

Additional Requirements of Management Documents for Group Certification

集團驗證管理文件之額外要求

台灣標準適用 (For Taiwan Standard only)

Please confirm and provide the relevant documents of hereunder:

請確認並提供下列相關文件：

Grower Operation Requirements 申請集團驗證之必備條件				
Item number 項次	Review Items 審查項目	Confirm 確認		remark 備註
		Yes	No	
1.	Is the Internal Control System (hereinafter referred to as ICS) has a contract or other legal relations supporting documents with all members? 管理中心與所有成員是否簽有契約或其他法律關係之證明文件? If yes, please provide the documents. 若是，請提供相關文件	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Is the ICS established quality management system documents and relevant operating procedures? 管理中心是否制定品質管理系統文件相關作業程序書？	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Is the member of group operate under the continuously supervision of ICS, and meet the requirements and criterion? 是否集團成員皆持續接受管理中心之監督，並符合規範及要求？	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Does the ICS conduct internal audit on all members? 管理中心是否對所有成員執行內部稽核？	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Are the produced organic agricultural products and in-conversion agricultural products labeled and sold in the name of the group? 是否集團成員所產製之有機農產品及有機轉型期農產品皆以集團名義標示銷售？	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Please provide the following ICS's management documents together with the application form: 提交申請書時，請隨附下列總部管理文件：			
(1).	Records of self-review by the ICS (at least once) 管理中心自我查核紀錄（至少一次）	<input type="checkbox"/>	<input type="checkbox"/>	
(2).	Management system, personnel and operating procedures of each production site 各生產場區之管理制度、人員及作業系統規範	<input type="checkbox"/>	<input type="checkbox"/>	

(3).	Organic integrity plan 有機完整性計畫書	<input type="checkbox"/>	<input type="checkbox"/>	
(4).	Maintenance of records and forms related to the organic integrity plan 足資證明有機完整性計畫運作之相關紀錄及表單	<input type="checkbox"/>	<input type="checkbox"/>	
(5).	Self-management plan and Internal audit system 自主管理計畫書及內部稽核制度	<input type="checkbox"/>	<input type="checkbox"/>	
(6).	Organization chart for the actual operations management structure, as well as an explanation of its functions and the duties and authority of the main management personnel 實際運作管理架構組織圖並說明其功能、管理人員的職掌、權限	<input type="checkbox"/>	<input type="checkbox"/>	
(7).	Equipment layout for each production site and plant 各生產廠區設備配置圖	<input type="checkbox"/>	<input type="checkbox"/>	
(8).	Education and training program for the main management personnel in their respective production areas. 生產廠區主要管理人員之教育、訓練計畫	<input type="checkbox"/>	<input type="checkbox"/>	
(9).	Quality management system document and operating procedures, including: 品質管理系統文件及作業程序規範，包括： (a). Raw material supplier management and acceptance procedures 原料供應商管理及驗收程序 (b). Production records 生產紀錄 (c). Use and management of organic seals 標章使用及管理 (d). Customer appeal and complaint handling procedures 客戶申訴、投訴的處理方式	<input type="checkbox"/>	<input type="checkbox"/>	
(10).	Internal Audit System: 內部稽核制度： (a). The head office shall establish an internal audit system, and confirm that the operation of each site complies with organic regulations through internal audit. 總部應建立內部稽核制度，並透過內部稽核確認各廠區運作符合有機法規規範。 (b). Establish internal audit plan, method and related implementation procedures.	<input type="checkbox"/>	<input type="checkbox"/>	

<p>訂定年度實施計畫、內部稽核方式、實施程序。</p> <p>(c). Internal audit should conduct at least once per year with record maintained.</p> <p>內部稽核每年至少一次，並作成文件記錄。</p> <p>(d). Ensure that the person responsible for the inspected department is notified of the internal audit results. If any deficiency is found during inspection, effective and appropriate corrective measures shall be taken in a timely manner.</p> <p>應確保將內部稽核結果通知受稽部門負責人，如有稽查缺失能及時採取有效適宜的矯正措施。</p> <p>管理中心對所有成員至少一次的內部稽核記錄。 Records of internal audit that ICS for all members, at least once.</p>			
---	--	--	--