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1. CERTIFICATION 认证

1.1- Review 复核. 7.5

ETKO China China assigns at least one person to review all information and results related to the evaluation. The review will be carried out by a person(s) who has not been involved in the evaluation process. 7.5.1

艾拓克指定至少一名人员复核与评价相关的所有信息和结果。复核将由未参与评价过程的人员进行。 7.5.1

Recommendations for a certification decision based on the review will be documented unless the review and the certification decision are completed concurrently by the same person. 7.5.2

基于复核的认证决定建议将被记录，除非复核和认证决定是由同一人同时完成的。 7.5.2

Person performing the review,

进行复核的人员，

- Receives Inspection files from the inspector assigned.
从分配的检查员那里接收检查文件。
- Submits Nonconformity Report to the client.
向客户提交不符合报告。
- Verifies the content of the file including reviewing the content of the checklist to ensure the inspector's comments are appropriate and clarifies missing information and/or documents.
核实文件的内容，包括审核检查表，以确保检查员的评论适当，并澄清任何缺失的信息和/或文件。
- Report the findings in File Review Checklist form (i.e. OP-CN 01 F 34-A Inspection File Review Checklist OBP Program). ETKO China China personnel who reviews the file informs the inspector about the information and documents that need to be corrected/completed regarding the audit reports in the file, and informs the ETKO China application department about the documents that need to be corrected regarding the application process documents.
使用文件复核检查表（即OP-CN 01 F 34-A 检查文件复核检查表OBP项目）报告发现。复核文件的艾拓克人员将通知检查员关于审核报告中需要更正/补充的信息和文件，并通知艾拓克申请部门关于申请过程文件中需要更正的内容。
- Deficiencies identified during the File Review are fixed by the relevant inspector and application employee before a certification decision is taken.
在做出认证决定之前，在文件复核过程中识别的差异由相应的检查员和申请部门员工纠正。

The reviewed file is forwarded to the certifier for a final decision if the file was reviewed by the file reviewer for the purpose of supporting the certifier.

如果文件复核是由不是认证员的文件复核员完成的，复核后的文件递交给认证员，进行最终的认证决定。

The reviewed file includes 复核过的文件包括：

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- Inspection File Review Checklist;
检查文件复核检查表;
- Inspection Report;
检查报告;
- Closed Nonconformity Reports;
已关闭的不符合报告;
- All the other records and reports as necessitated by relevant procedures and processes.
所有其他根据相关程序和过程要求的记录和报告。

1.2- Certification Decision 认证决定: 7.6

As an independent body ETKO China (7.6.4) is responsible for and will retain authority for its decisions relating to certification. 7.6.1

做为独立的机构，艾拓克(7.6.4)对其与认证有关的决定负责并保持权威。 7.6.1

Within a reasonable time after completion of the evaluation and the review of the evaluation results, ETKO China proceeds with the certification decision;

在完成评价和评价结果复核后，艾拓克在合理的时间内进行认证决定；

ETKO China assigns at least one person (Certifier) to make the certification decision. The Certifier is responsible for all the decisions in relation to certification (granting, suspension, revoking...) The Certifier is a regular employee of ETKO China, independent of the application review and evaluation process. 7.6.2, 7.6.3. Certifier takes decisions based on all information related to the evaluation, its review, and any other relevant information. The review and the certification decision can be completed concurrently by the CERTIFIER.

艾拓克指派至少一名人员（认证员）做出认证决定。认证员负责与认证相关的所有决定（授予、暂停、撤销等）。认证员是艾拓克的正式员工，独立于申请评审和评价过程。 7.6.2, 7.6.3. 认证员基于与评价的信息、评价信息的复核及其他相关信息做出决定。复核和认证决定可以由认证员同时完成。

The certification may include requirements for the correction of minor non-compliances within a specified time period as a condition of continued certification.

认证可能包括在特定时间内纠正轻微不符合的要求，作为继续认证的条件。

ETKO China grants certification based on the determination that:

艾拓克根据以下确定授予认证：

- The applicant is in compliance with its system plan and all procedures;
申请人及其系统规划和所有程序与标准要求相符;
- The activities of the applicant's operation are in compliance with the appropriate regulations;
and
申请人的操作活动符合相关法规；且
- The applicant is able to conduct operations in accordance with the certification program.

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申请人能够按照认证方案进行操作。

Granting the certification depends on the appropriate planning or, planning and implementation of the corrective actions for the nonconformities observed during the Inspection. Certification remains valid for one year or until the following surveillance or annual evaluation is realized. Certification may be suspended or revoked in case any irregularity is found.

授予认证取决于适当的规划或在检查期间观察到的不符合情况的纠正措施计划和实施。认证有效期为一年，或直到进行下一次监督或年度评价。如果发现任何不符合情况，认证可能会被暂停或撤销。

The persons employed by ETKO China, or under contract with, cannot have contracts with other certification bodies. 7.6.5

艾拓克的员工或与艾拓克签约的人员不得与其他认证机构有合同关系。 7.6.5

In the case Certifier is not to grant certification to any client's operation ETKO China notifies the client of a decision not to grant certification and identifies the reasons for the decision. 7.6.6.

如果认证员不向客户的任何操作授予认证，艾拓克将通知客户不授予认证的决定，并说明决定的理由。 7.6.6.

NOTE: If the client expresses interest in continuing the certification process, ETKO China can resume the process for evaluation.

注意：如果客户表示有意继续认证过程，艾拓克可以恢复评价流程。

The sanction decision is made by ETKO China Certifier. According to that decision, the sanction process is maintained by ETKO China Certifier including ensuring that the process is completed correctly by staff who is assigned to the related job description.

制裁决定由艾拓克认证员做出。根据该决定，制裁过程由艾拓克认证员管理，确保相关岗位的员工正确完成该过程。

The Impartiality Committee "IC" is an independent entity apart from Certifier and has the authority and responsibility to monitor all the certification processes to ensure the compliance of the certification activities with the related accreditation and approval rules.

公正委员会（IC）是与认证员独立的实体，具有监控所有认证过程的权力和责任，以确保认证活动符合相关的认可和批准规则。

1.3- The Certificate 认证文件 (证书) 7.7

Upon successful completion of the certification process and conformity through full assessment against the requirements of the standard(s) against which the organization is being assessed has been demonstrated, an officially numbered certificate is issued by ETKO China.

在成功完成认证过程并且通过全面评估证实了组织符合其正在接受评估的标准的的要求后，艾拓克会发放有正式编号的证书。

In order to ensure to both customer satisfaction and compliance with the rules set by the program owners; certification tasks are followed along with other tasks and are not disrupted, and that there are no delays, continuous following up of the GP-CN 01 F 14 Client Registration Form for scope certificate status and completing the tasks in here related on time is essential.

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为确保客户满意和遵守方案所有者设定的规则，认证任务与其他任务同步进行，确保没有干扰和延误。持续监控《GP-CN 01 F 14客户注册表》的范围证书状态并及时完成相关任务至关重要。

The format of the Certificate is set according to the specific regulation or standard. Dedicated scope certificate templates have been designed by ETKO China for each certification program. Each Scope Certificate shall be assigned a unique certificate number. Unless otherwise specified by a scheme owner, the certificate number is generally prescribed in the following format: “ETK-Client No.- abbreviation of the standard name -YYMM.XX”.

证书的格式根据具体的法规或标准设定。艾拓克为每个认证方案设计了专门的范围证书模板。每个范围证书都应分配一个唯一的证书编号。除非认证方案有其它规定，证书编号通用规定格式如下：“ETK-客户编号-标准名称缩写-YYMM.XX”。

Client No. Refers to the the 8-digit ETKO China Client No. registered for the organization by ETKO China, for example 86000001.

户编号指的是由艾拓克为组织注册的8位艾拓克客户编号，例如86000001。

- Abbreviation of the standard name refers to “COL” for OBP-COL-STD, “REC” for OBP-REC-STD, “BRA” for OBP-BRA-STD, “NEU” for OPB-NEU-STD, “PRO” for OBP-PRO-STD and “SOC” for OBP-SOC-STD, “SFA” for SFA certification program.
“标准名称缩写”指：“COL”代表OBP-COL-STD，“REC”代表OBP-REC-STD，“BRA”代表OBP-BRA-STD，“NEU”代表OPB-NEU-STD，“PRO”代表OBP-PRO-STD，以及“SOC”代表OBP-SOC-STD，“SFA”代表SFA认证项目。
- “YY” refers to the last 2 digits of the year that the scope certificate is issued, for example “24” for year 2024.
“YY”指的是发放范围证书年份的最后两位数字，例如，2024年为“24”。
- “MM” refers to the code of month that the scope certificate is issued, for example “07” for July.
“MM”指的是发放范围证书的月份代码，例如，七月为“07”。
- “XX” refers to the sequential version number of each revision of the scope certificate. For initial issuance, omit “.XX” in the scope certificate number, and it will be “.01” for the first revision and “.02” for the second revision.
“XX”指的是范围证书每次修订的顺序版本号。对于初次发行，范围证书编号中省略“.XX”，对于第一次修订为“.01”，第二次修订为“.02”。

The certificate specifies all pertinent information to properly identify the final product being certified, along with providing a special audit trail, which will allow one to trace the product back to its source. Information provided on the certificate identifies also the certified producer, product, and dates for which the certificate is valid. The scope certificates shall be prepared according to the dedicated templates designed for the corresponding certification program, which shall include the following minimum elements in general:

证书规定了所有相关信息，以正确识别最终认证的产品，并提供特别的审核轨迹，以便追踪产品的来源。证书上提供的信息还识别了被认证的生产商、产品以及证书有效的日期。范围证书应根据为相应认证方案设计的专用模板准备，通常应包括以下最低要素：

- A unique certificate number;
唯一的证书编号;
- ETKO China logo, address and telephone number;

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- 艾拓克的标志、地址和电话号码;
- Client name and address of the certified operation;
客户名称和认证操作地址;
- The standard(s) according to which the scope certificate is issued;
颁发范围证书所依据的标准;
- The certified products that the certified organization is certified to offer under the standard(s);
经认证的组织根据相关标准被认证可提供的认证产品;
- The processes/activities that are included within the scope of certification;
认证范围内包含的流程/活动;
- The facilities (including own sub-sites and subcontractors) included within the scope of certification;
认证范围内包含的设施（包括自有子场地和分包商）。
- Effective date of certification;
认证的生效日期;
- The term or expiration date of certification if certification expires after an established period;
认证有效期或过期日期（如果认证在规定时间后过期）;
- Place and date of issuance of the certificate;
证书的颁发地点和日期;
- Signature or other defined authorization of the person(s) of ETKO China assigned such responsibility.^{7.7.2}
艾拓克授权签字人的签名或其他授权签署。^{7.7.2}
- Any other information required by the certification scheme, including accreditation body traceability;
认证方案所要求的任何其他信息，包括认证机构的可追溯性;

Formal certification documentation will only be issued after, or concurrent with, the following: ^{7.7.3}

正式的认证文件仅在以下情况下发放或同时发放: ^{7.7.3}

- a- The decision to grant or extend the scope of certification has been made;
已做出授予或扩大认证范围的决定;
- b- certification requirements have been fulfilled;
已满足认证要求;
- c- the certification agreement has been completed/signed.
认证协议已完成/签署。

The certification status is communicated with the operator. In case the decision is positive for issuing the Certificate, it is provided to the operator.

认证状态将与客户沟通。如果是积极的认证决定，发放证书，并提供给客户。

Before mentioning product details and products in the SC a verification of the supplier list whether there is an appropriate supplier to buy the product or processes whether the operator is able to produce the product should be done.

在范围证书中提及产品细节和产品之前，应验证客户的供应商名录是否有合适的供应商供应该产品或流程，以及客户是否有能力生产该产品。

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SECTION CONTENT	SECTION NR	REV. NR	REV. DATE
Document Creation	Full document	00	29.08.2024
Adding Chinese translations	Full document	01	29.09.2024
Adding "SFA" to the Abbreviation of the standard name	1.3	02	31.03.2025

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