

## COFCC Certification Process

Steps	Procedures	COFCC Work Flow	Supports from Clients
1	Introduction based on intention	Introduce the basic requirements of COFCC organic certification, arrange meetings if necessary.	Introduce background and specify needs. Introduce the basic situation and demand
2	Apply for Certification	Provide client with open documents, application forms, questionnaires, and other relevant information. Preview documents submitted by client, and inform client to submit additional information if necessary.	Submit application forms and questionnaire. Prepare relevant documents, and supplement additional information if required by COFCC.
3	Acceptance of Application	Review contract, and present certification fee	Confirm and sign the contract.
4	Payment of Certification Fee	Notify client to pay certification fee.	Pay certification fee.
5	Environmental Assessment (If Applicable)	Notify client of the testing samples and testing items.	Entrust authorized laboratory for testing.
6	Preparation of Onsite Inspection	Organize inspection group, establish inspection plans, and verify the completeness and conformance of documentations. Inform client if the documentations need to be modified or supplemented.	Confirm inspection plans and procedures. Modify or supplement materials if needed.
7	Onsite Inspection	Conduct onsite inspection according to inspection plan, collect relevant inspection evidence, take samples and send to authorized laboratory for testing.	Cooperate with inspectors to conduct onsite inspection. Provide necessary resources and materials, and make confirmation.
8	Inspection Report	Write inspection report based on onsite inspection. Evaluate the inspected party with standard conformance and sustained validity of the production. The result need to be confirmed by the inspected party.	Confirm conclusions generated from inspection report in writing.

9	Decision of Certification	Evaluate the normalization and effectiveness of onsite inspection. Take assessment based on the information of inspected party according to the inspection report and relevant standards. Make a decision of certification and inform client in time.	Supplement further information, close nonconformities, inquire the decision of certification, and understand the proper use of certificate, certified symbol and label.
10	Certificate Preparation	Print certificate, build certificate database, and archive documents.	
11	Residual Payment	Inform client to pay the residual (If applicable)	Pay the residual. (If applicable)
12	Certificate Issuance	Issue certificate.	Confirmation of receiving the certificate.
*	Supervision after Certification	Conduct non-routine inspection on certified units as required. Track and manage the use of certificate, symbol and label. Suspend or revoke certificate if violation is found.	Cooperate with COFCC in supervision after certification. Inform COFCC of any significant changes. Accept non announced inspections.
*	Certification Renewal	Evaluate application, repeat steps 2-13 if acceptable.	Apply for certification renewal three months prior to expire date of certificate.