

**Kiwa BCS Service Protocol
Process of Organic Certification
Kiwa BCS 有机认证服务程序**

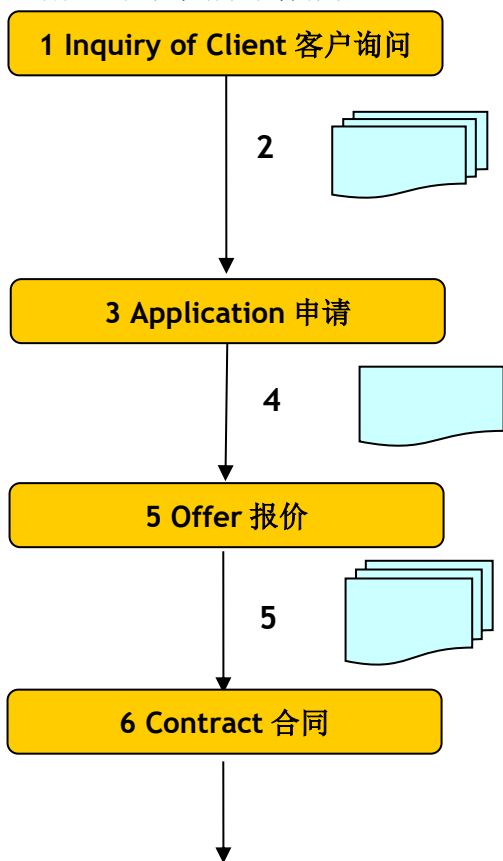


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The following described as standard procedures which may vary from case to case.

下面描述的是标准的认证程序，根据实际情况，认证程序有所不同。

'client' is used for both applicant and operator
“客户”表示申请者和操作者。



For national contacts and further information refer to the Kiwa BCS Homepage: www.kiwa.com/de/en

- 1 Inquiry of client/ 客户询问**
The client inquires at Kiwa BCS about organic certification. As for certification outside of European Community (Third Countries) according to regulations (EC) 834/2007 and 889/2008 the legal basis is the „Kiwa BCS Organic Production Standard“ which is equivalent to the above-mentioned EC-regulations. 客户向 Kiwa BCS 询问有机认证。申请欧盟外国家（第三国）的有机认证按照等同于欧盟 EC834/2007 和 889/2008 规定的“Kiwa BCS 有机生产标准”进行。
- 2 Provision of Application Form by Kiwa BCS/ BCS 提供认证申请表**
On request, Kiwa BCS provides the client with the Kiwa BCS application form for certification as well as general information about Kiwa BCS and its services 根据需要, Kiwa BCS 向客户提供认证申请表, 同时提供关于 Kiwa BCS 及其服务的基本信息。
- 3 Formal application by client / 客户提交正式申请表**
The client completes and signs the application form and sends it back to Kiwa BCS (as scanned email attachment, fax or hard copy). 申请表由客户填写并签字后, 通过扫描件、传真或者复印件的方式提交给 Kiwa BCS。
- 4 Review of application - Preparation of cost estimate (offer) by Kiwa BCS / Kiwa BCS 审核申请表, 估算费用(报价)**
If the application is accepted by Kiwa BCS, a cost estimate (offer) based on details given in the application form is prepared. Cost is calculated according to time requirements for inspection and certification. 如果 Kiwa BCS 接受认证申请, 将基于申请表提供的详细信息准备报价。费用根据检查和认证所需时间计算。
- 5 Acceptance of offer by the client - Provision of further information by Kiwa BCS / 客户接受报价后, BCS 提供更多的认证材料**
If the offer is accepted by the client, Kiwa BCS provides the contractual documents and further specific information on the standard required for certification. 如果客户接受报价, Kiwa BCS 将提供合同文件和标准认证所需的具体材料。
Note: Links to the various certification standards can be found on the Kiwa BCS Homepage.
注: Kiwa BCS 网站上提供了所有与认证有关的材料。
- 6 Return of certification contract and OSP-declaration by the client / 客户回签认证合同和 OSP 声明**
The client completes, signs the contract/OSP-declaration and sends it back to Kiwa BCS (as fax or hard copy). 客户填写并签署认证合同/OSP 声明, 以传真或 邮寄的方式将其副本寄回 Kiwa BCS。

**Provided Documents
提供文件**

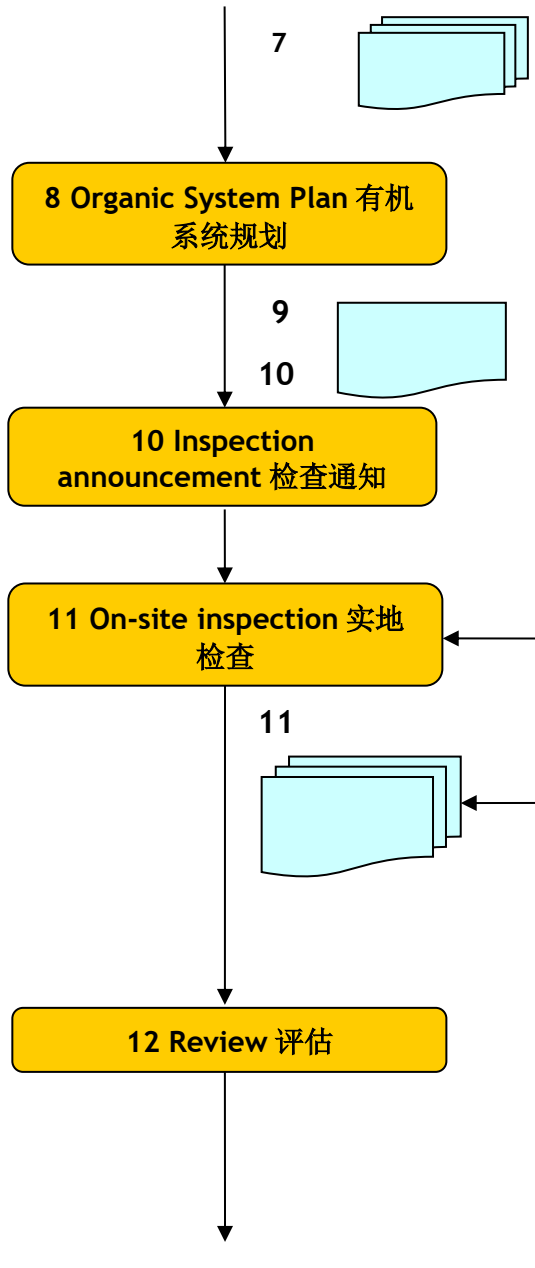
- o Application Form + Structogram
认证申请表+结构组织图
- o Info Package (about Kiwa BCS, Kiwa BCS Homepage) 信息包 (Kiwa BCS)
- o General JAS Info - if applicable
JAS 信息
- o Kiwa BCS Service Protocol
Kiwa BCS 有机认证服务程序
- o If asked by client:
„Kiwa BCS Organic Production Standard“ Kiwa BCS 有机生产标准, 若客户询问

Offer 报价

- o Kiwa BCS Certification Contract
Kiwa BCS 认证合同
- o Logo-use - agreement 标志使用协议
- o Kiwa BCS Standard Terms & Conditions
Kiwa BCS 标准条款与条件
- o Kiwa BCS Inspection program(s), Catalogue of measures
Kiwa BCS 检查方案, 措施分类
- o Info on org. Standard(s) 有关有机标准的信息
- o Signed OSP-declarations (EU, NOP, JAS)
签署 OSP 声明

- o Signed contract 签署合同
- o Signed OSP-declarations (EU, NOP, JAS)
签署 OSP 声明





7 Provision of Organic System Plan (OSP) by Kiwa BCS/ BCS 提供有机体系规划(OSP)

Upon receipt of the signed contract by Kiwa BCS, Kiwa BCS provides the client with the Organic System Plan formats. 当 Kiwa BCS 收到签字的合同时, Kiwa BCS 将向客户提供有机体系规划样本。 Usually the first invoice for prepayment is sent. 一般情况下, 客户预付款发票已寄出。

Organic System Plan (OSP) with attachments/OSP 及附件

8 Completion of OSP by client / 客户完成 OSP

The client completes and signs the OSP (and JAS-documents, if applicable) and sends them back to Kiwa BCS together with any relevant attachments (as scanned e-mail attachment, fax or hard copy) The OSP must be received by Kiwa BCS prior to the inspection. 客户完成 OSP (若申请 JAS, 包括 JAS 文件), 签字后, 将 OSP 及相关附件以扫描件、传真或复印件的形式递交给 Kiwa BCS。OSP 必须在检查安排之前交给 Kiwa BCS。 .

9 Review of OSP by Kiwa BCS/ Kiwa BCS 核查 OSP

Kiwa BCS reviews the OSP (and JAS-documents), verifies the compliance with the organic standards and clarifies any open aspects with client. Kiwa BCS 审阅 OSP (和 JAS 文件), 有机标准并和客户核实符合的有机标准和所有相关信息。

10 Announcement of on-site Inspection by Kiwa BCS/ Kiwa BCS 通知实地检查

Once Kiwa BCS has received the prepayment, Kiwa BCS sends out the inspection announcement with date of inspection and name of assigned Kiwa BCS inspector. The client has the right to decline an inspector within 10 days in writing stating the reason of decline. 一旦 Kiwa BCS 收到认证费用, Kiwa BCS 将寄出检查通知, 包括检查时间和 Kiwa BCS 派遣的检查员名字。客户有权在 10 天内以书面形式拒绝检查, 并陈述拒绝的理由。

Inspection announcement 检查通知

11 On-site Inspection/实地检查

The inspection includes a visit of the client's operation(s) to investigate each unit with respect to compliance with the organic standards applied for certification. The conformity of the existing OSP with the actual on-site conditions is carefully examined. All findings are documented in the inspection report. During the closing meeting with the client or its representative non-conformities, corrective actions and the need for additional information or documents is explained. The report is signed by the client and inspector. The client keeps a copy of the report or it will be sent later to the client together with all attachments. In case samples were taken, a reference sample stays with the client. 检查包括对操作者的一次实地访谈, 调查所有操作单元是否符合相应认证的有机标准。需要仔细检查实际情况与 OSP 是否一致。检查中所发现的问题都需要记录在检查报告中。在与客户或其代表人的末次会议上, 陈述不符合项、整改措施和需要补充的材料或文件。检查报告需由客户和检查员签字。客户保留报告副本或报告副本及相关附件将随后寄至客户。如果取样, 客户将保留标准样品。

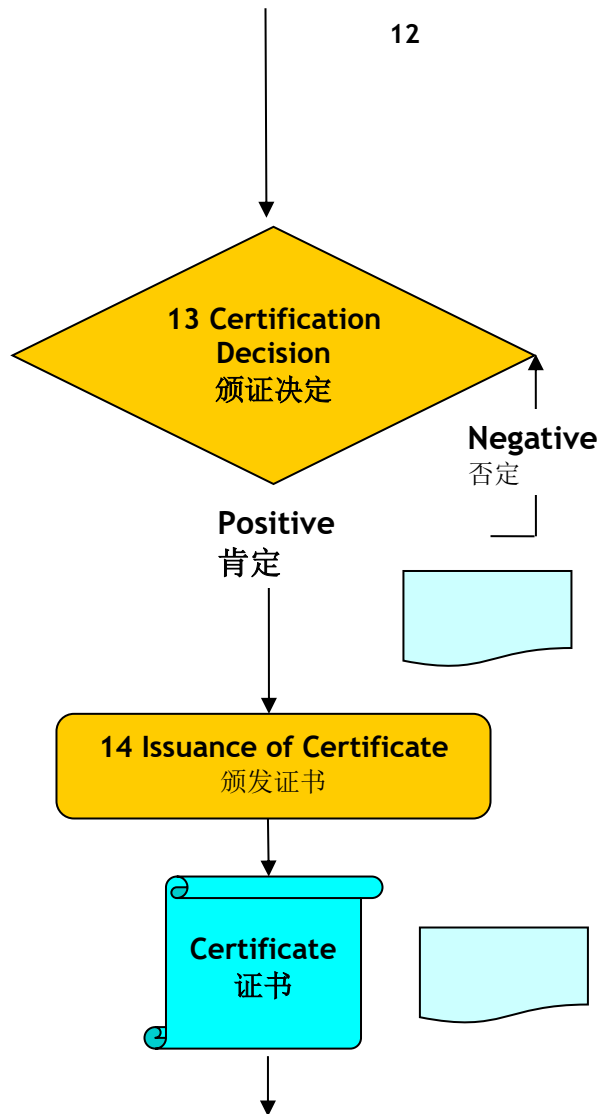
Inspection report 检查报告

Note: As a general rule, inspections are performed once a year. However, Kiwa BCS reserves the right to conduct additional announced or unannounced inspections if deemed necessary. 注: 作为一般原则, 检查每年执行一次。但是, 如果认为必要, Kiwa BCS 有权执行附加的通知或未通知的检查。

12 Review and Certification/ 评估和认证

Based on the findings of the inspection report Kiwa BCS determines if a client complies with the certification requirements. At this point in time, the invoice for final payment is sent. 基于检查报告的调查结果, Kiwa BCS 将决定客户是否符合认证要求。在此期间, 认证余款的发票将寄出。





Note: To maintain a high degree of objectivity in the decision-making process, the Kiwa BCS certification process applies the principle of a three-step process: Inspection (Evaluation), review, certification. At least two different individuals have to carry out these three steps. Generally, Kiwa BCS strives to have each step executed by a different individual. 注:为了保持认证决定过程的高度客观性, Kiwa BCS 的认证过程采用了三步法: 检查, 评审和认证。至少有两个不同的人执行了这三个步骤。一般而言, Kiwa BCS 力求每个步骤都由不同的人执行。

13 Certification Decision/ 颁证决定

Certification is granted if the operation fully complies with all requirements of the applied organic standard(s). Any minor non-compliances are specified in the certification letter to the client, including timelines for implementation of corrective actions. 如果操作完全符合所申请的有机标准的要求, 将颁发证书。在颁证函中, 将向客户指出任何小的不符合项, 并指定整改措施完成的期限。

Certification is denied if an operation is not (yet) compliant with the applicable organic standard (major non-compliances). Kiwa BCS informs the client in a letter about the non-compliances which have lead to the denial and detailing the necessary corrective actions, which would enable the operation to become certified. 如果操作(仍)不符合有机标准(大部分不符合), 将否定认证。Kiwa BCS 将用信函通知客户导致认证失败的不符合项, 并提出必要的整改措施使能够通过认证。

As soon as the client implements appropriate corrective measures, certification may be granted. The client must inform Kiwa BCS about implemented corrective actions in writing and send all relevant evidences to Kiwa BCS. If deemed necessary Kiwa BCS may decide to conduct additional inspections in order to verify the implementation of the corrective actions (starts again at step 10). 客户完成整改措施, 即准予认证。客户需要向 Kiwa BCS 提交书面的整改措施和相关证明文件。如果认为必要, Kiwa BCS 可以执行附加检查来证实整改措施的实施情况(由步骤 10 开始)。

In any case, the client has the right to appeal against Kiwa BCS certification decision. Any appeal must be presented in written form, detailing the reason for appeal.

Complaint forms are available on the Kiwa homepage at www.kiwa.com/de/en the download section. 任何情况下, 客户有权投诉 Kiwa BCS 的认证决定。所有投诉必须以书面形式, 并详细描述上诉原因。投诉表从 Kiwa BCS 网站上下载。

14 Certificate and Certification letter 证书和颁证函

When granting certification Kiwa BCS issues the certificate and provides a copy together with the certification letter to the client. Before the certificate can be issued the final payment must have been received by Kiwa BCS. 如果通过认证, Kiwa BCS 将颁发认证证书, 并将证书副本连同认证函寄给客户。在颁发证书之前, 客户需要向 Kiwa BCS 支付全部认证费用。

The client has to review the certificate's copy and inform Kiwa BCS within 2 weeks if the details of the certificate are correct. Any request for modification must be presented in writing. 客户必须审阅证书副本, 并在两周内通知 Kiwa BCS, 核实证书内容是否正确。任何修改要求必须以书面形式递交给 Kiwa BCS。

Note: Any change or modification of the certificate after issuance is not included in the offer. 注: 证书颁发后, 任何修改将收取额外费用。

Certification letter
颁证函

- o Organic certificate
有机证书
- o Certification letter and attachment if required
颁证函和必要的附件
- o JAS Logo and logo usage agreement - in case of first JAS certification
JAS 标志和标志使用协议 (如果第一次申请 JAS)

15 Ongoing Certification/ 保持认证

As long as client is certified, the following requirements for continuation of certification apply:

如果已经认证过，保持认证时，需满足以下要求：

- ⇒ Timely information to Kiwa BCS about any changes to the organic production system (update of the OSP-format) 及时向 Kiwa BCS 提供有机生产体系改变的相关信息
- ⇒ Annual on-site inspection 年度例行实地检查
- ⇒ Payment of the annual certification fees 支付每年认证费用
- ⇒ Submission of the updated OSP (and JAS-relevant documents, if applicable) to Kiwa BCS prior to inspection or written notification to Kiwa BCS that no changes to the OSP are required. 检查之前向 BCS 提交更新后的 OSP（和 JAS 相关文件，如果必要）或者以书面形式通知 BCS--OSP 较往年没有变化。

Continues at step 8. 由步骤 8 开始。

Updates on Kiwa BCS and certification standards are provided at www.kiwa.com/de/en
Kiwa BCS 网站提供了最新的 Kiwa BCS 材料和认证标准。 www.kiwa.com/de/en

