

KIWA BCS SERVICE PROTOCOL

INTERNATIONAL

KIWA BCS 认证服务协议



This service protocol applies for process of organic certification under

本服务协议适用于以下有机认证程序:

- EU Regulation 欧盟有机标准
- NOP 美国有机标准
- JAS 日本有机标准
- Other standards (TN, OSKSA) 其他标准 (突尼斯有机标准, 沙特阿拉伯有机标准)

The following described as standard procedures which may vary from case to case, 'client' is used for both applicant and operator. 下述认证程序因情况而异, “客户”是指认证申请人和认证操作者。

Information about invoicing and payment activities must be consulted to your Kiwa BCS local office. 发票及费用详情请咨询 Kiwa BCS 当地办公室。

For contacts and further information refer to the Kiwa BCS homepages

更多联系方式和信息详见 Kiwa BCS 网站:

- Our organic certifications 有机认证信息详见:
 - <https://www.kiwa.com/de/en/markets/agri-feed-food/organic/>
 - <https://www.kiwa.com/de/en/about-kiwa/general-terms-and-conditions-regulations-and-forms/>
 - Look in section "*Kiwa BCS Öko-Garantie GmbH*" for "*Organic Certification in Third Countries*"
- Contact List of Kiwa BCS local offices :
- Kiwa BCS 当地办公室清单详见:
 - <https://www.kiwa.com/de/en/about-kiwa/general-terms-and-conditions-regulations-and-forms/>
 - [Look in section "*Kiwa BCS Öko-Garantie GmbH*" for "*International Locations...*"](#)

STEPS 认证步骤

INFORMATION 详细信息

PROVIDED DOCUMENTS 相关文件

STEPS 认证步骤	INFORMATION 详细信息	PROVIDED DOCUMENTS 相关文件
1) Inquiry of client 客户询问	The client inquires at Kiwa BCS about organic certification according one or different organic	

Accredited according ISO 17065

Kiwa BCS Öko-Garantie GmbH
Marientorgraben 3-5
90402 Nuremberg, GERMANY

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	standards for which Kiwa BCS is recognized/accredited for. 客户向 Kiwa BCS 咨询 Kiwa BCS 认可的有机认证标准。	
2) Provision of application form by Kiwa BCS Kiwa BCS 提供认证申请表	On request, Kiwa BCS provides the client with the Kiwa BCS application form (if applies, organisational chart) for certification as well as general information about Kiwa BCS and its services. 应要求, Kiwa BCS 向客户提供认证申请表 (适用时, 组织结构图), 同时提供关于 Kiwa BCS 及其服务的基本信息。	<ul style="list-style-type: none">Application Form + organisational chart申请表+组织结构图General JAS Info, if applicableJAS 信息, 如适用General NOP Info, if applicableNOP 信息, 如适用
3) Formal application by client 客户提交正式申请表	The client completes and signs the application form and all pages have to be submitted digital to Kiwa BCS. 申请表由客户填写并签字, 其全文电子版提交给 Kiwa BCS。	
4) Review of application and 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 by Kiwa BCS. 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。	<ul style="list-style-type: none">Offer报价(local) Service Fees (available upon client's request)(当地) 服务费, (应客户要求提供)
5) Acceptance of offer by the client and provision of further information by Kiwa BCS 客户接受报价后, Kiwa 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, see above. 注: Kiwa BCS 网站上提供了所有与认证有关材料。	<ul style="list-style-type: none">Kiwa BCS certification contractKiwa BCS 认证合同Kiwa BCS Standard Terms & ConditionsKiwa BCS 标准条款与条件Logo-use-agreement if requested标志使用协议 (如需要)

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90402 Nuremberg, GERMANY

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		<ul style="list-style-type: none">▪ Kiwa BCS Inspection program(s), Catalogue of measures, NOP 4002 Penalty Matrix▪ Kiwa BCS 检查方案, (整改) 措施目录, NOP 4002 处罚措施列表
6) Return of certification contract by the client 客户回传认证合同	The client completes, signs the contract and sends back to Kiwa office. 客户填写并签署认证合同, 并回传给 Kiwa BCS.	
7) Provision of organic system plan (OSP) by Kiwa BCS Kiwa BCS 提供有机体系规程(OSP)	Upon receipt of the signed contract by client, Kiwa BCS provides the client with the organic system plan and accompanying documents. 当 Kiwa BCS 收到签字的合同后, Kiwa BCS 将向客户提供有机体系规程和相关文件。	<ul style="list-style-type: none">▪ Organic system plan (OSP) formats including declaration▪ 有机体系规程模板, 包括 OSP 声明
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 digital to Kiwa BCS together with any relevant attachments. 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 及相关附件电子版提交给 Kiwa BCS。OSP 必须在检查安排之前提交 Kiwa BCS。	<ul style="list-style-type: none">▪ OSP with attachments by client▪ 客户填写的 OSP 和相关附件
9) Review of OSP by Kiwa BCS Kiwa BCS 审核 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), 验证是否符合有机标准, 并和客户澄清相关须解决的问题。	
10) Announcement of on-site inspection by Kiwa BCS Kiwa BCS 通知实地检查	Kiwa BCS sends out the inspection announcement with date of inspection and name of assigned Kiwa BCS inspector. Kiwa BCS 将发出检查通知, 包括检查时间和 Kiwa BCS 派遣的检查员名字。	<ul style="list-style-type: none">▪ Inspection announcement▪ 检查通知

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<p>10) On-site Inspection 实地检查</p>	<p>The inspection includes a visit of the client's operation(s) to assess 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 evaluation report. During the closing meeting with the client or its representative non-compliance/findings, corrective actions (depending on the regulation) and the need for additional information or documents is explained. The inspection/evaluation report is signed by the client and inspector. The client receives the inspection/evaluation report and attachments from the inspector by email. If required by client a printed version will be provided by Kiwa BCS in addition. 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考察，调查所有操作单元是否符合相应认证的有机标准，仔细检查实际情况与 OSP 是否一致。检查中所发现的问题都会记录在检查报告中。在与客户或其代表的末次会议上，陈述不符合项、整改措施（根据相关法规）和需要补充的材料或文件。检查/评估报告需由客户和检查员签字。客户通过邮件收到检查员发送的检查/评估报告和相关附件。如果客户需要，Kiwa BCS 还将提供打印版本。如果取样，客户将保留参考样品。</p> <p>Note: It is mandatory to conduct physical inspections once a year (calendar year). However, Kiwa BCS will conduct additional announced or unannounced inspections depending on the risk of the operation and other additional controls requested by the regulations. 注：每年（公历年度）必须安排一次实地检查。然而，Kiwa BCS 可根据操作风险或和认证法规所要求的额外控制措施安排附加检查或未通知检查。</p>	<ul style="list-style-type: none">Inspection/evaluation report检查/评估报告
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<p>11) Review and certification 评审和认证</p>	<p>Based on the noncompliance of the inspection/evaluation report Kiwa BCS determines if a client complies with the certification requirements. Kiwa BCS 根据检查/评估报告的不符合性判断客户是否符合认证要求。</p> <p>Note: To maintain a high degree of objectivity in the decision-making process, the Kiwa BCS certification</p>	
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	<p>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. The review shall be carried out by individual(s) who have not been involved in the evaluation process. The review and the certification decision can be completed concurrently by the same individual.</p> <p>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。评审应由未参与检查过程的个人负责。评审和认证决定可以由同一个人完成。</p>	
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<p>12) Certification decision 颁证决定</p>	<p>Certification is granted if the operation fully complies with all requirements of the applied organic standard(s). Any minor noncompliances are specified in the certification report to the client, including timelines for defining and implementing corrective action plan accordingly. 如果操作完全符合所申请的有机标准的要求, 将颁发证书。在认证报告中, 将向客户指出次要不符合项, 并指定整改计划实施完成的期限。 Certification is denied if an operation is not (yet) compliant with the applicable organic standard (mayor/critical noncompliances). Kiwa BCS informs the client about the noncompliances which have led to the denial and detailing the necessary steps, which would enable the operation to become certified. 如果操作(尚)不符合有机标准(存在主要/严重不符合项), 将拒绝认证。 Kiwa BCS 将告知客户导致拒绝认证的不符合项, 并提出必要的整改措施以使操作能够通过认证。</p> <p>As soon as the client implements appropriate corrective actions, 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). 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. 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</p>	<ul style="list-style-type: none">▪ Certification report▪ 认证报告▪ NOP letters▪ NOP 信函
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	<p>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)。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，并详细陈述投诉原因。</p> <p>Complaint forms are available on the Kiwa homepage at www.kiwa.com/de/en the download section. 投诉表从 Kiwa BCS 网站上下载。</p>	
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<p>14) Certificate and certification report (Certification Documentation) 证书和认证报告（认证文件）</p>	<p>When granting certification Kiwa BCS issues the certificate and delivers it in digital form together with the certification report to the client. 如果通过认证，Kiwa BCS 将颁发认证证书，并将证书和认证报告电子版一起发送给客户。</p> <p>The client has to review the certificate and the certification report. The client informs Kiwa BCS within 2 weeks after transmission, if Certification Documentation is incorrect. Any request for modification must be presented in writing. 客户必须审阅证书和认证报告，如果认证文件有误，客户应在收到文件的两周内通知 Kiwa BCS。任何修改要求必须以书面形式递交给 Kiwa BCS。</p> <p>Note: Any change or modification in the Certification Documentation 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。</p>	<ul style="list-style-type: none">Organic certificate 有机证书Certification report and Approved plotlist or member's list accordingly and attachments, if required (NOP letters) 认证报告、已审核的地块清单或农户清单和必要的附件（NOP 信函）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)
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15) Ongoing Certification 保持认证

Certification status is subject to mandatory public verification at Kiwa BCS for 认证状态可在以下官网查询:

EU-organic-certification 欧盟有机认证:

- <https://www.kiwa.com/de/en/media/certified-companies/>
- <https://webgate.ec.europa.eu/tracesnt/directory/publication/organic-operator/index#!?sort=-issuedOn&showAdvancedSearch#!%23!%3Fs ort=-issuedOn&showAdvancedSearch>

NOP-certification 美国有机认证:

- <https://organic.ams.usda.gov/Integrity/>

As long as client is certified, the following requirements for continuation of certification apply 如果已经获得认证, 保持认证时, 适用以下要求:

- Timely information (annual update) to Kiwa BCS about any changes to the organic production system then send updated OSP 及时向 Kiwa BCS 提供有机生产体系任何改变的相关信息 (年度更新), 并提交更新后的 OSP。
- Annual on-site inspection 年度例行实地检查
- Additional special inspections depending on the risk assessment of the client if necessary 必要时, 根据客户的风险评估安排额外的附加检查。
- Inspection can be conducted announced and unannounced. 检查安排可以是通知的也可以是未通知的。
- Submission of the updated OSP by the client (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 (refer to step 8 above). 检查之前, 客户需向 Kiwa BCS 提交更新后的 OSP (和 JAS 相关文件, 如果必要) 或者以书面形

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	<p>式通知 Kiwa BCS--OSP 较往年没有变化。（参见步骤 8）</p> <p>Changes to certification requirements, that affect the certification status will be communicated promptly and directly to clients certified by Kiwa BCS. Optionally, other updates or information on Kiwa BCS and the certification standards can be announced at www.kiwa.com/de/en</p> <p>影响认证状态的认证要求发生变更时，Kiwa BCS 将及时直接通知 Kiwa BCS 认证的客户。有关 Kiwa BCS 和认证标准的其他更新信息可以在 www.kiwa.com/de/en 上查询。</p>	
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