

Tse-Xin Organic Certification Corporation

慈心有機驗證股份有限公司

Organic System Plan (Processing/Handling)

有機加工分裝流通驗證申請書



Standard Applied 申請標準	New Application 初次申請驗證	Extension /&Regular Surveillance 增列/追蹤查驗	Renew 展延查驗	Other 其他
Taiwan 台灣	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USDA 美國	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EU 歐盟	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR TOC use only 此欄由本公司填寫

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- Please read and fill out this form completely. The application may be returned to applicant if it is not legible. 請先詳閱並填寫本申請書的每一部分，若申請書填寫不清楚將可能被退件。
- Tse-Xin Organic Certification Corporation is referred to in this application (TOC). 慈心有機驗證股份有限公司在本申請書中簡稱（本公司）。
- For private label certification, please skip section or paragraph with ★. 如申請類別為自有品牌者，可不需填寫前有★符號的章節或題號。
(A “private label” operation is a company that does not produce or handle products, but has organic products produced, packed and labeled for them under contract. 「自有品牌」業者為該公司本身不從事生產或加工，由其協力廠商（代工廠）依合約為該公司生產、包裝及標示其有機產品。)
- For applying Group Certification of Taiwan organic standard, please fill in “Additional Requirements of Management Documents for Group Certification” 如申請台灣有機標準的集團驗證，請填寫“集團驗證管理文件之額外要求”

Section 1: General Information

第一節、申請者基本資料

- Attach an Organic Product Profile sheet for each product requested for certification, and a current schematic product flow chart and facility map for each facility which will handle organic products. Use additional sheets if necessary. 每一種要申請驗證的產品都須附上一份有機產品原料明細表、生產流程圖和廠區設施配置圖。必要時請自行附頁說明。
- Changes to your organic processing/handling plan must be submitted to TOC in writing for approval before implementation. 有機加工分裝流通計劃有改變時，須向本公司提出書面異動申請，經審核通過後始得實行。
- Please note that any changes to the organic system plan without the approval of TOC, May jeopardized your certified qualification. 請注意：任何未經本公司審核的有機加工分裝流通計劃的變更，可能影響到您的驗證資格。
- When applying for certification to multiple certification agencies at the same time, the applicant should have a self-management mechanism, and provide records of their respective production quantities, label use and sales records, and accept joint audits by different certification agencies. 向多家驗證機構同時申請驗證時，應有自主管理機制，及可提供各自生產數量、標章使用及販售情形之紀錄，並接受不同驗證機構聯合稽核。
- **Applicants who apply for USDA or EU must fill in the company name, address, name of the person in charge and product name in English.** 申請USDA或歐盟者務必填寫英文的公司名稱、地址、負責人姓名和產品名稱。
- Please keep a copy of this application and other attached documents as your own records. 請將本申請書和其他的附加文件影印留底做為您自己的紀錄。

Name (負責人姓名): (中文)	ID (身分證字號)	Phone (電話): Cell (手機):
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(English)	
Name of person in charge (權責人姓名) :	Phone (電話) : Cell (手機) :
Name of person fills out this form (填表人姓名) :	Phone (電話) : Cell (手機) :
Entity Name (經營業者名稱) : (中文)	Phone (電話) : Cell (手機) :
(English)	Fax (傳真) :
	Company Tax ID (公司統一編號) :
Address(商業登記地址) : (中文)	
(English)	
Standard applied for 申請的標準: <input type="checkbox"/> Taiwan 台灣 <input type="checkbox"/> NOP 美國 <input type="checkbox"/> EU 歐盟	
Type of Certification Applied: <input type="checkbox"/> Processing <input type="checkbox"/> Handling <input type="checkbox"/> Private Label (Multi choice) 申請驗證類別: <input type="checkbox"/> 加工 <input type="checkbox"/> 分裝或流通 <input type="checkbox"/> 自有品牌 (可複選)	
1. Please list all organic products that applied for certification 請列出您申請驗證的產品名稱 :	
<input type="checkbox"/> Processing products 加工產品名稱 :	
(中文)	
(English)	
<input type="checkbox"/> Handling products 分裝或流通產品 (請分別標明) :	
~ <input type="checkbox"/> Private Label 自有品牌	
(中文)	
(English)	

Status 結果				
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7. Have your certification ever been denied, suspended, revoked or issued minor noncompliance by any certifying agent?
 您是否曾被任何驗證機構否決、暫停、撤銷驗證，或曾收到不符合通知？ YES 是 NO 否
 If yes, please describe the reason and the name of certifying agent.
 如「是」，請說明原因及該驗證機構名稱：

 Please provide a copy of written confirmation that your noncompliance have been corrected.
 請提供上述事項的通知文件及有關已修正改善的書面確認函。

8. Suitable time to contact with you 最適合聯絡您的時間是：
 Morning 早上 _____ Noon 中午 _____ Afternoon 黃昏/晚上 _____

9. Please provide the route to the inspection site. 請提供前往查驗地點之路線說明：（可另附件說明）

10. Are all facilities and equipments requested for certification in the same location?
 是否所有必須被驗證的設施與設備都在同一個地方？ YES 是 NO 否
 If not, please provide complete location information and driving directions for all facilities requested for certification. 如「否」，請提供各設備的所在地點及前往路線圖。

11. Do you also deal with nonorganic products' processing and handling?
 除有機加工、分裝及流通作業外，您是否也進行非有機加工、分裝及流通作業？ YES 是 NO 否
 If yes, please list or attach a list stating the categories and name of nonorganic products you produced.
 如「是」，請列出或附表說明您生產的非有機產品的種類及名稱：

12. Are there any harmful gases, radioactive matter, sources of spreading pollution, trash dumps, or potential major breeding grounds of harmful organisms near the factory? 加工、分裝流通（廠）場周圍是否有「有害氣體、輻射性物質、擴散性污染源、垃圾場及有害生物」之污染問題？ YES 是 NO 否
If yes, please list the pollution sources. 如「是」，請說明何種污染源：

13. Please tick the related business that is not self-operating. 請勾選非自行操作之相關業務 N/A 不適用
 raw materials process 原料處理 manufacturing 生產製造 package operation 包裝作業
 technical supply 技術提供 products sale 產品銷售 site, equipment 場地、設備
 others 其他
If there is any part that is not self-operating, please list the name of the person or company 若有非自行操作之部分，請說明該合作者(個人或機構)之姓名或名稱：

14. If you have subcontractor, please provide the following information 如果您有「代工廠商」請提供下列資料 N/A不適用

Product name 品名	Name of subcontractor 代工廠名稱	Address 地址	Telephone 電話	Certifying agent 有機驗證機構

Section 2: Labeling and Product Composition

第二節、標示方法及產品成份

- For customer who is applying for NOP certification please refer to the attached description, and fill in the "Label Review Checklist".
申請 NOP 驗證的客戶，請詳閱申請書後面的“標示方法及產品成分說明”並填寫標示審查表
- Please provide Organic Product Profile sheet and examples of labels used for each product requested for certification. 所有申請有機驗證的產品請附上有機原料明細表和成品標籤樣張。

A. Labeling 產品標示

List all products' label information, please choose the appropriate category for each product. For example, (a) for 100% organic product....

請列出所有申請驗證產品之標示資訊，並選取適用之有機類別。例如：(a) 代表 100%有機產品...

Product name 產品名稱	NOP 美國 (a) 100% organic 100%有機 (b) organic 有機 (c) made with organic 使用有機 (d) less than 70% organic ingredients 有機成分少於 70%	EU Regulation 歐盟標準 (a) organic 有機	Taiwan Standard 台灣標準 (a) organic 有機 (b) organic in conversion 有機轉型期

1. Do labels bear a traceable lot number or date code? 是否有“可追溯的批號”管理？

YES 是 NO 否

Please describe the meaning of the lot number. (Ex. S08011204, S: Organic Soy Beans, 08: Storage area, 191204: 2019.12.04 manufactured)請敘述批號代表意義(例:S08191204 S 代表有機大豆 08 代表第八號倉庫 191204 代表 2019 年 12 月 4 號生產)

2. Is the terms and the indication of percentage appear in the same color, identical size and style of lettering as the other indications in the list of ingredients? (For NOP only) 標示中敘述有機成分之用語與百分比註明，是否與其他說明使用相同顏色、同樣大小與字體 (NOP 適用)

YES 是 NO 否 N/A 不適用

3. On labels, is the seal/logo used in compliance (replicated in form and design, printed legibly and conspicuously, correct color scheme) with the standard applied for? 標籤上有機標章設計及使用是否符合所申請相關規定？

YES 是 NO 否 N/A 不適用

4. In the ingredient statement on labels, are organic ingredients identified as “organic”?

在成份敘述中，有機成份是否被標示為“有機”？

YES 是 NO 否

5. On labels, does the phrase “Certified Organic by TOC” appear on the information panel? (For NOP、EU)

標籤之資訊版面上是否顯示“慈心有機驗證”的字樣？（NOP、EU 適用）

YES 是 NO 否 N/A 不適用

6. For labeling of nonretail containers used only for export to international markets, is the phrase “For Export Only” displayed on shipping containers and shipping documents?

僅供出口到國際市場之非零售用容器上的標示和文件是否標明“僅供外銷”之字樣？

YES 是 NO 否 N/A 不適用

7. Is the list of ingredients include an indication of the total percentage of organic ingredients in proportion to the total quantity of ingredients of agricultural origin? (For EU only) 成分說明是否註明有機成分佔農業來源成分總量的比例？（歐盟適用）

YES 是 NO 否 N/A 不適用

B. Product Composition 產品成份

8. Does the label list the ingredients in the product according to the weight/volume of the raw materials and list the full names of all the additives?

是否按原料的重量/容積大小依序列出產品所含成份，並列出所有添加物全名？ YES 是 NO 否

9. Has the raw material supplier management plan (including inspection frequency) been established? 是否已訂

定原料供應商管理辦法(含檢驗頻率)？ YES 是 NO

If yes, please attach relevant documents, and provide on-site for inspection.

若「是」，請提供相關文件，另請備妥記錄供現場稽核時查核。

10. Are all ingredients inspected before storage? 原料入庫前是否有做檢查？

YES 是 NO 否

If yes, is inspection record maintained? 如“有”，是否做成紀錄？

YES 是 NO 否

11. Is certification documentation maintained for all ingredients listed as “organic” on Organic Product Profiles?

“有機產品原料明細表”中所有列為「有機」的原料是否有相關之“有機證件”？

YES 是 NO 否

12. Is certification documentation maintained for all processing aids listed as “organic” on the Organic Product Profile(s)? “有機產品原料明細表”中所列的「有機」加工助劑是否有相關之“有機證件”？

YES 是 NO 否 N/A 不適用

13. For “100% organic” and “organic” products: 對於標示為“100%有機”和“有機”的產品：

(1) Is “commercial availability” documentation maintained for all nonorganic agricultural ingredients used in organic products?

如使用非有機的農產品原料，您是否保有“有機原料市面無法獲得”的相關文件

YES 是 NO 否 N/A 不適用

(2) Do finished products include organic, organic in conversion and nonorganic forms of the same ingredient?

同一種原料中是否混合使用有機、有機轉型期和非有機來源者？

YES 是 NO 否

(3) Are any not allowed volatile synthetic solvents or other synthetic substances used?

是否使用任何非允用的合成物質或合成溶劑？

YES 是 NO 否

(4) Are sulfites, nitrates, or nitrites added during the production or handling process?

是否在生產或處理過程使用亞硫酸鹽、硝酸鹽、亞硝酸鹽？

YES 是 NO 否

If yes, list all organic products produced with sulfites, nitrates, or nitrites.

如是，請列出使用亞硫酸鹽、硝酸鹽、亞硝酸鹽的所有有機產品

14. Does the use of nonorganic ingredients (agricultural and nonagricultural) complying with relevant organic standard's annotations or restrictions?

非有機原料(農產與非農產)是否符合相關有機標準的規定？

YES 是 NO 否

15. Are by-products sold as certified organic? 副產品是否以“有機”名義販售？

YES 是 NO 否 N/A 不適用

If yes, please list product name. 如是，請列出所有產品名稱

★ C. Water 水質

16. Is water used anywhere in the processing or facility (ingredient, processing aid, cooking, cooling, sanitation, cleaning equipment, etc.)? 製程中是否用到水(包含原料、加工助劑、烹煮、冷卻、消毒、清洗器具設備等)？

YES 是 NO 否 (If no, please skip to next section. 若否，請直接跳答下一節)

If yes, please describe use. 如是，請說明用途。

17. Please describe the source of water: 請說明製程用水來源：

running water 自來水 ground water 地下水 other (specify) 其它(請說明)

(Please skip to #22, if running water used. 如使用自來水請直接跳答第 22 題。)

18. Does water meet the Safe Drinking Water Quality Standards of local government?

製程用水是否符合當地政府的飲用水水質標準？

YES 是 NO 否

19. Are any water treatment or filtration systems used? 用水是否經淨水或過濾處理？

YES 是 NO 否

If yes, please describe use: 如“是”，請說明如何處理：

20. If water other than running water is used in the processing (as ingredient, contacts with organic products or used for sanitation), is water tested annually by an authorized testing agencies ?

使用非自來水於食品加工製程時，是否每年檢送政府或本公司認可之檢驗機構檢驗？

YES 是 NO 否 N/A 不適用

Please attach copy of test report. 請附上水質檢驗報告影本。

21. Is water quality monitored? If yes, please explain how. YES 是 NO 否

水質是否有被監測？如“是”，請說明如何監測：

22. Is steam used in the processing or handling of organic products?

製程中是否使用蒸汽？

YES 是 NO 否

If steam comes into direct contact with organic products, please list products used as boiler additives and attach SDS and/or label information, if applicable.

若蒸汽直接接觸有機產品，請列出水處理劑名稱，並附上 SDS 及/或相關標籤。

Section 3: Assurance of Organic Integrity and Process Management

第三節、有機完整性的確保

- Handling practices and procedures should present no contamination risk to organic products from commingling with nonorganic products or contact with prohibited substance.
有機作業過程中必須避免有機產品受到非有機產品，或是禁用物質的污染。
- Packaging materials, bins, and storage containers must not have contained synthetic fungicides, preservatives, or fumigants.
包裝材料、箱子，和儲放容器必須確保未含合成殺菌劑、防霉劑或防腐劑。
- Reusable Packaging materials or containers must be clean and pose no risk to the integrity of organic products.
重覆使用的包裝材料或容器必須清潔並確保不會影響有機完整性。
- Measures used to maintain organic integrity must be documented.
用以維護有機完整性的措施必須保留紀錄。

★ A. Product Flow, Organic Integrity and Monitoring 製造過程及有機完整性的監測

1. Please attach a complete product flow chart which shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping. **Indicate where ingredients are added and/or processing aids are used.** 請附上一份完整的產品生產流程圖，該流程圖可顯示出所有有機產品從進料、生產到出貨的動向，並須指出原料及/或加工助劑在何處投入。
Please provide facility map and identify all equipment and storage areas. 請提供廠區設施配置圖
2. Is the operation, use and maintenance of the equipment, containers and utensils used to avoid contamination of the food?
所使用之設備、容器與器具，其操作、使用與維護是否能避免食品遭受污染？ YES 是 NO 否
3. Are there any relevant control standards in the process of manufacturing? (Ex. temperature, humidity, pH, water activity.) 於製程中是否有相關之管制標準？（例如：溫度、濕度、pH、水活性...）
 YES 是 NO 否
Other description 其他說明：
4. Do you have an organic integrity program in place to address areas of potential commingling and/or contamination? 您是否備有【有機完整性計畫】，並指出潛在性混雜及/或污染的關鍵點？
 YES 是 NO 否
If yes, please attach 如有，請提供。
If not, please describe the management practices and physical barriers established to prevent commingling of organic and nonorganic products on a split operation and to prevent contact of organic production and handling operations and products with prohibited substances? 若否，請說明執行管理方案與實際隔離設施、以防止平行生產時，有機與非有機產品的混雜，並且防止有機生產、管理作業與產品和禁用物質接觸。
5. Has quality assurance program been implemented? 您是否執行品質確保計畫？
 YES 是 NO 否
If yes, what quality assurance program do you use? 若是，您執行的計畫是

ISO HACCP TQM Other 其他 (specify 請說明) _____

6. Product testing (check all that apply) 品質監測：(請勾選適用者)

- ingredients tested prior to purchase 原料購買前之檢驗 ingredients tested upon receipt 進料時之檢驗
 products tested during production 生產過程中之檢驗 finished products tested 成品檢驗
 others (specify) 其他 (請說明) _____

7. When the process and quality control are abnormal, is there a measure to correct and prevent recurrence and make a record?

製程及品質管制有異常時，是否建立矯正及防止再發生之措施並作成紀錄？ YES 是 NO 否

8. What measure do you take to prevent the use of ingredients produced by excluded methods (GMO), sewage sludge, or ionizing radiation? (Check all that apply)

您採取什麼措施以防止使用以禁用方法(基因改造)、下水道污泥或放射線照射等生產的原料？

- GMO testing 基因改造成分檢驗 letters from manufacturers 生產者保證信
 others (specify) 其他 (請說明) _____

9. Do you have product recall and destruction plan? 您是否制訂產品召回和銷毀計劃？

YES 是 NO 否

★ B. Facilities & Equipment 設施、設備

❖ All facilities and equipment used for organic processing must comply with the regulation of Food hygiene and safety 所有設施、設備必須符合食品安全衛生管理的規定。

10. If the equipment and instruments used in the process need to be calibrate, is there any internal or external calibration?

製程中涉及之設備、儀器需做成校正者，是否有做內、外校正？ YES 是 NO 否 不適用

If yes, please indicate the calibration frequency: internal: _____ /times ; external: _____ /times

如「是」，請說明校正頻率：內校_____一次；外校_____一次

11. List all equipment used in processing (Please check if applicable) 請列出在生產中使用到的所有設備：

Equipment Name 設備名稱	The equipment is purged with organic ingredient prior to organic production 執行有機生產前先放入有機材料作清理	Cleaning is documented 保有清潔紀錄	The equipment is cleaned prior to organic production 執行有機生產之前會清洗/清理

- Cleaning records should include equipment name, way of cleaning and frequency.
設備清洗/清理紀錄應涵蓋設備名稱，並敘述清洗方式及清洗頻率
- Wash / cleaning methods: use organic materials purge, cleaning, wiping, suction / dust collection, high pressure / air gun spray, water washing, steam cleaning, disinfection, scraping, CIP, etc.
清洗/清理方式：放入有機材料、清掃、擦拭、吸/集塵、高壓/空氣槍噴、水洗、蒸氣清潔、消毒、刮除、CIP...等。

12. If equipment is purged with organic ingredient, describe purge procedures, quantity purged, and the end use of purged product, and provide the relevant records.

如以放入有機材料的方法清理設備時，請描述清理程序、使用材料的數量及清理後材料的處理方式，並提供相關文件紀錄。

13. Is facility and equipment used only for transport, process and/or store organic products?

所有設備是否只用來輸送、製造加工、與/或儲存有機產品？

YES 是 NO 否

14. For equipments used for both organic and nonorganic products, are measures taken to protect the organic integrity? 如使用同一套設備於有機與非有機產品之製造加工，是否採取防範措施以維護有機之完整性？

YES 是 NO 否

If yes, please describe. 如“是”，請說明如何防範：

★ C. Sanitation 清潔衛生

15. Is the cleaning and sanitizing products used compliant with the applied organic standard?

所使用之清潔、消毒劑是否符合相關法規標準？

YES 是 NO 否

16. Provide information on your cleaning program and products used.

請提供您使用的清潔計劃和清潔用品的資料

Area 地區	Type of cleaning 清潔方式	Cleaning equipment used 使用的清潔工具	Products used 使用的清潔用品	Frequency 使用頻率	Check if cleaning is documented 保有清潔紀錄請勾選 (✓)
Receiving area 進貨區					
Ingredients storage 原料儲藏區					
Product transfer 產品轉運區					
Production area 生產區					
Package area 包裝區					

Finished product storage 成品儲藏區					
Loading dock 出貨區					
Building exterior 廠外環境					
Others(specify) 其他 (請說明)					

17. Are food contact surfaces or rinsate tested to make sure that cleaning product residues do not contaminate organic products? 是否測試食品接觸面或清洗後廢水以避免清潔用品殘留物污染有機產品?

YES 是 NO 否

★ D. Packaging 包裝

18. Please check type of packaging material used: 請勾選使用的包裝材料

paper 紙 cardboard 硬卡紙板 wood 木料 glass 玻璃 metal 金屬
 foil 鋁箔 plastic 塑膠 other 其他 _____

19. Do all packaging materials meet the standards of food hygiene, safety and quality? 是否所有的包裝材料皆皆符合食品衛生安全及品質之標準?

YES 是 NO 否

20. Are packaging material reused? 是否有回收重覆使用的包裝材料?

YES 是 NO 否

If yes, please describe how to clean prior to re-use? 若有，在重複使用前如何清理?

21. Are reusable packaging materials used for both organic and nonorganic products ?

重複使用的包裝材料是否有機與非有機產品共用?

YES 是 NO 否 N/A 不適用

If "Yes", please explain how to prevent contamination: 如“是”，請說明如何防止交叉污染：

E. Storage 儲藏

Please provide following information for storage area. 請填妥下表，以提供儲藏區資料

Use 用途	Location 地點	Type/Capacity 儲藏方式/ 容量	Storage area identification name or number 儲藏區辨識名稱 或編號	Is storage unit dedicated organic? 是否專供有 機使用(✓)	Comments on potential for contamination or commingling problems 評斷遭受混染或污染 的可能性
Ingredient storage 原料儲藏區					

Packaging material storage 包裝材料儲藏區					
In-process storage 半成品儲藏區					
Finished product storage 成品儲藏區					
Off-site storage 廠外儲藏區					
Others (specify) 其他 (請說明)					

22. Are organic storage areas clearly identified? 有機儲藏區域是否有明確的識別標示?

YES 是 NO 否

If organic and non-organic products are stored in the same place, please list the measures to prevent pollution or contamination: 如有機與非有機產品儲藏在同一地方，請列出防止污染或混雜的措施

23. If there is off-site storage, please give name, address, phone number, contact person and type of products stored. 如有廠外儲藏區，請提供名稱、地址、電話、聯絡人及儲存產品。 N/A 不適用

F. Transportation of Organic Products 有機產品的運輸

24. Incoming 進貨

1). Describe package forms for incoming products 請說明原料進貨的包裝方式 (可複選)

- dry bulk 散裝乾貨 mesh bags 網袋 liquid drum 液態桶/桶裝 foil bags 鋁箔袋
 metal drum 金屬桶 cardboard drums 紙桶 cardboard cases 硬卡紙箱 paper bag 紙袋
 plastic 塑膠器皿 others 其他: _____

2). How are incoming products transported? 請說明進貨的運送方式:

3). Do you arrange incoming product transport? 進貨時，您是否自行做運送?

YES 是 NO 否

4). If use transport companies, have they been notified of organic handling requirements?

如果委由運送公司運送，您是否告知他們有機加工分裝流通的要求?

YES 是 NO 否 不適用

5). Are transport units also used for carrying nonorganic products or prohibited substances?

運送工具是否也運送非有機產品或禁用資材?

YES 是 NO 否

If yes, how do you insure that inbound transport units are cleaned prior to loading organic products?

如“是”，您如何確保進貨的交通工具在載運有機產品前已徹底清潔，以避免污染？

6). Is the inspection/cleaning process documents? 前述檢查清潔過程是否做成紀錄？

YES 是 NO 否

7). Are organic products shipped together with nonorganic products in the same transport units? 有機產品和非有機產品，是否同時使用同一工具運送？

有機產品和非有機產品，是否同時使用同一工具運送？

YES 是 NO 否

If yes, please check all means to segregate organic products: 如“是”，請勾選隔離有機產品的措施（可複選）

use of separate pallets 使用不同的棧板 pallet tags identifying “organic” 棧板標示「有機」

organic products shrink wrapped 以收縮膜包覆有機產品

separate area in transport unit 在運送工具內分區

organic products sealed in impermeable containers 裝在密閉容器裡

other (specify) 其他（請說明）_____

25. In-Process 半成品

N/A 不適用

1). How are in-process products transported 請說明半成品的運送方式

2). How do you insure that in-process transport units are cleaned prior to loading organic products? 您如何確保運送工具在載運有機半成品前已徹底清潔？

您如何確保運送工具在載運有機半成品前已徹底清潔？

3). Is the inspection/cleaning process documents? 前述檢查清潔過程是否做成紀錄？

YES 是 NO 否

26. Outgoing Finished Product 成品出貨：

1). Describe package forms for outgoing finished products 請說明成品出貨的包裝方式（可複選）

dry bulk 散裝乾貨 mesh bags 網袋 liquid drum 液態桶/桶裝 foil bags 鋁箔袋

metal drum 金屬桶 cardboard drums 紙桶 cardboard cases 硬卡紙箱 paper bag 紙袋

plastic 塑膠器皿 others 其他：_____

2). How are outgoing products transported? 請說明成品出貨的運送方式：

3). Do you arrange outgoing product transport? 出貨時，您是否自行做運送？

YES 是 NO 否

4). If use transport companies, have they been notified of organic handling requirements? 如果委由運送公司運送，您是否告知他們有機加工分裝流通的要求？

如果委由運送公司運送，您是否告知他們有機加工分裝流通的要求？

YES 是 NO 否 不適用

5). Are transport units used to carry nonorganic products or prohibited substances? 運送工具是否也運送非有機產品或禁用資材？

運送工具是否也運送非有機產品或禁用資材？

YES 是 NO 否

If yes, how do you insure that inbound transport units are cleaned prior to loading organic products? 如“是”，您如何確保進貨的交通工具在載運有機產品前已徹底清潔，以避免污染？

如“是”，您如何確保進貨的交通工具在載運有機產品前已徹底清潔，以避免污染？

6). Is the inspection/cleaning process documents ? 前述檢查清潔過程是否做成紀錄？

YES 是 NO 否

7). Are organic products shipped at the same time as nonorganic in the same transport units ?

有機產品和非有機產品，是否同時使用同樣的運送工具？

YES 是 NO 否

If yes, please check all means to segregate organic products :

如“是”，請勾選隔離有機產品的措施（可複選）

use of separate pallets 使用不同的棧板 pallet tags identifying “organic” 棧板標示「有機」

organic products shrink wrapped 以收縮膜包覆有機產品

separate area in transport unit 在運送工具內分區

organic products sealed in impermeable containers 裝在密閉容器裡

other(specify)其他（請說明） _____

G. Personnel Requirement 人員要求（For Taiwan Standard only 台灣標準適用）

- 有機農產品加工、分裝、流通業者，應指定特定製程管理人員，該人員應每年接受至少四小時或三年接受至少十二小時有機農產品相關操作訓練，並由該人員負責主要製程之管理業務，且驗證機構稽核時，該人員應全程參與。

27. Do operations of staff meet sanitation management requirements?

現場工作人員之操作是否符合衛生要求之管理？

YES 是 NO 否

28. Whether the staff who are in direct contact with food receive regular health checkups every year (the items required by the regulations include hepatitis A-IgG and IgM, tuberculosis, typhoid fever) ?

與食品直接接觸的工作人員是否每年定期接受健康檢查（法規要求之項目含 A 型肝炎-IgG 及 IgM、肺結核、傷寒...）？

YES 是 NO 否

Section 4: Pest Management

第四節、有害生物防治

- Must use management practices to prevent pests, such as removal of pest habitat, food sources, and breeding areas, and prevention of access to handling facilities. 必需使用預防有害生物防治管理措施，例如移除病蟲的棲息地、食物來源、生育地、防止進入處理措施等。
- Pests may be controlled using mechanical or physical means, such as traps, lights, or sound; Lures and repellents using non-synthetic or synthetic substances be consistent with the relevant organic standard. 防治措施可為機械性、物理性控制方法，如：陷阱、光線、聲音等；或相關有機法規所列之誘餌或驅蟲劑。
- If the above practices are not effective to prevent or control, a nonsynthetic or synthetic substance consistent with the relevant organic standard apply for may be applied. 若上述措施無法有效預防或控制，可使用所申請之相關有機法規所允用之非合成或合成物質。
- If above measures are not effective, the use of substance not allowed by the relevant organic standard, the operator should provide name/ingredient of substance, method of application, measures taken to prevent contact with ingredients or organic products for agreement of the certifying agent. 若上述方法仍不能有效控制，而需使用未列於相關法規所允用之物質，應說明使用方法及如何避免該類物質接觸有機產品之措施，並經驗證機構同意後始得以使用。
- Use of pest control products must be documented and included as part of the Organic Handling Plan. 使用生物防治資材必須保持紀錄，並列入有機驗證申請書內。
- Please attach a facility map showing the location of traps and monitors, and submit SDS and/or label information for substances used for pest control, if applicable. 請附上一份顯示出有害生物陷阱和有害生物監測器位置的設施圖；如果適用的話，請提出用以控制有害生物的資材之安全資料表（SDS）及/或相關的標示資料。

1. What type of pest management system do you use? 您使用何種有害生物防治系統？

in-house 自行管理 name of responsible 貴公司管理人：_____

contract pest control service 委託有害生物防治服務業者：

name, address, phone number and person contact 請提供服務業者名稱、地址、電話及聯絡人資料

2. Check all pest problems you generally have. 請勾選所有您常遇到的有害生物問題：（可複選）

flying insects 昆蟲類 crawling insects 爬蟲類 rats 老鼠 spiders 蜘蛛 birds 鳥類

other(specify) 其他 (請說明) _____

Check all pest management practices you used. 請勾選所有您常運用的有害生物防治管理措施：（可複選）

1). prevention 預防措施

good sanitation 維護良好的衛生 clean up spilled product 清理外溢的產品 exclusion 驅離

mowing 割草 removal of exterior habitat/food sources 移除棲息地/食物來源

sealed doors and/or windows 封閉門窗 repair of holes, cracks, etc. 修補破洞、裂縫等

screened windows, vents, etc. 窗戶加裝紗網、通風...等

incoming ingredient inspection for pests 進料之蟲害檢查

air curtains 空氣簾 air showers 空氣浴塵室 sanitizing 消毒

positive air pressure in facility 維持正壓 plastic curtains 塑膠簾 other 其他

2). physical and mechanical means 物理及機械措施

ultrasound 超音波 light devices 照明設施 sticky traps 黏板 temperature 溫度控制

- insect traps 捕蟲燈 pheromone traps 費洛蒙誘捕器 mechanical traps 器械陷阱
 freezing treatments 冰凍處理

3). others 其他措施

- fumigation 燻蒸 fogging 噴霧 carbon dioxide 二氧化碳 diatomaceous earth 矽藻土 nitrogen 氮氣 pyrethrum 除蟲菊或其天然萃取物 other(specify)其他 (請說明) _____

3. Pesticide used for the last 12 months 請列出過去 12 個月自行管理或委託有害生物防治業者曾使用過的生物防治資材資訊:

Substance 施用資材	Target pest 防治之有害生物	Location used 施用地點	Method of application 施用方法	Date of last application 最後使用日期

4. Are all records for pesticide applications kept? 是否保存所有施用有害生物防治資材之紀錄?

- YES 是 NO 否 N/A 不適用 (Skip to 7 if N/A chosen, 若選擇不適用, 請跳到第 7 題)

If a pest control substance is used, list all measures taken to prevent contact with organic products, ingredients or packaging materials. Please provide Pest Control Management Program(such as material used, method, area, time, frequency, prevention for pollution...etc.) 如施用有害生物防治資材, 請列出所有避免與有機產品、原料或包裝材料接觸的措施, 並檢附有害生物防治計畫(如使用資材、施作方法、區域、時間、頻率、防護措施、生產時間區隔...等):

5. Do any substances used which are prohibited according to the organic standard?

是否有任何有害生物防治資材, 為有機法規所禁用的?

- YES 是 NO 否

If yes, did you contact the certifying agent for prior agreement before using? (N/A for initial application)

如“是”你是否在使用之前和驗證機構連絡並取得同意?(初次申請者不適用)

- YES 是 NO 否

6. Are there any substances intended to use which are not listed above? 是否有將要使用而未列出之有害生物防治資材?

- YES 是 NO 否

If yes, list substances intended to use: 如“是”, 請列出资材名稱

7. Check all measures that your waste management system applied :

請勾選您所執行的所有廢棄物管理措施:(可複選)

- on-site dumpster 現場清理 material recycling 資材回收 daily pick-up waste 每日清理垃圾
 composting 堆肥 field application of waste 廢棄物掩埋
 other(specify) 其他(請說明)_____

8. Does the waste management system eliminate habitat and/or food sources for pests?

您的廢棄物管理系統，是否能斷除有害生物生存空間與/或食物來源？

YES 是 NO 否

If not, please explain 如“否”，請說明：

Section 5: Record Keeping

第五節、建立文件

- Records disclose all activities and transactions of the operation to be maintained for 5 years.
所有的操作紀錄須保留 5 年。
- Organic products must be tracked from receipt of incoming ingredients to sale of finished products.
有機產品須能由原料進貨一直追蹤至成品銷售。
- Organic ingredients must be verified as certified organic. 有機原料必須確認經有機驗證。
- Amounts of organic finished products must balance with certified organic ingredients purchased.
有機產品的產出量須與有機原料進貨量平衡。
- All relevant documents must identify products as "organic", and all records must be accessible to the inspector and certifying agent.
所有的相關文件必須標明(示)產品為「有機」的；所有的紀錄必須隨時提供給稽核員和驗證機構。
- The export of product(s) or use of organic product(s) imported under the U.S. – Canada Equivalency Arrangement, the statement **“Certified in compliance with the terms of the US-Canada Organic Equivalency Arrangement” should appear on documentation travelling with the shipment.** The attestation may be included on the organic certificate, a transaction certificate, statement on bill of lading, purchase order, or any other affirmative attestation. (For USDA only)
基於美國－加拿大對等協議所生產，出口或使用進口的有機產品，其隨貨文件必須顯示**“Certified in compliance with the terms of the US-Canada Organic Equivalency Arrangement”**的聲明。此等隨貨文件可以是有機驗證證書、交易證明、提單、採購單，或其他聲明。(僅適用於 USDA)

1. Which of the following records do you keep for organic processing/handling?

有機加工分裝流通過程中，您做了下列那些紀錄？

Incoming 進料：

- purchase orders 購物訂單
- contracts 合約
- invoices 發票
- receipts 收據
- bills of lading 提單
- Customs forms 海關報單
- scale tickets 過磅單據
- Certificates of Analysis 分析測試證書
- Transaction Certificates 交易證明
- organic labeling approval document 有機標示同意文件
- copies of Certificates of Organic Operation 有機運作證書影本
- receiving records 收貨紀錄
- quality test results 品質測試報告
- verification of non-GMO ingredients 非基因改造原料確認書
- verification of ingredients produced not using sewage sludge 未使用下水道污泥處理之原料確認書
- verification of ingredients produced/handled without ionizing radiation
未經放射線照射所生產或處理之原料確認書
- documentation that organic ingredients are not commercially available, when using nonorganic ingredients in products labeled as “organic” 「有機」產品中使用非有機原料是因為市面上無法買到有機原料之文件證明。
- receiving summary log 收貨摘要報告
- other (specify)其他(請說明)

In-Process 製程中：

- ingredient inspection forms 原料檢查表 blending reports 混合調製報告 production reports 生產報告
- equipment clean-out logs 設備清潔紀錄 sanitation logs 衛生日誌 packaging reports 包裝紀錄
- production summary records 生產摘要報告 QA reports 品管報告
- other (specify)其他 (請說明)

Storage 倉儲：

- ingredient inventory reports 原料庫存紀錄 finished product inventory reports 成品庫存紀錄
- other (specify) 其他 (請說明)

Outgoing 出貨：

- shipping log 出貨紀錄 transport unit inspection/cleaning forms 運送工具檢查/清潔表
- bills of lading 提單 scale tickets 過磅單據 purchase orders 購貨訂單 sales orders 銷售訂單
- sales invoices 售貨發票 phytosanitary certificates 檢疫證明書 export declaration forms 出口報單
- Transaction Certificates 交易證明 copies of Certificates of Organic Operation 有機運作證書影本
- shipping summary log 運送摘要紀錄 sales summary log 銷售摘要紀錄 other (specify)其他 (請說明)

2. Do all records identify organic products as “organic”? 是否所有相關紀錄皆標示有機產品為“有機”？

- YES 是 NO 否

3. Can your record keeping system track finished product back to incoming ingredients?

紀錄是否可由產品追蹤到所有的原料？

- YES 是 NO 否

4. Can your record keeping system balance incoming organic ingredients with outgoing organic finished products? 紀錄是否可確保有機原料和有機產品的進出平衡？

- YES 是 NO 否

5. Do you keep records of all appeals, complaints and disputes and corrective procedures for organic products?

是否保有所有產品之申訴、抱怨、爭議紀錄及矯正相關程序？

- YES 是 NO 否

6. How long do you keep your records? 紀錄保存多久？

7. Please indicate the yield rate, loss rate and source basis of the product. 請說明產品之轉換率、損耗率及其來源依據資料

Section 6: Affirmation

第六節、確認聲明

- ❖ I/our company (hereinafter refer to as we) understand that acceptance of this application in no way implies granting of certification by TOC.
我/本公司了解接受申請並不表示已通過慈心驗證。
- ❖ I/we understands that if I/our company/ fails to submit the information required for the application or does not comply with the application process, TOC has the right to refuse to process the application of my/our company, and the paid fees will not be refunded.
本人/本公司明白，若本人/本公司/機構未能提交申請所需資料或不依從申請程序進行申請，慈心驗證公司有權拒絕處理本人/本公司的申請，已繳交的費用將不會退還。
- ❖ I/we understand that from the time when TOC receives the application, the production site, products and related personnel that I/we applies for certification shall make all necessary arrangements for the inspection, including the preparation of documents and records (Including internal audit reports) and coordinating various departments those who are involved in the assessment (such as inspection, testing, surveillance, review) and customer complaints.
本人/本公司明白自慈心驗證公司收到驗證申請書起，本人/公司申請驗證的生產場所、產品及相關人員，即應作好辦理評估之一切必要安排，包括備妥檢查文件及洽妥各個部門、各項紀錄（包括內部稽核報告）及為接受評估（如查驗、檢驗、追查、複查）及處理抱怨之配合人員。
- ❖ I/we clearly understands that if necessary, TOC may arrange for observers to participate in the on-site inspection.
本人/本公司清楚明白，必要時慈心驗證公司得安排觀察員參與現場評估。
- ❖ I/we affirm that all statements made in this application are true and correct. And I agree:
我/本公司確認本有機驗證申請書中所述皆為真實且正確。並同意：
 1. to perform the operations in accordance with the organic production rules applied;
依據所申請有機生產準則從事作業；
 2. to accept, in the event of infringement or irregularities, the enforcement of the measures of the organic production rules;
在發生侵權或違規行為時，接受有機生產準則所規定的強制措施；並
 3. to undertake to inform in writing the buyers of the product in order to ensure that the indications referring to the organic production method are removed from this production;
承諾以書面通知產品的買方，確保該批產品上有機生產的相關標示會被移除；
 4. to accept, in cases I/we and/or my/our subcontractors are checked by different control authorities or control bodies, the exchange of information between those authorities or bodies, and accept joint audit of these certification bodies when necessary;
接受，如果我/本公司和/或分包商接受不同主管單位或驗證機構的檢查，這些主管單位或機構間資訊的交換，必要時亦接受這些驗證機構的聯合稽核；
 5. to accept, in cases I/we and/or my/our subcontractors change our control authority or control body, the transmission of their control files to the subsequent control authority or control body;
接受，如果我/本公司和/或其分包商更換他們的主管單位或驗證機構，將其驗證相關文件轉交予後續的主管單位或驗證機構；
 6. to accept, in cases I/we withdraws from the control system, to inform without delay the relevant competent authority and control authority or control body;
接受，我/本公司如果退出驗證，立即通知相關主管機關和驗證機構；
 7. to accept, in cases I/we withdraws from the control system, that the control file is kept for a period of at least five years;
接受，我/本公司如果退出驗證，保留驗證相關文件最少 5 年；
 8. to accept to inform the relevant control authority or authorities or control body or TOC without delay of any irregularity or infringement affecting the organic status of my/our product or organic products received from other operators or subcontractors.
接受，立即通知相關主管機關、單位，慈心驗證公司及關係者，任何影響我/本公司的產品或來自其它業者/分包商有機產品，之有機資格的違規或侵權行為。

9. to provide further information as deemed necessary by TOC to determine compliance with the organic standard

提供慈心驗證公司所要求之其它認定符合有機法規所需資訊。

❖ I/we understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the relevant organic standard.

為確保符合相關有機標準，我/本公司瞭解所有作業皆有可能被無預告查驗，有機產品可能隨時被取樣以測試殘留物。

❖ I/We are responsible for the damages of TOC and consumers due to the incomplete or false information provided by the company/company that affects the certification decision or the validity of the certification.

本人/公司因所提供不完整或虛假之資訊而影響驗證決定或驗證有效性，應對慈心驗證公司及消費者之損失負責。

❖ I/we clearly understands that I/us once obtained the certification qualification, I/we shall:

本人/本公司清楚明白，本人/本公司一旦通過有機驗證資格，應：

1. Ensure that the use of organic certificates and test reports is not misused, and that only the scope of the certified products can be declared;

確保驗證證書及檢驗報告之使用不致誤用，且僅能就已驗證產品範圍，對外宣稱通過有機驗證；

2. For the media, such as documents, promotional materials or advertisements, when citing the scope of the product, it complies with the applicable organic standards and certification requirements;

對於傳播媒體如文件、宣傳品或廣告中，引用驗證產品範圍狀況時，符合所申請之有機標準及驗證相關要求；

3. The use of the scope of the certified product shall not prejudice TOC's image and shall not make any statement that TOC believes to be misleading or unauthorized.

對驗證產品範圍之使用不得損害慈心驗證公司形象，且不能對驗證產品範圍作出任何使慈心驗證公司認為有誤導或未經授權之聲明。

4. I/we clearly understand that when the certification eligibility is suspended, revoked or withdraw, all advertising matters that reference the certification are discontinued and the certification certificate is returned to TOC.

本人/公司清楚明白，於驗證資格暫時終止、終止或結束時，停止使用一切引用該驗證之廣告事務，並繳回驗證證書予貴公司。

❖ I/we clearly understands that in the first year after the certification is passed, only the adhesive organic logo can be used. If the relevant record and control is well managed and been confirmed on the next year's periodic inspection, then the overprint logo can be used after approval by TOC. (For Taiwan standard only.)

本人/公司/機構清楚明白，驗證通過後的第一年內，只能使用黏貼式標章，待下一年度定期查驗確認標章相關紀錄及管控無虞且經貴公司同意後，方得使用套印式標章。(僅適用申請台灣標準者)

For and on behalf of :

Company/Farm 公司/農場 : _____

Representative 負責人簽章 _____ Date 日期 _____

Person fills out this form 填表人簽章 _____ Date 日期 _____

(※如以公司或機構名義申請，請加蓋公司或機構印章)

The following documents are required and must be submitted with the Organic Plan:

下列附件必須與申請書同時提送:

- Product flow chart 正式生產流程圖
- Facility map 廠區設施配置圖
- Organic Product Profiles 有機產品原料明細表
- Waste management system 衛生及廢棄物管理計劃
- Pest management map of traps and monitors 有害生物防治陷阱和監測器的設置地點圖
- Pest management plan 有害生物防治施作計畫(如未使用藥劑則不需提供)
- Organic Integrity Program 有機完整性計畫
- Records and documents related to the maintenance of organic operation system (including raw materials, processes, finished products, sales, inventory, etc.)
維持有機運作系統相關之紀錄與文件 (含原料、製程、成品、銷售、庫存等)
- Label Review Checklist 標示審查表 (For USDA only 僅 USDA 適用)
- Business Registration Certificate 公司或商業登記證明文件(個人申請者請附上負責人身分證正反面影本)
- Use of Organic Seal 有機驗證標章使用表(N/A for initial application 初次申請不適用)
- List of Certified Products 申請驗證產品一覽表 (N/A for initial application 初次申請不適用)

If applicable, please attach the following additional documents:

如適用，請同時附上下列文件：

- Water test 水質檢驗報告
- Labels for minor ingredients 副原料標示資訊
- SDS 安全資料表
- Labels for other substances used (boiler additives, cleansers, or pesticides) 其他使用物質的標示資訊 (例：鍋爐水處理劑、清潔劑或殺蟲劑)
- Copy of factory registration certificate 工廠登記證影本
- Self-management procedure and records (for who apply for certification to multiple certification agencies at the same time))向多家驗證機構申請驗證者應另附自主管理機制及相關紀錄
- Private label use agreement 自有品牌使用同意書
- Declaration about natural flavours to be used in multi-ingredient organic food products
多種成分有機食品之香料成分聲明
- Additional Requirements of Management Documents for Group Certification 集團驗證管理文件之額外要求 (集團驗證必備，內容詳如附件)
- Other (specify) 其他(請說明)
- I have made copies of this Organic Handling Plan and other supporting documents for my own records. 我已影印本申請書和附件作為紀錄**