

Taiwan Formosa Organic Association (FOA)



Certification Application Form for Organic Processed Products

【machining 加工】: Heating, drying, smoking, mixing, grinding, stirring, separating, distilling, extracting, fermenting, pickling, dehydrating, shelling, grinding, freezing or other manufacturing processes that are sufficient to change the physical and chemical properties of the original product or to substantially transform the organic material.

對有機原料進行加熱、乾燥、燻製、混合、研磨、攪拌、分離、蒸餾、抽出、發酵、醃漬
、脫水、脫殼、碾製、冷凍、其他足以改變原產品理化性質或具實質轉型之製造程式。

For FOA use only 此欄由本會填寫

Documentation number/受理申請編號：

Date receiving/受理申請日期：

Operator / Farm Name/農產品經營者名稱：

Documentation number/證書編號(無則免填)：

Mailing Address/申請單位聯絡資訊：

申請項目：

Initial Application/初次查驗

Transfer verification/移轉驗證

1. Operator General Information 農產品經營者（以下簡稱申請者）基本資料：

1.1 applicant 申請者全銜：_____ Representative 代表人：_____

(The applicant's name/name will be listed as the name shown on the certificate and on the package.

Please confirm before writing. 此申請者姓名/名稱將列為證書及包裝上中所顯示之名稱，請確認後再撰寫)

Applicant category belongs to 申請者類別歸屬於： Registered farm 依法設立或登記之農場
 profit business registrant 領有營利事業登記者 Registered group or agricultural production and marketing group 依法設立或登記農民團體或農業產銷班 Registered legal person or group 依法設立或登記法人或團體

1.2 Tax ID 申請者統一編號：_____

1.3 Address 申請者單位設立地址：

1.4 Contact person 聯絡人：_____ phone 聯絡電話：_____

Mobile No 行動電話：_____

Address 通訊地址：_____

e-mail 電子郵件信箱：_____

1.5 Processing site 驗證場區地址(實際加工處)：

1.6 Have ever applied for the certification of organic agricultural products? Or applying to other certification agencies at the same time? 是否曾經申請過有機農產加工品驗證？或同時正向其他驗證機構申請驗證中？

(N) 無 (Y) 有；

Certification body 驗證機構名稱:_____ Certificate ID 證書字號:_____

Has your certification ever been denied, suspended, revoked or receive a Notice of Noncompliance by any certifying agent? 曾經驗證機構暫時終止或終止驗證；

Yes, describe reason : 是，原因

Not applicable 不適用。

1.7 Have you hired a technical consultant? 申請者是否曾聘請技術顧問師? (N) 無

(Y) 有； Consultant name 顧問名稱: _____

1.8 Have any other food related specification? As TQF, HACCP, ISO22000, etc. 業者是否有具備其他食品相關

規範佐證，如 TQF、HACCP、ISO22000 等: (N) 無 (Y) 有，content 內容為: _____

(Attached document 請於附頁檢附文件)

1.9 Are any organic crops custom harvested、custom post-harvest handling or custom crop storage、...

委外作業? Not applicable 不適用

(Y) 有 委外, Project and information 委外項目與資訊: _____

1.10 Have manufactured non-organic processed products? 申請者有生產製造非有機農產加工品產品名稱: _____

1.11 The agricultural product operators have obtained and complied with the latest version of the "Organic Agriculture Promotion Act and its related Sub-laws", "Operations handbook for Organic Certification" and "Certification Contract for Organic Agricultural Products", and agreed to be executed by the Taiwan Formosa Organic Association will implement this organic agricultural product verification application and pay the verification fee in accordance with the "Certification Contract for Organic Agricultural Products". My all the contents attachment are true! If any false or deceived, I shall assume legal responsibility.

農產品經營者業已取得與遵守行政院農業委員會最新版本「有機農業促進法及其相關子法」、「有機驗證手冊」及「有機農產品驗證契約書」生產，且同意由臺灣寶島有機農業發展協會執行本次之有機農產加工品驗證申請，並依照「有機農產品驗證契約書」所述之繳費通知單繳費驗證費用。本人已詳閱第六頁「個人資料提供同意書」，且所有檢附內容皆為屬實！如有不實或欺騙願受法律責任。

Representative/Signature

農產品經營者/簽章印信：

Date / 填表日期： / /

2. Field / factory application 場/廠區申請(應包含委外作業廠區)

3. Verification scope application 驗證範圍申請

類別 Items 品項	Range 產品範圍	Field/factory 生產場/廠區	Production volume (tons) / frequency 加工生產量 (噸)/頻率
有機農糧加工品 Organic farm food processing products	Grain processed products 穀物加工品		
	Dry fruits and vegetables 乾燥蔬果調製加工品		
	Canned food 罐頭食品		
	Refrigerated or frozen food 冷藏或冷凍食品		
	Pickled food 醃漬食品		
	Plant powder product 植物粉狀加工品		
	Tea 茶		
	Coffee 咖啡		
	Natural plant tea 天然植物茶		
	Sugar and its products 糖類及其製品		
	Spice plant and its products 香辛植物調味料及其製品		
	process plant dry product 經炮製處理之植物乾燥品		
	Drink 飲品		
	Grease 油脂		
	Fermented food 酵醉食品		
	Other 其他		

※For the items, please refer to the regulation “List of product categories and items of organic agricultural products during organic in conversion” Do not classify by yourself. 品項分類請參閱法規「有機農產品有機轉型期產品類別及品項一覽表」，請勿自行分類。

3. Application certification should provide a document checklist 申請驗證應提供文件核對表：

Attention: 請注意說明法規要求事項

- a. Operator shall comply with the provisions stipulated in Articles 15, 16, 18, 19, 20, 21, 22, 23, 24 and 25 of the “Organic Agriculture Promotion Act” of Taiwan.
- b. The following information must be accompanied with photocopy. The original record must be retained and fill in, will be checked during audit. 以下資料皆須檢附影本，紀錄正本須持續填寫，待稽核時供查核。

File name 文件名稱	Data confirmation and explanation 資料確認與說明
1. Registration certificate 登記證明：農場/產銷班/公司/商業登記證明 (若無相關證明，請以農民身分申請)	<input type="checkbox"/> Yes 已檢附 <input type="checkbox"/> No. 未檢附， Describe reason 原因
2. Responsible person ID / Peasant ID / passbook 負責人身 分證影本/農民身分證影本/存摺影本	<input type="checkbox"/> Yes 已檢附 <input type="checkbox"/> No. 未檢附， Describe reason 原因
3. Cadastral map, construction registration transcript, factory registration certificate within one month 最近一個月內地籍圖、建物登記謄本、工廠登記證	<input type="checkbox"/> Yes 已檢附 <input type="checkbox"/> No. 未檢附， Describe reason 原因
4. Use of management right certificate 廠房使用經營權證明文件 (如二年以上租約，與所有權人簽訂的協定等)	<input type="checkbox"/> Yes 已檢附 <input type="checkbox"/> No. 未檢附， Describe reason 原因
5. Geographical information 有機產製廠（場）地 理位 置資料(交通地圖)	<input type="checkbox"/> Yes 已檢附 <input type="checkbox"/> No. 未檢附， Describe reason 原因
6. Production plan or production process description 使用附表依驗證基準之生產計畫或生產過程說明	<input type="checkbox"/> Yes 已檢附 <input type="checkbox"/> No. 未檢附， Describe reason 原因
7. Production record 有機生產紀錄 7.1 Annual production plan 年度生產計畫(請每份產品皆檢附)	<input type="checkbox"/> Yes 已檢附 <input type="checkbox"/> No. 未檢附， Describe reason 原因
7.2 Organic certificate for raw materials (no water and salt)有機原料(不含水和鹽)之有機證明或證書	<input type="checkbox"/> Yes 已檢附 <input type="checkbox"/> No. 未檢附， Describe reason 原因
7.3 Imported raw materials need to be accompanied by an import consent document 進口原料需檢附進 口同意文件證明書	<input type="checkbox"/> Yes 已檢附 <input type="checkbox"/> No. 未檢附， Describe reason 原因
7.4 The product needs water, and the water quality inspection report needs to be attached 製成用水者 需檢附飲用水水質檢驗報告	<input type="checkbox"/> Yes 已檢附 <input type="checkbox"/> No. 未檢附， Describe reason 原因
7.5 Facility/equipment cleaning record 設施/設備清洗紀錄	<input type="checkbox"/> Yes 已檢附 <input type="checkbox"/> No. 未檢附， Describe reason 原因

7.6 Environmental cleaning record 環境衛生(含病蟲鼠害防制)清潔紀錄表	<input type="checkbox"/> Yes 已檢附	<input type="checkbox"/> No. 未檢附， Describe reason 原因
7.7 Purchase record 原料採購紀錄(至少檢附最近一批次)	<input type="checkbox"/> Yes 已檢附	<input type="checkbox"/> No. 未檢附， Describe reason 原因
7.8 Shipping record 產品出貨紀錄(檢附最近一批次)	<input type="checkbox"/> Yes 已檢附	<input type="checkbox"/> No. 未檢附， Describe reason 原因
7.9 Customer complaints, procedures 客戶申訴、抱怨處理程序	<input type="checkbox"/> Yes 已檢附	<input type="checkbox"/> No. 未檢附， Describe reason 原因
7.10 Customer complaints, records 客戶申訴、抱怨處理紀錄	<input type="checkbox"/> Yes 已檢附	<input type="checkbox"/> No. 未檢附， Describe reason 原因
7.11 Procedures in accordance with the local authority's health norms procedures 符合當地主管機關衛生規範準則之程序書	<input type="checkbox"/> Yes 已檢附	<input type="checkbox"/> No. 未檢附， Describe reason 原因
7.12 Product removal procedure 產品下架回收處理程序	<input type="checkbox"/> Yes 已檢附	<input type="checkbox"/> No. 未檢附， Describe reason 原因
7.13 Practitioners' latest health checkup records 食品從業人員最近一年度健康檢查紀錄	<input type="checkbox"/> Yes 已檢附	<input type="checkbox"/> No. 未檢附， Describe reason 原因
7.14 Stamp use control program and record 標章使用控管程式與紀錄(含標章保管使用與報廢處理流程)	<input type="checkbox"/> Yes 已檢附	<input type="checkbox"/> No. 未檢附， Describe reason 原因
7.15 Employee education training program and record 員工教育訓練計畫與紀錄	<input type="checkbox"/> Yes 已檢附	<input type="checkbox"/> No. 未檢附， Describe reason 原因
8. Number of employees and management organization chart 員工人數及管理階層組織圖職掌說明。	<input type="checkbox"/> Yes 已檢附	<input type="checkbox"/> No. 未檢附， Describe reason 原因
9. Certification certificate and contract for outsourcing 製成委外作業之有機農產品驗證證書與委外單位簽訂合約書。	<input type="checkbox"/> Yes 已檢附	<input type="checkbox"/> No. 未檢附， Describe reason 原因
10. To apply for certifiers to multiple certification bodies, additional self-management mechanisms and related records should be attached.向多家驗證機構申請驗證者，應另外檢附自主管理機制及相關紀錄。	<input type="checkbox"/> Yes 已檢附	<input type="checkbox"/> No. 未檢附， Describe reason 原因

4. Organic processed product certification production process description

有機加工品驗證生產製程說明：

Workplace overview (surrounding environment (including water, gas and non-point source pollution), area, equipment and facilities, production scale, number of employees, pollution control, laboratory equipment, etc.) 生產企業及加工場所概況(可描述周邊環境(包括水、氣和有無面源污染)、面積、設備設施、生產規模、員工人數、污染控制、實驗室配備等內容): _____

4.1 Organic raw material description 有機原料說明

Product name 產品名稱: _____ product code 產品編碼: _____

Percentage of organic materials 有機材料所佔百分比 _____ %

If the raw materials are imported, Please enter the domestic organic import consent document number in the "Verification agency and its certificate code" field and its foreign verification unit name.

若原料為進口，請於「驗證機構及其證書字號」欄位填入國內有機進口同意文件字號及其國外驗證單位名稱

The raw material analysis form must be written for each product. If there is more than one product to be verified, please fill in the form or fill out the form

本有機原料分析表必須每份產品撰寫一張，若欲驗證之產品不只有一項，請自行列印或延伸表格填寫

Fill in the order of raw material usage from high to low, the other raw material not include in certification (except for the 95% organic ingredients content) also need to be filled. 請依照原料使用百分比由高至低排序填寫，非驗證有機原料之來源(包具有 95% 有機主原料以外之其他原料)亦應一併填寫。

No. 編 號	Raw material name, grade(including food additives) 原料名稱、等級 (包括食物添加劑)	Material supplier 材料供應商	Place of origin 原產地(國)	驗證機構 及 其證書字 號	Use weight 使用重量 (g or kg)	total output *佔總產 百分比 %
Total weight of product 產品總重						100%

加工產品(成品)之有機原料含量應不低於 95%，請注意質量平衡原理，最後總量需為百分之百(100%)

*有機原料含量計算方式：

有機材料所佔總產品的百分比=有機材料的總重量或總體積(不包括水和鹽)÷總重量或總體積(不包括水和鹽) 以(四捨五入的方式取整數計算)

4.2 Product production process 產品製作流程示；

The drawings indicate the timing and amount of all raw materials and additives used. (one for each product) contains CCP points

圖中需註明使用的所有原料及添加劑使用時機及使用量。(每份產品各列舉一張)包含 CCP 點。

product name 產品名稱 : _____ product code 產品編碼 : _____

Percentage of organic materials 有機材料所佔百分比 _____ %

4.2.1 Whether there is processing of non-organic products in the same production line or production plant area? 在同一生產線或生產廠域內內是否存在非有機產品的加工？ (Y) 是 (N) 否

If yes, the name of the non-organic product produced 如是，生產的非有機產品名稱：_____；

labeled method during the processing 製程中區隔方式：_____

4.2.2 Whether to use food additives or processing aids? 是否使用食品添加物或加工助劑？

(N) 否 (Y) 是； If yes, the name, use and method of processing aid used 如是，使用的加工助劑名稱、用途及使用方法：_____；

4.2.3 Whether to use minerals (including trace elements), vitamins, amino acids? 是否使用礦物質（包括微量元素）、維生素、氨基酸？ (Y) 是 (N) 否

4.2.4 Whether to conduct inspections on product hygiene (including outsourcing and self-inspection) 是否針對產品衛生進行檢驗(包含委外及自行檢驗)？ (N) 否 (Y) 是 (Provide inspection report 請提供檢驗報告)

4.3 Map of the surrounding facilities, surrounding areas and factory (All equipment and rooms and other related locations are marked, and the raw materials, semi-finished products, finished products are shipped into the shipment line, and the pest control points are marked)廠區四周設施、環境狀況、廠區平面圖(請將所有設備及房間等相關位置標出，並說明原料、半成品、成品進出貨動線，並將病蟲鼠害防治點標出)

4.4 Space description 空間說明 (請列舉所有相關的使用空間)

Space name 空間名稱 ex:攪拌 室、半成品室、包 裝室、資材庫	Size 空間大小	Instructions for use 空間使用說明(請說明使用此空間的 目的,若有有機與非有機共同使用,則請 說明使用何種方式防止交叉污染)	Cleaning frequency and Pharmacy 清潔頻率及使用藥劑

4.5 Device Description 設備說明 (All used equipment 所有有使用設備皆需列舉)

Name 設備名稱	Size (total capacity) 設備大小 (總體積)	Place of placement 放置地點	Instructions for use 設備使用說明(請說明使用此 設備的目的,若有有機與非有 機共同使用,則請說明使用何 種方式防止交叉污染)	Cleaning frequency mode 清潔頻率方式

4.6 Packaging material description

包裝材質說明(請依據不同產品做不同的包裝規格說明，若皆為散裝出售則可不用撰寫此欄位)：

Name 名稱	Packaging material 使用包材	Specification 包裝規格	Name of the supplier 包材供應商廠 商名稱	Address of the supplier 包材廠商名稱 地址	Note 備註

4.6.1 Whether the packaging materials meet the standards of food hygiene, safety and quality

包裝材料是否皆符合食品衛生安全及品質之標準? (N) 否 (Y) 是 (Proof of inspection 請檢附證明)

4.6.2 Whether the packaging material contains substances that may contaminate organic products(eg fungicides, preservatives, fumigants, insecticides, migratable fluorescent, banned substances, genetically modified organisms, etc.)?

包裝材料是否含有可能汙染有機產品之物質(如殺菌劑、防腐劑、燻蒸劑、殺蟲劑、可遷移螢光劑、禁用物質和基因改造生物等)? (N) 否 (Y) 是

4.6.3 Does the packaging method have unblocking identification?

包裝方法是否具有啟封辨識性? (N) 否 (Y) 是, Description 請說明: _____.

4.6.4 Is the printing ink or adhesive on the packaging material harmful to the human body?

包裝材料上的印刷油墨或黏合劑是否對人體有害? (Provide inspection certificate 請提供檢驗證明) (N) 否 (Y) 是

4.6.5 Product packaging label 產品包裝標示(Provide samples 請提供樣本)

(1) Whether the packaging container is printed "organic"

包裝容器是否有印製“有機”字樣? (N) 否 (Y) 是

(2) Is the font size and content of organic agricultural products marked with organic regulations?

有機農產品標示之字體大小與內容是否符合有機法規? (N) 否 (Y) 是

(3) Is the organic produce label clearly located? 有機農產品標示是否位於明顯處? (N) 否 (Y) 是, Located 位於:

4.7. Quality monitoring 品質監控

4.7.1 What is the standard? explain 品質管理標準為何？請說明：_____
(Attached file 檢附文件)

4.7.2 Have tested the following?是否有進行以下測試？

Raw material or additive test before purchase?購買前的原料或添加品測試： (Y)是 (N)否

(Is there a manufacturer to provide proof of quality?是否有請廠商提供供貨品質保證之證明？

(Y)是 (N)否

Raw material or additive test after purchase?購買後的原料或添加品測試： (Y)是 (N)否

(Is there a manufacturer to provide proof of quality?是否有請廠商提供供貨品質保證之證明？

(Y)是 (N)否

In-process quality test 半成品品質測試：

(Y)是：_____

(N)否(How to ensure quality?如何確保品質？)：_____

Finished product quality test 成品品質測試：

(Y)是：_____

(N)否(How to ensure quality?如何確保品質？)：_____

4.7.3 Are there any samples of raw materials/semi-finished products and finished products?

原料/半成品及成品是否有留樣？

原料： (Y)是，Length of sample retention 留樣時間長短：_____ (N)否

半成品： (Y)是，Length of sample retention 留樣時間長短：_____ (N)否

成品： (Y)是，Length of sample retention 留樣時間長短：_____ (N)否

4.7.4 Explain the bad semi-finished product / finished product recycling mechanism

請說明不良半成品/成品回收機制：_____

4.7.5 Whether waste does not have a negative impact on the ecological environment

廢棄物是否對生態環境不構成負面影響？ (Y)是 (N)否

4.7.6 How to control pests in the factory 廠區如何控制有害生物？

4.7.6.1 Are you using the pest control materials listed in Chapters 二(一) and (二) of the above verification criteria?是否使用前述驗證基準第二章一(一)及(二)所列之得使用之有害生物防治資材？ (Y)是 (N)否，Use materials?使用資材為何：_____

4.7.6.2 承上題，前述驗證基準第二章一(一)及(二)所列之得使用資材無效，則在能避免與有機原料及最終產品直接接觸之前提下，使用不含輻射、燻蒸劑處理或任何含基因改造生物之製劑、資材之其他方式處理。應向本會申請使用計畫審查。請填寫附件一:非有機種子&資材使用計畫申請審查表。

4.8. Storage 儲藏

✓ Each raw material, additive, in-process product, and finished product must be filled out separately. If they can be combined and classified, they can be written in the same field.

每一份原料、添加物、半成品、成品都需分開填寫，若可合併歸類，可寫在同一欄位

4.8.1 Storage instructions 儲藏說明

Item 性質	Name 名稱	Storage area 儲藏處	Storage Type 儲藏方式 (溫度/包裝說明)	Label name 或 number 標示名 稱或號 碼(✓ or X)	Pest risk 蟲害 害 風險 (✓ or X)	Organic/non- organic common storage 有機/非有 機共同儲 藏 (✓ or X)
<input type="checkbox"/> Ingredient 原料 <input type="checkbox"/> Additive 添加物 <input type="checkbox"/> In-process storage 半成品 <input type="checkbox"/> Finished product 成品 <input type="checkbox"/> Other 其他						
<input type="checkbox"/> Ingredient 原料 <input type="checkbox"/> Additive 添加物 <input type="checkbox"/> In-process storage 半成品 <input type="checkbox"/> Finished product 成品 <input type="checkbox"/> Other 其他						
<input type="checkbox"/> Ingredient 原料 <input type="checkbox"/> Additive 添加物 <input type="checkbox"/> In-process storage 半成品 <input type="checkbox"/> Finished product 成品 <input type="checkbox"/> Other 其他						
<input type="checkbox"/> Ingredient 原料 <input type="checkbox"/> Additive 添加物 <input type="checkbox"/> In-process storage 半成品 <input type="checkbox"/> Finished product 成品 <input type="checkbox"/> Other 其他						
<input type="checkbox"/> Ingredient 原料 <input type="checkbox"/> Additive 添加物 <input type="checkbox"/> In-process storage 半成品 <input type="checkbox"/> Finished product 成品 <input type="checkbox"/> Other 其他						

4.8.2 Explain how the storage area can prevent pollution (Different regions are listed separately)

請說明儲藏區如何防治污染源：(包括灰塵、蟲害、鼠害...等，不同區域請分開列舉，若具有紀錄請檢附) : _____

4.9. Transport 運輸

4.9.1 Explain how the mode of transport when the material enters 請說明物料進入時的運輸方式：(含進入公司前後的包裝差異及配合的物流商)：

4.9.2 Are organic products shipped together with nonorganic products in the same transport units ?

物流商(含出貨與物料進入)是否將有機與非有機產品/物料一起運送? (N) 否 (Y) 是。

How to prevent cross-contamination 請提出如何防治交叉污染：

4.9.3 Do you requirements a carrier or supplier to maintain organic process?

是否有要求物流商或供應商配合來維持有機完整性之要求? (Y) 是 (N) 否

4.9.4 How are in-process products transported 半成品運輸方式為何？

How do you insure that in-process transport units are cleaned prior to loading organic products ? 其運輸方式是否有清潔紀錄 ? (Y) 是 (N) 否 , How to ensure clean?如何確保清潔 ?

4.9.5 How are Finished products transported 輸出成品的方式為何 ? Original packaging transport 依據儲藏時之原包裝運輸(Vendor 配合廠商 : _____) Other 其他 : _____

(Vendor 配合廠商)

Is there a clean record for the mode of transport? 其運輸方式是否有清潔紀錄 ? (Y) 是 (N) 否 , How to ensure clean?如何確保清潔 ?

4.10. Record 紀錄

4.10.1 Can the record preservation be traced back to the material by the finished product? 紀錄保存系統是否能由成品往前追溯至材料 ? (Y) 是 (N) 否

4.10.2 Can your record keeping system balance incoming organic ingredients with outgoing organic finished products? 紀錄保存系統是否能使進入之資材總量與輸出之有機產品總量達到進出平衡 ? (Y) 是 (N) 否

4.10.3 How long do you keep your records? 紀錄保存期限 :

4.10.4 Save old records: 保存的舊紀錄 :

Existing record 現有的紀錄 :

4.11. Sales and label management 銷售與標章管理

4.11.1 Is the (organized) verification mark and the name of the certification body used on the minimum sales package of the product or product (scheduled)? 是否(已/預定)在產品或者產品的最小銷售包裝上使用有機產品驗證標章、驗證機構名稱 ? (N) 否 (Y) 是 ; If yes 若是 ,

Buy adhesive verification stamp 購買黏貼式驗證標章 ; Self-printing overprint verification mark 自行印製套印式驗證標章

4.11.2 What measures are taken to ensure the integrity and traceability of organic products

when the product is sold? 在產品銷售時採取何種措施保證有機產品的完整性和可追溯性？

- Avoid mixing organic and non-organic products 避免將有機產品與非有機產品混合
- Avoid contacting organic products with prohibited substances 避免將有機產品與禁用物質接觸
- Establish records of purchase, transportation, storage, storage and sales of organic products
建立有機產品的購買、運輸、儲存、出入庫和銷售等記錄
- Other (specify) 其他 (請說明) : _____

4.11.3 Sales 銷售情況

Product name 產品名稱	Primary (scheduled) point of sale 主要(預定)銷售點	Sales volume (tons) 銷售量(噸)