

OFDC Certification Decision-Making Procedure

1. Objective

On the base of ensuring organic product integrity, the procedure stipulates the general process of reviewing and decision-making in organic/GAP certification, according to the GB/T19630 Organic Product, OFDC Organic Certification Standard, GAP National Standard and other relative laws and regulations, so as to ensure completeness, objectiveness and justice of reviewing and decision-making.

2. Scope

The procedure is applicable for reviewing to organic/GAP inspection documents, making certification decision and issuing of certificate.

3. Responsibility

- a) OFDC Certification Committee is responsible for the granting, extending, reducing, changing, suspending, withdrawing, rejecting, or canceling of certification decision.
- b) OFDC Certification Dept. is responsible for informing and confirming of certification decision, making and issuing certificate after the certification decision is made.
- c) OFDC Director is responsible for signing of Certificate.

4. Composition, appointment and removal

4.1 Composition

The OFDC Organic Certification Committee is composed of 9 members, including one director and one deputy director. OFDC GAP Certification Committee is composed of 5 members, including one director and one deputy director. The number of members attending each committee meeting shall exceed 50% proportion; otherwise, the meeting shall be postponed.

4.2 Appointment and Removal

4.2.1 All the members of OFDC Certification Committees are appointed by OFDC director, and each member has tenure of two years.

4.2.2 If any of the following situations happens, the certification director and/or member must be retired:

- a) infracting OFDC interests conflict stipulation;
- b) disclosing business secrets of OFDC certification to any third party intentionally;
- c) attending less than 50% of the annual certification committee meetings;
- d) resign or work transferred that can't work on the committee any more.

5. Procedure

5.1 Inspection Report Reception and Transference

The Inspection Department accepts the inspection checklist and report, as well as relative supporting files, according to *OFDC Product Certification Inspection Procedure*. After registration, the Inspection Department transfer the inspection checklist, report and relative supporting files to the Certification Department, who is responsible to deliver all the materials to member of OFDC Certification Committee for reviewing and certification decision-making.

5.2 Report Review and Certification Decision Making

5.2.1 The Certification Committee member shall make a decision of granting, extending, reducing, changing, suspending, withdrawing, rejecting, or canceling on the basis of information from inspection checklist and report, as well as relative supporting files, including non-compliance notice and corrective actions. OFDC external documents may also act as supporting files for technical issues. The Certification Decision Checklist must be filled by the decision-maker and then signed by director of OFDC Certification Committee for approval.

5.2.2 During the reviewing, the CC member must fill several records, including Risk Level Evaluation List, Major NCs List, Subcontract Operation List, List of Approval of Conventional Seed Usage, List of Acceptance to Certification Result of other CBs, List of Multiple Certification, and list of other exception certification.

5.2.3 If there is any special or significant problem that may affect the decision making, including suspending and/or withdrawing of certification, the Certification Committee director must hold part of or all of the committee members to discuss on the problem, and can also ask for technical support from OFDC technical expert.

5.2.4 The meeting and discussion for special or significant certification decision must be recorded, and the Certification Dept. must keep the meeting minutes.

5.3 Writing of Certification Decision Letter

The Certification Dept. must write the Certification Decision Letter according to the certification decision made by the Certification Committee.

5.4 Issuance of Certificate

5.4.1 The OFDC director is responsible for signing and issuing the certificate, or to approve the issue of notice of denial of certification (if certification decision is denial).

5.4.2 The Certification Department issue certification letter to the applicant/certified operator, or issue notice of denial of certification to applicant denied of certification.

5.4.3 For the China national organic certification program, the Certification Department input information of the certified operator, including to upload the inspection report and photos to dedicated CNCA database. Once the information is completely inputted, the CNCA database will produce a certificate number to the operator automatically. For other organic certification program, the Certification Department give certificate number according to OFDC certificate numbering rule.

5.4.4 For operations that are suspended or revoked by post-certification supervision, the Certification Department shall issue OFDC Notification for Suspending/Revoking and Withdrawing the Usage of Certificate and Logo.

5.4.5 For operation that has taken corrective actions after been suspended, and been reviewed and decided by OFDC CC of recovering certification, the Certification Department must issue notice of recovering certification.

5.5 OFDC/COR Certification Procedure

5.5.1 The Certification Committee member shall review the operator under OFDC/COR standard and make the certification decision according to the corresponding standard.

5.5.2 The Certification Committee shall issue a notification of noncompliance or minor issue

and notify the operator by Certification Department, if there are noncompliances with the operator.

5.5.3 The Certification Committee shall make decision of approval, denial, suspension or revocation according to the corrective action about the noncompliances, by a written notification with reasons and the right of the operator.

5.5.4 Certification Department shall notify the certification decision and the noncompliances to the inspector who inspected the operator.

5.5.5 The implementation of OFDC certification decision procedure is according to OFDC-GZ-01 OFDC Organic Certification Implementation Scheme (OFDC Standard Certification). The implementation of COR certification decision procedure is according to CA-GZ-01 OFDC Organic Certification Implementation Scheme (COR Standard Certification).

5.6 Sending notification, certificate and filing the certification files

5.6.1 Once the Certification Committee makes a decision of noncompliances, rejection of mediation, noncompliance resolution, proposed suspension or revocation, suspension or revocation, and denial of certification, the Certification Department shall issue a corresponding notification to the applicant, and require and keep dated return receipt of the notification.

5.6.2 Once the remittance of certification fee is confirmed, the Certification Department is responsible for making and issuing the certificate, License of Logo Usage, and National Logos to the certified operator.

5.6.3 The Certification Department is responsible to bind and keep all the certification files in archives, including inspection checklist/report (including attachment files), certification decision checklist and letter, copies of the certificates and license of logo usage, etc.

5.6.4 The Inspection Department and Certification Department must set up OFDC certification database together, so as to facilitate the search the information of certified operators. The database must cover the information including:

- a) The name, contact person, contact information, address and zip code of the applicant/operation
- b) The name, contact person, contact information, address and zip code of the subcontracted farm/processing plant/trader(if applicable)
- c) Date of acceptance of application and the total number of application
- d) The certification status of the applicant and operation, and current certification scope (if applicable)
- e) Whether the contract has been implemented
- f) Name of inspector, date of inspection
- g) Certificate code, date of issuance and expiration
- h) The acreage of certified base, certified product name and amount
- i) Conventional period (if applicable), etc.

5.6.5 The Certification Dept. must input the certification information into the CNCA Database of China Food & Agricultural Product Certification in specified time limit.

5.6.6 For international standards certification programs, the Certification Department must

update the list of certified operators (including English version) when making and issuing certificate, and send the updated list to the Comprehensive Dept. who is responsible to upload the information on OFDC website in two days.

6. Supporting Files

File Name	File No.
GB-GZ-01	OFDC Organic Product Certification Implementing Scheme (China National Standard)
OFDC-GZ-01	OFDC Organic Product Certification Implementing Scheme (OFDC Standard)
EU-GZ-01	OFDC Organic Product Certification Implementing Scheme (EU Equivalence)
CA-GZ-01	OFDC Organic Product Certification Implementing Scheme (Canadian Organic Standard)
GAP-GD10-01	OFDC GAP Certification Implementation Rules
OFDC-PR5-02	OFDC Certification Committee Work Procedure
OFDC-D12-02(1)	OFDC Organic Certification Decision Checklist (Plant Production)
OFDC-D12-02(2)	OFDC Organic Certification Decision Checklist (Wild Collection)
OFDC-D12-02(3)	OFDC Organic Certification Decision Checklist (Livestock & Poultry)
OFDC-D12-02(4)	OFDC Organic Certification Decision Checklist (Aquaculture)
OFDC-D12-02(5)	OFDC Organic Certification Decision Checklist (Mushroom)
OFDC-D12-03	OFDC Organic Certification Decision Checklist (Processing)
OFDC-D12-04	OFDC Organic Certification Decision Checklist (Fertilizer)
OFDC-D14-21	OFDC Certification Decision for Farm
OFDC-D14-22	OFDC Certification Decision for Processor
OFDC-D14-23	OFDC Certification Decision for Fertilizer
OFDC-D4.6-09	OFDC Notification for Suspending and Withdrawing the Usage of Certificate and Logo
GAP-D12-04	GAP Certification Decision
GAP-D12-07	GAP Certification Decision Checklist (crop)
GAP-D12-08	GAP Certification Decision Checklist (livestock)
GAP-D12-09	GAP Certification Decision Checklist (aquaculture)