



The National Standard of the People's Republic of China

GB/T 19630.4—2011

Replacing GB/T 19630.4—2005

Organic Products Part 4: Management System

Organic Products—Part 4: Management system

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Table of Contents

Foreword	3
1 Scope	5
2 Normative References	5
3 Terms and Definitions	5
4 Requirements	6
4.1 General Principles	6
4.2 Documentation Requirements	6
4.3 Resource Management	8
4.4 Internal Inspection	8
4.5 Retrospective System and Product Recall	8
4.6 Complaints	9
4.7 Continuous Improvement	9

Foreword

The GB/T 19630-Organic Products is composed of four parts, which are:

- Part 1: Production
- Part 2: Processing;
- Part 3: Labeling and Marketing; and
- Part 4: Management system

This is the Part 4 of GB/T 19630.

This Part was drafted in accordance with the rules set forth in the Directives for Standardization - Part I: Structure and Drafting of Standards (GB/T 1.1-2009).

This Part is to replace Organic Products - Part 4: Management System (GB/T 19630.4-2005).

As compared to GB/T 19630.4-2005, the main technical amendments are as follows:

- Added “Table of Contents”;
- Adjustment made to the section of “Scope” by deletion of “related supplying links”;
- Deleted the term “production base” and its definition (see Clause 3.4 in 2005 Version);
- Added “management of organic labels”, “retrospective system and product recall” and “continuous improvement system” in the section of “manuals for quality management of the production, processing and handling of organic products”, and deleted “planning implementation of the production, processing and handling of organic products” and “audit tracking” from the same section;
- Added “procedures for sanitation and pest control in processing plants” and “procedures for management of labels and lot numbers” (see Clause 4.2.5 g and h) in the section of “operational procedures for production, processing and handling of organic products”;
- Added “account records for all production inputs”, “records for plant harvesting”, “records for slaughtering, fishing and extraction in processing animal products (including bee products)”, “records for management and use of organic labels”, “records for training” and “records for internal inspection” in the section of “records” (see Clause 4.2.6 o and p);
- Deleted the provisions for minimum year(s) of experience required for the management staff and internal inspectors engaged in the production, processing and/or handling of organic products;
- Added the title of “retrospective system and product recall” and the provisions for product recall (see Clause 4.5);
- Added the provisions for complaints (see Clause 4.6);

Please note that some provisions in this Part may be involved with certain patents. The authority issuing this Part is not responsible for identifying any of such patents.

This Part was proposed by the Certification and Accreditation Administration of the People's Republic of China.

This Part was drafted by: China Organic Food Certification Center, CNCA Registration Department, Organic Food Development and Certification Center of China, China National Accreditation Service for Conformity Assessment, and China Certification & Accreditation Institute.

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The publication history of the standard to be replaced with this Part is as follows:

— GB/T 19630.4-2005

Organic Products Part 4: Management System

1 Scope

This GB/T 19630 - Part 4 sets forth the general standards and requirements for the management system necessary to be developed and maintained in the production, processing and handling of organic products.

This Part shall apply to anyone engaged in the production, processing and/or handling of organic products.

2 Normative References

The following normative documents constitute an integral part of this Part. For a reference document with issue date, only the dated version of it shall apply to this Part. For a reference document without issue date, the latest version of it, including all the amendments thereof, shall apply to this Part.

GB/T 19630.1 Organic Products- Part 1: Production

GB/T 19630.2 Organic Products- Part 2: Processing

GB/T 19630.3 Organic Products- Part 3: Labeling and Marketing

3 Terms and Definitions

The terms used in this Part shall be defined as follows:

3.1

Organic producer

Any individual or organization engaged in organic planting, organic farming and wild plant collection in accordance with this Standard that has been certificated by an organic certification agency in respect of his/her/its products and production units and licensed to use organic labels on the products.

3.2

Organic processor

Any individual or organization engaged in organic processing in accordance with this Standard that has been certificated by an organic certification agency in respect of his/her/its products and processing units and licensed to use organic labels on the products.

3.3

Organic handler

Any individual or organization engaged in the transportation, storage, packaging and/or trading of organic products in accordance with this Standard that has been certificated by an organic certification agency in respect of his/her/its products and business units and licensed to use organic certification labels on the products.

3.4

Internal inspector

A person of the management staff in any organization engaged in the production, processing and/or handling of organic products that is responsible for internal inspection of the organic management system in the organization and assists an organic certification agency in the course of examination and certification.

4 Requirements

4.1 General Principles

4.1.1 An organic producer, processors or handler shall have acquired the land use right and business license lawful and necessary for his/her/its business.

4.1.2 An organic producer, processor or handler shall develop and maintain a management system for the production, processing and handling of organic products in accordance with the requirements as set forth in GB/T 19630.1, GB/T 19630.2 and GB/T19630.3. Such management system shall appear in the form of the documents as required in this Clause 4.2 and ought to be maintained and implemented accordingly.

4.2 Documentation Requirements

4.2.1 Document contents

The documents required for the management system of the production, processing and handling of organic products shall include:

- a) the location maps for production units and processing/handling bases;
- b) the manual for management of the production, processing and handling of organic products;
- c) the operational procedures for the production, processing and handling of organic products; and
- d) the complete records of the production, processing and handling of organic products.

4.2.2 Document control

The documents required for the management system of the production, processing and handling of organic products shall be timely updated, the valid and effective version of which must be available in use.

4.2.3 Location maps for production units and processing/handling bases

The location map for a production unit or processing/handling base shall be made in proper scale and show information, including but not limited to:

- a) the deployment of farming plots, the deployment of wild plant collection areas, fishing grounds, aquatic farms, bee farms and beehives, the deployment of livestock and poultry farms, free activity areas, free grazing lands and manure treatment sites, and the deployment of the areas for processing and handling organic products;
- b) river, well and/or other water sources;
- c) adjacent and/or boundary lands;
- d) separation areas for livestock and poultry quarantine;
- e) the deployment of plants, warehouses and other related premises for processing and/or packaging of organic products; and
- f) the thing in the production unit that may definitely reflect the characteristic of the unit.

4.2.4 Manual for management of the production, processing and handling of organic products

A manual shall be prepared and maintained for management of the production, processing and/or handling of organic products. Such manual shall include but not limited to:

- a) the brief biography of each organic producer, processor and handler;
- b) the policies and goals for management of organic producers, processors and handlers;
- c) an organizational chart and the functions and responsibilities for each job position in the organization;
- d) the information about management of organic labels;

- e) the information about retrospective system and product recall;
- f) the information about internal inspection;
- g) the information about management of documents and records;
- h) the information about customer complaints and the handling thereof; and
- i) the information about continuous improvement.

4.2.5 Operational procedures for production, processing and handling of organic products

Procedures for production, processing and/or handling of organic products shall be made and implemented. Such procedures shall include, but not limited to:

- a) the production and technology procedures for crop farming, edible mushroom cultivation, wild plant collection, livestock farming, fishing/aquatic farming and/or beekeeping;
- b) the control procedures for preventing from the pollution of banned substances in the course of the production, processing and handling of organic products;
- c) the procedures for preventing from mixture of organic products and inorganic products;
- d) the procedures for harvesting plants and the operational procedures for the transportation, processing and storage of plants after harvesting;
- e) the operational procedures for slaughtering, fishing, extraction, processing, transportation and storage of animal products;
- f) the procedures for maintaining and cleaning of vehicles, machines and warehouse facilities;
- g) the procedures for sanitation and pest control in processing plants;
- h) the procedures for management of labels and lot numbers; and
- i) the procedures for employee welfare and labor protection.

4.2.6 Records

An organic producer, processor or handler shall keep business records in any event. The records shall be clear and accurate, and can be used as the valid evidence for the activities occurring in the production, processing and/or handling of organic products. The records shall be kept for at least 5 years, and shall include but not limited to:

- a) the historical records of the production unit, the time and quantity (if any) for the production unit using any banned substance;
- b) the information about the types, sources and quantities of reproductive materials such as seeds, seedlings and breeding livestock/poultry;
- c) the records for fertilizer production process;
- d) the fertilizer types, amounts and application time for soil fertility, and the land parcels in which the fertilizers are used;
- e) the names, elements, application cause, usage amounts and application time of the substances used for control of pests, disease and weeds;
- f) for an animal farm, the details (e.g. varieties, sources, identification methods, quantities, date of storage/retrieval, and destination) for all the animals taken into or out of the farm;
- g) for an animal farm, the details for all the drugs used in the animal farm, including but not limited to name of the drugs, active ingredients, application cause, usage amounts, the method for identifying a treated animal, the amount of treated animals, the date for starting animal treatment, and the earliest date for selling the animals or animal products;
- h) for an animal farm, the details (types, elements, application time, usage amounts etc.) for all the animal feeds and feed additives used in the farm;
- i) the account records (sources, purchase amounts, usage amounts, destination, stocks etc.) and purchasing documents for all product inputs;
- j) the records for plant harvesting including, but not limited to, the records for plant types, quantities, date of harvesting, method of harvesting, and production lot numbers;
- k) the records for slaughtering, fishing and extraction of animal (bee) products;

- l) processing records including, but not limited to, the records for purchase of raw materials, warehouse receiving, processing, packaging, labeling, storage, warehouse outward delivery, and transportation;
- m) the records for prevention and control of pests in processing plants, and the records for cleaning the facilities used in processing, storage and transportation;
- n) sales records and the records for management of organic labels;
- o) training records; and
- p) the records for internal inspections.

4.3 Resource Management

4.3.1 An organic producer, processor or handler shall have the resources necessary and suitable for its scale and technology in producing, processing and/or handling organic products.

4.3.2 An organic producer, processor or handler shall have an officer dedicated for management of the production, processing and/or handling of organic products. Such officer shall:

- a) be one of persons-in-charge of the entity; and
- b) understand the applicable laws and regulations and related requirements;
- c) understand the requirements in GB/T 19630.1, GB/T 19630.2, GB/T 19630.3, and this Part;
- d) have the technology, knowledge or experience in agricultural production, processing and/or handling; and
- e) be familiar with the management system and procedures in the entity for the production, processing and/or handling of organic products.

4.3.3 An organic producer, processor or handler shall have an internal inspector. Such internal inspector shall:

- a) be familiar with the applicable laws and regulations and related requirements;
- b) be relatively independent from that to be inspected;
- c) be familiar with and have a good command of the requirements in GB/T 19630.1, GB/T 19630.2, GB/T 19630.3 and this Part;
- d) have the expertise or experience in agricultural production, processing and/or handling; and
- e) be familiar with the management system and procedures in the entity for the production, processing and/or handling of organic products.

4.4 Internal Inspection

4.4.1 An organic producer, processor or handler shall have an internal inspection system to ensure that the procedures for the production, processing and/or handling of organic products will meet the requirements as set forth in GB/T 19630.1, GB/T 19630.2, GB/T 19630.3 and this Part.

4.4.2 The internal inspection shall be carried out by an internal inspector.

4.4.3 An internal inspector shall:

- a) perform the inspection of the management system in the entity in accordance with this Part, and make suggestions for improvement of that being inconsistent with this Part 4;
- b) perform the inspection of the production and processing procedures in the entity in accordance with the requirements set forth in GB/T 19630.1, GB/T 19630.2 and GB/T 19630.3, and make records thereof; and
- c) assist the certification agency in the course of examination and certification.

4.5 Retrospective System and Product Recall

An organic producer, processor or handler shall have a complete retrospective system and keep the specific records for all the retrospective production process (e.g. records for land parcel maps, agricultural activities, processing, warehousing, storage and retrieval of goods, and sales of goods), as well as that for all the traceable production lot numbers.

An organic producer, processor or handler shall develop and maintain an effective product recall

system to set forth the conditions for production recall, handling of recalled products, corrective measures to be adopted and mock recalls, and keep the records for the whole process of product recall, including but not limited to records for recall, notification, remedies, causes and settlements.

4.6 Complaints

An organic producer, processor or handler shall develop and maintain an effective system to handle customer complaints, and keep the records for the whole process of complaint handling, including but not limited to records for receiving, registering, confirming, investigating and tracing a complaint, and feedbacks about the complaint.

4.7 Continuous Improvement

An organic producer, processor or handler shall keep active and continuous improvement of its management system in the production, processing and/or handling of organic products, and promote the healthy development of it, so that any and all the existing or potential factors inconsistent with the production, processing and/or handling of organic products will be removed. An organic producer, processor or handler shall:

- a) determine the cause of an inconsistency;
 - b) assess the necessity for insuring no reoccurrence of the same kind of inconsistency;
 - c) determine and put into force necessary measures;
 - d) make records of the result of the measures; and
 - e) review the corrective or preventive measures that have been taken.
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