

■Operating Guidelines for Accreditation of Organic Agricultural Product Certification Bodies

Promulgated under Order Nung-Liang-Tze 0961062188 dated November 27, 2007

Revised under Order Nung-Liang-Tze 0991051447 dated March 3, 2010

Revised under Order Nung-Liang-Tze 1011052588 dated March 5, 2012

1. These Operating Guidelines are duly enacted by the Council of Agriculture, Executive Yuan (hereinafter referred to as COA, or Council of Agriculture) in accordance with Articles 4 and 5 of Regulations Governing Agricultural Product Certification Bodies for implementation of the accreditation operation over Organic Agricultural Product Certification Bodies.
2. The accreditation conducted by the Council of Agriculture on organic agricultural product certification bodies shall be classified into the following scope in accordance with the contents of the certification conducted by the certification bodies:
 - (1) Organic agricultural food products,
 - (2) Organic agricultural processed products.
 - (3) Organic livestock products.
 - (4) Organic livestock processed products.
 - (5) Organic aquatic products.
 - (6) Organic aquatic processed products.
3. An institution, school, juristic (corporate) person or entity who applies for being accredited into an organic agricultural product certification body, or a certification body who applies for extended assessment or for reassessment (hereinafter collectively referred to as Applicants) shall, before going any further, apply to a specific assessment body which has satisfactorily passed the review by the Council of Agriculture and shall satisfactorily pass the initial assessment, extended assessment and reassessment of conformity assessment for organic agricultural product certification bodies before filing application to the Council of Agriculture.

An applicant shall, while filing the aforementioned application to the Council of Agriculture, fill out the accreditation application for organic agricultural product certification body (Cf. Appendix 1) and shall submit the Admissibility notice issued by the specific assessment body.

4. An applicant for being accredited as a specific assessment body shall file the application

to the Council of Agriculture along with the following supporting documents for review. The Council of Agriculture will advise the applicant of the result of review in writing:

- (1) Multi Lateral Arrangement mutual recognition for product certification of International Accreditation Forum.
 - (2) Documents regarding handling of conformity assessment operation of the organic agricultural products certification bodies:
 - a. Quality manual.
 - b. Assessment standards.
 - c. Accreditation procedures, surveillance procedures, extended assessment procedures and reassessment procedures.
 - d. Rough calculation of costs and rates for charges.
 - e. Regulations regarding screening/selection, training, performance rating, dispatch and assessment s of assessors and experts.
 - (3) Conformity Commitment of the Specific Assessment Body (Cf. Appendix 2).
5. The Council of Agriculture reviews based on the following conditions and requires continual compliance of the specific assessment bodies:
- (1) Assessment based on compliance—The accreditation bodies provide **General Requirements for Accreditation Bodies Accrediting Conformity Assessment Bodies (ISO/IEC 17011)**, and set up the system of conformity assessment of certification bodies to put them into implementation accordingly.
 - (2) Participate in international accreditation forums. The Council of Agriculture has duly executed the Multi Lateral Arrangement mutual recognition for the accreditation fields of product certification bodies.
 - (3) Render conformity assessment services for organic agricultural product certification bodies. The assessment criteria are the same as norm for Accreditation of Organic Agricultural Product Certification Bodies.
 - (4) The procedures documents set forth in Paragraph 2, Subparagraph 3 of the preceding Article shall be consistent with the contents of Article 5, Paragraph 1 of Regulations Governing Management over Agricultural Products Certification Bodies.
 - (5) Organic agricultural product certification bodies shall submit implement performance reports of the rendered conformity assessment services to COA on a set period annually.
 - (6) Coordination with the Council of Agriculture in supervision over the audit under

Subparagraph 5 of the preceding paragraph.

The enactment and implementation of the accreditation procedures, surveillance procedures, extended assessment procedures and reassessment procedures by a specific assessment body which has satisfactorily passed the review by the Council of Agriculture shall be deemed as the enactment and implementation of the various procedures enacted and implemented by the Council of Agriculture in accordance with Article 4 of Regulations Governing Management over Agricultural Products Certification bodies.

The initial assessment, extended assessment or reassessment of the certification body conformity assessment conducted by specific assessment body shall submit an assessment decision report and copies of relevant issuance and replacement of the accreditation certificate within three days after assessment decision made to COA.

The COA shall have the name list of the specific assessment bodies disclosed onto the COA website.

6. COA shall, after receipt of application from an organic agricultural product certification body for accreditation, extended assessment or reassessment procedures, inform the certification body of the acceptance in writing after confirming the completion of application form and enclosed documents. COA will conduct document review over the compliance with the accreditation guide for an organic agricultural product certification body after receipt of the submitted documents under preceding article third paragraph from specific assessment body:
 - (1) That the applicant has received no penalty of being annulled or abolished under Article 10, Paragraph 2; Article 21, Paragraph 2; Article 23, Paragraph 2 of the Agricultural Product Production and Certification Management Act within three years prior to the date of application.
 - (2) That the organizational operation of the organic agricultural product certification body and capability of the competence of its personnel should live up to the General Requirements for Bodies Operating Product Certification Systems (ISO/IEC Guide 65), the Council of Agriculture's specific requirements of the personnel of the organic agricultural product certification body and testing laboratories, (CF. Appendix 3), Agricultural Product Production and Certification Management Act

and laws and ordinances concerned, laws and ordinances, administrative rules and promulgations promulgated by other administrative authorities.

Where as necessary when the Council of Agriculture conducts the documented review as mentioned in the preceding paragraph, the Council of Agriculture may organize the review panel to conduct the headquarters assessment or witness assessment upon the applicants, or may request the specific assessment bodies to provide relevant information.

7. The applicants shall satisfactorily pass accreditation, extended assessment or reassessment and may receive issuance or replacement of the accreditation certificates (Cf. Appendix 4) in accordance with Article 7, Paragraph 1; Article 8, Paragraph 3 and Article 9, Paragraph 2 of the Regulations Governing Agricultural Products Certification Bodies if the review results prove that the applications are consistent with the accreditation guide of organic agricultural product certification bodies.
8. To check and verify that the organic agricultural product certification bodies are continually consistent with the accreditation guide in the validity period of the accreditation certificates, the Council of Agriculture may conduct the surveillance by assigning personnel to conduct documented verification, headquarters audit or witness audit. For certification bodies, whose part or entire qualification of conformity assessment was annulled, shall be regarded as its part or entire ability of certification operation in scope of accreditation a demerit under norm of accreditation.

Council of Agriculture, Executive Yuan

**Accreditation Application for Organic
Agricultural Product Certification Body**

Official use only. Applicants please do not enter this box.
Code:
Date:

Accreditation Application for Organic Agricultural Product Certification Body

☐ Application for accreditation ☐ Application for reassessment ☐ Application for extended assessment

1. Basic information:

Name of the Applicant: (In Chinese)

(In English)

Address: (In Chinese) ZIP Code ☐ ☐ ☐

(In English)

Corporate Identity Code: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Website:

E-mail:

Responsible person:

Telephone:

E-mail :

FAX:

Contact person:

Telephone:

E-mail :

FAX:

2. Accreditation application/Reassessment/Scope of the extended assessment (Category of products/Certification scheme)

Code	Scope

3. Accompanying documents: Certificate(s) issued by the specific assessment body

**Conformity Assessment Commitment of Organic Agricultural Products
Certification Bodies Engaged by the Specific Assessment Body**

We, _____, the Undersigned (Foundation, Association, etc.), while engaging in the conformity assessment operation of organic agricultural products certification bodies under Article 5, Paragraph 1, Subparagraph 3 of “Operating Guidelines for Accreditation of Organic Agricultural Products Certification Bodies” promulgated by the Council of Agriculture (i.e., the business operation under _____ of _____), hereby formally and solemnly commit our agreement to continually live up to the requirements set forth in under Article 5, Paragraph 1 of the said Guidelines and agree to accept review, supervision and audit from Council of Agriculture. We commit assuming all legal responsibilities in case of non-conformity.

To: Council of Agriculture, Executive Yuan

Committed by: _____

Date: _____, 20__

Specific Requirements by the Council of Agriculture from Personnel of Organic Agricultural Products Certification Bodies and Testing Laboratories

1. Certification auditors

- 1.1 The personal characteristics of the certification auditors shall satisfy relevant requirements set forth under ISO 19001.
- 1.2 Persons working as agricultural products certification auditors shall be above college graduate of related majors or its equivalent, and comply with one of the following qualifications:
 1. Passed the national examination in agriculture related fields.
 2. More than two (2) years of experience in agricultural products (agricultural food products, fishery products or livestock products) related standards or regulations establishment, amendment or review.
 3. More than two (2) years of experience in agricultural products (agricultural food products, fishery products or livestock products) production, processing, research, development, techniques, marketing, inspection or quality management.
- 1.3 The agricultural products certification auditors must obtain relevant training certificates for conformity assessment auditing and participated in the work experience for agricultural products (agricultural food production, fishery products or livestock products) certification on-site verification (or auditing, assessment) for more than five (5) days, of which the on-site verification (or auditing, assessment) work experience should be completed within two (2) years before the date of the application for accreditation.
- 1.4 Certification bodies should establish particular knowledge and technique requirements for agricultural products certification auditors, including:
 1. Applicable regulations and criteria;
 2. The theory and application of organic agricultural products, organic agricultural processed products;
 3. Knowledge in agricultural products production processes and techniques.
- 1.5 In order to satisfy the requirement for on-site verification (auditing) capability, certification bodies should mandate agricultural products certification auditors that they must pass necessary trainings. These trainings usually include the following items:

1. The relevant knowledge in the theory and application of organic agricultural products, organic agricultural processed products;
2. Other relevant documents of specifications of organic agricultural products, organic agricultural processed products;
3. Applicable regulations;
4. On-site verification (auditing) techniques, methodologies;
5. Case analysis.

The training time for the above mentioned contents shall be at least 40 hours, and shall be limited to the participation after January 1, 2005 of trainings offered by 1. the COA and its subordinating agencies, 2. the COA project consigned organizations and 3. colleges and universities.

- 1.6 Graduates of non-agriculture related majors who are in charge for certification auditors shall double their experience for the above mentioned work experience, training and auditing.
- 1.7 Members of auditing team designated by certification bodies in handling organic agricultural products, organic agricultural processed products certification shall have more than half of them in compliance with certification auditor qualification established by this program, and with their professions in equivalence to their education, training and work experience, auditing experience. If the professions of the auditing team members are different from the audited items of certification applicant operated agricultural products, technical experts shall assist the audit team to handle the on-site auditing to provide particular knowledge and professional techniques.

2. Technical experts

- 2.1 The characteristics of technical experts can be referred to Clause 7.2 of ISO 19011.
- 2.2 Unless otherwise specified, technical experts shall be college graduates of agriculture related majors and comply with one of the following qualifications:
 1. More than five (5) years of experience in agricultural products (agricultural food products, fishery products or livestock products) related standards or regulations establishment, amendment or review.
 2. More than five (5) years of experience in agricultural products (agricultural food products, fishery products or livestock products) production, processing, research, development, techniques, marketing, inspection or quality management.
- 2.3 Graduates of non-agriculture related majors shall double their experience on the above

mentioned work experience.

3. Competence of testing laboratories

The variety of inspections or tests required for certification by the certification bodies shall be duly conducted by international accreditation bodies (to be confined to only those which have duly executed multilateral arrangement mutual recognition for the domains of laboratory accreditation) or the testing laboratories with the capability having been officially acknowledged by the Council of Agriculture with organizational operations consistent with the following specifications:

1. General requirements for the competence of testing and calibration laboratories (ISO/IEC 17025:2005)
2. Relevant laws and regulations required by the government.

The testing laboratories with the capability having been officially acknowledged by the Council of Agriculture shall obtain accreditation from the international accreditation body within two (2) years after being acknowledged by the Council of Agriculture before being permitted to continually engage in the inspections or tests mentioned in the preceding paragraph.

3.2 Within two (2) years from the date of promulgation by the COA of specified inspection or test items as mandatory inspection or test items for the certification of organic agricultural products, organic agricultural processed products, laboratories subordinated to or consigned by certification bodies for handling the specified inspection or test that can not comply with the aforementioned regulation, while there is no other laboratory that has such competence, the specific conformity assessment body could adopt the witness assessment method to witness how the witness certification bodies assures the competence of its internal and external laboratories.

3.3 The inspection or test work contained in Clause 3.1, should adopt the COA specified methodology; for those not specified by the COA, the national standard methodology or the certification bodies self-established inspection or test procedures can be adopted, however they have to provide quality assurance for the customers.



Accreditation Certificate for Organic Agricultural Product Certification body

This is to certify that

OOO (Name of the certification body)

Located at

OOOOOOOOOOOOOOO (Address of the certification body)

Is Officially Accredited as an Organic Agricultural Product Certification Body.

File No. of Certificate: OOO

Title of accreditation guide: Accreditation Guide for Organic Agricultural Product
Certification bodies

Date of issue: _____, 20__

Valid accreditation duration: Starting from _____ 200_ until _____, 200_

Scope of accreditation: OOO

OOO

Council of Agriculture, Executive Yuan

Chairman of the Board