) Verify the use management of product traceability system, certification mark and sales certificate.

(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) Collect necessary samples.

(9) Verification of corrective actions and corrective measures for non-conformities raised in the previous year (if applicable).

Before ending the inspection, the inspection team shall summarize the inspection situation and confirm the non-conformities found in the inspection with the inspected party and the certification client.

5.5.2 Sample testing

(1) The certification body shall prepare technical documents for sampling and testing, and make requirements for the items, frequency, method, and process of sampling and testing.

(2) The certification body shall sample and test all products applying for production and processing certification, and determine the items to be tested based on the risk assessment. For plant production certification, if necessary, the plant tissues during the growing period can be sampled and tested. If the product produced by the certification client is only used as the sole ingredient of the certified processed product of the client, and after the risk assessment of the

certification body is the same or similar to the final product testing item, at least the final product should be sampled and tested.

If samples cannot be collected and submitted for inspection before the certification certificate is issued, a sampling test should be arranged within the validity period of the certificate and the test results should be obtained.

(3) The certification body shall entrust a legally qualified inspection and testing institution to conduct sample testing.

(4) The product production and processing sites are overseas, and the products cannot be entrusted to the domestic inspection and testing institution for testing due to reasons such as entry-exit inspection and quarantine requirements, and overseas third-party inspection and testing institutions may be entrusted to perform the inspection. The inspection and testing agency shall meet the requirements of ISO / IEC 17025 "General requirements for the competence of testing and calibration laboratories". For re-certified products, samples may be taken by the certification body after entry into the validity period of the renewal certificate, and a domestic inspection and testing institution shall be entrusted to carry out the test. If the test results do not meet the certification requirements, the certificate shall be suspended or revoked immediately.

(5) Residues of permitted substances in organic production or processing shall comply with the relevant laws and regulations or mandatory standards. Substances prohibited in organic production and processing shall not be detected.

#### 5.5.3 Inspection of the environmental quality of the producing area

The certification client or its subcontractor for production and processing operations shall produce a monitoring (testing) report on the environmental quality of the place of origin by a qualified monitoring (testing) institution. The ambient air quality of the production area can be obtained from the local environmental air quality information published by the ecological environment department at or above the county level (including the county level) or other certification materials to prove that the environmental quality status of the production area meets the requirements of GB / T 19630.

The client of the environmental inspection of the origin of imported products shall be the client of certification or its subcontractor for production and processing operations. The inspector can evaluate the actual conditions of the site to evaluate whether the soil, irrigation water, drinking water for livestock and poultry, and water used for production and processing are valid for the certification client. If not, the testing should be conducted in accordance with the requirements of GB / T 19630. The testing organization may be an overseas testing organization that meets the requirements of ISO / IEC 17025 "General Requirements for the Ability of Testing and Calibration Laboratories". Regarding the ambient air quality, the certification body should confirm whether it meets the requirements of GB / T 19630 according to the actual situation of

the site inspection, combined with the local official website, atmospheric monitoring data or reports.

#### 5.5.4 Inspection of organic conversions

(1) When there is parallel production of perennial crops, the certification client shall formulate an organic conversion plan and obtain confirmation from the certification body in advance. After the implementation of the conversion plan, it must be verified and confirmed annually by the inspection team sent by the certification body. Parcels that have not been converted according to the conversion plan and confirmed by on-site inspection cannot be certified.

(2) Production units that fail to maintain organic certification need to undergo organic conversion again to obtain organic certification again, and the conversion period should not be shortened.

(3) The start date of the organic product certification conversion period shall not be earlier than the date when the certification body accepts the application.

(4) For foreign plantation bases of imported organic products that have obtained foreign organic product certification for more than 4 consecutive years (including 4 years), and the certification agency on-site inspection confirms that it meets the requirements of GB / T 19630, the conversion can be exempted based on risk assessment period.

#### 5.5.5 Inspection of inputs

(1) The substances listed in the appendix of GB / T 19630 are allowed during organic production or processing.

(2) For substances not listed in the appendix of GB / T 19630, the CNCA may publish a temporary supplementary list of organic production and processing inputs based on expert assessment.

#### 5.5.6 Inspection report

(1) The certification body shall specify the basic format of its inspection report.

(2) The inspection report shall describe the inspection requirements of the requirements listed in 5.5.1 to 5.5.5, and describe the inspection evidence, inspection findings and inspection conclusions one by one.

For the identified non-conformities, the realistic method shall be accurately, specifically and clearly described so as to be easily understood by the authentication client and its related parties. Nonconformities must not be expressed in conceptualized, uncertain, and vague language.

(3) The inspection report should be accompanied by necessary evidence or records, including text or photos or audio and video.

(4) The inspection team shall provide sufficient information through the inspection report to evaluate the overall situation of the certification client's implementation of the standard, and make suggestions on whether to pass the certification.

(5) The certification body shall submit the inspection report to the certification client.

## **5.6 Decision on certification**

5.6.1 The certification body shall make a certification decision on the basis of on-site inspection, comprehensive evaluation of the environmental quality of the place of origin, and product test results, taking into account the characteristics of product production, processing, and operation, and the effectiveness of the management system of the client and its related parties. The use of agricultural and veterinary drugs, environmental protection, regional society or the quality and integrity of certification clients.

5.6.2 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.

(1) Production, processing or business activities, management system and other inspection evidence meet the requirements of these rules and certification standards.

(2) Although the production, processing or business activities, management system and other inspection evidence do not fully meet the requirements of this rule and the certification standards, the certification client has completed the non-compliance correction and / or corrective measures within the prescribed period. And verified by a certification body.

5.6.3 If the following circumstances in the production processing or business 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) Included in the relevant list of subjects with severe national credit information.

(4) Shows evidence of using forbidden substances in production, processing or operation or of contamination by forbidden substances.

(5) Prohibited materials have been detected in the product testing.

(6) The quality of the product applying for certification does not meet the mandatory requirements of relevant national laws and regulations and / or technical standards.

(7) Reprocessing, repacking and division has occurred outside the inspection sites.

(8) Serious product safety issues occur during the past year, or the certificate has been revoked due to safety problems in the products.

(9) 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.

(10) It is proved by the testing (monitoring) agency that the environment in the place of production is polluted.

(11) Other issues or circumstances, which significantly violate organic standards and other rules and are not correctable.

#### 5.6.4 Appeals

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

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

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

6.1 The certification body shall arrange on-site inspections of the certified organization at least once a year after the certification. The certification body shall scientifically determine the frequency and items of on-site inspections according to the types and risks of the certified products, the effectiveness of the management system of the manufacturing enterprise, and the overall situation of local quality, safety, and integrity. If there are multiple production seasons for the same certified variety within the validity period of the certificate, at least one on-site inspection after the certification is required.

The certification body shall conduct an unannounced inspection of 5% of the certified organizations at least once a year based on the risk assessment. The unannounced inspection shall be performed within 48 hours before the on-site inspection.

6.2 The certification body shall timely understand and grasp the change information of the certified organization, and implement effective tracking of the certified organization to ensure that it continues to meet the requirements of certification.

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:

6.3.1 Changes relating to legal status, operating status, organizational status or the ownership.

6.3.2 Changes relating to the management and contact address of the certified organization.

6.3.3 Changes relating to organic product management system, production, processing, operation status, process or production and processing site.

6.3.4 Changes relating to the production, processing, handling surroundings, including serious animal and plant epidemic situation and environmental pollution.

6.3.5 Important information on product quality and safety that occurs during production, processing, operation, and sales such as serious quality problems discovered during the official inspection or serious complaints from consumers.

6.3.6 Information on sanctions due to violations of state laws or regulations on agricultural products and food safety.

6.3.7 Information about the purchased ingredients or products which are not in conformity with the certification requirements stipulated in the referenced normative document.

6.3.8 Information on recalling and handling of the unqualified products.

6.3.9 Use of sales certificate.

6.3.10 Other important information.

#### **6.4 Sales certificate and organic code**

6.4.1 The sales certificate is a transaction certificate provided by the owner of the certified product to the buyer. The certification body shall formulate procedures for the application and processing of sales certificates, and apply for a sales certificate from the certification body (before) in the process of selling certified products by the certified organization (see Appendix 3 for the basic format) to ensure that the sales volume of organic products is controlled and can be Retrospective. For products using organic codes, the certification body may not issue a sales certificate.

6.4.2 The certification body shall review the scope and quantity of certified products, invoices, shipping documents (if applicable), etc. of the supply agreement signed between the certified organization and the purchaser. The organic product sales certificate shall be issued for those that meet the requirements; the rectification shall be supervised for those that do not meet the requirements, otherwise the sales certificate shall not be issued.

6.4.3 The sales certificate shall be handed over to the purchaser by the certified organization. The certified organization shall keep a copy of the issued sales certificate for review by the certification body.

6.4.4 The certification body may verify the output within the validity period of the processing certification certificate using the purchased organic ingredients according to the availability of organic ingredients, but shall issue organic codes or issue sales based on the batch of purchased organic ingredients and the actual number of processed products. certificate.

6.4.5 The certification body shall number the organic codes in accordance with the numbering rules (see Annex 5) and adopt effective anti-counterfeiting and traceability techniques to ensure that each organic code issued can be traced to its corresponding certification certificate and certified product and its Production and processing units.

The certification body shall not issue organic codes to certification clients that have obtained only organic product business certification.

6.4.6 The certification body shall be responsible for the supervision and management of the sales certificate and organic code issued by it.

## **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 the production season or major natural disasters, 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 during this period cannot be sold as organic products.

7.3 For production units that cannot be recertified for more than 3 months, the initial certification shall be implemented.

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

### **8.1 Basic Format of Certificate**

The organic product certification certificate is valid for a maximum of 12 months. The validity period of the recertification organic product certification certificate shall not exceed the deadline of the latest valid certification certificate plus 12 months. The basic format of the certification certificate shall meet the requirements of Annexes 1 and 2 of this Code. A certified organization authorized to use the trademark of another person shall indicate in its organic certification certificate the trademark information that the corresponding product is authorized to use.

The serial number of the certification certificate shall be obtained from the website of the China Certification and Accreditation Administration "China Food and Agricultural Products Certification Information System" see numbering rules in Annex 4.. The certification body shall not issue a certification certificate based solely on the certificate number prepared by the body.

## **8.2 Modification of certificates**

Implementation in accordance with Article 28 of the " Administrative Measures for Organic Product Certification ".

## **8.3 Cancellation of certificates**

Implementation in accordance with Article 29 of the " Administrative Measures for Organic Product Certification ".

## **8.4 Suspension of certificates**

Implementation in accordance with Article 30 of the " Administrative Measures for Organic Product Certification ".

## **8.5 Withdrawing the certificates**

Implementation in accordance with Article 31 of the " Administrative Measures for Organic Product Certification ".

## **8.6 Restoration of certificates**

8.6.1 Once canceled or withdrawn, the certification body shall never be restored for any reason.

8.6.2 If the certificate is suspended, the certification body can resume the certificate only after the suspension of the certificate expires and the correction or corrective measures for non-conformities are completed and confirmed.

## **8.7 Certificate and certification marks**

8.7.1 Products that have obtained the organic conversion certification can only be sold as regular products. The Chinese organic product certification mark and the words and patterns marked "organic" and "ORGANIC" must not be used.

8.7.2 During the suspension of the certification certificate, the certification body shall notify and supervise the certified entity to stop using the organic product certificate and certification mark. The certified entity shall seal up the corresponding batch of products with the organic product certification mark at the same time.

8.8 if the certification certificate is cancelled or withdrawn, 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



8.9 The certification body has the responsibility and obligation to take effective measures to prevent all kinds of invalid certification certificates and marks from being continued to be used.

For irrecoverable certificates and marks, the certification body shall promptly announce the decision to cancel or revoke the certificate on the relevant media and websites, and declare the certificate and marks to be invalid..

## **9. Information Report**

9.1 The certification body shall timely fill in the information of certification activities to the website of CNCA "China Food and Agricultural Products Certification Information System".

9.2 The certification body shall report, within ten days, the list of certified entities whose certificates have been withdrawn or suspended and the reasons hereof to the website of CNCA "China Food and Agricultural Products Certification Information System" and shall publish the information.

9.3 In case of poor product quality or safety incidents of the certified entity, the certification body shall immediately report relevant information to CNCA and the certification regulatory department of the place where the certified entity is located.

9.4 The certification body shall submit the organic certification work report 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
2. Template of Conversion to Organic Product Certificate
3. Template of Organic Product Transaction Certificate
4. Encoding Rules for the Organic Product Certificate
5. Encoding Rules for the Organic Product Certification Mark of China
6. Supplementary Requirements for Organic Wolfberry (Gojiberry) Certification (Trial)

**Appendix 1:**

**TEMPLATE OF ORGANIC PRODUCT CERTIFICATE**



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

**ORGANIC PRODUCT CERTIFICATE**

Certified \_\_\_\_\_ entity

\*\*\*\*\*

**Address**

\*\*\*\*\*

**Name of production**

**(processing/operation)**

\*\*\*\*\*

**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)*

**The standards for the products:**

GB/T 196301 *Organic Products Production, Processing, Marketing and Management System*

Serial No	Name of production (processing /operation) site	Address of production (processing /operation)	Area	Name of product	Description of product	Production capacity	Quantity

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

Note: 1. Business refers to the storage, transportation, and / or trading activities of organic products that do not change product packaging.

2. The product name refers to the name of the corresponding product in the Organic Product Certification Catalogue; the product description refers to the product's trade name (including trademark information).

3. The production scale is suitable for breeding, and refers to the number of breeding animals.

This is to certify that the above mentioned products and their production (processing/operation) 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: yyyy/mm/dd**

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

**Certificate validity period: yyyy/mm/dd - yyyy/mm/dd**

**Person in charge 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)*

**The standards for the products:**

GB/T 196301 *Organic Products Production, Processing, Marketing and 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.)

- Note: 1. The product name refers to the name of the corresponding product in the Organic Product Certification Catalogue; the product description refers to the product name of the product.
2. The production scale is suitable for breeding, which refers to the number of animals that are farmed.

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: yyyy/mm/dd**

**Start of conversion period: yyyy/mm/dd**

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

**Certificate validity period: yyyy/mm/dd - yyyy/mm/dd**

**Person in charge signature: \_\_\_\_\_ Seal**

**Name of the certification body:**

**Address:**

**Tel.:**

(Logo of certification body)

(Accreditation mark)

Note: According to the "Administrative Measures for Organic Product Certification", products that have obtained organic conversion certification must not use the Chinese organic product certification mark and the text descriptions and patterns marked with the words "organic" and "ORGANIC".

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

**Product description:** \_\_\_\_\_

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

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

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

**Receipt No.:** \_\_\_\_\_

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

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

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

This certificate is only valid to the buyer and product transaction certificated by *Organic Products*.

**Issue date:**

**Person in charge signature:** \_\_\_\_\_ **Seal**

**Name of the certification body:**

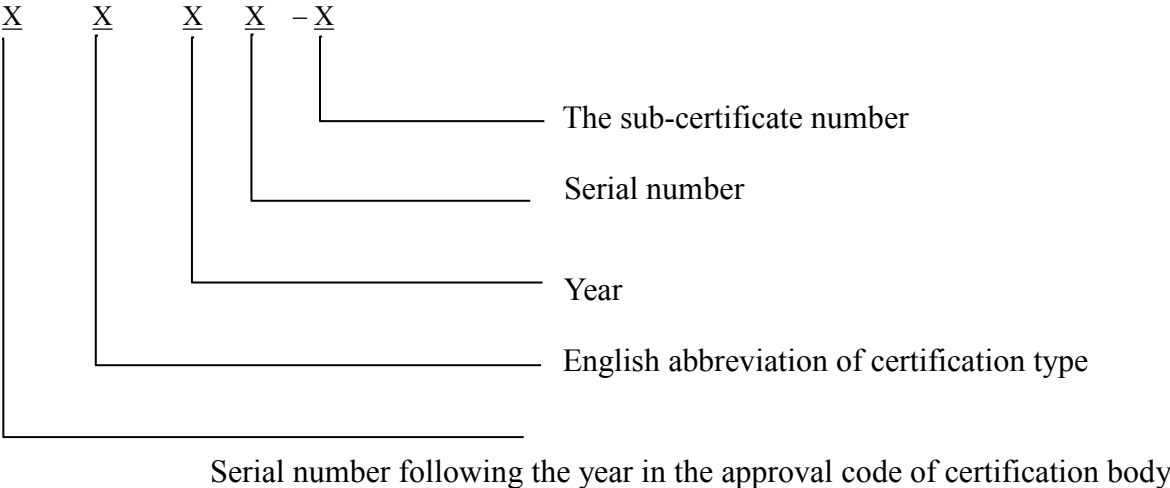
**Address:**

**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, 19 stand for 2019.

(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.

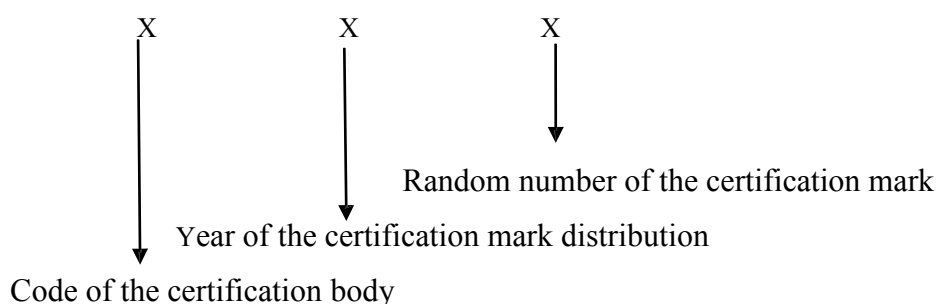


## Appendix 5:

### 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, 19 stand for 2019.

#### (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.

## Appendix 6

### **Organic Wolfberry (Gojiberry) Certification Supplementary Requirements (Trial)**

This Appendix is a supplementary requirement for the implementation of organic product certification for wolfberry in accordance with this rule.

#### **I. Production unit requirements**

(1) The installation of organic wolfberry production units and surrounding conventional agricultural buffer zones should take full account of environmental factors (such as the location of organic production units on hillsides, the application of conventional conventional agricultural agriculture, etc.) and climatic conditions (such as those in high-risk seasons). Wind speed, wind direction, etc.) to ensure the integrity of organic production. If the terrain is flat and the surroundings are conventional food crops, the buffer zone should be greater than 30 meters; if the terrain is flat and the surroundings are conventional fruit trees and conventional wolfberry orchards, the buffer zone should be greater than 50 meters.

(2) The client of the certification shall provide the geographic coordinate information of the boundary of each organic wolfberry production unit from four to five meters. If there is a conventional wolfberry production unit within 500 meters, the client shall also provide the geographic coordinate information of the regular wolfberry production unit.

(3) The organic production unit should be equipped with identifiable special production tools, including special plant protection machinery, picking boxes (baskets), and drying (drying) fruit felts (fruit trays).

#### **2. Document and record requirements**

(1) The certification client shall formulate effective control measures for major diseases, insect pests and weeds in the technical regulations of organic wolfberry production, including but not limited to:

1. The control measures of *Lycium barbarum* pupae, *Lycium barbarum* mite, *Lycium barbarum* aphids, *Lycium barbarum* mudworm, *Lycium barbarum* red mosquito, *Lycium barbarum* fruit fly, *Lycium barbarum* thrips;

2. Control measures for diseases such as wolfberry black fruit disease (anthrax) and wolfberry powdery mildew;

3. Control measures for grass damage.

(2) The certification client shall establish and maintain the following records and relevant compliance documents during the production process. In addition to the requirements of GB / T19630, the following requirements shall be met:

1. Raw material purchase records for self-made compost (including at least raw material name, sales unit name and contact information), purchase bills, photos of the process

(including the operator's name and contact information, compost time, latitude and longitude information), etc .;

2. Purchase records of outsourced soil fertilization and improvement materials (including at least the manufacturer and contact information, date of production / batch number, etc.), compliance documents allowed in organic production, photos of packaging materials, etc .;

3. Purchase records of outsourced plant protection products (including at least the name and contact information of the manufacturer, date of production / batch number, etc.), compliance documents allowed in organic production, photos of packaging materials, etc .;

4. Before the on-site inspection of the certification body, the certification client shall keep all purchased soil fertilization and improvement materials, and the packaging of plant protection products. When destroying or disposing of input product packaging, records of destruction / disposal (including the operator's name and contact information, processing time, product name, quantity, product batch number, etc.) and destruction / disposal photos (including time, latitude and longitude information )Wait;

5. Relevant photos must not be processed by software, and the storage period is at least 5 years.

### **3. Certification implementation requirements**

(1) The on-site inspection time should be arranged during the high-risk period of wolfberry production. The certification body shall conduct unannounced inspections of the certified organizations at least once a year. Generally, the high-risk period for Qinghai, Xinjiang, and Tibetan wolfberry production areas is June 1 to July 1, Ningxia, Gansu, Inner Mongolia and other wolfberry. The high-risk period in the producing area is from May 1 to June 1.

(2) In addition to the content required by the 5.5.1 implementation rules, the on-site inspection shall also include the following:

1. Inspection of self-made organic fertilizer compost sites (if applicable);

2. For drip irrigation facilities, check whether the drip irrigation system has a fertilizer mixing device and the type of fertilizer applied.

3. According to the recommended concentration and planting area of the input product, check whether the purchase amount meets the actual production needs.

4. Verify the consistency of the variety, composition and quantity of the input products actually used by the certification client with the production technical regulations.

#### **(3) production balance requirements**

The certification body should take into account factors such as planting varieties, planting patterns, tree age, management level, climatic conditions of the current year, and output of previous years, to balance the production of wolfberry.

The planting variety of wolfberry is Ningqi No. 1. The one-year-old seedlings are planted in the garden. When the planting mode is 220 to 280 plants per acre (667m<sup>2</sup>), the estimated yield of dried fruit per acre is as follows: Negligible; the output in the second year should not exceed 15Kg / mu, the output in the third year should not exceed 30Kg / mu, the output in the fourth year should not exceed 50Kg / mu, the output in the fifth year should not exceed 100Kg / mu, and the output in the sixth year and after It should not exceed 200 Kg / mu.

#### (4) sample testing

The certification body shall determine the items to be tested based on the risk assessment on the basis of the risk assessment of all products that apply for production and processing certification and their growing tissue plant tissues. The certification body should keep at least 1 kg of spare dried wolfberry fruit samples, and store them at low temperature (-18 ° C) for 12 months.

When necessary, the certification body may conduct sampling tests on the wolfberry plant tissue, soil, fertilizers and plant protection inputs used in the production unit of the certification client. The test results can be used as a reference for the certification body's decision. The testing items shall be determined by the inspection team on the basis of the risk assessment, and shall include at least the prescribed testing content. For sampling methods and testing items, please refer to:

1. The soil sample is 3-5 cm of surface soil in the vertical projection range of the wolfberry crown, and it is a mixed sample of at least 5 samples. The test items should include the types of pesticide residues tested for the product, and prohibited substances must not be detected.

2. Fertilizer samples can be sampled from the fertilization point under the wolfberry tree in the production unit during the high-risk period without notifying the site inspection, and it is a mixed sample of at least 5 samples. The testing items include at least available nitrogen, phosphorus, and potassium, and comparison with similar fermented organic fertilizers.

3. Samples for plant protection inputs can be taken from the residual liquid of the used plant protection machinery medicine box. When sampling, all plant protection machinery is covered and mixed in equal proportions. Soak the dried wolfberry fruits in the mixed medicine cabinet for at least 5 seconds under low temperature, take out the water, and send them for inspection after drying on site. The prohibited substances must not be detected.

#### **4. Management after certification**

For certified products that are sold in the market, the certification body should purchase at least 3 different products (production date / sale source / packaging specifications) from the market sales channel, and send them for inspection after mixing in equal proportions. The testing items are executed in accordance with the requirements of product testing.