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National Standard of the People's Republic of China

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Organic Products

Part 4: Management System

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Issued by General Administration of Quality Supervision, Inspection and Quarantine of the
People's Republic of China
Standardization Administration of the People's Republic of China

Foreword

GB/T 19630 *Organic Products* consists of four parts:

Part 1: Production;

Part 2: Processing;

Part 3: Labeling and Marketing;

Part 4: Management System.

This is the fourth part of GB/T 19630.

This part was drafted according to the rules in GB/T 1.1-2009.

This part replaces GB/T 19630.4-2005 *Organic Products Part 4: management system*.

Compared with GB/T 19630.4-2005, the main technical changes are as follows:

- addition of “contents”;
- adjustment of applicable scope and removal of “related supply chain”;
- removal of “production base” from terms and definition (see version 2005, 3.4);
- addition of “organic label management,” “traceability system and product recall,” “Continuous improvement” and removal of “organic production, processing, handling and implementation plans,” and “audit trail system” in the quality management manual of production, processing and handling;
- addition of “Procedures for processing plant sanitation management and pest control”; and “Procedures for label and lot number control” (see 4.2.5 g) and h)) ;
- addition of all the accounting records of production inputs (source, purchase quantity, the use of destination and quantity, stock number, etc.) and purchase of documents; Plant and animal products harvesting, slaughtering, fishing and extraction; Organic label control; Training; and Internal inspection [see 4.2.6 o) and p)];
- removal of the restrictions on work years for the production, processing and handling manager as well as for the internal inspector;
- addition and modification of the title of traceability system and product recall and requirement of product recall(see 4.5);
- addition of complaint (see 4.6);

Please note that some rules in this document may involve patents; the agency issuing this document does

not assume the responsibility of identifying these patents.

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

This part was drafted by China Organic Food Certification Center, Certification and Accreditation Administration of the People's Republic of China, China Organic Food Development and Certification Center, China National Accreditation Center for Conformity Assessment and China Certification & Accreditation Institute

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Previous issue replaced by this part is as following:

——GB/T 19630.4-2005.

1 Scope

This part of GB/T 19630 defines general criteria and requirements for the management system, which shall be developed and maintained in organic production, processing and handling operations.

This part applies to operations of organic producers, processors and handlers.

2 Normative References

The following normative documents contain provisions which, through reference in this part of GB/T 19630, constitute provisions of this part. For dated references, subsequent amendments, or revisions of, any of these publications do not apply. For undated references, the latest edition of the publications referred applies.

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

Terms and definitions listed hereafter apply to this document.

3.1 Organic Producer

Any organization or person who engages in the organic planting, animal husbandry and wild plants collection according to this Standard, whose production units and products have been certified by an organic certification body and who has been granted the qualification to use the organic product certification mark.

3.2 Organic Processor

Any organization or person who engages in organic processing according to this Standard, whose processing units and products have been certified by organic certification body, and who has been granted the qualification to use the organic product certification mark.

3.3 Organic Handler

Any organization or person who engages in transportation, storage, packaging and trading of organic products according to this Standard, whose handling units and products have been certified by organic certification body and who has been granted the qualification to use the organic mark.

3.4 Internal Inspector

A person who is in charge of internal inspection of an organic management system within organic

production, processing and handling organizations, and cooperates with organic certification body on inspection and certification.

4 Requirements

4.1 General Rules

4.1.1 Organic products producers, processors and handlers shall gain legal land use rights and legal business certification documents.

4.1.2 Organic products producers, processors and handlers shall establish and maintain management systems for organic production, processing and handling activities according to requirements set forth in GB/T 19630.1, GB/T 19630.2 and GB/T 19630.3. Management systems shall develop documents required in part 4.2, which shall be implemented and maintained.

4.2 Document Requirements

4.2.1 Document content

Documents requested for management system for organic production, processing and handling shall include:

- a) Map showing the location of production units, or processing/handling facilities;
- b) Management manual for organic production, processing and handling operations;
- c) Operation specifications for organic production, processing and handling;
- d) System records of organic production, processing and handling operations.

4.2.2 Document control

Documents required by the management system for organic production, processing and handling shall be updated in a timely manner. Valid version of the documents shall be available when need.

4.2.3 Map showing the location for the sites of production units, processing and handling facilities

Map showing the location for the sites of production units, processing and handling facilities shall be drawn to scale. The map shall indicate but not be limited by the following information:

- a) Location of farming plots, wild plants collection, aquatic fishing areas, aquaculture areas, beekeeping areas and beehives distribution, livestock farms and pasture, free-range exercise areas or grazing areas, excreta disposal sites, processing and handling areas;
- b) Rivers, wells and other sources of water;
- c) Usage of adjacent land and boundary land;
- d) Segregation areas for livestock quarantine;
- e) Location of processing, packaging workshop, warehouses and other relevant equipment;
- f) Main markers which are able to indicate the characteristics of production unit.

4.2.4 Quality management manual for organic products production, processing and operations

A quality management manual for organic production, processing and operations shall be developed and

maintained. It shall include but not be limited to:

- a) A brief description of the organic producer, processor and handler;
- b) Quality policies and quality objectives for organic production, processing and handling;
- c) Organizational structure, and associated responsibilities and authority for relevant positions;
- d) Organic label management;
- e) Traceability and product recall system;
- f) Internal inspection;
- g) Document and record control;
- h) Complaints and appeal handling;
- i) Continuous improvement.

4.2.5 Specifications for organic production, processing and handling

Specifications for organic production, processing and handling shall be developed and include, at a minimum:

- a) Specifications for organic crop production, edible mushroom cultivation, wild plants collection, livestock and poultry breeding, aquaculture/fishing, bee breeding;
- b) Precautions for preventing contamination by prohibited substances during organic production, processing and handling operations;
- c) Control measure for preventing commingling of organic and non-organic products;
- d) Specifications for crop harvesting or collection, post harvest activities including transportation, processing and storage operations;
- e) Specifications for animal products slaughtering, fishing, processing, transportation and storage;
- f) Specifications for maintenance and cleaning of transport vehicle, machinery, equipment, storage facility;
- g) Specifications for processing plant sanitation management and pest control;
- h) Specifications for label and lot number control;
- i) Specifications for workers welfare and labor protection.

4.2.6 Records

Organic producers, processors and handlers shall establish and keep records. The records shall be unambiguous and genuine; provide valid proofs for organic production, processing and handling operations. The records shall be maintained at least 5 years, including but not be limited to:

- a) History records with the date and quantity of prohibited materials used;
- b) Varieties, origin and quantity of the seeds, seedlings, young livestock and poultry as well as other propagating materials;
- c) Fertilizer production process records;
- d) Fertilizer used type, quantity, date of application, and plots;
- e) Names, ingredients, application methods, date and quantity of the materials for plant disease, insect and weed control;
- f) Detailed information of entry and exit of animal breeding unit shall include but not be limited to: species, origin, identification method, quantity, date of entry and exit, destination.
- g) Records of veterinary medicine application for animal breeding units shall include: Products name, active ingredients, the justification for use and dose; identification methods of treated animals, number of heads treated, beginning date and method of treatment, the earliest date of selling the treated animal or its products
- h) Detailed information about feed and feed additives in animal breeding units shall include: varieties, ingredients and applying date, etc;
- i) The accounting records of all production inputs (source, purchase quantity, the use of the whereabouts and number, stock number, etc.) and purchase receipts;
- j) Plant products harvesting records, include type, quantity, harvest date, harvest approach, production batch number, etc;

- k) Animal (Bee) products slaughtering, fishing and extraction records;
- l) Processing records for raw material purchasing, processing, packaging, labeling, storage and transportation, etc;
- m) Pest control records for processing facilities and cleaning records for processing, storage and transportation facilities, etc;

- n) Selling records and organic label control records;
- o) Training records;
- p) Internal inspection records.

4.3 Resource Management

4.3.1 Organic producers, processors and handlers shall have competent facilities and technical resources for organic production and processing.

4.3.2 Management staff for organic production, processing and handling operations shall be designated and meet the following requirements:

- a) to be one of the main responsible persons in the organizations;
- b) to know relevant laws, regulations and other requirements of the governmental authorities;
- c) to understand the requirements of GB/T 19630.1, GB/T 19630.2, GB/T 19630.3 and this part;
- d) to have relevant technology or experiences of agriculture production, processing and handling;
- e) to be familiar with organic production, processing and handling management system and production, processing and handling operations of the organizations.

4.3.3 Internal inspectors shall be assigned and meet the following requirements:

- a) to know relevant laws, regulations and other requirements of the governmental authorities;
- b) to be independent from inspected party;
- c) to be familiar with the requirements of GB/T 19630.1, GB/T 19630.2, GB/T 19630.3 and this part;
- d) to have relevant technology or experiences of agriculture production, processing and handling;
- e) to be familiar with organic production, processing and handling management system and production and/or processing operations of the organizations.

4.4 Internal Inspection

4.4.1 An internal inspection system shall be set up to ensure that the organic production, processing and handling management system and production operations comply with the requirements established in GB/T 19630.1 ~ GB/T 19630.4.

4.4.2 Internal inspections shall be undertaken by internal inspectors.

4.4.3 Responsibilities of the internal inspectors are:

- a) to undertake internal inspections for quality management system according to the requirements of this part, and put forward corrective actions for non-compliances;
- b) to undertake internal inspections for production, processing and handling of the organization according to GB/T 19630.1, GB/T 19630.2 and GB/T 19630.3 and record.
- c) to cooperate with the inspection and certification of the certification body.

4.5 Traceability System and Product Recall

Organic producers, processors and handlers shall establish a comprehensive system of traceability, and keep detailed records of the entire process of production (Such as: field maps, record of farming activities, processing, storage and sales records, records of incoming and outgoing, and marketing, etc.), as well as traceable production batch system.

Organic producers, processors and handlers shall establish product recall system, including: conditions of recall, handling of recall products, corrective measures and mock recall etc. Producers should keep the products recall records, including: recall notifications, remedies, causes, treatment, etc.

4.6 Complaints

Organic producers, processors and handlers shall develop and maintain the procedures for handling customer complaints, and shall keep records of the entire process of handling complaints, including: acceptance, registration, confirmation, investigation, tracking, feedback.

4.7 Continuous Improvement

The organization shall continuously improve the effectiveness of the management system for organic production, processing and handling to eliminate non-conformities and potential non-conformities activities. Organic producers, processors and handlers shall:

- a) identify the causes of the non-conformities;
- b) evaluate the requirements for the elimination of non-conformities;
- c) confirm and implement necessary measures;
- d) keep records for the result of corrective actions taken;
- e) review the adopted corrective actions or preventive measures.