五洲恒通有机体系计划（OSP）

适用于：欧盟、日本有机加工（食品）

CHTC Organic System Plan

Applied to EU, JAS processing (food)

所有有机标准都要求对申请的加工单位（包括处理、再包装、 贮藏和出口单元)进行全面描述。该有机生产体系描述（OSP）是有机检查和认证的基础。因此，申请单位务必认真填写 OSP，以便五洲恒通根据OSP中的信息确定该项目是否符合相应标准。 对于每年的保持认证，若某个环节相对于上一年度有任何变化或更改，则必须**立即**提交更新的 OSP。即使没有任何变化，也要重新提交OSP通知五洲恒通，说明该项目的生产体系没有任何变化。All organic standards require a complete description of the processing, handling, re-packing, storage and export site. This so-called Organic System Plan (OSP) constitutes the basis for inspection and certification. Therefore, the OSP should be filled out with outmost care - so as to provide CHTC with sufficient information for determining compliance with the respective standard. For the maintenance of the certificate, the OSP must be updated immediately if any changes in the production or handling process have occurred. If no changes have occurred the operator is required to submit the OSP to CHTC as well, that no changes have occurred.

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| **1** | **企业详细信息Operator Details**  |
| 企业名称Operator Name |  |
| 联系人姓名Contact person |  | 电话Phone  |  | 邮箱Email  |  |
| 现场检查授权在场人员Authorized person to be present during the inspection |  | 电话 Phone |  | 邮箱 Email |  |
| 本次提交类型Type of submission  | [ ]  首次Initial [ ]  再认证Annual [ ]  变更Updates ☐ 扩大Extension [ ]  缩小reduction |
| 提交日期Date of submission |  |
| 适用的标准Applied regulation | [ ]  欧盟有机 EU organic [ ]  日本有机 JAS organic |

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| **2** |  **认证概况 summary** |
| 2.1 产品类别Product category | [ ]  食品 food | [ ]  饲料 feed |  |
| 2.2 本OSP包括的活动类型Activities covered by this OSP | [ ]  加工processing[ ]  储藏 storage  | [ ]  处理 handling[ ]  进口 import | [ ]  分装re-packing [ ]  出口export |
| 2.3 加工过程/平行生产 production process/parallel production平行生产指在同一生产单元既按有机方式又按常规方式加工同一类型产品。/ Parallel production means the processing of organic and conventional products of the same kind. |
| 申请认证产品finished product | 是否有平行生产Parallel production | 有机加工所占的百分比Organic is …% of total production | 日加工量（注明单位）Daily processing capacity | 生产月份Production period |
| 1 |  | [ ]  是YES [ ]  否 No |  |  |  |
| 2 |  | [ ]  是YES [ ]  否 No |  |  |  |
| 3 |  | [ ]  是YES [ ]  否 No |  |  |  |
| 4 |  | [ ]  是YES [ ]  否 No |  |  |  |
| 5 |  | [ ]  是YES [ ]  否 No |  |  |  |
| 以上部分与去年OSP相比是否有变化？（再认证适用）Are there any changes in this part compared to last year’s OSP? | ·[ ]  是，有变化/Yes | [ ]  否，无变化/No |

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| **3** |  **加工配方 Recipes** |
| 与去年OSP相比是否有变化？（再认证适用）Are there any changes in this part compared to last year’s OSP? | ·[ ]  是，有变化/Yes | [ ]  否，无变化/No |
| 3.1 产品配方/组成 Recipes/ingredients |
| 请填写**加工产品配方表**，并随认证申请一起提交。If the final product is composited with multi-ingredient, please complete the processed product ingredient sheet, and submit it along with this OSP. | [ ]  加工产品配方表随附*Processed Product Ingredient Sheet* is attached. |
| 若申请使用未在有机法规内的常规农业原料，请提交**常规农业原料放宽申请表**。（仅限欧盟有机）If plan to use non-organic raw material not listed in the regulation, derogation application form shall be submitted. (EU organic ONLY) | [ ]  申请使用，放宽申请表随附 / derogation application is attached[ ]  不适用 NA |
| 常规农业原料，请提供非转基因证明Please attach a GMO-free statement for conventional agricultural ingredients. | [ ]  无关 NA[ ]  随附 attached |
| 酶、柠檬酸、卵磷脂、抗坏血酸、酵母和其他非农业来源组分，请提供非转基因证明Please attach a GMO-free statement for enzymes, citric acid, lecithin, ascorbic acid, yeast or other relevant non-agricultural ingredients. | [ ]  无关 NA[ ]  随附 attached |
| 3.2 原料 |
| [ ]  外购。请提供有机原料供应商的有机证书/Outsourced. Please provide the supplier’s organic certificate when applicable.[ ]  自有。请提供有机证书/Self-produced. Please provide your own organic certificate. |
| No. | 供应商名称/Supplier name | 供应产品/supplier of |
| 1 |  | [ ]  有机原料ORG [ ]  常规原料 CON |
| 2 |  | [ ]  有机原料ORG [ ]  常规原料 CON |
| 3 |  | [ ]  有机原料ORG [ ]  常规原料 CON |
| 4 |  | [ ]  有机原料ORG [ ]  常规原料 CON |
| 5 |  | [ ]  有机原料ORG [ ]  常规原料 CON |

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| **4** |  **原料运输、接收、储存/Transportation and Acceptance of Raw Materials** |
| 与去年OSP相比是否有变化？（再认证适用）Are there any changes in this part compared to last year’s OSP? | ·[ ]  是，有变化/Yes | [ ]  否，无变化/No |
| 4.1原料由谁负责运输至您的生产单元？The raw material is transported by who? | [ ]  我方自己 ourselves[ ]  供方 supplier |
| 4.2运输方式Transportation mothed | [ ]  卡车 truck[ ]  空运 airplane  | [ ]  火车 train[ ]  轮船 vessel | [ ]  其他，请说明 Other  |
| 4.3以上运输方式是否也运输常规原料？Are non-organic raw materials transported using the above means? | [ ]  是YES [ ]  否 No |
| 4.4是否同时运输有机和常规原料？Are organic raw materials transported together with non-organic raw materials? | [ ]  是YES [ ]  否 No |
| 4.5 有机原料运输时，原料商业文件是否包括以下信息？Are the below mandatory indications included in the commercial documents? |
| 1) 供方的名称和地址/the name and address of the supplier  | [ ]  Yes是 [ ]  No 否 |
| 2) 产品名称及有机生产方式/the name of the product accompanied by a reference to the organic production method | [ ]  Yes是 [ ]  No 否 |
| 3) 供方认证机构编码（YY-BIO-XXX）/the code number of the supplier’s Control Body (YY-BIO-XXX) | [ ]  Yes是 [ ]  No 否 |
| 4) 批次号，适用时/where relevant, the lot number | [ ]  Yes是 [ ]  No 否 |
| 5) 如果上述文件也在随行文件上体现，是否能与包装、集装箱或运输车辆建立准确的联系/is the above information presented also on an accompanying document that can be undeniably linked with the packaging, the container, or the vehicular transport of the product? | [ ]  Yes是 [ ]  No 否 |
| 4.6 原料储存 raw material storage | [ ]  **适用 applicable** [ ]  **不适用 NA** |
| No | 储存地址 address | 储存类型 type | 面积area（m2） | 储存的原料material |
| 1 |  | 下拉选择choose |  |  |
| 2 |  | 下拉选择choose |  |  |
| 3 |  | 下拉选择choose |  |  |
| 4.7原料运输、接收和储存过程的污染风险 / risk of contamination during the raw material transportation |
| [ ]  被常规或转换原料替换或混杂Substituted by/mix with non-organic/in-conversion | [ ]  受禁用物质污染Contamination with non-authorized substances |
| [ ]  无法追溯Traceability loss | [ ]  其他other请描述：  |
| 4.8原料运输、接收和储存过程避免有机原料受到污染的预防措施 / precautionary measures taken to prevent the risks of contamination during transportation, acceptance and storage |
| [ ]  空间分隔Place separation  | [ ]  时间分隔Time separation  | [ ]  运输和储存前清洁 clean before organic |
| [ ]  标识 signs  | [ ]  原料检测 sample testing | [ ]  其他other  |
| [ ]  其他other  | [ ]  其他other  | [ ]  其他other  |
| 4.9 预防措施的周期性评价和调整/ regularly review and adjust precautionary measures |
| 上述预防措施多久进行一次评价？/ Review frequency | [ ]  每年 annually[ ]  每季度 quarterly | [ ]  每半年 semiannually[ ]  其他 other  |
| 上次评价时间Last review date |  |
| 评价结果Review result | [ ]  预防措施有效，无需调整 / measures are effective, no need to adjust[ ]  预防措施进行了调整，已在上述部分列明 / measures have been adjusted, listed above. |

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| **5** |  **加工过程 Processing process** |
| 与去年OSP相比是否有变化？（再认证适用）Are there any changes in this part compared to last year’s OSP? | ·[ ]  是，有变化/Yes | [ ]  否，无变化/No |
| 5.1 加工地址 processing address |
| No. | 加工厂名称 | 地址 | 加工产品 | 平行生产 | 委托加工 |
| 1 |  |  |  | [ ] 是Y [ ] 否N | [ ] 是Y [ ] 否N |
| 2 |  |  |  | [ ] 是Y [ ] 否N | [ ] 是Y [ ] 否N |
| 3 |  |  |  | [ ] 是Y [ ] 否N | [ ] 是Y [ ] 否N |
| 5.2 加工步骤（可另附） processing process [ ]  另附/attached |
| No. | 步骤/processing step | 禁用物质污染的风险/risk of contamination | 避免污染的预防措施/precautionary measure taken to prevent the risk |
| 1 |  |  | [ ]  只进行有机生产 only organic[ ]  时间分隔Time separation[ ]  专用生产单元/生产线 dedicated unit[ ]  加工前清洁设备 clean before ORG[ ]  冲顶 disposal of first batch[ ]  标识标牌 signs[ ]  其他other  |
| 2 |  |  | [ ]  只进行有机生产 only organic[ ]  时间分隔Time separation[ ]  专用生产单元/生产线 dedicated unit[ ]  加工前清洁设备 clean before ORG[ ]  冲顶 disposal of first batch[ ]  标识标牌 signs[ ]  其他other  |
| 3 |  |  | [ ]  只进行有机生产 only organic[ ]  时间分隔Time separation[ ]  专用生产单元/生产线 dedicated unit[ ]  加工前清洁设备 clean before ORG[ ]  冲顶 disposal of first batch[ ]  标识标牌 signs[ ]  其他other  |
| 4 |  |  | [ ]  只进行有机生产 only organic[ ]  时间分隔Time separation[ ]  专用生产单元/生产线 dedicated unit[ ]  加工前清洁设备 clean before ORG[ ]  冲顶 disposal of first batch[ ]  标识标牌 signs[ ]  其他other  |
| 5 |  |  | [ ]  只进行有机生产 only organic[ ]  时间分隔Time separation[ ]  专用生产单元/生产线 dedicated unit[ ]  加工前清洁设备 clean before ORG[ ]  冲顶 disposal of first batch[ ]  标识标牌 signs[ ]  其他other  |
| 每批冲顶加工的数量Disposal amount of first batch |  Kg或L | 冲顶后的产品First batch product | [ ]  按常规销售 sold as conventional[ ]  扔掉 disposed |
| 5.3 预防措施的周期性评价和调整/ regularly review and adjust precautionary measures |
| 上述预防措施多久进行一次评价？/ Review frequency | [ ]  每年 annually[ ]  每季度 quarterly | [ ]  每半年 semiannually[ ]  其他 other  |
| 上次评价时间Last review date |  |
| 评价结果Review result | [ ]  预防措施有效，无需调整 / measures are effective, no need to adjust[ ]  预防措施进行了调整，已在上述部分列明 / measures have been adjusted, listed above. |
| 5.4 加工过程是否用水？ Is water used in the processing activities? | [ ]  是 YES[ ]  否 NO |
| 用途 ways water is used | [ ] 原料 ingredient | [ ] 生产活动production activities |
| [ ] 有机产品清洁Cleaning organic products | [ ] 清洁加工单元Cleaning handling units |
| [ ] 设备清洁 cleaning equipment | [ ] 清洁运输工具和容器Cleaning means of transport and container |
| [ ] 冷却 cooling | [ ] 其他 other  |
| 水源 source of water | [ ] 市政 municipal | [ ] 井水 well | [ ] 其他other  |
| 水质检测频率Water test frequency |  | 水质检测报告test report | [ ] 已附attached[ ] 现场检查提供 will be provided on-site |
| 5.5 卫生、消毒控制 sanitation/disinfection/pest-control |
| 是否使用电离辐射？ Is ionizing radiation used at any point? | [ ] 是Y [ ] 否N |
| 除水外，是否还用其他物质/产品对有机原料进行清洗？Do you use any substances/products to clean and wash organic raw materials? | [ ] 是Y [ ] 否N |
| 当使用清洁剂或消毒剂对设备进行清洗或消毒后，是否用干净的清水对设备进行彻底的清洗？In case substances for cleaning or disinfection of equipment are used are all surfaces in contact with organic produce are rinsed after cleaning with potable water? | [ ] 是Y [ ] 否N |
| 列出使用的清洁、消毒物质/产品的名称和浓度，并附包装照片Please name the substance/product and concentration applied, and attach package picture. |  |

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| **6** |  **包装和标识 packaging and labeling** |
| 6.1与去年OSP相比是否有变化？（再认证适用）Are there any changes in this part compared to last year’s OSP? | ·[ ]  是，有变化/Yes | [ ]  否，无变化/No |
| 6.2 产品包装Product packaging | [ ]  袋装 bags[ ]  瓶装 bottles  | [ ]  箱装 cartons[ ]  液罐 tanks | [ ]  罐头 cans [ ]  盒装 boxes |
| [ ]  其他other  |
| 6.3 标识包含的内容 | [ ]  企业名称和地址 name and address of the operator[ ]  产品所有者或销售方（与上条不同时） owner or seller of the product (where different)[ ]  产品名称 name of the product[ ]  认证机构名称或代码 （北京五洲恒通认证有限公司，CN-BIO-182） Name or the code number of CHTC[ ]  产品批次号 lot identification mark[ ]  欧盟有机标志 EU organic logo |
| 6.4 包装和标识过程的污染风险 / risk of contamination of storage |
| [ ]  被常规或转换原料替换或混杂Substituted by/mix with non-organic/in-conversion | [ ]  受禁用物质污染Contamination with non-authorized substances |
| [ ]  失去追溯性Traceability loss | [ ]  其他other请描述：  |
| 6.5 包装和标识过程避免有机原料受到污染的预防措施 / precautionary measures taken to prevent the risks of contamination during storage of semi-final and final product |
| [ ]  空间分隔Place separation  | [ ]  时间分隔Time separation  | [ ]  运输和储存前清洁 cleaning before organic |
| [ ]  标识 signs  | [ ]  产品检测 sample testing | [ ]  其他other  |
| [ ]  其他other  | [ ]  其他other  | [ ]  其他other  |
| 6.6 预防措施的周期性评价和调整/ regularly review and adjust precautionary measures |
| 上述预防措施多久进行一次评价？/ Review frequency | [ ]  每年 annually[ ]  每季度 quarterly | [ ]  每半年 semiannually[ ]  其他 other  |
| 上次评价时间Last review date |  |
| 评价结果Review result | [ ]  预防措施有效，无需调整 / measures are effective, no need to adjust[ ]  预防措施进行了调整，已在上述部分列明 / measures have been adjusted, listed above. |

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| **7** | **半成品、终产品储存 semi-final/final product storage** [ ]  **适用 applicable** [ ]  **不适用 NA** |
| 7.1与去年OSP相比是否有变化？（再认证适用）Are there any changes in this part compared to last year’s OSP? | ·[ ]  是，有变化/Yes | [ ]  否，无变化/No |
| No | 储存地址Address | 储存类型Type | 面积（m2）Area | 储存的半成品、终产品Semi-final productFinal product |
| 1 |  | 下拉选择choose |  |  |
| 2 |  | 下拉选择choose |  |  |
| 3 |  | 下拉选择choose |  |  |
| 7.2 半成品、终产品储存过程的污染风险 / risk of contamination of storage |
| [ ]  被常规或转换原料替换或混杂Substituted by/mix with non-organic/in-conversion | [ ]  受禁用物质污染Contamination with non-authorized substances |
| [ ]  无法追溯Traceability loss | [ ]  其他other请描述：  |
| 7.3 半成品、终产品储存过程避免有机原料受到污染的预防措施 / precautionary measures taken to prevent the risks of contamination during storage of semi-final and final product |
| [ ]  空间分隔Place separation  | [ ]  时间分隔Time separation  | [ ]  运输和储存前清洁 cleaning before organic |
| [ ]  标识 signs  | [ ]  产品检测 sample testing | [ ]  其他other  |
| [ ]  其他other  | [ ]  其他other  | [ ]  其他other  |
| 7.4 预防措施的周期性评价和调整/ regularly review and adjust precautionary measures |
| 上述预防措施多久进行一次评价？/ Review frequency | [ ]  每年 annually[ ]  每季度 quarterly | [ ]  每半年 semiannually[ ]  其他 other  |
| 上次评价时间Last review date |  |
| 评价结果Review result | [ ]  预防措施有效，无需调整 / measures are effective, no need to adjust[ ]  预防措施进行了调整，已在上述部分列明 / measures have been adjusted, listed above. |

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| **8** |  **终产品运输/Transportation of final product** |
| 与去年OSP相比是否有变化？（再认证适用）Are there any changes in this part compared to last year’s OSP? | ·[ ]  是，有变化/Yes | [ ]  否，无变化/No |
| 8.1终产品由谁负责运输至买方？The final product is transported by who? | [ ]  我方自己 ourselves[ ]  买方 buyer |
| 8.2运输方式Transportation mothed | [ ]  卡车 truck[ ]  空运 airplane  | [ ]  火车 train[ ]  轮船 vessel | [ ]  其他，请说明 Other  |
| 8.3以上运输方式是否也运输常规产品？Are non-organic products transported using the above means? | [ ]  是YES [ ]  否 No |
| 8.4是否同时运输有机和常规产品？Are organic products transported together with non-organic products? | [ ]  是YES [ ]  否 No |
| 8.5 有机产品运输时，产品商业文件是否包括以下信息？Are the below mandatory indications included in the commercial documents? |
| 1) 企业的名称和地址/the name and address of the operator | [ ]  Yes是 [ ]  No 否 |
| 2) 产品名称及有机生产方式/the name of the product accompanied by a reference to the organic production method | [ ]  Yes是 [ ]  No 否 |
| 3) 五洲恒通的机构编码（CN-BIO-182）/the code number of CHTC (CN-BIO-XXX) | [ ]  Yes是 [ ]  No 否 |
| 4) 批次号，适用时/where relevant, the lot number | [ ]  Yes是 [ ]  No 否 |
| 5) 如果上述文件也在随行文件上体现，是否能与包装、集装箱或运输车辆建立准确的联系/is the above information presented also on an accompanying document that can be undeniably linked with the packaging, the container, or the vehicular transport of the product? | [ ]  Yes是 [ ]  No 否 |
| 8.6 终产品运输过程的污染风险 / risk of contamination during the final product transportation |
| [ ]  被常规或转换原料替换或混杂Substituted by/mix with non-organic/in-conversion | [ ]  受禁用物质污染Contamination with non-authorized substances |
| [ ]  无法追溯Traceability loss | [ ]  其他other请描述：  |
| 8.7 终产品运输过程避免有机产品受到污染的预防措施 / precautionary measures taken to prevent the risks of contamination during transportation of final product |
| [ ]  空间分隔place separation  | [ ]  时间分隔time separation  | [ ]  运输和储存前清洁 cleaning before organic |
| [ ]  标识 signs  | [ ]  原料检测 sample testing | [ ]  其他other  |
| [ ]  其他other  | [ ]  其他other  | [ ]  其他other  |
| 8.8 预防措施的周期性评价和调整/ regularly review and adjust precautionary measures |
| 上述预防措施多久进行一次评价？/ Review frequency | [ ]  每年 annually[ ]  每季度 quarterly | [ ]  每半年 semiannually[ ]  其他 other  |
| 上次评价时间Last review date |  |
| 评价结果Review result | [ ]  预防措施有效，无需调整 / measures are effective, no need to adjust[ ]  预防措施进行了调整，已在上述部分列明 / measures have been adjusted, listed above. |

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| **9** |  **分包活动 / subcontracting activities** [ ] **不适用 NA** |
| 与去年OSP相比是否有变化？（再认证适用）Are there any changes in this part compared to last year’s OSP? | ·[ ]  是，有变化/Yes | [ ]  否，无变化/No |
| 9.1是否与分包商签订了有效合同，其中清楚说明了分包活动和针相应有机法规的规定？/ Are valid contracts with the subcontractors, that state clearly the subcontracting activities and the provisions oriented to relevant ORGANIC REGULATION of the applied services available? | [ ]  是Y[ ]  否N |
| 9.2分包商是否经过认证机构相应有机法规的相应专业分类的认证？Are the subcontractors certified by an approved certification body against the relevant ORGANIC REGULATION with relevant scope?  | [ ]  是Y （回答9.2.1）[ ]  否N （回答9.2.2） |
| 9.2.1 如果是，是否附分包方最新有效的有机证书？If yes, are their certificates attached? | [ ]  是Y [ ]  否N |
| 9.2.2 如果否，您是否将这次分包活动也包括在本次认证申请中？If no, are you willing to include these activities in your certification this time? | [ ]  是Y [ ]  否N |
| 9.3 分包商列表/List the subcontractors |
| 分包商名称Subcontractor name | 认证机构Certification body | 分包期限Period of applied service | 相关产品Products concerned | 分包活动地址ADD | 分包活动activity |
|  |  |  |  |  | [ ]  加工 Processing[ ]  运输Transportation[ ]  包装Packaging [ ]  储存Storage [ ]  贴标签 labelling |
|  |  |  |  |  | [ ]  加工 Processing[ ]  运输Transportation[ ]  包装Packaging [ ]  储存Storage [ ]  贴标签 labelling |
|  |  |  |  |  | [ ]  加工 Processing[ ]  运输Transportation[ ]  包装Packaging [ ]  储存Storage [ ]  贴标签 labelling |
| 9.4 是否对分包活动进行监视或监督？Are the subcontracting activities monitored or supervised? | [ ]  是Y [ ]  否N |
| 9.5 分包活动的风险/risk of contamination when using subcontractor |
| [ ]  分包方不了解有机要求，使用禁用物质The subcontractor doesn’t know the organic regulation, use prohibited substance | [ ]  设备/场所与常规共用Equipment is shared with conventional operation |
| [ ]  分包方将产品与自己或其他组织的产品混杂Subcontractor mix organic products with their own product or other organization’s products. | [ ] 其他 Other  |
| 9.6 避免外包活动受到污染的预防措施precautionary measures taken to prevent the risks of contamination when using plant propagation |
| [ ]  与分包方签订协议Sign subcontracting agreement | [ ]  对分包方进行培训Take training to subcontractor |
| [ ]  分包方通过时间分隔有机和常规活动Time separation taken by subcontractor | [ ]  分包方通过空间分隔有机和常规活动Space separation taken by subcontractor |
| [ ]  接收产品时进行抽样检测Take sample when receiving products from subcontractor | [ ]  定期对分包方进行监督Take supervision to subcontractor regularly |
| [ ]  其他Other  | [ ]  其他 Other  |
| 9.7 预防措施的周期性评价和调整/ regularly review and adjust precautionary measures |
| 上述预防措施多久进行一次评价？/ Review frequency | [ ]  每年 annually[ ]  每季度 quarterly | [ ]  每半年 semiannually[ ]  其他 other  |
| 上次评价时间Last review date |  |
| 评价结果Review result | [ ]  预防措施有效，无需调整 / measures are effective, no need to adjust[ ]  预防措施进行了调整，已在上述部分列明 / measures have been adjusted, listed above. |

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| **10** | **追溯和记录 traceability and records** |
| 与去年OSP相比是否有变化？Are there any changes in this part compared to last year’s OSP? | [ ]  是，有变化/Yes | [ ]  否，无变化/No |
| 10.1是否已建立有效的批号及追溯系统？Has an effective lot numbering and traceability system been established?  | [ ]  是Yes [ ]  否 No |
| 10.2 如果是，请描述如何进行追溯？If yes, please describe how your traceability system works. |  |
| 10.3 记录是否至少保存5年？Are the records kept for at least 5 years? |  |
| 10.4 保存的记录 record keeping |
| 4.8、5.2、6.5、7.3、8.7中避免污染的预防措施的记录precautionary measure record to avoid contamination mentioned in points 4.8, 5.2, 6.5, 7.3, 8.7 |[ ]
| 配料/原料的采购发票、记录、订单Ingredient purchasing invoice, record, order |[ ]
| 有机原料供应商有机证书、销售证Organic certificate, TC from organic supplier |[ ]
| 产品接收凭据Receipts for product reception  |[ ]
| 配料/原料储存记录Storage records (ingredients/raw materials)  |[ ]
| CHTC允许使用常规农业原料的放宽批准（适用时）Use of non-organic agricultural ingredients authorization from CHTC (when applicable) |[ ]
| 完整的产品配方，包括原料投入量和产品产出量Complete recipes/formulate showing the quantities of input and output |[ ]
| 配料/原料使用记录Records of ingredients/raw materials used |[ ]
| 加工记录Processing records |[ ]
| 半成品、终产品储存记录Semi-final and final product storage records |[ ]
| 运输记录（包括清洁记录）Transportation records (including cleaning records) |[ ]
| 清洁、消毒记录。包括使用的清洁剂、消毒剂名称，活性成分，使用日期时间，使用区域和设备Cleaning and sanitizing records. Including the name of the product, its active substance, application date, location of such use. |[ ]
| 销售记录（包括发票和买方证书，本地销售或按常规产品销售也须保存）Sales records (including invoices and buyer certificates as well as local sales and sales as non-organic) |[ ]
| 分包活动有关的记录（由他人提供的活动，或为其他公司提供的活动）Records related to subcontracting activities (activities provided by others or provided to others by the company) |[ ]

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| **11** |  **JAS认证信息/JAS organic information** [ ]  **不适用 NA** |
| 若企业为JAS初次认证申请，则还须提供以下资料：In case of initial JAS organic certification, the following information shall be submitted together: | 是否随附 |
| 公司详细的与 JAS 相关的标准操作程序（SOP）（书面文字形式）。Detailed descriptions – in written form(!) - of the JAS relevant aspects and procedures (= StandardOperational Procedures – or SOPs) of your company |[ ]
| 公司“达规判定”文件样本（达规判定记录、检查表或其它文件）A draft of the “Grading” document (protocol, checklist or other …) of your company |[ ]

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| **12** |  **附件/attachment** |
| [ ]  营业执照/business license | [ ]  生产许可证/production permission certificate |
| [ ]  加工产品配方表/Processed Product Ingredient Sheet | [ ]  加工工艺流程图/processing flowchart |
| [ ]  厂区位置图/location map | [ ]  厂区布局图/factory layout |
| [ ]  原料有机证书/raw material organic certificate | [ ]  原料销售证/raw material TC |
| [ ]  委托加工协议/subcontracting agreement | [ ]  加工水检测报告/processing water test report |
| [ ]  加工步骤污染风险及预防措施/risk and precautionary measure of processing | [ ]  常规农业原料放宽申请non-organic raw material derogation application |
| [ ]  分包方认证证书/subcontractor’s organic certificate | [ ]  分包方营业执照/subcontractor business license |

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| **企业确认 Confirmation by the operator** |
| 我确认，上述填写的所有信息真实、完整、准确，随附所有附件均真实、有效。我将完全遵守申请认证的有机法规中的规定，并且我知晓并有义务在修改本表格中描述的任何措施时立即通知北京五洲恒通认证有限公司。I confirm, all the above mentioned information represents truthfully, fully and accurately the operation. I will fully comply with the provisions laid down in the applied organic regulation. I acknowledge and undertake the obligation to immediately notify CTHC whenever any measures described in the present form are modified. |
| 日期： | 负责人签字： | 公司盖章： |