

有機農產品驗證機構 認證服務計畫

**Organic Agricultural Product Certification
Body Accreditation Scheme Service Program**



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Foreword

The modern agricultural production that adopts large scale of technological measures has achieved spectacular developments, but also faced the problems with the degradation of ecological environment and the depletion of resources. Since organic agriculture emphasized on environmental protection, ecological balance and maintaining the health and safety for both producers and consumers therefore it has become the mainstream of agricultural developments in each country in recent years. The processes of production for the organic agricultural products are different from the ordinary agricultural products. They cannot be distinguished from their outlook appearances or the analysis of their chemical compositions; therefore, it is necessary to establish the accreditation, certification systems and the labeling regulations to implement the management so as to build the industrial order. Along with the vigorous development of Taiwan's economy, the national standard of living has been raised and the consumer's pursuit for health and environmental protection has become an increasingly widespread awareness that demands for the drinking and eating with emphasis on high quality and safety. Therefore, in order to raise the agricultural products quality and safety together with the considerations for environmental protection and ecological balance, the organic agriculture has become a hot topic in agricultural discussions which also boosted the organic agricultural products market development.

The certification of organic agricultural products in Taiwan started from 1997 when it was handled by each District Agricultural Research and Extension Station that belongs to the Council of Agriculture (hereinafter abbreviated as COA) of the Executive Yuan. However due to the limited manpower of the government, it was difficult to cope with increasing products certification operations. Moreover, in view of the organic agriculture developments abroad mostly depend on the operation by private groups, the government started to assist private organic certification

前言

近代的農業生產大規模採用科技手段，並有令人矚目的成就，但同時也面臨生態環境惡化、資源耗竭等問題。有機農業因重視環境保護、生態平衡及維護生產者與消費者之健康與安全，故已成為世界各國近年農業發展之主流。有機農產品之生產過程有別於一般農產品，但無法由外觀或分析其化學成分加以區別，因此，需藉由建立認證、驗證制度及標示規範並落實管理，方可建立產業秩序。隨著台灣經濟的蓬勃發展，國民生活品質提升，消費者對追求健康及環境保護之意識日益普及，飲食需求強調優質安全，因此，為提昇農產品品質及安全性，並兼顧環境維護與生態平衡，有機農業已成為農業熱門之討論課題，亦進而帶動有機農產品市場之蓬勃發展。

我國有機農產品之驗證，始於民國 86 年度由行政院農業委員會（以下簡稱農委會）所屬各區農業改良場辦理。惟礙於政府人力有限，難以應付日益增加之產品驗證業務，再者，鑑於國外有機農業發展，多賴民間團體之運作，爰自 88 年度起輔導民間有機驗證機構辦理有機農產品驗證工作，農委會則對驗證機構進行認證，惟該等認證、驗證均屬自願性採行之行政規則，並無強制性以致於無法獲得消費者的認同與信心的建立。

bodies to handle organic agricultural products certification in 1999 while the COA was in charge of the accreditation for the certification bodies, except that those accreditations, certifications were by voluntary adoption of administrative rules with no mandatory enforcement therefore resulted in the inability to establish recognition and confidence among consumers.

In order to ensure the sustainable development of organic industry, the “Organic Agriculture Promotion Act” promulgated on May 30, 2018 has disclosed the organic agriculture is not only a vital issue in nature’s sustainability cycle system but an important source for serving safe food. Countries in the world all regard the organic agriculture as a policy of national industry and have enacted legislation to support and manage. In Taiwan, although we have regulations for organic production process, certification management and penalties, still, the challenges including changes in domestic environment of agriculture production, consumers’ strict requirements on organic agriculture products, diverse opinions on trading international organic equivalence products are facing by the government. The Act is to improve Taiwan’s organic agriculture’s sustainability and quality, so as to protect the benefits of the producers and consumers. Also, it is to fulfill the goals of organic eco-environment, organic farming and organic consumers.

Accreditation and certification systems have been implemented internationally for years and the systems also have been well recognized. If the systems can be introduced by law enforcement, they may bring more efficiency to the establishment of industrial order and consumer confidence. Also, the introduction of international third party accreditation and certification systems to promote the implementation can not only handle domestic management but also prepare for the ideal of connecting to international track. It is a combination of practice and development together with domestic and international potential thinking and development oriented program.

為確保有機產業之永續發展，107 年 5 月 30 日公布之「有機農業促進法」業已揭示有機農業為大自然永續循環體系中之重要環節，亦為提供安全食物來源之重要生產方式，故世界各國皆將有機農業視為國家綠色產業政策，並立法予以扶持及管理。目前我國有機農產品之管理雖就有機生產過程要求、驗證管理及有機農產品查驗裁罰等已有明文規定，惟仍面臨著國內農業生產環境改變、消費者對有機農產品品質嚴格要求、國際有機同等性產品貿易規定之歧見等挑戰。為促進我國有機農業永續發展，增進有機農產品品質，以維護國民健康與兼顧生產者及消費者權益，並達到環境有機生態、農民有機生產及消費者有機生活之目標。

認證與驗證制度在國際上已是行之有年也備受肯定的制度，若能以法律強制導入，對建構產業秩序及消費者信心之建立將更具效率。又導入國際性之第三者認證及驗證制度來推展執行，除可兼顧國內之管理外，亦可為未來與國際接軌的理想預作準備，是一種結合實務與發展及國內與國際的前瞻性思考與發展方向的計畫。

Taiwan Accreditation Foundation (hereinafter abbreviated as TAF) is the only international accreditation body in Taiwan. TAF is an organization that has completed signing for Quality Management System, Environmental Management System and the international Multilateral Recognition Arrangement (MLA) for product certification.

TAF, in order to provide third party accreditation services that are fair, objective, independent and in conformity with international guidance, and to make the new accreditation applicant and the accredited organic agricultural products certification bodies fully understand the rules and requirements at all phases of the accreditation procedures, TAF has particularly edited this “Organic Agricultural Products Certification Bodies Accreditation Scheme Service Program” (hereinafter abbreviated as this program). The terms in “Regulations for Approving and Supervising Organic Accreditation Bodies” corresponding to those in this program are in the following table:

財團法人全國認證基金會（以下簡稱本會）為國內唯一參與國際認證組織，且已完成簽署品質管理系統、環境管理系統及產品驗證國際多邊相互承認協議（MLA）的機構。

本會為提供公正、客觀、獨立及符合國際規範之第三者認證服務，並使新申請認證及已認證之有機農產品驗證機構充分瞭解本會辦理認證作業之各階段規定及要求，特擬訂本「有機農產品驗證機構認證服務計畫」（以下簡稱本計畫）以利遵循。有機農產品認證機構許可及監督管理辦法所定認證基準與評鑑程序與本計畫用語對照如下表：

Terms in “Regulations for Approving and Supervising Organic Accreditation Bodies”	Corresponding terms in this program
Accreditation Standards	Accreditation Criteria
Accreditation Procedure	Accreditation Procedure
Accreditation Scope	Accreditation Categories
Surveillance	Surveillance Operations
Renewal Assessment	Reassessment Operation
Extensional Assessment	Extension of the Scope of Accreditation

有機農產品認證機構許可及監督管理辦法 文件用語	本計畫對應用語
認證基準	認證規範
認證程序	認證流程
認證範圍	認證類別
追蹤評鑑	監督評鑑作業
展延評鑑	延展評鑑作業
增列評鑑	認證範圍之增列

Certification bodies, interested groups or any third party may file complaints or appeals with TAF whenever they have suggestions, opinions for TAF’s Department of Certification Body

驗證機構、利害相關團體或任意第三人等，對本會驗證機構認證處執行有機農產品驗證機構認證作業或認證結果如有建議、意見等，可依據本計畫第 1.11 節「抱怨及申訴須知」

Accreditation regarding the implementation of the organic agricultural products certification body accreditation operation or accreditation result according to Section 1.11 “Guide to Complaint and Appeal Operations” in this program.

Note: The content in this program will be updated as needed from time to time, which will be reported to COA for approval before implementation. All users are advised to search or download from TAF website (<http://www.taftw.org.tw>) for the latest update.

向本會正式提出。

註：本計畫內容將依據需要隨時更新，更新後將報請農委會同意後實施，使用者可於本會網站 (<http://www.taftw.org.tw>) 查閱或至下載最新版本使用。

Part I Organic Agricultural Product Certification Body Accreditation Schemes

1. Accreditation standards

1.1 Terms and definitions

1.1.1 accreditation: the approval of qualification for the certification operation defined in the Organic Agriculture Promotion Act.

1.1.2 certification: specific agricultural products and their process and packaging conform to the procedures required in Organic Agriculture Promotion Act and its related sub-laws.

1.1.3 conformity assessment: an attestation that specified requirements relating to a product, process, system, person or body are fulfilled.

1.1.4 conformity assessment body (hereinafter “CAB”): body that performs conformity assessment services and that can be the object of accreditation. (In the program, conformity assessment body means certification body.)

1.1.5 Audit: execution of the activities related to selection and determination in the product certification (refer to ISO/IEC 17065 or Section 3.3 “Evaluation” of CAN 17065).

1.1.6 certification body: an organization that provides written assurance that a process or activity of the personnel, product, system or service meets the requirements. In the program, it refers to an applicant or an accredited certification body who have applies for the accreditation.

1.1.7 accreditation scheme: accreditation schemes in the program including management systems certification, product certification, validation and verification, and persons certification.

1.1.8 Accredited certification scheme: The certification criteria and certification procedure based on which the accredited certification body executes the certification activity for its customers.

1.1.9 Accreditation category: under the accredited certification schemes in various accreditation schemes, classification being made due to the different characteristics. In the

第一部分 有機農產品驗證機構認證服務說明

1. 認證基準

1.1 名詞定義

1.1.1 認證：指本會就具有執行有機農業促進法所定驗證工作資格者予以認可。

1.1.2 驗證：指證明特定農產品、加工及分裝等過程，符合有機農業促進法及其相關子法規規定之作業。

1.1.3 符合性評鑑：有關產品、過程、系統、個人或機構的特定要求被滿足的證明。

1.1.4 符合性評鑑機構：能提供符合性評鑑服務且能作為認證對象之機構(本手冊所適用之符合性評鑑機構為驗證機構)。

1.1.5 稽核：係指產品驗證中有關選擇與決定活動之執行(參考 ISO/IEC 17065 或 CAN 17065 第 3.3 節「評估」之定義)。

1.1.6 驗證機構：指對人員、產品、程序或服務符合規定要求之過程或活動提供書面保證之機構。於本手冊中亦代表向本會提出認證申請或已取得本會認證之機構。

1.1.7 認證方案：本手冊所述之認證方案包含管理系統驗證、產品驗證、確證與查證、人員驗證等 4 項認證方案。

1.1.8 認證驗證方案：係指認證驗證機構對其客戶執行驗證活動時所依據之驗證規範和驗證程序。

1.1.9 認證類別：各認證方案項下之認證驗證方案，因認證類別之不同而分類，如本手冊係指有機作物、有機畜產、有機水產、有機加工、分裝及流通等。

program, accreditation categories are organic crops, organic livestock, organic aquaculture product, organic processing, portioning and distribution.

1.1.10 Assessment programme: under a specific accreditation scheme, TAF performing a set of assessments to a specific conformity assessment body during an accreditation cycle.

1.1.11 Accreditation assessor (hereinafter referred to as the “assessor”): TAF person who takes charge of accreditation assessment.

1.1.12 auditor: a certification body’s person who takes charge of certification audit.

1.1.11 Nonconformity: the certification body is lack or cannot implement and maintain TAF’s accreditation requirements, or cannot meet the documented quality system customized by the certification body, or TAF has doubts about the credibility of the certification certificate or certification document issued by the certification body based on the available objective evidence. For example, the certification body has seriously violated the TAF’s accreditation requirements, the operation of the management system has failed or is in danger of potential failure with clear facts that threaten the credibility of accreditation; it is minor or incidental and will not immediately affect the operation of the management system, but it should be listed for continuous follow-up.

1.1.14 surveillance: TAF has systematically implemented assessment activities to ensure that the conformity assessment body continues to conform to and maintain TAF’s accreditation requirements.

1.1.15 renewal accreditation: to maintain the validity of accreditation, assessment must be re-conducted on the conformity assessment body before each accreditation cycle expires.

1.1.16 accreditation body logo: logo used by an accreditation body to identify itself.

1.1.17 accreditation symbol: symbol issued by an accreditation body to be used by accredited CABs to indicate their accredited status.

1.1.18 accreditation certificate: official document stating the accreditation that has been granted for the defined scope.

1.1.10 評鑑規劃案：本會依一特定方案，對特定符合性評鑑機構，在認證週期內執行的一系列評鑑。

1.1.11 認證評審員(簡稱評審員)：本會擔任認證評鑑作業之人員。

1.1.12 稽核員：驗證機構擔任驗證稽核作業之人員。

1.1.13 不符合：缺乏或無法執行並維持本會認證要求，或無法符合驗證機構自訂之文件化品質系統，或依據可得之客觀證據，對驗證機構所核發驗證證書或證明書之可信度產生懷疑的情形，例如，嚴重違反本會認證要求、管理系統運作失效或威脅認證公信力有明確事實者；管理系統運作有潛在失效或威脅認證公信力之虞，有明確事實者；屬於輕微或偶發，不致立即影響管理系統運作，惟須列為持續追蹤之關注事項者。

1.1.14 監督評鑑：為確保符合性評鑑機構持續符合及維持本會認證要求，本會有系統地執行之評鑑活動。

1.1.15 延展：為維持認證之有效，每一認證週期屆期前，重新對符合性評鑑機構執行之評鑑活動。

1.1.16 認證機構標章：標章用於認證機構之自我識別。

1.1.17 認證標誌：認證機構發給已獲認證之符合性評鑑機構的標誌，用以表明其所取得之認證地位。

1.1.18 認證證書：載明授與所載確定範圍之認證的正式文件。

1.1.19 accreditation scope: all content in the published accreditation certificate .

1.1.20 initial accreditation: the first time CABs files for accreditation application.

1.1.21 warning: The decision to give a warning and request improvement within a time limit.

1.1.22 reducing: the decision to render a part of the scope of accreditation invalid

1.1.23 withdraw: The decision to cancel all of the scope of accreditation

1.1.24 revocation: The decision to cancel all of the scope of accreditation retrospectively.

1.1.25 certification Standard: Established in accordance with the Paragraph 3 of Article 12 in the Organic Agriculture Promotion Act.

1.1.26 foreign certification: overseas countries or areas for providing certification service.

1.1.27 validation assessment: on-site assessment for operator to validate the audit activity of a certification body.

1.1.19 認證範圍：認證證書內登載之全部內容。

1.1.20 初次認證：符合性評鑑機構首次提出認證申請。

1.1.21 警告：給予告誡並限期改善的決定。

1.1.22 減列：使認證範圍的一部份失效的決定。

1.1.23 終止：使認證範圍全部失效的決定。

1.1.24 撤銷：使認證範圍全部溯及既往使其失效的決定。

1.1.25 驗證基準：依照有機農業促進法第 12 條第 3 項所訂之驗證基準。

1.1.26 境外驗證：於我國以外之地區或國家辦理驗證業務。

1.1.27 符實性評鑑：針對農產品經營者進行現地評鑑，確認驗證機構之稽核活動執行情形。

1.2 Accreditation criteria

Organic agricultural products certification bodies (hereinafter abbreviated as certification bodies) accreditation is based on the following criteria:

1. Accreditation Criteria of Product Certification Body (ISO/IEC 17065)
2. Organic Agriculture Promotion Act, Enforcement rules for Organic Agriculture Promotion Act, Regulations for Approving and Supervising Organic Accreditation Bodies, Regulations for Managing the Labeling and Marks of Organic Agricultural Products and In-conversion Agricultural Products, Items Required to be Stated in the Contract between Organic Certification Bodies and Agricultural Operators, Operating Records Required to Be Kept by Organic Certification Bodies and Their Methods and Periods, Certification Standard for Organic Agricultural Products and In-conversion Agricultural Products and Allowable Substances in Their Production, Processing, Packaging, Distribution and

1.2 認證依據

有機農產品驗證機構（以下簡稱驗證機構）認證之依據標準為：

1. 產品驗證機構認證規範（ISO/IEC 17065）。
2. 有機農業促進法、有機農業促進法施行細則、有機農產品認證機構許可及監督管理辦法、有機農產品有機轉型期農產品標示及標章管理辦法、有機農產品驗證機構與農產品經營者簽訂契約應記載事項、有機農產品驗證機構經營驗證業務應保存資料與紀錄之項目方式及期間、有機農產品有機轉型期農產品驗證基準與其生產加工分裝流通及販賣過程可使用之物質、有機農產品有機轉型期農產品類別及品項一覽表，以及其他行政機關主管法規、行政規則、公告與相關釋函。

Sale, Categories and Items of Organic Agricultural Products and In-conversion Agricultural Products, and laws and ordinances, administrative rules, promulgations and relevant letters promulgated by other administrative authorities

3. Organic Agricultural Product Certification Body's Specific Accreditation Criteria (TAF-PC-C02)
4. Product Certification Body's Specific Accreditation Criteria for Testing Resources and Review Testing Report (TAF-PC-C04)

3. 有機農產品驗證機構特定認證規範(TAF-PC-C02)。

4. 產品驗證機構對於測試資源及審查測試報告之特定認證規範(TAF-PC-C04)。

1.3 Requirements of certification body

Certification body shall at least have the following competence:

Certification body shall at least comply with the following requirements and establish related procedures and resources:

1. Procedure for product sampling, frequency and the sampling method;
2. Principle of determining the certification risk, its consideration basis and the risk assessment procedure;
3. Regulations for the labeling, using, stopping and its relevant management of the organic agricultural product mark;
4. Regulations for the approval and management of importing/exporting organic agricultural products' certification documents, containing understanding and implement in treaty, agreement or other official documents signed by countries of organic equivalence or WTO members with ROC;
5. Set up at least one dedicated person to contact with TAF and the authority.

1.3 驗證機構之要求

驗證機構至少應具備以下之能力：

驗證機構至少應符合下列要求並建立相關程序規範與資源：

1. 產品採樣數量、頻率與採樣方式之程序。
2. 驗證風險之判定原則、考量依據與風險評估程序。
3. 有機農產品標章標示、使用、停止使用及相關管理規範。
4. 進出口有機農產品之有機驗證證明文件核准與管理規範，包含應了解及落實有機同等性國家或 WTO 會員與我國簽署之條約、協定或其他官方約定之文件內容。
5. 應設置專職人員負責與本會及權責機關聯繫。

1.4 Qualification and competence of certification personnel

1.4.1 In order to ensure the effectiveness and consistency for conducting certification, the certification body shall establish the minimum requirements for competence of their certification personnel and technical experts.

1.4 驗證人員資格與能力

1.4.1 為確保驗證工作有效且一致地進行，驗證機構應界定其驗證活動相關人員與技術專家之最低能力準則，驗證決定人員應具備判斷測試報告有效性之能力。

Additionally, the certification decision-maker shall have the ability to gauge the validity of the test reports.

1.4.2 Certification body shall not invite members of COA and COA related agencies (including contracted employees) to be the auditors, technical experts, neither to participate in any committee meeting during the course of certification.

1.5 Competence of testing laboratories

1.5.1 The testing laboratories used by certification bodies shall obtain the accreditation of ISO/IEC 17025, or the organization contracted by the competent authority to conduct the testing (Note).

Note: Per the resolution rendered by the Agriculture and Food Agency, Council of Agriculture, Executive Yuan at the “2021 Organic Agricultural Product Certification Body Management Business Session” on November 23, 2021, the certification body may use the related laboratories of Taiwan Agricultural Chemicals and Toxic Substances Research Institute, Council of Agriculture, Executive Yuan to perform the pesticide residue inspection on organic agricultural products.

1.5.2 For specified inspections or tests items, in the case that the testing laboratories cannot conform to the requirements under Section 1.5.1, and there is no other laboratory that has such competence, TAF could conduct the witness assessment(s) to evaluate how the certification bodies assure the competence of the laboratories and how they assure the competence of contracted laboratories performing testing/inspection outside the accreditation scope.

1.5.3 Testing reports from aforementioned laboratories accredited by TAF shall bear TAF's accreditation symbol. Reports without TAF's accreditation symbol will not be recognized. The reports from those laboratories witnessed by TAF in accordance with Clause 1.5.2 may not be attached with TAF's accreditation symbol because they are not accredited.

1.5.4 Inspection or test reports from laboratories that have signed a ILAC MRA in any other

1.4.2 驗證機構不得邀請農委會及農委會所屬機關人員(含約聘僱人員)擔任驗證稽核人員、技術專家，以及參與驗證過程之任何委員會。

1.5 測試實驗室能力

1.5.1 驗證機構辦理驗證所需產品檢驗工作之實驗室，應通過 ISO/IEC 17025 認證；或經主管機關委任辦理檢驗之單位(註)。

註：依據行政院農業委員會農糧署 110 年 11 月 23 日「110 年有機農產品驗證機構管理業務研商會議」決議，驗證機構得運用行政院農業委員會農業藥物毒物試驗所之相關實驗室資源執行有機農產品加工品之農藥殘留檢驗。

1.5.2 特定檢驗或測試項目，實驗室無法完全符合第 1.5.1 節之規定，且亦無其他實驗室具備該能力時，本會得見證驗證機構如何確認實驗室之能力，見證驗證機構如何確認其委託之實驗室辦理非實驗室認證範圍內檢驗項目之檢驗能力。

1.5.3 前述通過本會認證之實驗室出具之報告應附加本會認證標誌，未附加本會認證標誌者不予採認，而經本會依第 1.5.2 節見證評鑑通過之檢驗項目，因非屬實驗室認證範圍，則其檢驗報告得無附加本會認證標誌。

1.5.4 於境外地區或國家由已簽署 ILAC MRA

territories or nations shall bear the accreditation mark. Reports without any accreditation mark will not be recognized. The reports from those laboratories witnessed by TAF in accordance with Section 1.5.2 may not be attached with TAF's accreditation mark because they are not accredited.

1.5.5 For domestic organic/in-conversion agricultural products, the inspection or test contained in Section 1.5.1 shall conform to the test methods defined by Ministry of Health and Welfare (hereinafter referred to as "MOHW"). For the products not defined by MOHW or test samples beyond the test methods defined by MOHW, the methods recognized internationally or the methods pre-defined by laboratories may apply. For overseas organic/in-conversion agricultural products, the inspection or test shall conform to latest international test methods, or other inspection/testing procedures. The certification body shall compare said test methods, inspection/test procedures or inspection/test items with the standards applicable in Taiwan, and the same shall be adopted upon evaluation and approval of the certification body. In the case of any deviation found in the comparison and evaluation referred to in the preceding paragraph, the certification body shall prove and record that the deviation is not likely to cause any risk over certification, and shall perform a sampling on the organic/in-conversion agricultural products in said certification cases when they are imported by traders and distributors in Taiwan. If violations are discovered during the said sampling or the sampling performed by the competent authority in the manner as published, the certification body shall perform at least one sampling on each batch of goods produced by the agricultural product operator. After the operator takes corrective actions and is approved by the certification body and also at least three batches of goods produced by it are approved upon the sampling consecutively, the sampling against the operator may be resumed subject to the risk assessment result. The certification body shall sign the related contract with the operator to govern any matters required in sampling.

實驗室出具之檢驗或測試報告，應附加認證標誌，未附加認證標誌者不予採認，而經本會依第 1.5.2 節見證評鑑通過之檢驗項目，因非屬實驗室認證範圍，則其檢驗報告得無附加實驗室認證機構之標誌。

1.5.5 第 1.5.1 節之檢驗或測試工作，於我國境內產製之有機農產品、有機轉型期農產品應採用衛生福利部(下稱衛福部)所定檢驗方法，衛福部未定或檢驗樣品非屬衛福部所定檢驗方法之適用範圍者，得以國際間認可之方法或實驗室自訂檢測方法為之。於境外產製之有機農產品、有機轉型期農產品應採國際間最新版測試方式或其他檢驗或測試程序，驗證機構對於前述測試方法、檢驗或測試程序及檢驗項目應與我國適用標準進行比對，並經驗證機構評估及同意採認。前項比對及評估若有差異，驗證機構應證明及記錄該等差異不致造成驗證風險，且對於該等驗證案件之有機農產品、有機轉型期農產品於輸入我國境內進口業者時(如貿易商、通路商等)，應執行抽樣檢驗。如前述抽樣檢驗結果或主管機關依公告方法進行之抽樣結果發現違規事實，驗證機構應對於該農產品經營者之各生產批次執行至少一次抽樣檢驗。該農產品經營者經驗證機構確認矯正通過，並經至少連續三個生產批次抽樣檢驗合格，得依風險評估恢復抽樣檢驗作業。驗證機構應與農產品經營者訂定相關契約以約束前述抽樣檢驗配合事宜。

1.6 Targets for accreditation and

1.6 認證對象及申請認證資格

accreditation qualification application

1.6.1 Targets for Accreditation

The legal bodies in charge of product certification, e.g., organizations, schools, or legal persons, etc.

1.6.2 Accreditation qualification for application

The applicant body shall not have any punishment of accreditation withdrawal within three years prior to the submission of application

1.6.3 The applicant body which applies for accreditation shall submit local legal certification and the application form.

1.6.4 The certification body that applies for the initial application shall meet the following requirements:

1. At least one “simulation case” under each accreditation category with a fully performed certification process (Note). In the case of any accreditation scope application covering foreign certification activities at the same time, at least one additional “simulation case” (irrespective of any accreditation category) with a fully performed certification process to be presented (Note).

Note: The record of a “*simulation case*” is supposed to include the complete operations from application review to producing certificates.

2. Contract or related evidence executed with external laboratory (refer to Section 1.5): In the case of any accreditation application covering foreign certification activities and using a foreign laboratory, at least one contract or related evidence executed with the laboratory shall be presented to demonstrate the competency to manage the certification resources (laboratory).
3. In the case of any accreditation application covering foreign certification activities, the comparison record for the test methods, inspection or test procedures and inspection/test items referred to in Section 1.5.5 shall be presented.
4. The certification body shall complete at least

1.6.1 認證對象

辦理產品驗證之合法實體，例如：機構、學校或法人等。

1.6.2 申請認證資格

申請機構應於申請日前 3 年內未有經認證機構終止認證資格。

1.6.3 申請機構，應檢具當地國之合法證明文件與申請書，向本會申請之：

1.6.4 驗證機構於初次申請時，應符合下列要求：

1. 各認證類別至少 1 件已完成全部驗證流程之完整模擬案件(註)；申請認證範圍同時包含境外驗證時，應額外提出至少 1 件(認證類別不限)已完成全部驗證流程之完整模擬案件(註)。

註：「完整模擬案件」之紀錄包含申請審查至擬訂證書草稿之作業內容。

2. 與外部實驗室(參考第 1.5 節)間之合約或相關證明；若申請認證範圍包含境外驗證，並運用我國境外之實驗室時，則應至少提出 1 件與該實驗室間之合約或相關證明，以展現對於驗證資源(實驗室)管理之能力。

3. 申請認證範圍包含境外驗證時，應提出第 1.5.5 節有關測試方法、檢驗或測試程序及檢驗項目之比對紀錄。

4. 應於總部評鑑日期以前，辦理過至少一

one internal audit and management review prior to the date for Headquarters assessment.

5. In any phase of accreditation application or assessment, if an action of fraud with evidence is shown (such as a conformity assessment body deliberately providing false information or concealing information), TAF shall return the application or terminate the assessment process and will not accept the application again within 3 years.

1.6.5 Applications for accreditation from all countries and areas are accepted by TAF.

1.7 Accreditation scope

1.7.1 Title of certification scheme: organic agricultural products certification.

1.7.2 Categories of organic agricultural product accreditation

The classifications are 1. Organic crops 2. Organic livestock products 3. Organic aquatic products 4. Organic wooden products for non-food 5. Organic process, packaging and distribution.

1.7.3 When a certification body applies for accreditation, TAF shall conduct witness assessment(s) for each accreditation category.

1.7.4 During the accreditation process conducted by TAF, in case it is only to witness the certification body to conduct the individual producer of organic agricultural product due to the business nature of the operator, the certification type of individual producer may be noted in addition in bracket in the accreditation category of Section 1.7.2. Without any noted bracket, it represents the certification types of both individual producer and group producer.

1.7.5 When a certification body applies for accreditation, the application may be submitted per the territories or countries providing certification services.

1.8 Accreditation cycle, assessment program, assessment arrangement,

次之內部稽核及管理審查。

5. 在認證申請或評鑑的任何階段，如有證據顯示詐欺之行為(若符合性評鑑機構蓄意提供虛假資訊或隱瞞資訊)，本會退回申請或終止評鑑過程，3年內不再受理申請。

1.6.5 本會受理認證之國家及地區：所有國家與地區。

1.7 認證範圍

1.7.1 驗證方案名稱：有機農產品驗證。

1.7.2 有機農產品認證之認證類別：

分為 1.有機作物。2.有機畜產。3.有機水產。4.非供食用之有機林產。5.有機加工、分裝及流通。

1.7.3 驗證機構申請認證時，各項認證類別本會均應辦理見證評鑑。

1.7.4 本會辦理認證過程中，如因農產品經營者之業務性質，僅見證驗證機構執行有機農產品之個別驗證方式時，得將第 1.7.2 節之認證類別另以括弧加註個別驗證之驗證方式；未括弧加註者即包含集團驗證與個別驗證。

1.7.5 驗證機構申請認證時，得依驗證業務辦理之地區或國家提出申請。

1.8 認證週期、評鑑規劃案、評鑑安排及多場區評鑑

and multi-site assessment

1.8.1 Accreditation cycle

The accreditation cycle for organic agriculture product certification body is three years. The accreditation cycle shall start from the day of decision of granting the initial or (be extended) from the day following expiration of the previous accreditation cycle.

1.8.2 Accreditation programme

Within an accreditation cycle, TAF shall plan the accreditation program of the specific management systems certification body, including such a series of assessment activities as headquarter assessment and witness assessment (the extensions granted in the accreditation cycle shall also be taken into account). Headquarters assessment shall be conducted once a year and the number of witnessing shall be planned in accordance with this program and TAF's "Sampling Instructions for Accreditation Scopes" (TAF-AA-C03).

TAF considers accreditation risk when establishing the assessment program, and adopts a rolling wave approach. The risk considerations include the attributes of the certification scheme executed by the product certification body (the certification scheme owned by the government), whether the certification body has been punished by TAF or the certification scheme owner, whether clients of the certification body have violated any rules, the use of entrustment, previous assessment results and recommendations from TAF, overseas certification, appeals and complaints received by TAF, personnel turnovers, and other issues.

The product certification bodies are classified into different management level in according to the aforementioned risk considerations. TAF may increase assessments and the number of assessment man-days in the assessment program according to the classification.

When the certification body may be false, violate government regulations, or affect the impartiality and creditability of TAF and international mutual recognition, TAF can go to the certification body for assessment without prior notice, and the certification body shall not

1.8.1 認證週期

有機農產品驗證機構之認證週期為 3 年，認證週期開始於授予初次認證之決定或前次認證週期到期日之次日起(延展)。

1.8.2 評鑑規劃案

本會於認證週期內規劃有機農產品驗證機構之評鑑規劃案，包括總部評鑑及見證評鑑等一系列評鑑活動(認證週期內新增列通過之認證範圍亦納入考量)。每年執行 1 次總部評鑑及依本文件與本會「認證範圍取樣說明書(TAF-AA-C03)」規劃之見證場次。

本會對於產品驗證機構之評鑑規劃案納入認證風險考量，並採滾動式管理方式。前述風險考量包含產品驗證機構執行之驗證方案屬性(本方案為政府法規方案)、驗證機構是否曾受本會或驗證方案所有者之處置、驗證機構之客戶是否曾發生違規情事、委辦資源運用情況、本會前次評鑑結果與建議、境外驗證、本會接獲之申訴與抱怨、人員異動情況及其他考量等。

本會依據前述風險考量對於已認證之產品驗證機構進行認證管理分級，並依分級結果於評鑑規劃案中以增加之評鑑及評鑑人天數等方式規劃評鑑活動。

當驗證機構可能有虛偽作假、違反政府法令或影響本會認證公正信賴及國際相互承認資格之虞，本會得以不事先通知，逕赴驗證機構進行評鑑，驗證機構不得拒絕、限制或阻礙。

refuse, restrict or hinder.

1.8.3 Assessment arrangement

1.8.3.1 Assessment man-day for Headquarter assessment

(1) Definition of the headquarter

The name and location registered by the certification body in accordance with laws (e.g. the Company Act), including the certification body's head office or all or certain branches, which are executing operational, financial management and certification activities physically.

(2) Principles for calculation of Headquarter assessment man-days

TAF decides the Headquarters assessment man-day principle, as shown in Table 1, in accordance with the factors including the initial assessment/reassessment/extending assessment/surveillance categories, certification body accreditation categories, number of issued certificates, and number of auditors. The initial assessment and extending assessment shall be performed on the site. The surveillance and reassessments shall also be performed on the site, provided that the assessment may be performed in any method other than the on-site, subject to TAF's evaluation on a case-by-case basis or due to force majeure or major events. Meanwhile, TAF may increase the assessment man-day based on the following reasons:

- a. Certification body's overall performance and scale;
- b. Document architecture, quantity and complication of the certification bodies;
- c. The number of the certification body's business departments/other branches;
- d. The number of auditors.
- e. The number of item or certificate issuance of accreditation scope and extending scope;
- f. Results of the preceding assessment;
- g. The numbers of locations of the

1.8.3 評鑑安排

1.8.3.1 總部評鑑人天數

(1) 「總部」定義

係指驗證機構依法(如:公司法等)登記之驗證機構名稱及其地址(所在地)，包含驗證機構之中央辦公室或執行全部或部分分支機構，具有實際營運、財務管理及驗證等活動。

(2) 總部評鑑人天數計算原則

本會依據初次/延展/增列/監督評鑑類型、驗證機構之認證類別、發證數、稽核員數等因素，決定總部評鑑人天原則如表 1。初次及增列評鑑應以現場方式執行；監評及延展評鑑應以現場方式執行，倘經本會個案評估或因應不可抗力或重大事件等因素，以非現場方式執行。本會得另考量下述理由，增加評鑑人天：

- a. 驗證機構整體之表現及規模；
- b. 驗證機構流程及文件架構、數量及複雜性等；
- c. 驗證機構營業部門/其他分支機構之多寡；
- d. 稽核員人數；
- e. 認證範圍、增列申請之項目或發證數多寡；
- f. 前次評鑑之結果；
- g. 驗證機構地點之數目；

certification bodies;

- h. Number of overseas certificates and sites;
- i. T risk evaluation result of TAF;
- j. The countries and areas for providing certification services.
- k. When TAF is planning any combined assessment cases for certification bodies;
- l. Other reasonable reasons such as internal audit results of certification body and stakeholder feedback.

h. 海外證書數與場區；

i. 本會風險評估結果；

j. 辦理驗證業務之地區與國家

k. 本會對驗證機構規劃其他驗證方案之合併評鑑時；

l. 其他合理理由，如：驗證機構內部稽核結果、利害關係者回饋等。

Table 1 The minimum assessment man-day for Headquarter assessment for certification bodies

	Initial assessment (Assessment man-day)	Surveillance (Assessment man-day)	Reassessment (Assessment man-day)	Extending assessment	
				Accreditation Categories	man-day
1	6	3	4	1	1

Note 1: The assessment man-day in the Table excludes the time required for transportation; 8 hours for one day, and 4 hours for a half day.

Note 2: In case several accreditation categories are applied for at the same time, TAF will increase the number of assessment man-days in response to its actual requirements.

Note 3: If the headquarter of the certification body does not participate in or perform related product certification activities (including management system activities), at least 0.5 man-days may be carried out for the initial assessment. The surveillance assessment, reassessment and extending assessment may be performed in the manner other than the on-site manner (such as document review or paper assessment). The assessment items include without limitation to:

- Organizational framework, and affiliation and effect of business and certification activities thereof
- Authority and authorization thereof
- Support by resources (human resource, liability and finance, etc.)

表 1、驗證機構總部評鑑最低人天數一覽表

	初次評鑑 人天數	監督評鑑 人天數	延展評鑑 人天數	增列評鑑	
				認證類別	人天數
	6	3	4	1	1

註 1：表列之人天數不包括交通時間；一日工作天為 8 小時，半日工作天為 4 小時。

註 2：同時申請多項認證類別時，本會將視實際需要增加評鑑人天數。

註 3：驗證機構總部若未參與或執行產品驗證相關活動(包含與產品驗證相關之管理系統活動)，於初次評鑑時，至少執行 0.5 人天之評鑑；於監督、延展及增列評鑑時，得以非現場方式(如文件審查、書面評鑑等)辦理。前述評鑑查核項目包含但不限於：

- 組織架構及其各事務與驗證活動之關聯及影響。
- 職權及其授權。
- 資源(人力、責任及財務等)之支持。

(2) Where the documents submitted by a certification body to the TAF (e.g., Quality Manual, Operation Procedures, Work Instruction or equivalent documents) contain any parts not in Chinese version, or where

(2) 驗證機構送本會之文件(如品質手冊、作業程序書、工作說明書或相當之文件)部分不是中文版，或其相關驗證行政管理作業、驗證稽核報告、紀錄等不是全部使用中文者，總部評鑑人天數最多得再增加 100%。

its certification administration management operation, certification audit reports, records of any parts are not written in Chinese, the assessment man-day for the Headquarter assessment may increase by 100% maximum.

Note: In principle, the assessment man-days Headquarter assessment shall be unconditionally rounded to the integer (whole number).

1.8.3.2 The assessment man-day for witness assessment

The assessment man-day for witness is based on the certification body's audit plan. The number of assessors (excluding technical experts) who participate in witness assessment each day should be the same as the auditors or should be at least 1/2 of the auditors.

1.8.3.3 Witness assessment sampling

The planning of witness assessment sampling of a certification body for initial, surveillance, reassessment and extending assessment, TAF's considerations include whether the auditor or the accreditation category has been witnessed, the conformity result from previous witness assessment complexity of the witness organization, risk level, and certain objectives or items (such as specific auditors or standard terms to be witnessed), etc. Meanwhile, TAF may also arrange extra witness assessments based on the accreditation categories already accredited or applied by the certification body, "Sampling Instructions for Accreditation Scope" (TAF-AA-C03), the number of auditors and TAF's accreditation risk evaluation results. For the accreditation categories approved during an accreditation cycle, a witness assessment for the scope will not be arranged during the surveillance of the same year. However, TAF may still arrange witness assessments depending on the status of conformity of the certification body.

1.8.4 Multi-site assessment

In the event that a certification body is in multi-sites as defined by the TAF, the multi-site sampling and the increase of assessment man-day shall be implemented according to the

備註：原則上以上各項總部評鑑人天數之計算，均無條件進位成整數。

1.8.3.2 見證評鑑人天數

見證評鑑人天數依驗證機構當次稽核計畫而定，每日參與見證評鑑之評審員原則上派遣與驗證機構稽核員人數相同之評審員參與(不含技術專家)或至少為見證機構稽核員人數 1/2。

1.8.3.3 見證評鑑取樣

本會對驗證機構見證評鑑取樣之規劃，於初次、監督、延展及增列評鑑時，本會得考量稽核員或該認證類別是否曾經執行見證、過去見證結果之符合性、見證組織之複雜度、風險程度，以及因特定目的或項目(例如僅見證特定稽核員之專業能力或特定標準條款)等，並依據驗證機構已認證或申請之各項認證類別、「認證範圍取樣說明書(TAF-AA-C03)」、驗證機構稽核員數及本會對驗證機構風險評估結果規劃額外見證場次。於該認證週期期間增列申請通過之認證類別，原則上於通過增列認證類別同一年度之監督評鑑不重複安排見證評鑑，惟本會仍可視驗證機構之符合性情況另外安排見證評鑑。

1.8.4 多場區評鑑

驗證機構如屬本會定義之多場區，依下列規定執行多場區取樣及增加評鑑人天數。

following rules.

1.8.4.1 Definition of “multi-site”

Sites other than the headquarter of the certification body that cooperate with or assist the headquarter to participate in or perform all or part of activities related to product certification (including management system activities). Multi-site may be local offices, branches or overseas sites (including fixed office locations). They do not include sites for administrative work, such as receipt of certification application and mailing certificates, or sites for storage of records and files.

1.8.4.2 Method for multi-site sampling

1. Multi-site sampling shall be conducted by the TAF based on the following:

- (1) The following factors shall be taken into account upon multi-site sampling:
 - a. The internal audit or the previous accreditation assessment results of the certification body.
 - b. Records regarding appeal and other corrective action or preventive measures.
 - c. A significant change in the scale of sites.
 - d. A change in the operating procedures.
 - e. A change made after the preceding accreditation assessment.
 - f. Geographical distribution.
- (2) Regarding the multi-site sampling, the lead assessor shall put the sampling into the plan upon drawing up the Headquarter assessment or shall reserve the time for site assessment in the plan to inform the certification body of the unscheduled sampling on the first day preceding the Headquarter assessment.
- (3) All sites shall be assessed for the initial application and the application in extending site.

2. The sampling rule of multi-site (see Table

1.8.4.1 「多場區」定義

係指驗證機構總部以外的其他場區，配合或協助總部參與或執行全部或部分與產品驗證相關活動(包含與產品驗證相關之管理系統活動)。多場區可能為驗證機構之地方辦公室或分支機構，或海外場區(包含固定辦公地點)。如僅為接受驗證申請文件受理、寄發證書之行政作業，或驗證機構與其他單位租賃存放紀錄文件之場區等，不包括在內。

1.8.4.2 多場區取樣方法

1. 多場區之取樣本會依以下方式選取。

(1) 多場區取樣時將考量下列因素：

- a. 驗證機構內部稽核或過去認證評鑑之結果；
- b. 有關申訴及其他相關矯正及預防措施之紀錄；
- c. 場區規模有顯著變更；
- d. 作業程序之變更；
- e. 自前次認證評鑑後之變更；
- f. 地理分佈。

(2) 多場區取樣工作，主導評審員於擬總部評鑑計畫時即排入計畫中，或於計畫中預留其場區評鑑時間，於總部評鑑第一天臨時抽樣通知驗證機構。

(3) 驗證機構初次申請案之總部評鑑、增列場區，所有多場區均納入查核。

2. 多場區樣本規模（如表 2）

2)

Table 2. Table of multi-site sampling

Number of sites (excluding the Headquarter)	Initial /extending assessment	Surveillance/reassessment
1	All sampling	0-1
2	All sampling	0-1
3	All sampling	1
4	All sampling	1-2
5	All sampling	1-2
6	All sampling	1-2
7	All sampling	2-3

Note 1: All sites shall be assessed on-site for initial and extending assessment. All sites shall be assessed within an accreditation cycle (from the first surveillance to the reassessment). TAF may conduct extra assessment for multi-site sampling if necessary.

Note 2: All sites shall be assessed as the number of sites is more than 7 for initial assessment, 1/3 of sites for reassessment, 1/6 to 1/3 of sites for surveillance. The sampling number shall be rounded up to the integer.

表 2、多場區取樣表

場區數(不含總部)	初次/增列評鑑	監督/延展評鑑
1	全部取樣	0-1
2	全部取樣	0-1
3	全部取樣	1
4	全部取樣	1-2
5	全部取樣	1-2
6	全部取樣	1-2
7	全部取樣	2-3

註 1：驗證機構之所有場區，於初次及增列評鑑時應全部取樣執行現場評鑑。於每次認證週期中(從第 1 次監督評鑑至第 1 次延展評鑑)，應完成所有多場區之評鑑。必要時，本會亦得額外安排多場區之抽樣評鑑。

註 2：場區數超過 7 時，初次評鑑時全部場區均取樣，延展評鑑時取樣 1/3 之場區，監督評鑑時取樣 1/6 至 1/3 之場區，且均無條件進位成整數。

3. Assessment man-day for multi-site

If the activities of the multi-site are for cooperating with or assisting the headquarter in participating in or performing all or part of product certification activities (including management system activities related to product certification), then in principle, 1 to

3. 多場區評鑑人天數

多場區若為配合或協助總部參與或執行全部或部分與產品驗證相關活動(包含與產品驗證相關之管理系統活動)時，原則上每一多場區執行 1 至 2 人天之評鑑或依據表 1 辦理，必要時得增加評鑑人天；若多場區係以其場區名稱及/或其地址發

2 man-day assessment should be conducted for each site or conducted according to Table 1. Additional assessment man-day will be added if necessary. In case that the multi-site issues certificates under the name and/or address of the sites, the number of assessment man-day should be calculated according to Table 1.

1.8.5 Overseas site (including fixed office location) (also as multi-site)

In the initial application of a certification body including overseas sites and fixed office locations should be incorporated into on-site of headquarter assessment. After obtaining accreditation, at each accreditation cycle, all overseas sites (including fixed office location) shall be assessed.

1.9 Assessment technique

The assessment technique adopted by TAF for assessments includes on-site assessment, witness assessment, document review, paper assessment (Note), unannounced assessment, information and communication technology (ICT) assessment (e.g. remote assessment), internal/external personnel interview, knowledge and skill examination, professional knowledge and competency observation. In case that assessment technique of non-on-site assessment shall be used (such as remote assessment), it is required to acquire consent of the certification body and related concerned parties; in particular, it is required to pay attention to the related information equipment security and confidentiality, etc., and all assessment findings shall be reported to the certification body.

Note: The assessment team shall conduct the assessment on related records generated from the certification activities of the certification body. The team will notify the certification body to make up the insufficiency within the specified time limit for any document or information found incomplete or to be supplemented.

證，則每一多場區評鑑執行人天數依表 1 規定辦理。

1.8.5 海外場區(含固定辦公地點) (亦屬於驗證機構之「多場區」)

驗證機構初次申請包含海外場區及固定辦公地點，均須納入總部評鑑查核。取得認證後之每 1 個認證週期完成所有海外場區(含固定辦公地點)之查核。

1.9 評鑑技術

本會評鑑所採用之評鑑技術包含現場評鑑、見證評鑑、文件審查、書面評鑑(註)、不事先通知評鑑、運用資訊及通訊科技進行評鑑(如遠端評鑑)、內外部人員訪談、知識與技能考試、專業知識與能力觀察等。若需使用非現場方式之評鑑技術時(如遠端評鑑等)，應先獲得驗證機構與相關當事人之同意，尤應注意相關資訊設備安全性及機密性之需求等，所有評鑑發現應向驗證機構報告。

註：評鑑小組針對驗證機構運作驗證活動所產生之相關紀錄進行評鑑。如發現資料不齊全或須補充資料時，將通知驗證機構限期補正。

1.10 Accreditation number and accreditation certificate

1.10.1 Accreditation number

The certification body code is a dedicated serial number that TAF issues to a certification body upon acceptance of the initial accreditation application form of an applicant. The applicant is informed of its dedicated code number in the notification letter. It serves as the identification number of the certification body from the time of accreditation application to its official accreditation. After the certification body is granted accreditation, the certification body code automatically becomes its accreditation number.

1.10.2 Accreditation certificate

1.10.2.1 The accreditation certificate is the official TAF document recognizing the particular competence of a certification body. It has a validity period of three years.

1.10.2.2 An accreditation certificate of organic agriculture product certification body shall identify the name and address of accredited product certification body, the accreditation categories, the accreditation criteria (accreditation standards), the accreditation certificate number, the initial date of granting of accreditation, the effective period of accreditation, and the countries and areas for providing certification services.

1.10.3 Accreditation symbol

The product certification document issued by certification body should bear an accreditation symbol. For the production and use of TAF accreditation symbol, please see “Rules Governing Use of Accreditation Certificates and Accreditation symbol by Certification Bodies” (TAF-AA-C05).

1.10.4 Rights and obligations

For details regarding the rights and obligations relationship between the TAF and a certification body, please refer to “Taiwan Accreditation Foundation Regulations on Rights and Obligations” (TAF-AR-10).

1.10.5 Website resources and accreditation

1.10 認證編號與認證證書

1.10.1 認證編號

驗證機構認證編號為本會接受驗證機構初次認證申請書時依序編列之特定編號，並隨申請受理通知函通知申請者，為申請認證至認可後的識別碼。驗證機構獲得認證後，此編號即自動轉為認證編號。

1.10.2 認證證書

1.10.2.1 驗證機構認證證書是本會用以承認驗證機構具有特定工作能力的正式文件，有效期 3 年。

1.10.2.2 有機農產品驗證機構認證證書登載驗證機構名稱、驗證機構地址、認證類別、認證依據(認證基準)、認證證書編號、初次認證日期、認證有效期間、得辦理驗證業務之地區/國家等。

1.10.3 認證標誌

驗證機構核發具認證之產品驗證文件時，必須顯示認證標誌，本會認證標誌，其製作說明與使用規定請參閱「驗證機構認證證書及認證標誌使用規定」(TAF-AA-C05)。

1.10.4 權利與義務

關於本會與驗證機構之權利義務關係，請參閱本會權利義務規章(TAF-AR-10)。

1.10.5 網站資源與服務說明

services

1.10.5.1 TAF website (<http://www.taftw.org.tw>) provides various information, including directory of accredited organizations, contact persons for business services induction to accreditation application, announcements and publications, etc.

1.10.5.2 To increase the efficiency of the accreditation services, the TAF has established an integrated accreditation service information system that includes a TAF Member's Area for use by the applicants, assessors and Accreditation Review Panel. The accreditation information system serves as a platform for application assessment procedures and exchange of information.

1.10.5.3 Functions provided for certification bodies include: basic information maintenance, document downloading, assessment proceeding information and on-line application submission, trainings, data reporting, payment records inquiries, historical records, announcements and notifications. Functions provided for assessors include: personnel information maintenance, trainings, assessment data inquiries, payment records and on-line assessment works.

1.10.5.4 To ensure smooth on-line operations, certification bodies are required to read carefully the "Instruction on Application for Username and Password for Online Accreditation Services (TAF-AA-W15)" to ensure that they have adequate information equipment in place and agree to adhere to related rules. Actions in the system like submission, confirmation of application under certain username are regarded as that body's decisions; hence, the certification body shall be responsible for the authorization and management of its own user account. The application form and instructions may be downloaded from the TAF website.

1.10.5.5 TAF's documents, accreditation application information and relevant function on the integrated accreditation service information system are assisting applicants in applying for and maintaining accreditation. They also belong to TAF's intellectual property and are confidential information. Any one may not arbitrarily leak or disclose them without TAF's agreement. If an applicant leaks out key

1.10.5.1 本會網址為 <http://www.taftw.org.tw>，提供大眾有關本會的相關資訊，包括認證名錄、各項業務的服務窗口、申請認證導引、公告事務與出版品等。

1.10.5.2 本會為提升認證服務效率，認證服務已全面建置認證服務整合資訊平台，開闢 TAF 會員網，供申請者、評審員與評鑑案審查小組使用，作為申請評鑑作業以及相關資訊交流的平台。

1.10.5.3 驗證機構園地提供的功能包括基本資料維護、相關文件下載、評鑑專區、申請案件提出等線上作業、教育訓練、相關資料回報、繳費紀錄查詢、歷史紀錄區、公布欄與訊息通知等。評審員園地提供的功能包括基本資料維護、相關文件下載、教育訓練、評鑑資料查閱、給付費用查詢與評鑑線上作業。

1.10.5.4 本會為確保網路作業的順暢，申請機構進行網路作業前，務必閱讀「認證服務網路帳號密碼申請說明(TAF-AA-W15)」，確定申請機構已具有適當的資訊設備，以及同意遵守相關規定，同時提出網路帳號密碼的申請驗證機構使用該帳號於網路上提出的申請與確認等行為等同於該機構的決定，請申請機構審慎授權與管理該帳號。相關申請表單與說明可於本會網站上取得。

1.10.5.5 認證服務整合資訊平台有關本會文件、案件資訊及相關功能操作畫面，皆為協助申請人申請與維持認證之用途，亦屬於本會智慧財產與機密資訊，任何人均不得在未獲得本會同意情形下任意外洩或公開。倘若申請人於認證申請過程，洩漏認證案件關鍵資訊，以致影響認證評鑑或審查公正性之虞，本會有權退件不受理申請案或停止認證作

information of the accreditation information during the application process, and such act affects the impartiality of the accreditation assessment or review, TAF reserves the right to reject the application or stop the accreditation process.

1.10.6 Publications

1.10.6.1 Accreditation application information such as this program, accreditation service manuals, application forms, fees schedule and accreditation items, may be downloaded and printed out from the TAF website.

1.10.6.2 Whenever TAF institutes an amendment of certification body accreditation criteria and accreditation application documents, the draft of the amended criteria or document is announced on the TAF website for public viewing and information. The validation and implementation of such new document are likewise announced on the TAF website.

1.10.6.3 TAF should voluntarily provide a copy of the newly issued or amended edition of certification body accreditation criteria documents to all certification bodies and assessors upon their publication or amendment.

1.10.6.4 Please respect TAF intellectual property and use TAF publications properly. Making or selling unauthorised copies is forbidden.

1.10.6.5 TAF operations procedures and related forms, including forms for assessment, are for internal use, and shall only be used by TAF personnel or applicant involved in accreditation assessment operations.

1.10.7 Assessment human resources

1.10.7.1 TAF employs professionals possessing the required specific techniques to conduct assessment. TAF has divided human resources into two classifications-- the assessors and the senior assessors, as well as developed a set of training, registration, selection and appraisal systems. Furthermore, each qualified assessor is issued an official TAF identification.

1.10.7.2 Generally, the position of lead assessor of an assessment team is held by a senior assessor or accreditation assessor. In cases where the assessors do not have the required

業。

1.10.6 出版品

1.10.6.1 本會驗證機構認證之申請資訊，如本手冊，特定服務計畫、申請書、收費標準等皆於本會網站可查得且可下載列印。

1.10.6.2 本會修訂驗證機構認證規範與認證申請等文件時，修訂草案將公告於本會網站上公開徵詢意見。新文件的發行與實施事宜亦於本會網站公告。

1.10.6.3 有關驗證機構認證規範等文件，於發行或更新時，本會將主動提供給相關驗證機構與認證評審員。

1.10.6.4 請尊重本會智慧財產權，適當使用本會出版品，未經本會授權不得拷貝或販售。

1.10.6.5 本會作業程序與相關表單，包括評鑑用表單為本會內部資料，恕不提供非本會評鑑認證作業之人員/機構使用。

1.10.7 評鑑人力資源

1.10.7.1 本會敦聘具有特定技術的專業人員擔任評鑑人員。本會將評鑑人力規劃成認證評審員與資深認證評審員兩類人力資料庫，並發展一套訓練、登錄、選派與考核系統。本會評鑑人員皆配有本會專屬識別證。

1.10.7.2 一般而言，評鑑小組中，主導評審員的角色由資深認證評審員或認證評審員擔任。當評審員資料庫中無人具有所需技術專

technical expertise or other factors, the assessment team members would include a technical expert to assist in completing the assessment work. The use of a technical expert is subject to the regulations provided in “Working Instructions for Technical Expert” (TAF-AA-W03).

1.10.7.3 TAF is the only body that a lead assessor, assessor, or technical expert represents during an assessment regardless of the organization to which he/she belongs to.

1.10.8 Directory of Accredited Bodies

1.10.8.1 The directory of accredited bodies displays information such as certification body profile, accredited scope, contact information, as well as the directory of the certification body that are punished by TAF. The directory of accredited bodies is posted on TAF website; moreover, searching function is available on the website. The directory is not in written forms.

1.10.8.2 The information of accreditation directory is updated real-timely on TAF website.

1.11 Instruction for Complaints and Appeals

1.11.1 Complaints

1.11.1.1 The certification bodies, interested bodies or any third parties may file complaints with the TAF whenever they object to the actions taken by the TAF or the certification bodies. Follow the the Complaint Process Operation Procedures (TAF-QP-05) of TAF.

1.11.1.2 The complaints may submit their complaint with comments and supporting document to TAF. The window of complaint is the Department of Administration located at 23F., No.27, Sec. 2, Zhongzheng E. Rd., Tamsui Dist., New Taipei City 25170; contact telephone number is +886-2-28090828.

1.11.1.3 The complainant should submit a statement to TAF by fax, email, letter, or other written format, and provide TAF with the complainant's name, employer's name (if any), the person(s) involved in the complaint, the subject matter of the complaint, and contact information to which TAF may respond (such as email address, postal address, telephone number, and others); anonymous (including

長或有其它原因時，評鑑小組成員中將納入技術專家，針對特定技術專業提供專業諮詢，協助認證評審員/資深認證評審員完成評鑑工作，運用技術專家將依循「技術專家作業指導說明書」(TAF-AA-W03)規定辦理。

1.10.7.3 主導評審員、評審員與技術專家於評鑑時皆代表本會，而不代表其任職機構。

1.10.8 認證名錄

1.10.8.1 認證名錄包含本會驗證機構的基本資料、認證範圍、連絡資訊等資料，以及經本會處置之驗證機構名錄。本會認證名錄直接登載於本會網站，亦提供各類的表列與查詢功能，不另行發行書面名錄。

1.10.8.2 本會認證名錄採即時更新方式進行資料維護。

1.11 抱怨及申訴須知

1.11.1 抱怨

1.11.1.1 驗證機構、利害相關團體或任意第三人，對本會或對驗證機構的相關行為有意見時，得向本會提出抱怨。依循本會抱怨處理作業程序(TAF-QP-05)辦理。

1.11.1.2 抱怨者得隨時檢附相關意見或證明文件向本會提出抱怨。本會認證服務之受理抱怨服務窗口為本會管理處，地址為 25170 新北市淡水區中正東路二段 27 號 23 樓，電話:02-28090828。

1.11.1.3 抱怨者應以電話、傳真、電子郵件、書面或其他有效之方式向本會提出，同時並告知姓名、所屬之組織名稱(若有時)、抱怨對象、抱怨內容，以及可使本會回應抱怨案的聯絡方式(如電子郵件信箱、郵政地址、電話等)。匿名(包括虛構聯絡方式)或口頭方式提出抱怨或抱怨、抱怨未附理由或相關證明者，本會不予受理。

fictitious contact methods) or verbal complaints, or a complaint that is not accompanied by valid reasons or relevant evidence, will not be accepted.

1.11.1.4 The operations refer to “Appeal and Complaint” area in TAF official website(www.taftw.org.tw).

1.11.1.4 本會抱怨處理之相關作業，請參閱本會官網(www.taftw.org.tw)/申訴抱怨/抱怨處理程序。

1.11.2 Appeals

1.11.2 申訴

1.11.2.1 When a certification body has an opinion regarding TAF’s decision on its desired accreditation, the body can submit an appeal to TAF. Follow the Appeal Process Operation Procedures (TAF-QP-06) of TAF.

1.11.2.1 驗證機構針對本會對其所欲之認證地位的不利決定有意見時，得向本會提出申訴。依循本會申訴處理作業程序(TAF-QP-06)辦理。

1.11.2.2 The certification body may formally file an appeal in writing within 30 days after receiving the TAF official notification of accreditation decision or after the occurrence of a matter. Appeals shall be mailed to the TAF Department of Administration at 23F., No.27, Sec. 2, Zhongzheng E. Rd., Tamsui Dist., New Taipei City 25170.

1.11.2.2 驗證機構得於收受本會認證決定通知或事件發生之次日起 30 日內，檢附相關資料以書面行文方式向本會提出申訴，申訴案請寄至 25170 新北市淡水區中正東路二段 27 號 23 樓，財團法人全國認證基金會管理處收。

1.11.2.3 The appellant shall state the reasons for the appeal and submit a formal written document to TAF with relevant supporting documents; If the appeal is not accompanied with reasons or relevant supporting documents, or the time limit for appeal is exceeded, TAF will not accept it.

1.11.2.3 申訴者應以書面敘明申訴理由，並檢附相關證明文件向本會書面正式行文提出；申訴未附理由或相關證明文件，或逾申訴期限者，本會不予受理。

1.11.2.4 The operations refer to “Appeal and Complaint” area in TAF official website (www.taftw.org.tw).

1.11.2.4 本會申訴處理之相關作業，請參閱本會官網(www.taftw.org.tw)/申訴抱怨/申訴處理程序。

Part II Accreditation Assessment Operations

2. Accreditation operations

2.1 Accreditation process (initial/renewal/extending)

The accreditation process and estimated schedule is shown in Fig. 2-1 (The estimated schedule is calculated based on the cooperation between certification body and TAF, and assuming that the work is not delayed by other factors. Actual work time is based on process and individual case).

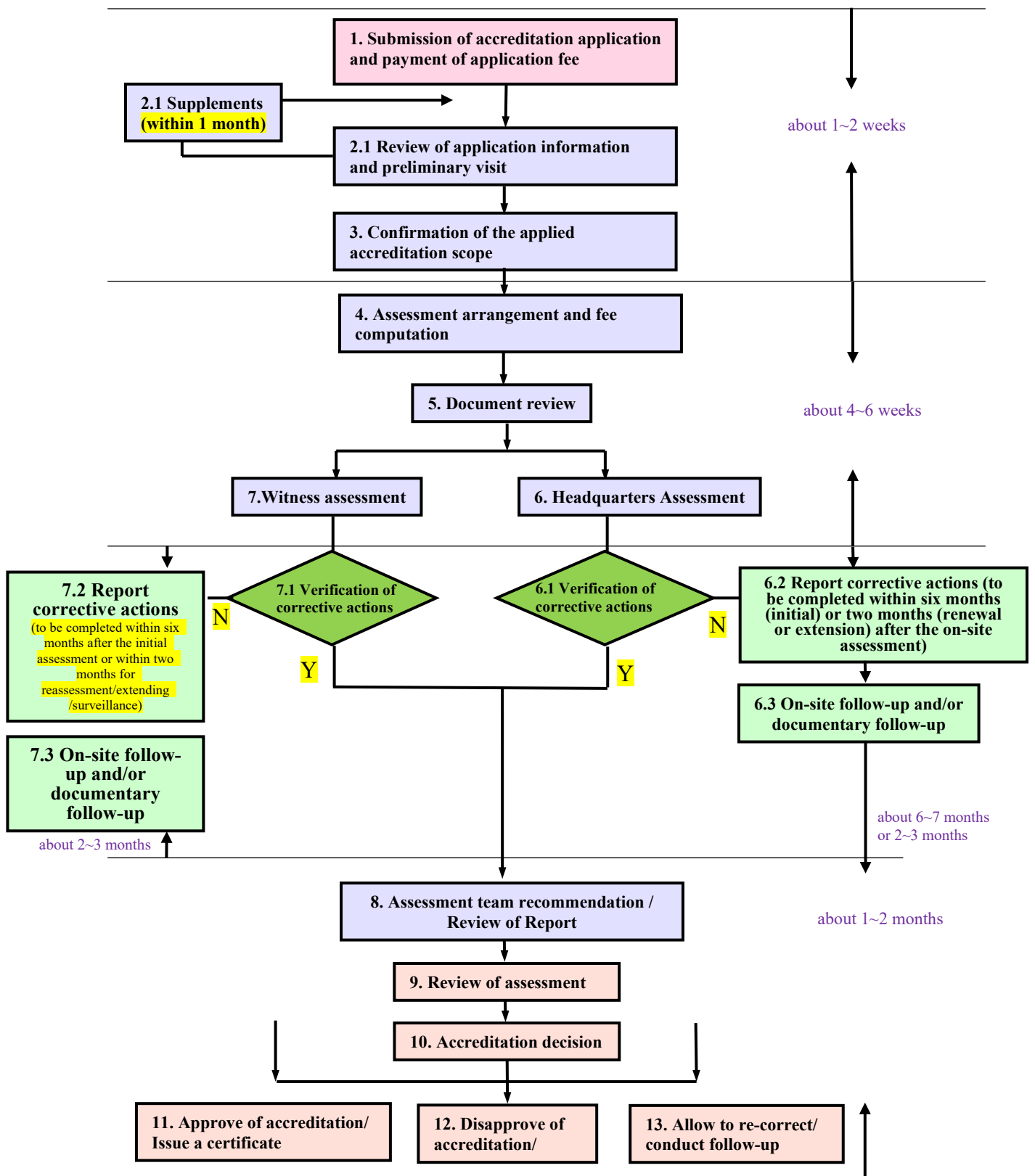
第二部分 評鑑認證作業說明

2. 認證程序

2.1 認證流程(初次、延展與增列)

本會認證作業之流程及預估時程如圖 2-1(預估時程係以驗證機構及認證機構雙方時程配合及作業無其他延遲因素之情況下估算，實際作業時間將依程序視個案情況而定)

Figure 2-1 Flowchart of Accreditation Process
(The time is estimated. Actual work time is based on process and individual case)



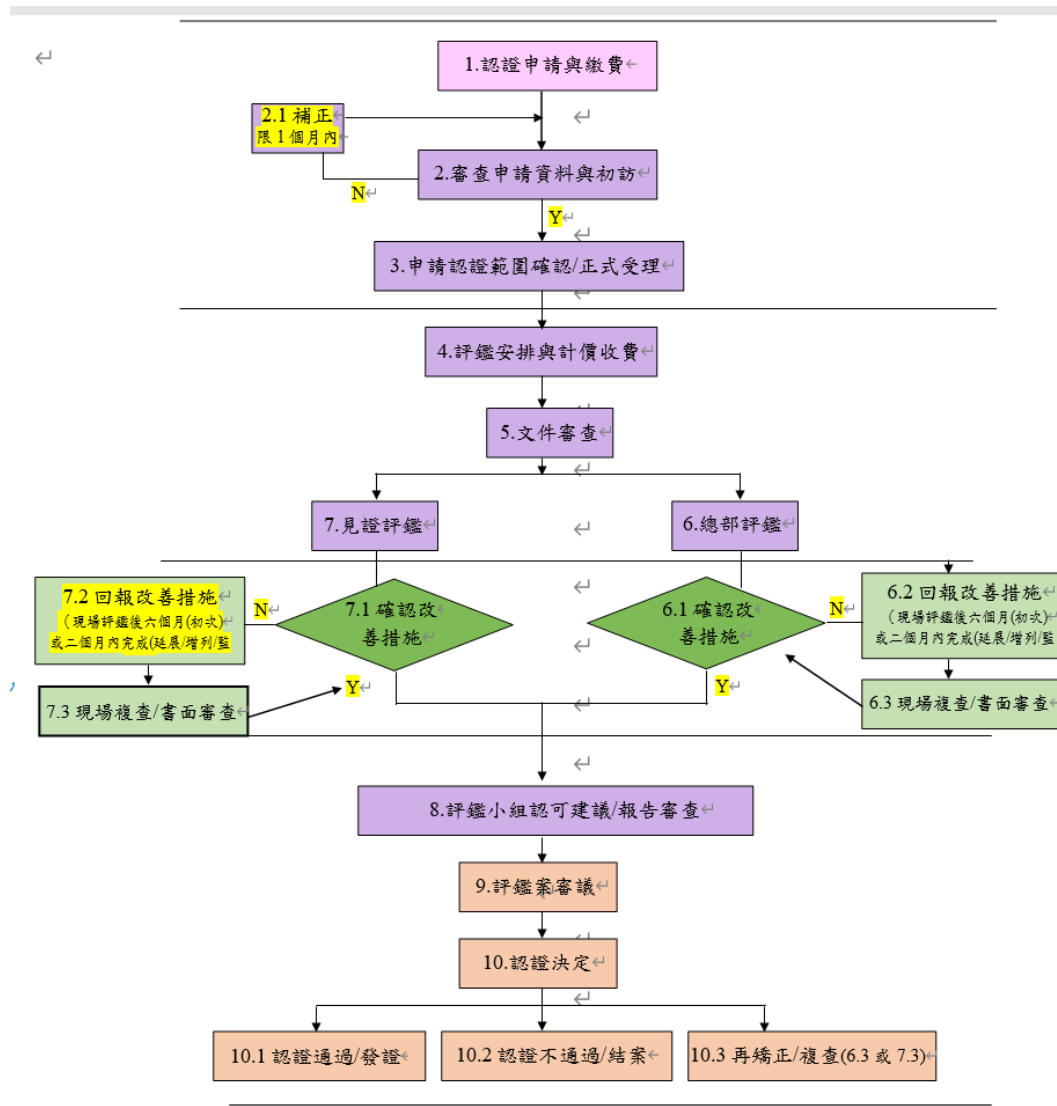


圖 2-1 認證作業流程圖(本流程圖為預估將視實際作業個案而定)

2.2 Application

2.2.1 Preparation

A certification body can apply for a virtual account from TAF website (<https://accreditation.taftw.org.tw/taf/index.action>); a serial number will be generated automatically. The applicant shall fill in the contact person and other relevant information. The accreditation information system will send out a notification for the applicant to enable the virtual account. The certification body shall register their basic information after carefully reading the "Instruction on Account and Password Applications for Accreditation Information System (TAF-AA-W15)". For the initial application, the certification body shall download the accreditation service

2.2 認證申請

2.2.1 申請準備

驗證機構於本會網站 (<https://accreditation.taftw.org.tw/taf/index.action>) 申請虛擬帳號(自動產生流水號), 並填寫連絡人等相關資料, 系統會發送啟用通知虛擬帳號啟用, 請驗證機構登入將基本資料填寫完成, 並詳閱認證服務網路帳號密碼申請說明。初次申請時請下載認證服務申請書(TAF-PC-F01)及網路服務帳號密碼申請表(TAF-AA-F40)以掛號郵寄至本會驗證機構認證處。

application form (TAF-PC-F01) and online account and password application form (TAF-AA-F40), and mail via registered mail to Department of Certification Body Accreditation of TAF.

2.2.2 Submission of application

The certification body shall submit the initial/renewal/extending application (including extending accreditation categories, sites, areas and countries of providing certification services) in accreditation information system, and also fill out the accreditation information form and attach one set of the document (such as the quality manual, operation procedures, work guidance or the relevant documents) required by the application and submit them all to the TAF website. The accreditation information system will automatically create an application number and payment notice.

The attached documents to TAF such as the quality manual, operation procedures, work guidance or the relevant documents shall be mainly in Chinese versions. In the case of English version documents, the rates of accreditation fees charged will be different. Please refer to the “Fees Schedule for Department of Certification Body Accreditation (TAF-AA-C04).”

2.2.3 Application form review and document verification

After receiving the certification body's application, TAF will review the application. The focus of the application review is to verify the eligibility of applicant, accreditation information form (including agreement of providing personal data information), and the completeness of application documents f. TAF shall confirm the application with the certification body.

If TAF had concerns about the application document or information, or if the information/document is insufficient, or any nonconformity is found, TAF will notify the certification body to make up the information or not accept the application. The application fee would not be refunded. The deadline for

2.2.2 提出申請

驗證機構於初次、延展與增列申請(包含認證類別、場區、辦理驗證業務之地區及國家)時，應於本會網站線上提出申請，並填寫資訊表及上傳相關附件(如品質手冊、作業程序書、工作說明書或相當之文件等)。本會認證資訊系統會提供認證編號並自動寄送繳款通知單。

檢附文件如品質手冊、作業程序書、工作說明書或相當之文件等應為中文版為主，若有英文版之文件時其認證收費標準不同，請參閱「驗證機構認證收費標準」(TAF-AA-C04)。

2.2.3 申請書審查及文件核對

本會接獲驗證機構申請案後，將進行申請審查，申請審查的主要重點為申請機構的資格、資訊表(含個人資料提供同意書)、申請表單文件的齊備，以及與驗證機構完成申請內容的確認。

本會對申請所提文件或資料有疑慮、不足或不符時，將通知驗證機構補正資料/說明或不予受理，申請費恕不退還。補正資料/說明的期限為1個月(此期限包括驗證機構於會員專區填寫資訊表的時間)。於此期限內未完成補正/說明者，將被通知不予受理

making up the information/description is one month (this deadline includes the time of filling accreditation information form in the system). If the applicant does not complete the make-up within the deadline, TAF will notify that the application will not be accepted.

In the review result, in case the application category is not the accreditation category specified in Section 1.7.2, or it is unable to determine substantial related certification documents, TAF shall notify the certification body immediately to reject the application and also return the whole application documents.

2.2.4 Preliminary visit

Once all application documents and information are fully completed and confirmed with the certification body, the TAF staff shall conduct a preliminary visit to verify the demand, preparation and the accreditation category under application. In the case of a certification body filing an initial application, the on-site preliminary visit shall be arranged. In the case of a certification body applying for renewal accreditation or extending accreditation, preliminary visit may be taken through telephone call, fax, e-mail or internet in principle. When deemed necessary by TAF, on-site preliminary visit may also be arranged.

In the preliminary visit, TAF staff is strictly forbidden to provide consultation or counseling work to the certification body. In case the certification body has any concerns about TAF accreditation operation, TAF staff shall provide clear description to them.

2.2.5 Confirmation of accreditation scope

Confirmation of the application accreditation scope is done by TAF and the certification body. If TAF perceives that the operation of certification system in certification body is not yet mature/ready or has severe defects that cannot be improved within a short period of time, TAF can suspend the headquarter

此申請案。

審查結果如申請認證類別不屬於本計畫第1.7.2節規定之認證類別或無法定實體之相關證明文件時，將立即通知驗證機構不予受理申請，並退回所有申請資料。

2.2.4 初訪作業

本會人員完成申請文件與資料齊備審查並經驗證機構確認後，將進行驗證機構初訪，以確認認證需求、瞭解準備狀態與確認申請認證類別。驗證機構初次申請案，採現場初訪方式進行；延展認證與增列認證申請案，得採電話/傳真/電子郵件/網路審查的方式進行，如本會考量視需要則採以現場初訪方式進行。

本會人員於初訪作業中，嚴禁對驗證機構提供諮詢或輔導性質之工作。驗證機構對本會認證作業有不清楚時，本會人員應向驗證機構清楚說明。

2.2.5 申請認證範圍確認

申請認證範圍的確認由本會人員與驗證機構人員雙方確認的方式進行。本會如認為驗證機構之驗證系統運作尚未成熟或存在嚴重缺失無法短期內改善時，得暫緩辦理總部評鑑或予以退件。本會人員完成確認後，並由驗證機構送出申請確認表視為完成確認。本會

assessment or reject the application. After TAF' completes the confirmation process, the submission of the Application Confirmation Form by certification body is viewed and treated as confirmed. TAF will then arrange the assessment based on the completed application and assign the assessment team. However, the assessment team will not accept any extension or changes to the accreditation application scope, so the certification body shall carefully confirm and check the Application Confirmation Form.

2.2.6 Application accepted

After the accreditation category is confirmed, TAF accreditation information system will officially send notice of the application acceptance, and notify the certification body about the period for the scheduled assessment (usually four to six weeks after the acceptance notification). the certification body should make necessary preparations for the assessment.

2.3 Composition of the assessment team and document review

2.3.1 Composition of the assessment team and quotation

2.3.1.1 After TAF accepts the accreditation application, the dispatched accreditation assessors will be formed into assessment teams in according to the assessment stages (including headquarter assessment and witness assessment). Technical experts may be dispatched if needed. The accreditation information system will notify the certification body regarding the composition of the assessment team. The certification body has consent right towards the assessment team members. After the certification body confirms the assessment team members, the payment notification will be issued.

Note 1: An assessment team represents TAF in the implementation of accreditation assessment. The team can check the certification body's organization, policy, and

將據此安排評鑑事宜與交付評鑑小組任務，惟評鑑小組不受理任何認證申請範圍之增加或異動，驗證機構應審慎進行申請確認表的確認工作。

2.2.6 受理申請

申請認證類別確認後，本會認證資訊系統將正式通知受理申請案，並通知驗證機構預定評鑑日期的區間(通常為受理通知後約 4 至 6 週)，並請驗證機構作好評鑑準備。

2.3 評鑑小組組成及文件審查

2.3.1 評鑑小組組成及計價

2.3.1.1 本會受理認證申請後，將派遣認證評審員組成評鑑小組，視各階段評鑑（包括總部評鑑及見證評鑑）需要派遣技術專家參與，並由認證資訊系統通知驗證機構，驗證機構確認後(驗證機構對評鑑小組成員具有同意權)，將據以計價並發出繳款通知單。

註 1：評鑑小組代表本會執行認證評鑑作業，於認證申請之各階段評鑑過程中得查核驗證機構之組織、政策及程序，以確認驗證機構符合本會認證之

procedures during the accreditation assessment process to confirm that the certification body conforms to TAF accreditation related requirements, as well as actual implementation of all procedures.

Note 2: Technical expert is dispatched by TAF. Professional knowledge or special technique provided by the technical expert. Technical expert does not participate in actual assessment operation.

2.3.1.2 If the certification body has an opinion towards assessment arrangement, the authorized contact person from the certification body shall respond to TAF within one week. If the deadline is passed, it is perceived as the certification body agreeing to TAF assessment arrangements. If this involves the opinion towards members of the assessment team, the certification body shall describe the reason in written and provide related proof documents.

2.3.1.3 For objections towards assessment team members, if the objection involves the assessor's behaviour, TAF should conduct verification based on the related proof documents provided by the certification body and give a reply. If the objection is not directly related to the assessor's behaviour, such as business competition between the organization, which the assessor works for, and the certification body being assessed, TAF should consider the objection before giving a reply. If TAF resources do not have an appropriate candidate for assessment, TAF can obtain consent from the certification body to assign a foreign expert (note). If TAF and the certification body cannot reach an agreement to continue the assessment operation, TAF will return the application and document from the certification body documents.

Note: The source of foreign expert is often the assessor of foreign accreditation body that TAF mutually recognizes.

2.3.2 Document review

2.3.2.1 The Assessment Team shall conduct the document review including the certification body's organization chart, quality manual (or the equivalent

相關要求，並確實執行所有程序。

註 2：技術專家係由本會指派，針對評鑑小組提供特定知識或專門技術之人員，不參與實際之評鑑工作。

2.3.1.2 若驗證機構對評鑑安排有意見時，請驗證機構授權的連絡人於一星期內向本會反應。逾期則視為驗證機構同意本會的評鑑安排。其中若涉及對評鑑小組成員的意見，驗證機構應以書面方式陳述理由與相關證明資料。

2.3.1.3 對評鑑小組成員的異議案，若涉及評審員個人行為等事務時，本會將依驗證機構所提之相關證明資料進行查證後回覆；若非直接涉及評審員個人行為等事務時，如評審員所屬服務機構與受評驗證機構間商業競爭等，本會將衡量對此異議的接受度後回覆。若本會資源無適當人選時，本會將徵得驗證機構同意選派國外的專家(註)。若本會與驗證機構未能達成協議致使評鑑工作無法進行，本會將退回驗證機構申請資料。

註：國外專家的來源通常為與本會相互承認之國外認證機構評審員。

2.3.2 文件審查

2.3.2.1 評鑑小組成員針對驗證機構組織架構、品質手冊（或相當文件）、作業程序、工作說明書等各項申請資料，進行評

documents), operating procedures, work guidance and other application documents. The assessment team shall notify the certification body to make up the insufficiency within the specified time limit for any document or information found in incompleteness or lacking. If necessary, the certification body is required to provide the relevant records.

2.3.2.2 Document review may be engaged in on-site if necessary (for example, extending accreditation field, document architecture is complicated such that communication in person is required, or considerable change with document).

2.3.2.3 After completion of the document review, the certification body shall provide the complete/full documents and upload such documents to TAF accreditation information system according to the requirements from the assessment team.

2.3.2.4 In case the assessment team decides not to arrange any follow-up assessment, it is required to explain reasons to TAF. As TAF agrees with the assessment team, TAF shall inform the certification body formally in written.

2.4 Assessment plan

The assessment plan shall be submitted by TAF staff to the certification body for confirmation prior to the date scheduled for assessment. (A certification body is empowered to agree or disagree with the schedule in the assessment plan.)

Note: If an assessment shall be conducted in remote, it is required to be written in the assessment plan, and required to describe at the opening meeting.

The certification bodies shall complete all required preparations prior to assessment, including:

- (1) Get ready documents for assessment and contact all departments concerned.
- (2) Get ready all sorts of records.

鑑，如發現資料不齊全或須補充資料時，將通知驗證機構限期補正，並視需要請驗證機構提供相關紀錄。

2.3.2.2 文件審查作業，必要時可採實地評鑑方式進行(例如增列認證領域、文件架構複雜須現場溝通確認、文件大幅變動...等)。

2.3.2.3 文件審查完成後，驗證機構應依據評鑑小組評鑑作業需要，提供本會已完成補正之完整文件，並上傳至本會資訊系統。

2.3.2.4 評鑑小組對文件審查結果，若決定不進行後續評鑑安排時，應向本會說明原因，並經同意後，由本會以書面正式通知驗證機構。

2.4 評鑑計畫

評鑑計畫於預定評鑑日前由本會案件承辦人送驗證機構確認。(驗證機構對評鑑計畫之時程安排具有同意權)。

註：評鑑計畫中，安排遠端評鑑時，應撰寫於計畫中，並應於開始會議中說明。

驗證機構於評鑑前應作好辦理評鑑之一切必要安排，包括：

- (1) 備妥檢查文件和洽妥各個部門，
- (2) 備妥各項紀錄，

(3) Persons to accept the assessment and resolve the complaint, and

(4) Get ready all sorts of supporting measures required for assessment (e.g., assessment accompanists, administrative support and assistance).

(3) 接受評鑑及解決抱怨之配合人員，及

(4) 備妥評鑑時所須之各項配合措施(如陪檢人員、行政協助及支援等)。

2.5 Assessment

After the certification body agrees with the assessment plans, the TAF's assessment team will immediately proceed with the assessment (headquarter assessment and witness assessment).

2.5 評鑑

驗證機構同意評鑑計畫後，本會評鑑小組即按計畫進行評鑑（總部評鑑及見證評鑑）。

2.5.1 Headquarter assessment

If a certification body has multi-sites, its headquarter assessment shall include the headquarter and the sites of sampling. The multi-site sampling shall be the same as Clause 1.8.4.2.

Note: The initial assessment and reassessment shall cover the whole assessment items. The surveillance assessment covers certain assessment items in principle.

2.5.1 總部評鑑

驗證機構如為多場區，其總部評鑑含總部及取樣場區的評鑑，多場區取樣同第 1.8.4.2 節。

註：初次及延展評鑑以全項評鑑規劃；監督評鑑原則以選項評鑑規劃。

2.5.1.1 Opening meeting

In the headquarter assessment, it will firstly start the opening meeting which shall be attended by the management level/respective responsible personnel of the certification body as well as the TAF assessment team. The opening meeting shall be chaired over by the lead assessor of assessment team. At least it is required to clearly describe the assessment purpose and accreditation requirements, as well as confirming the assessment plan and the scope for assessment, etc. In case the certification body has the doubt, the lead assessor shall make due replies in time.

2.5.1.1 開始會議

總部評鑑時，先舉行開始會議。開始會議參加人員為驗證機構之管理階層/相關權責人員及本會評鑑小組。會議由主導評審員主持，至少應明確說明評鑑目的與認證要求，並確認評鑑計畫及評鑑的範圍等。驗證機構如有疑問，主導評審員應適當回覆。

2.5.1.2 In the headquarter assessment, the assessment team shall conduct the conformity assessment on the certification body administrative systems, quality system and the qualification, training and competence of auditors (or certification personnel). The assessment team shall submit the headquarters

2.5.1.2 評鑑小組將針對驗證機構之行政作業系統、品質系統、稽核員（或驗證人員）之資格、訓練及能力，進行符合性評鑑，並提出總部評鑑報告。

assessment reports accordingly.

2.5.1.3 Close meeting

- (1) A close meeting shall be held upon completion of the headquarter assessment. The close meeting shall be attended by the management level/the relevant responsible personnel of the certification body and the TAF's assessment team. The close meeting shall be chaired by the lead assessor.
- (2) Where there is no agreement concerning the nonconformity, the certification body shall immediately present an explanation or supplementary documents. If both sides fail to reach any consensus after discussion, the certification body may write out its comments in the box for signature and sign thereon. Such comments shall be submitted to TAF by assessment team for review along with the headquarter assessment report.
- (3) At the end of the headquarters assessment close-up meeting and before the lead assessor leaves the certification body, the lead assessor shall provide one copy of the nonconformity report to the certification body. After the headquarter assessment report is completed by the assessment team, the headquarter assessment report shall be uploaded by TAF to the accreditation information system.

2.5.1.4 As the nonconformity raised by the assessment team, the certification body shall provide an analysis of the cause and influence in response to the nonconformity. In accordance with nonconformity/correction mechanism or forms in certification body, the certification body shall submit corrective actions or corrective plans through accreditation information system within the deadline (6 months for initial assessment, 2 months for extending assessment, surveillance, and reassessment).

The assessment team will review and confirm them. In case the submitted information is inadequate, TAF shall return

2.5.1.3 結束會議

- (1) 總部評鑑完成後，舉行總部評鑑結束會議。結束會議參加人員為驗證機構之管理階層/相關權責人員及本會評鑑小組。會議由主導評審員主持。
- (2) 驗證機構如對評鑑小組之不符合項目報告有不同意見時，得當場提出說明或補正相關資料。經雙方討論仍無法達成共識時，驗證機構得於不符合項目報告之驗證機構代表簽名欄敘明不同之意見並簽名，該意見將隨總部評鑑報告送本會審查。
- (3) 總部評鑑結束會議後，主導評審員應於離開驗證機構前，將不符合報告影本乙份提送驗證機構，總部評鑑報告俟評鑑小組完成後，本會將上傳於認證資訊系統。

2.5.1.4 評鑑小組應於總部評鑑報告中，要求不符合報告，驗證機構應於限期內（初次評鑑最長為6個月，增列評鑑、監督評鑑及延展評鑑最長為2個月）對評鑑小組提出之不符合報告進行原因及其影響程度分析，並將所有不符合之矯正措施或矯正計畫提送本會認證資訊系統（請依據機構之不符合/矯正機制或表單紀錄提送），由評鑑小組進行確認（註）。若提送資料無法進行確認，本會將於認證資訊系統退回矯正措施或矯正計畫，請驗證機構補件。若經本會評鑑小組二次以上要求補件退件仍未能被評鑑小組確認接受者，本會得逕送審議小組會議。驗證機構應確實依前述期限內回覆，逾矯

them back and ask the certification body for further information. If TAF assessment team has requested for further information for more than twice, and is still unable to accept the supplements, the nonconformity shall be directly forwarded to the review panel meeting for decision.

The certification body shall reply within the aforesaid time limit. When the correction deadline is exceeded, TAF will “not accept” the corrective actions, relevant information or supplements proposed by the certification body. The assessment team will review and confirm follow the final information provided by the certification body.

The non-conformity report made by the assessment team should be marked when the on-site follow-up is required. In principle, the on-site follow-up is to confirm the corrections of the original non-conformity.

For initial assessment, the effectiveness of corrective actions or corrective plans shall be confirmed by the assessment team. If it is a renewal assessment, considering the continuation of the accreditation certificate, the submission and confirmation of the correction plans shall be completed and confirmed before the expiry date of the accreditation certificate. For extending accreditation categories, another 2 months in maximum is permitted for submitting corrective actions and plans.

Note: In principle, the assessment team needs 7 days to confirm the nonconformity corrective actions or corrective plans submitted by the certification body each time. Longer days are permitted if necessary. The aforesaid time limit for submitting corrective actions and plans include the time for assessment team reviewing and confirming. If the time limit needs to be extended due to factors attributable to TAF’s assessment team, TAF agrees to extend the time limit for the certification body to submit the corrective actions or corrective plans.

正期限時，本會將不接受驗證機構提出之矯正措施、相關資料或補件，評鑑小組將依驗證機構提出之最後資料進行確認。評鑑小組提出之不符合報告若採現場複查時，應加以註明，現場複查作業原則上係針對原開立不符合之矯正進行確認。初次申請案之矯正措施或矯正計畫應經評鑑小組確認有效；若為延展案，考量認證證書效期之接續，矯正計畫提送及確認應於認證證書效期前執行完畢；增列認證類別時，最多可延長 2 個月。

註：評鑑小組每次確認驗證機構提送之不符合矯正措施或矯正計畫所須時間原則上為 7 日，必要時得延長。驗證機構應提送矯正措施或矯正計畫之限期包含前述評鑑小組對於驗證機構提送資料之確認時間。若可歸責於本會評鑑小組延長確認時間時，本會得同意延長驗證機構提送矯正措施或矯正計畫之限期。

2.5.1.5 In the case of any nonconformity found in a headquarter assessment that concerns the procedure or regulation for the witness assessment, the correction results of the nonconformity shall be confirmed and accepted by the assessment team before the witness assessment can be conducted.

2.5.1.6 Confirmation of nonconformity improvements

(1) There are two methods for confirming the corrective action of nonconformity ; one is the document review and the other is the on-site follow-up. The (lead) assessor shall select the method of confirmation to be implemented in each nonconformity report.

(2) The on-site follow-up shall be conducted no more than once. TAF reserves the right to change a document review to an on-site follow-up decision.

(3) Where a follow-up is determined, TAF shall issue an assessment arrangement notice and payment notice of assessment fees pursuant to the nonconformity report(s). The certification body shall make the necessary preparations prior to the on-site follow-up as well as pay the fees.

(4) The confirmation of coorrective actions shall, in principle, be executed by the (lead) assessor who conducted the assessment. However, where it is not possible for the respective personnel to execute the follow-up, the follow-up may be conducted by the (other) lead assessor or TAF staff.

(5) TAF shall inform the certification body about the confirmation results according to the document review. While for an on-site follow-up, the confirmation result shall be presented by the (lead) assessor at the close meeting. TAF shall upload the follow-up report to the accreditation information system after the on-site follow-up report is completed.

2.5.1.7 Tracking of correction and improvement of non-conformity

Regarding the corrections for nonconformities that were identified to be tracked during the

2.5.1.5 總部評鑑發現之不符合，如有涵蓋見證評鑑相關程序或規定，該不符合矯正結果須經評鑑小組確認有效或接受後，方得執行見證評鑑。

2.5.1.6 不符合事項的改善確認

(1) 對不符合事項的改善確認方式有兩種，一為書面審查，另一為現場複查。由(主導)評審員於每一不符合事項的紀錄表中勾選改善確認的方式。

(2) 現場複查以 1 次為限。本會保有更改書面審查為現場複查的權利。

(3) 若判定為現場複查時，本會將依據評鑑不符合報告發出評鑑安排通知與評鑑費繳款通知，請驗證機構事前作好現場複查準備與完成繳款。

(4) 不符合事項的改善確認工作，原則上以原對應的(主導)評審員執行，但若因故無法由原對應人員執行時，則由其他主導評審員或本會人員執行。

(5) 書面審查的改善確認結果將由本會通知驗證機構，現場複查的結果則於現場由(主導)評審員於結束會議時說明，現場複查報告完成後，由本會上傳認證資訊系統。

2.5.1.7 不符合事項矯正改善持續追蹤

驗證機構前一年度總部評鑑或/見證評鑑不符合事項矯正經本會評鑑小組接受並

previous headquarter assessments and/or witness assessments, if the large number or the complexity of nonconformities that are followed may compromise the effectiveness of certification procedures or pose risks to accreditation, TAF may arrange another headquarter assessment to follow.

2.5.2 Witness assessment

2.5.2.1 Document review

Before witness assessment, the assessment team may conduct document assessment over the audit planning, auditor qualification and related information. The assessment team should notify the certification body to make up the insufficiency within the specified time limit for any document or information found incompleteness or lacking. If the documents provided by the certification body still fail to meet TAF requirements for review and as a result that the witness assessment cannot be performed or has to be cancelled, TAF will still charge for document review.

After completion of the document review, the certification body shall provide the complete document according to the operation for witness assessment by the assessment team and upload it to TAF accreditation information system.

2.5.2.2 In Clause 1.5.2, to witness how a certification body confirms the competence of its internal or external laboratory, TAF may be conducted the assessment concurrently with the headquarter assessment.

2.5.2.3 The witness assessment shall be arranged in the following manner

1. Before the certification body proceeds with witness assessment, it shall provide a list of operators that are to undergo audit within the next 1 to 3 months (including the audit team, audit date, certification scope, figure of auditor days, and audit location) and upload it to TAF information system or provide it to TAF's responsible staff.

2. The prior considerations of sampling when arranging a witness for auditor(s) are new auditors, great number of conducting certifications, abnormal quality of audit,

列入下次總部評鑑追蹤者，若須追蹤之不符合事項數目多、不符合事項性質複雜、影響驗證作業有效性、具認證風險等情況，本會得另安排總部評鑑確認追蹤。

2.5.2 見證評鑑

2.5.2.1 文件審查

見證評鑑前，由評鑑小組成員針對該場次見證案件之規劃、稽核員資格及相關資料進行文件審查，如發現資料不齊全或須補充資料時，將通知驗證機構限期補正。若因驗證機構提供之案件資料，經本會審查仍不符規定，致無法執行見證評鑑或取消時，本會依文件審查事實，收取文審費用。

文件審查完成後，驗證機構應依據評鑑小組評鑑作業需要，提供本會已完成補正之完整文件，並上傳至本會認證資訊系統。

2.5.2.2 第 1.5.2 節本會見證驗證機構如何確認其內部或外部實驗室之能力，得併同總部評鑑時辦理。

2.5.2.3 見證評鑑之規劃原則如下：

1. 驗證機構應於進行見證評鑑前，提供未來 1 至 3 個月內將進行稽核之農產品經營者名單資訊（應含稽核小組名單、稽核日期、驗證範圍、稽核總人天數、稽核地點）上傳至本會認證資訊系統或提供本會承辦人員。

2. 當規畫稽核員執行見證時，優先抽查對象考量因素如下：新進人員、執行驗證案件數量高、曾經發生稽核品質異常等因素。本會承辦人員將依據本會認證週

etc. TAF's responsible staff shall select the witness and notify the certification body in according to the sampling plan in accreditation cycle. The certification body shall arrange the audit work and obtain the consent of the audited organization, then notify TAF.

2.5.2.4 TAF responsible staff will hand over the witness assessment plan to the certification body for confirmation before the date scheduled for witness assessment. (The certification body is entitled to agree or disagree with the witness assessment plan.) Upon TAF's request, the certification body shall provide TAF with the following information, in whole or in part, before 2 weeks of the date for witness assessment: -

- (1) Audit plan;
- (2) The individual expertise of the members of the audit team;
- (3) Photocopy of certification certificate (not applicable to an initial certification);
- (4) The information provided by the operator during the current process from that certification application or from surveillance/reassessment till the on-site audit, such as the application form for certification, the organization's quality manual (or equivalent documents), procedure, information of producing process, previous report of audit and nonconformity, etc.;
- (5) The documents generated by the certification body in the certification procedures/operation, e.g. auditing man-day planning, document review reports, audit plan and audit checklist; and
- (6) Previous audit report (not applicable to initial assessment cases).

In the event that the certification body fails to submit the aforementioned information within the specified time limit and, as a result, TAF assessment team is unable to complete the

期內取樣之規劃，選定見證案件並通知驗證機構，驗證機構應於排定稽核作業並於取得受稽核農產品經營者之同意後，通知本會。

2.5.2.4 本會依據驗證機構所提交之稽核計畫，於見證評鑑日前由本會案件承辦人傳送驗證機構確認(驗證機構對見證評鑑計畫之時程安排具有同意權)，驗證機構於見證評鑑日 2 週前，在本會要求下，應提供本會下列全部或部分資料：

- (1) 稽核計畫
- (2) 稽核小組成員專長資料。
- (3) 驗證證書影本(初次驗證案不適用)
- (4) 該農產品經營者自當次申請驗證或辦理追查/重新評鑑至進行現場稽核過程中所提供予稽核員之資料，如驗證申請書、組織之品質手冊(或相當文件)、作業程序、生產流程資訊、前次稽核報告與不符合報告等。
- (5) 驗證機構相關之最新程序文件及驗證程序/作業所產生之文件，如稽核人天規劃、文件審查報告、稽核計畫、稽核查檢表等資料。
- (6) 前次稽核報告(初次驗證案不適用)。

驗證機構如未能適時送達上述資料，導致本會評鑑小組無法完成評鑑前準備工作，本會得要求驗證機構重新選定見證評鑑之農產品經營者。

preparation of assessment, the TAF may request that the certification body re-selects the operator for the witness assessment.

2.5.2.5 The lead assessor may, under not affecting the audit operation of the certification body, start up the opening meeting before the audit.

2.5.2.6 During the witness assessment, the lead auditor of the certification body shall explain to the operator about the following issues:

- (1) Under assurance, the accreditation assessor(s) in the witness assessment shall not be the course of affecting the audit results.
- (2) The conference room shall be ready for the meeting after closure of each day.
- (3) The assessors may communicate to each other after the audit activity if necessary.

The assessment team shall participate in the audit operation of the certification body throughout the process. The assessment team may enter the process onto the notebooks and check documents with the approval from witnessed organization. In principle the assessment team shall not pose questions or make comments when participating in the witness assessment to prevent a bother of the audit. If there is any doubt or question, it can be asked at the appropriate time or communicated with the certification body auditors during the break under not affecting certification body's audit operation.

2.5.2.7 Regarding the audit man-day planning of the audit, correctness of accreditation category, competence of the audit team implementing certification criteria, the conformity of requirements of the certification body procedure, its teamwork of audit team, its auditor individual characteristics/knowledge/technique/auditing skills, they are evaluated by the assessment team in accordance with accreditation related criteria during the process of witness assessment. The assessment team shall submit the witness assessment reports.

2.5.2.5 主導評審員得視情形，在不影響驗證機構稽核作業下，於驗證機構開始稽核前舉行見證前開始會議。

2.5.2.6 見證評鑑時，驗證機構主導稽核員應向農產品經營業者說明下列事項：

- (1) 認證評審員參與之原因，並保證不影響驗證機構的稽核結果。
- (2) 每日稽核結束後將借用會議室開會。
- (3) 視需要，評審員於稽核活動後將留下進行溝通。

評鑑小組應全程參與驗證機構稽核員之稽核作業，評鑑小組得作筆記、查閱文件(於驗證機構徵得受見證組織之同意下)。原則上評鑑小組參與見證過程中不得發問及評論，以免影響稽核作業之進行；惟如有疑問時，在不影響驗證機構稽核作業下得適時發問或在稽核中場段落時間與驗證機構稽核員溝通討論。

2.5.2.7 見證評鑑過程中，評鑑小組依認證相關規範對驗證機構稽核案件之稽核人天規劃、認證範圍類別正確性、稽核小組運用驗證標準稽核之能力、驗證機構程序要求之符合性、稽核小組之團隊運作、以及稽核員之個人特質、知識與技能、稽核技巧及相關之能力等進行評估，並提出見證評鑑報告。

The auditor of the certification body shall submit to the assessment team a copy of the audit observation report and the nonconformity report or audit report which the auditors fill out on the same day of witness assessment. The assessment team shall submit the aforementioned copy of documents along with the witness assessment report to the TAF.

2.5.2.8 At the final day of the witness assessment (i.e. the last day of audit), there shall be a reserved 30 minutes to 1 hour to hold the closing meeting for the witness assessment.

The closing meeting for the witness assessment shall be attended by the management level representative, the audit team of the certification body and the TAF assessment team. If that the management level representative of the certification body did not attend the meeting, other representatives or the audit team of the certification body shall be deemed as the management level representatives. The meeting shall be chaired by the lead assessor or an assessor.

Where there is no agreement concerning the nonconformity, the certification body shall immediately present an explanation or supplementary documents. If both sides fail to reach any consensus after discussion, the certification body may write out its comments in the box for signature and sign thereon. Such comments shall be submitted to TAF by assessment team for review along with the witness assessment reports.

At the end of the close meeting, the lead assessor shall provide one copy of all nonconformity report(s) to the representative or audit team of certification body before leaving the site. After the witness assessment report is completed by the assessment team, the witness assessment report will be uploaded by TAF to the accreditation information system.

2.5.2.9 Over the nonconformities of the witness assessments, the assessment team may handle in a manner same as Clause 2.5.1.4.

驗證機構稽核員應將見證評鑑當日所填寫的稽核觀察報告及不符合報告或稽核報告影本一份交評鑑小組，評鑑小組應將上述文件影本併同見證評鑑報告提交本會。

2.5.2.8 每一見證評鑑最後 1 日（即稽核最後 1 日）應預留 30 分鐘至 1 小時，舉行見證評鑑結束會議。

見證評鑑結束會議參加人員為驗證機構之管理階層、稽核小組及本會評鑑小組，如驗證機構之管理階層未出席時，其出席之驗證機構代表或稽核小組，視為管理階層代理人。會議由主導評審員或評審員主持。

驗證機構如對評鑑小組不符合項目報告有不同意見時，應當場提出說明或補正相關資料。經雙方討論仍無法達成共識時，驗證機構得於不符合項目報告之驗證機構代表簽名欄敘明不同之意見並簽名，該意見將隨報告送本會審查。

見證評鑑結束會議後，主導評審員應於離開組織前，將不符合報告影本乙份提送驗證機構，見證評鑑報告俟評鑑小組提交本會後，本會將另上傳於認證資訊系統。

2.5.2.9 對於見證評鑑之不符合，評鑑小組處理方式請參閱本文件第 2.5.1.4 節規定辦理。

2.6 Proposal of accreditation 2.6 提出認可建議

recommendation

1. The lead assessor shall compile all the information of document review, assessment report and nonconformity reports with confirmed corrective actions, and propose the recommendation recognized from the assessment team to TAF.
 2. If applicable, when no nonconformity is raised, or all corrective actions have been confirmed during the on-site follow-up, the lead assessor may report the accreditation recommendation to the certification body in the closing meeting. Otherwise, the accreditation recommendation from the assessment team shall be included in TAF notification letter or sent to the certification body through TAF accreditation information system.
 3. The assessment report(s), on-site follow-up report(s), nonconformity correction's verification results (including accepted or unaccepted) and assessment team accreditation recommendation form shall be reviewed by TAF before they are sent to the panel review meeting.
1. 主導評審員於評鑑結束後，應綜整文件審查、評鑑報告與不符合報告及其改善確認等資料，向本會提出評鑑小組認可建議表。
 2. 若實務可行，如無任何不符合事項，或所有不符合事項皆於現場複查確認時，主導評審員可於評鑑總結會議中向驗證機構報告評鑑小組認可建議表，其餘情況將由本會書面或於會員專區通知驗證機構評鑑小組的認可建議。
 3. 評鑑報告、現場複查報告、不符合事項改善確認結果(包含接受與不接受)與評鑑小組認可建議表等經本會審查後，方進行審議。

2.7 Submission of assessment report

1. After completion of the assessment, the lead assessor shall summarize such information as the checklists of assessment team members, nonconformity report. The assessment report in written shall be mailed to TAF within 30 calendar days. The assessment report shall include assessment findings. The matters for improvement to the certification body could be in the report but shall not include recommendations for a specific solution.
2. In case of any discrepancy between the assessment report and the assessment findings, the assessment team shall clarify it. With the consent of TAF, TAF shall submit an explanation in writing to the certification body.
3. TAF responsible staff shall confirm the assessment report and upload it to the

2.7 提交評鑑報告

1. 評鑑結束後，主導評審員彙整評鑑小組成員之查檢表、不符合報告等資料，書面之評鑑報告於 30 日曆天內寄回本會。評鑑報告內容除評鑑發現外，亦可包含驗證機構可改進之事項，惟不應為特定解決方案之建議。
2. 評鑑小組之評鑑報告結果與評鑑發現不同時，評鑑小組應提出說明，經本會同意後，由本會向評鑑機構提出書面說明。
3. 評鑑小組提交之評鑑報告由本會承辦人員確認無誤後於 7 日曆天內於認證資訊

accreditation information system within 7 calendar days.

系統上傳送交驗證機構。

2.8 Review of report

2.8.1 Accreditation field responsible staff or the staff qualified for reviewing assessment reports are responsible for reviewing TAF reports. If the aforementioned person participated in the assessment, then the review shall be done by a senior assessor. Reviewer shall review the various phase reports provided by the assessment team including nonconformities and confirmed corrective actions or corrective plans confirmed by the assessment team.

2.8.2 If different opinions exist between the review result and the report made by the assessment team, the reviewers shall provide the explanations. When necessary, the assessment team should supplement information.

2.8.3 After the reviewer confirms, TAF shall send the official report to the certification bodies through accreditation information system. TAF shall take full responsibilities of the official report no matter what the assessment team leader is TAF staff or not.

2.8.4 If the extending accreditation category is processed together with the headquarter assessment of surveillance or reassessment, the cases for extending accreditation category, that have completed relevant assessment including the confirmation of nonconformity correction action, could have priority for report review..

2.8.5 The certification body shall submit statements of disagreement about the report. If any, submit the statements to TAF within 30 calendar days from the day after receiving that report.

2.9 Panel review meeting (initial/renewal/extending)

2.9.1 TAF shall not submit to the panel review meeting and proceed to the accreditation decision before the corrective action have not been confirmed by the assessment team, the correction plans have not been accepted by the assessment team or the reviewers has not

2.8 報告審查

2.8.1 本會之報告審查由各領域負責人或符合審查評鑑報告資格者負責，若前述人員實際參與評鑑，則另由資深評審員審查。審查人員就評鑑小組所提之各階段報告及評鑑小組確認過之不符合矯正措施或提供矯正計畫予以審查。

2.8.2 審查人員審查結果與評鑑小組所提之報告內容有差異時，審查人員將說明意見，必要時應請評鑑小組補充資料。

2.8.3 經審查人員審查後，本會將正式報告於認證資訊系統傳送驗證機構。不論主導評審員是否為本會之全職職員，本會均對評鑑報告(包括不符合)之內容負責。

2.8.4 若增列認證類別案件與監督評鑑或延展之總部評鑑合併辦理，增列認證類別之案件已完成相關評鑑且依規定提出不符合矯正者，得先辦理報告審查。

2.8.5 驗證機構對報告內容有任何異議時，應於收受報告之次日起 30 日曆天內檢附相關證明文件向本會提出。

2.9 審議作業(初次、延展與增列)

2.9.1 總部評鑑及見證評鑑發現之所有不符合，其矯正措施未經評鑑小組確認(包含接受與不接受)，且未經審查人員審查前，本會不提送審議。惟下列情況不受前述作業限制：

reviewed for all nonconformities found from the headquarter assessment and the witness assessment. However, these restrictions do not apply to the following scenarios:

(1) When the finding of the assessment team is not accepted by the certification body. (The certification body expresses disagreement or an opposing opinion.)

(2) The founded finding during the assessment was in violation of “Taiwan Accreditation Foundation Regulations on Rights and Obligations (TAF-AR-10)”.

2.9.2 According to technical nature, TAF will invite 3 or more panel members to review the assessment result and accreditation recommendations from the assessment team. The lead assessor shall debrief the assessment result. Where necessary, TAF will request the certification body to provide relevant information or invite the certification body to attend the panel review meeting. The information from aforesaid arrangement will be included into the assessment results as a basis for the accreditation decision.

2.10 Accreditation decision (initial/renewal/extending)

2.10.1 TAF shall not proceed to the accreditation decision if the panel review meeting has not been done.

2.10.2 TAF shall compile reviewer’s opinion with related information like assessment reports and results for making accreditation decision.

2.10.3 In case of a discrepancy between the results of the accreditation decision and the contents of the assessment report, TAF shall notify the certification body.

2.10.4 The accreditation decision is made to decide whether or not to grant accreditation to the certification body. Such decision shall be stated in an official TAF notification letter sent to the certification body. Where accreditation is granted, the official TAF notification letter shall accompany with an accreditation certificate.

2.10.5 Where not passing the accreditation decision, the certification body may apply for accreditation afresh.

(1) 評鑑小組評鑑發現與驗證機構有不同意見(驗證機構表達異議或不同意)

(2) 評鑑小組評鑑發現內容已違反「本會權利義務規章(TAF-AR-10)」規定。

2.9.2 本會將依技術專業邀請三位以上審議委員，進行評鑑小組評鑑結果與認可建議的審議。主導評審員於審議會議簡報評鑑結果，本會得視需要，請驗證機構提供相關資料或邀請驗證機構代表出席審議小組會議；前述資訊將併入該案評鑑結果，作為認證決定的依據。

2.10 認證決定(初次、延展與增列)

2.10.1 未經審議作業，本會不進行認證決定。

2.10.2 本會將彙整評鑑案審查委員之審查意見，連同評鑑相關報告與結果等相關資料，進行認證決定。

2.10.3 認證決定結果與評鑑報告內容有差異時，本會將通知驗證機構。

2.10.4 認證決定是對驗證機構授予認證與否作成決定，由本會發函通知認證決定，若為授予認證者將隨函附上認證證書。

2.10.5 認證決定不通過者，驗證機構得重新申請認證。

2.11 Satisfaction survey

TAF will request the certification bodies to respond the satisfaction survey questionnaire at every assessment of the initial accreditation, surveillance, renewal accreditation and extending accreditation, as well as sends out such a survey questionnaire at any time it deems necessary, in order to obtain an accurate understanding of the certification body satisfaction with TAF accreditation service.

2.12 Issuance of the accreditation certificate

After the accreditation decision passes and the accreditation certificate fees and annual fees are paid, TAF shall grant one copy for each of the Chinese and English version of the certificate in an electronic form, and make public announcement of the issuance. The certificate shall be based mainly on the Chinese version and complemented by the English version. The validity of the Accreditation Certificate shall be for 3 years.

2.13 Renewal of the accreditation certificate

2.13.1 TAF will inform the certification bodies regarding the accreditation decision result for reassessment of accreditation review panel meeting and replace the current certificate prior to expiry of the accreditation certificate. If the reassessment result of an certification body is found to have the nonconformity that has failed to complete corrective actions within the specified time limit, TAF will suspend or withdraw the scope of accreditation in full or in part based on Clause 3.6.

Note: In order to qualify for the renewal of accreditation certificate, as stated in the previous paragraph, the certification body must have a headquarter assessment conducted before its accreditation certificate expires, without displaying any major nonconformity. If the result of following assessment or other factors lead to an unqualified accreditation of the

2.11 滿意度調查

為確實瞭解驗證機構對本會認證服務之意見，將配合初次申請案、監督評鑑案、延展案與增列案之結果通知，以及其它適當的時機，請驗證機構填寫滿意度調查的問卷。

2.12 認證證書之核發

認證決定通過繳交認證證書費及年費後，本會核發中文及英文電子式認證證書各乙份，並對外公布；認證證書以中文為主，英文為輔，認證證書之有效期限為3年。

2.13 認證證書之更新

2.13.1 驗證機構之認證證書有效期屆滿前，本會將依據延展評鑑審議結果通知驗證機構並核發新證書。惟如驗證機構之延展評鑑結果發現有不符合，且未於限期內改善者，本會將依據第3.6節予以減列或終止其全部認證類別或部分認證類別。

註：驗證機構應於認證證書有效期屆滿前執行總部評鑑且無重大缺失，始符合本條前款之條件而辦理核發新證書，惟若後續評鑑結果及其他因素等導致驗證機構不具認證資格將予以廢止。

certification body, the certificate shall be withdrawn.

2.13.2 In case of a change in the entry in the accreditation certificate, except the accreditation category (e.g. reduction and extension) which shall be conducted based on the aforementioned requirements, the certification body shall apply to TAF with the supporting documents for replacement of the certificate. Where TAF, in assessment of the cause of change, considers such change has significant influence upon its activities and operation (e.g. change in ownership, change in major management or equipment), TAF may conduct an assessment as required. After the certification body passes the accreditation assessment, TAF will inform the certification body to pay certificate fee to replace the current certificate.

2.14 Rejection

The TAF may inform the certification body of the rejection and may return the application documents if the certification body is found to have met with any of the following:

Note: Rejections are applicable for any application for initial, extending, renewal, or amendment accreditation.

1. Where the TAF has informed for makeup or submittal of data, the certification body fails to make up or submit such data without suitable reasons within the specified time limit.
2. Where the headquarter assessment was unable to be conducted within six months due to factors attributable to the certification body after the headquarter preliminary visit had executed or the application was accepted officially.
3. Where all witness assessments could not be completed within 6 months after the headquarter assessment due to factors attributable to the certification body, or where the headquarter assessment could not be completed within 6 months after the witness assessment due to factors attributable to the certification body.
4. In the Initial case, where the corrective actions or correction plans for the nonconformities of the certification body were

2.13.2 認證證書所載事項如有變更，除認證類別(如：減列、增列)應依前述規定辦理外，驗證機構應檢附相關資料，向本會申請核發新證書，經本會評估認為其變更原因，對該機構的活動與運作有重大影響者(例如所有權變更、重要管理階層人員或設備變更)，本會得辦理必要之評鑑，並於該機構通過認證評鑑後通知繳證書費並核發新證書。

2.14 退件

驗證機構有下列情形者，本會得通知退件，並退還申請資料：

註：退件案用於初次申請案、增列案、延展案、異動案等案件類型。

1. 經本會通知補正或提送資料，無正當理由延誤指定期限仍未補正或提送者。
2. 本會完成總部初訪及正式受理後，因可歸責驗證機構之事由，致 6 個月內無法進行總部評鑑者。
3. 總部評鑑結束後，因可歸責驗證機構之事由，致 6 個月內無法完成全部見證評鑑者；或見證評鑑結束後，因可歸責驗證機構之事由，致 6 個月無法完成總部評鑑者。
4. 初次申請案之總部評鑑或見證評鑑結束後，驗證機構無法於 6 個月內完成本會確認有效或接受之不符合矯正措施或矯正計畫

unable to be confirmed as valid or accepted by the TAF within 6 months after the headquarter assessment or witness assessment is executed.

5. Where the assessment team considers it is necessary to proceed with follow-up assessment under the assessment results. But the on-site follow-up is unable to be conducted within 6 months after the headquarter assessment or witness assessment is executed, due to factors attributable to the certification body.

6. Where the assessment fee is not paid in 3 days prior to a date scheduled for assessment.

7. Where the application is voluntarily withdrawn.

8. Where the application is not closed for more than 2 years after being accepted due to a factor attributable to the certification body.

9. Where the certification body fails to comply with the obligations set forth in the TAF's Rights and Obligations in a serious offense or fails to complete improvement within the time limit specified by the TAF.

10. Where the authority officially informs TAF of not accepting the application case.

者。

5. 總部評鑑或見證評鑑結束後，評鑑小組評估結果須進行現場複查，因可歸責驗證機構之事由致 6 個月內無法進行現場複查者。

6. 評鑑日 3 日前尚未繳交評鑑費者。

7. 自行撤回申請案者。

8. 申請案自受理日起，因可歸責驗證機構之事由逾 2 年未結案者。

9. 未遵守本會認證權利義務規章中之義務，情節重大者或經本會通知限期改善仍未完成改善者。

10. 經主管機關發函通知不予受理者。

2.15 Termination

2.15.1 Where the certification body is unable to coordinate with the accreditation procedures and thus desires to terminate any part of the scope of the application for accreditation, it may apply to the TAF in writing with reasons stated.

2.15.2 Where the certification body has terminated a part or all of the accreditation scope of application, as mentioned in the previous paragraph, the terminated part shall be deemed as closed. The certification body may resubmit the application for accreditation after 1 month as of the date when the application is terminated.

2.15 撤回

2.15.1 驗證機構如無法配合進行認證程序，擬撤回部分認證申請範圍時，得敘明理由向本會提出書面申請。

2.15.2 前項驗證機構撤回部分或全部認證申請範圍時，該撤回之部分即視為結案，驗證機構得於申請案撤回日起 1 個月後再次提出認證申請。

2.16 Confidentiality and conflict of interest

Starting from the time upon receipt of the application form for accreditation of the certification body, the TAF will comply with the following:

1. Accreditation review panel , accreditation

2.16 保密及利益迴避

本會自收受驗證機構之認證申請書起，將遵守下列事項：

1. 本會從事各項認證作業之審議小組委員、

assessors, technical experts, and personnel in various levels (including those contracted externally) of TAF that engaged in various accreditation operation shall not disclose any information obtained during the accreditation process without written consent from the certification body. If accreditation involves a spouse, first-degree relatives (parents and children), second-degree relatives (grandparents and siblings, etc.), third-degree relatives (uncles and aunts) or cohabiting couples who has an employment relation with or interest in the conformity assessment body or its affiliates, or with interests in its business, a prior statement should be made and avoidance of conflict of interest shall be put in place..

2. In the event that any of such information of the certification body must be provided to a third party due to legal requirements, the certification body shall be informed where permitted by law.
3. When evaluated by an international organization for evaluations or assessments, TAF will provide relevant accreditation information for evaluation, as required by that international organization, without informing certification bodies where the information originated.

2.17 Prescription on administrative operation

To assure the administrative efficiency and safeguard the certification body's interests, except the situations described below, for all communications with the certification body, TAF will inform the results of handling and update of the handling to certification body by means of the accreditation information system, phone, FAX, e-mail or by mail (e.g. sending reports, notices, letter) within 14 working days. In the event that the information could not be provided to the certification body for more than 14 working days, the TAF will inform the certification body of the causes leading to the delay.

1. Assignment of the assessment team.
2. Document review conducted by the

認證評審員、技術專家及本會各級人員（含外聘人員），非經驗證機構之書面同意，不得將認證過程中所獲得之任何資訊透露給第三者，且遇有涉及配偶、一等親（父母、子女...等）、二等親（祖父母、手足...等）、三等親（叔/嬸/伯/姑...等）範圍或是共同生活者，與符合性評鑑機構與其所屬機構具有雇用或有特定利害關係（經營）者，或與其事業有利害關係者，均應事前聲明並迴避。

2. 若因法律規定，需將驗證機構資訊提供給第三者時，將依法律許可範圍通知驗證機構。
3. 本會接受國際組織之評估或評鑑作業時，將依國際組織規定提供相關案件資料接受查核，本會將不另通知驗證機構。

2.17 行政作業時效掌控

本會為掌控行政作業時效且避免影響驗證機構權益，除下列情形外凡與驗證機構之聯繫，原則上於 14 個工作日內，以認證資訊系統、電話、傳真、電子郵件或紙本等方式（如：寄送報告、通知書、函...）回覆本會處理結果或辦理情形；如超過 14 個工作日無法回覆驗證機構，必要時本會將通知驗證機構展延辦理之原因。

1. 評鑑小組之派遣。
2. 評鑑小組執行文件審查。

assessment team.

3. Convening of the Accreditation Review Panel meeting. 3. 審議小組會議之召開。
4. Determination of the timing for assessment and follow-up. 4. 評鑑、複查時間之選定。

Part III Accreditation Maintenance, Extending Accreditation, Amendment and Accreditation Punishment

3. Surveillance and accreditation maintenance of certification body

3.1 Accreditation maintenance

TAF shall carry out surveillance and reassessment in order to confirm the certification body to continuously conform to the requirements of accreditation criteria, and maintain the accreditation qualification.

3.1.1 The certification body shall comply with the accreditation criteria specified in Section 1.2. and requirements of “3. Basic certification criteria” as stipulated in the appendix of Article 3, Paragraph 2, Subparagraph 4 of the Regulations for Approving and Supervising Organic Accreditation Bodies.

3.1.2 Complete all arrangement as necessary for the assessment before surveillance (including amendment), extension, and renewal, including:

- (1) Prepare documents for assessment and arrange with all departments concerned;
- (2) Prepare related records;
- (3) Persons to accept the assessment, and
- (4) Prepare all sorts of supporting measures during the assessment (e.g., accompanists, administrative assistance and support).

3.1.3 Only the accreditation category which has been officially accredited can be announced.

3.1.4 The use of accreditation shall not damage the image of the TAF, and shall not use the fact of accreditation to make misleading or unauthorized statements.

3.1.5 Discontinue all advertising which uses TAF accreditation upon withdrawal or revocation of accreditation and surrender all accreditation documents as requested by TAF.

第三部分 認證維持、認證增列、 異動作業、認證處置

3.驗證機構之監督與認證維持

3.1 認證維持

本會執行監督評鑑及延展評鑑，以確認驗證機構持續符合認證規範要求，維持認證資格。

3.1.1 驗證機構遵守第 1.2 節所訂之驗證機構認證依據標準及應符合有機農產品認證機構許可及監督管理辦法第三條第二項第 4 款附件「3.驗證基本規範」之要求執行驗證業務。

3.1.2 於監督、異動、增列、延展評鑑前，驗證機構應配合評鑑之一切必要安排，包括：

- (1) 備妥檢查文件和洽妥各個部門，
- (2) 備妥各項紀錄，
- (3) 接受評鑑等相關人員，及
- (4) 備妥評鑑時所須之各項配合措施(如陪檢人員、行政協助及支援等)。

3.1.3 僅能宣告已獲認證之認證類別。

3.1.4 對認證的使用不能損害本會之形象，且不得利用認證事實作出誤導他人或未經授權之聲明。

3.1.5 認證終止或撤銷時，停止使用一切引用本會認證之廣告事務，並繳銷本會所要求的任何認證文件。

3.1.6 No use of the facts of having obtained the accreditation to hint that any products, process, systems or individuals have been accredited by the TAF.

3.1.7 Assure that accreditation documents, symbol, reports and promotional materials shall not be misled either in whole or in part.

3.1.8 Comply with the TAF's "Rules Governing Use of Accreditation Certificates and Accreditation symbol by Certification Bodies (Document No.: TAF-AA-C05)" when quoting the accreditation in communications media, e.g., documents, publicity or advertising.

3.1.9 Assure that all activities of its related organization (personnel) shall not challenge confidentiality, objectivity and impartiality of certification and shall not provide:

1. Services provided by the organization;
2. Consultation services in acquiring or maintaining certification;
3. Services in design, enforcement or maintenance of quality system .

3.1.10 Shall enact documented procedures in the use of accreditation symbol and taking over certification cases. TAF will verify them during surveillance and reassessment.

1. Procedures of using TAF accreditation symbol.
2. Procedures for coordinating with TAF to take over certification cases in accordance with laws and regulations.

3.1.11 Shall come to mandatory agreement with the certification certificate holders (operators), so that upon TAF's request, the certification certificate holders (operators) shall agree that the TAF assessment team may witness the audit of the certification body on the site of the operator, or that TAF may conduct validation assessment on the certification body's audit activity.

3.1.12 The certification body shall not issue non-accredited certification certificates in scopes that accredited by TAF.

3.1.13 In case a certified client belonging to

3.1.6 不得利用取得認證之事實，來暗示產品、過程、系統或個人亦已獲得本會之認證。

3.1.7 確保所有或部分的認證文件、標誌、報告及宣傳品之使用不致誤導。

3.1.8 於傳播媒體如文件、宣導品或廣告中，引用認證狀況時，應符合本會「驗證機構認證證書及認證標誌使用規定（文件編號 TAF-AA-C05）」。

3.1.9 應確保其關係機構(人員)之活動，不影響驗證之機密性、客觀性或公正性，且不應提供：

1. 其驗證的機構所提供之服務。
2. 取得或維持驗證之顧問服務。
3. 設計、執行或維持品質系統之服務。

3.1.10 應訂定下列使用認證標誌與承接轉證案件之書面程序，本會將於監督評鑑、延展時加以查核。

1. 使用本會認證標誌之書面程序。
2. 配合本會協調並符合法規作業規定之承接移轉案件書面程序。

3.1.11 應與驗證證書持有者（農產品經營者）間訂定強制性之協議，內容應包含驗證證書持有者（農產品經營者）於本會提出要求時，應同意本會評鑑小組於農產品經營者之現場見證驗證機構之稽核小組執行稽核作業或本會辦理驗證機構之稽核符合性查核作業。

3.1.12 認證範圍內核發之驗證證書，應為具本會認證標誌之驗證證書，不得為不具本會認證標誌之驗證證書。

3.1.13 屬本會認證範圍內之驗證廠商若發生

TAF accreditation scope incurs or causes any event of labor safety, food safety, or major event with suspicion in certification and impact on public safety or confidence, the certification body shall notify TAF of the emergency response immediately.

3.1.14 Certification body shall enter Taiwan Organic Agriculture System (<https://epv.afa.gov.tw>) to maintain the certified client data (such as extension of newly passed certification or extending certification scope, reduced certification scope, suspended certification, terminated certification, name change, address change, and other changes to organization, product, or personnel list) within 10 working days after the certification decision.

3.1.15 Certification body shall issue organic agriculture's certification document through Taiwan Organic Agriculture System (<https://epv.afa.gov.tw/>).

3.1.16 When TAF accreditation criteria or other relevant important document is in process of change, the opinion of relevant interested body shall be obtained. When necessary, important changes shall set the conversion period and the follow-up confirmation plan.

3.1.17 It is required to establish related procedures to ensure the documents provided to TAF maintains as the latest version; and in case TAF consent is not obtained in written in advance, the documents forwarded to TAF shall be in Chinese version.

3.1.18 Except for surveillance, as TAF gets to a certification body or an operator's production site to perform any survey, sampling or visit without notifying it beforehand due to business need, it shall make no avoidance or refusal.

3.2 Surveillance operation

3.2.1 Surveillance frequency

To maintain the validity of accreditation, the certification bodies shall accept at least one surveillance by TAF every year within an accreditation cycle.

3.2.2 Types of surveillance

Surveillance includes headquarter assessments

工安、食安事件或造成對驗證有疑義影響公眾安全或信心之重大事件，應將緊急應變處理結果立即通報本會。

3.1.14 驗證機構應於驗證決定後 10 個工作日內進入臺灣有機農業資訊網 (<https://epv.afa.gov.tw/>) 維護其驗證客戶資料 (如：新增通過驗證或增列驗證範圍、減列驗證範圍、暫時終止驗證、終止驗證、名稱變更、地址變更...等異動之組織、產品或人員名單)。

3.1.15 驗證機構應透過臺灣有機農業資訊網 (<https://epv.afa.gov.tw/>) 簽發有機驗證證明文件。

3.1.16 本會認證規範或相關重要文件如有變更時，將徵詢相關利益者意見。必要時，重要變更事項將訂定轉換期限與後續確認計畫。

3.1.17 應訂定相關程序，以確保提供本會之資料係維持最新版本；且未事先以書面取得本會同意時，送本會資料應為中文版。

3.1.18 除監督評鑑外，本會因業務需要赴驗證機構或農產品經營者生產場所辦理不預先通知之調查、抽查或查訪時，不得規避或拒絕。

3.2 監督評鑑作業

3.2.1 監督頻率

為維持認證之有效，驗證機構於本會認證週期內應接受本會每年至少一次監督評鑑。

3.2.2 監督評鑑類型

監督評鑑包含總部評鑑或/及見證評鑑。

or/and witness assessments.

3.2.2.1 Timing of surveillance:

1. The first headquarter assessment of surveillance shall be implemented within 12 months after the accreditation decision date of initial accreditation.
2. If the headquarter assessment date of initial accreditation and accreditation decision date is over 12 months apart, one more headquarter assessment of surveillance shall be implemented within 6 months after the accreditation decision date.
3. At least a headquarter assessment shall be implemented per year within accreditation cycle, and the interval between two headquarter assessments shall not exceed 18 months.
4. For the combined assessments, TAF shall plan the appropriate month according to the combined contents.
5. In consideration of the accreditation risk, TAF might conduct the unannounced surveillance, if necessary.

3.2.2.2 Increasing the number of surveillance:

1. Based on the level of confidence in the certification body to maintain accreditation and the purpose of accreditation supervision, TAF will consider the risk assessment results and increase the number of surveillance assessments (including headquarter assessments or/and witness assessments) as appropriate. The certification body shall cooperate according to the terms and conditions described in “Taiwan Accreditation Foundation Regulations on Rights and Obligations (TAF-AR-10)”. This may include but does not limit to the following scenarios:

- (1) Amendment of TAF accreditation criteria or rules;
- (2) Investigation on an appeal or a complaint;
- (3) Addition or change in requirements from competent authorities;
- (4) Certification results or reports may cause the risk of the public's trust in accreditation and the danger of public safety (concerns over certification

3.2.2.1 監督評鑑時機

1. 首次監督評鑑將於初次認證申請案認證決定日期後的 12 個月內執行。
2. 若初次認證申請案之總部評鑑日與認證決定日期間隔超過 12 個月時，將於認證通過後 6 個月內增加執行一次總部監督評鑑。
3. 本會認證週期內，每年至少應執行一次總部監督評鑑，且監督評鑑間隔不應超過 18 個月。
4. 若為合併評鑑案件時，本會得因合併內容規劃適當月份。
5. 因應風險考量，必要時，本會可能採取不事先通知的方式進行監督評鑑。

3.2.2.2 增加監督評鑑時機

1. 本會基於對驗證機構維持認證信心程度及認證監督目的，考量風險評估結果，視情況增加監督評鑑次數(包含總部評鑑或/及見證評鑑)，驗證機構應依本會「權利義務規章(TAF-AR-10)」配合各項活動辦理。上述情況得包括但不限於下列：

- (1) 本會認證規範或規定變更。
- (2) 申訴或抱怨調查。
- (3) 權責機關要求新增或變更。
- (4) 驗證結果或報告有造成公眾認證信賴及安全危機之虞(驗證作業產生疑慮，例如：食安或社會事件稽核案件處理不

procedures, such as mishandling of major food safety or social event related to auditing; high frequency in errors with management of audit projects; false audit records)

(5) Others (e.g., issues that may affect accreditation status

當、稽核案件管理錯誤頻率多、稽核紀錄不實疑慮等)。

(5) 其他(例如:可能影響認證資格之虞)。

2. If a change in the certification body (e.g. a change under Section 3.5) where TAF through review considers such cause having significant influence upon the body's activities and operations (e.g. a change in ownership, key members in the management or equipment), or if a complaint is to be analyzed, or if any other information indicates that the certification body no longer conforms to TAF's requirements, or when TAF considers it necessary to get to the certification body, TAF may conduct a partial headquarter assessment, a headquarter assessment covering all items, or a witness assessment for the specific accreditation category, which is free of restriction of assessment man-day set forth in Section 1.8.3. Besides, an unannounced surveillance may be applied.

3.2.3 Unannounced surveillance

Surveillance assessments are one of TAF means to monitor whether a certification body can maintain impartiality, capability and consistency. Due to the uniqueness or urgency of certain scenarios (such as conformity assessment activities may affect the trust or credibility of TAF accreditation or the eligibility in internationally and mutually recognition arrangement), a surveillance assessment with prior notices to the certification body is unable to obtain adequate and objective evidence via an on-site assessment. In such an instance, it is necessary to plan and implement unannounced surveillance assessments, and the certification body may not decline, restrict or hinder such surveillance assessments. If the certification body refuses to collaborate without legitimate reasons, TAF will respond according to the terms and conditions described in "Taiwan Accreditation Foundation Regulations on Rights and Obligations". In addition, when conducting unannounced surveillance assessments, TAF may record audio or video for record keeping of

2. 驗證機構有異動情事(如第 3.5 節之情事),經本會評估認為其變更原因,對該機構的活動與運作有重大影響者(如所有權變更、重要管理階層人員或設備變更)、或當分析一項抱怨、或有資訊顯示驗證機構不再符合本會之要求、或本會認為有必要赴驗證機構查核時,本會得執行選項之總部評鑑、全項總部監督評鑑、特定認證類別之見證評鑑,且不受第 1.8.3 節評鑑人天數之限制。本會可能採取不事先通知的方式進行監督評鑑。

3.2.3 不事先通知監督評鑑

本會以監督評鑑方式,作為監督驗證機構維持其公正、能力及一致性措施之一,惟因某些案件的特殊性或急迫性(例如,符合性評鑑活動可能影響本會認證信賴、公信力或國際相互承認資格),如採行事先通知驗證機構的監督評鑑方式辦理,較無法於評鑑過程獲得較充分與客觀的事證,須以不事先通知監督評鑑的方式規劃與執行,驗證機構不得拒絕、限制或阻礙,如無正當理由情況下不配合,本會將依權利義務規章處置;且於執行不事先通知監督評鑑時,為確保查證事實完整本會得錄音或錄影存證。前述情境可包含但不限於:

verified evidence. This includes but does not limit to the following scenarios:

- (1) Increased risk for the certification body to maintain accreditation;
- (2) Request from the competent authority or the scheme owner;
- (3) External information indicating that the certification body may be in violation of the terms and conditions described in “TAF Regulations on Rights and Obligations” and may be concealing or undermine relevant facts;
- (4) Falseness & dishonesty, violation of government laws, hazard to public interest, and so forth;
- (5) Others (e.g., situations described in accreditation criteria, specific criteria or rules).

(1) 驗證機構維持認證之風險變高時。

(2) 權責機關或方案擁有者通知本會配合辦理時。

(3) 由外部獲悉驗證機構疑似違反權利義務規章，且有可能隱蔽或破壞相關事實。

(4) 虛偽不實、違反政府法令、危及公共利益..等情形。

(5) 其他(例：認證規範、特定規範或規則已有明定時)。

3.2.4 Composition of the surveillance assessment team and draw-up of assessment plan

3.2.4.1 TAF will assign the assessment team and inform the certification body of the team member list before the surveillance . (The certification body is entitled to agree or disagree with the members of the assessment team.)

3.2.4.2 2 weeks before the surveillance assessment, the certification body shall provide the latest certification document (quality manual or equivalent documents, operating procedures, work guidance, the agreement of providing personal data information if any change of relevant personnel, etc.) and any relevant data requested by TAF. If an amendment or change of the said certification documents, or if there are change items stated in Clause 3.5, TAF may conduct a document review and check all assessment items in headquarter assessment or increase the number of witness assessment.

3.2.4.3 TAF shall, after confirmation of the agreed team member list with the certification body, inform the assessment team to look into the information ready for surveillance. The lead assessor shall, meanwhile, work out the assessment plan.

3.2.4.4 The assessment plan will be submitted to

3.2.4 監督評鑑小組之組成及評鑑計畫之擬定

3.2.4.1 本會於監督評鑑前派遣評鑑小組，並通知驗證機構確認評鑑小組名單（驗證機構對評鑑小組成員具有同意權）。

3.2.4.2 驗證機構應於監督評鑑 2 週前提供最新驗證文件（品質手冊或相當文件、作業程序、工作說明書等）及個人資料同意書(相關人員有異動時)及本會要求之相關資料，若驗證文件有所修訂或更改，或有第 3.5 認證異動情事時，本會得視情況，辦理文件審查，並於監督評鑑時改為全項總部評鑑或增加見證評鑑之場次。

3.2.4.3 本會於認證資訊系統確認驗證機構同意評鑑小組名單後，立即通知評鑑小組查閱資料作為監督評鑑的準備，並由主導評審員據以擬定評鑑計畫。

3.2.4.4 評鑑計畫將於預定評鑑日前於認證

the certification body through accreditation information system prior to the scheduled date for assessment. The certification body is entitled to agree or disagree with the schedule of the assessment plan.

3.2.5 Headquarter assessment of the surveillance

3.2.5.1 The headquarter assessment of the surveillance shall be conducted on the site in principle. It may be conducted in any manner other than the on-site manner, subject to TAF's evaluation on a case-by-case basis or in order to deal with force majeure or extraordinary events.

3.2.5.2 In principle, the headquarter assessment of the surveillance is covering certain assessment items. The assessment may cover the whole assessment items, if necessary.

3.2.5.3 If the surveillance team finds major change of operation system or major changes occurred in documents in the certification body during the assessment process, the surveillance may be immediately stopped. Such assessment plan shall be adjusted, e.g., extending the assessment time to complete the current headquarter assessment.

3.2.5.4 The man-day for headquarter assessment shall be the same as that set forth in the regulations of Clause 1.8.3; for the multi-site surveillance, it shall be the same as that set forth in the regulations of Clause 1.8.4.

3.2.5.5 When the surveillance assessment bears an extending accreditation category application, the extension cause no major revisions in the certification body's system and documents, and the certification body can prove that there is sufficient number of competent auditors, the sampling for the extending application may be enhanced during the assessment.

3.2.5.6 Where the surveillance assessment has been duly completed as planned and the correction or corrective plan for the nonconformities found in the headquarter assessment of extending application had been confirmed and accepted by the assessment team and the reviewer, TAF may submit the material to the panel review meeting for the

資訊系統提送驗證機構確認，驗證機構對評鑑計畫之時程安排具有同意權。

3.2.5 監督評鑑作業之總部評鑑

3.2.5.1 監督評鑑作業總部評鑑為以現場方式為原則，本會得個案評估或因應不可抗力或特殊重大事件等因素，以非現場方式執行。

3.2.5.2 監督評鑑總部評鑑部分原則上為選項評鑑，視需要規劃全項評鑑。

3.2.5.3 定期監督評鑑小組於評鑑過程中，若發現驗證機構之系統重大改變，或文件重大修正時得立即停止該次監督評鑑；或重新調整評鑑計畫，如延長評鑑時間等，以完成當次總部評鑑。

3.2.5.4 總部評鑑人天數同第 1.8.3 節規定，多場區之監督評鑑同第 1.8.4 節規定。

3.2.5.5 監督評鑑同時有增列認證類別申請時，若該增列之認證類別對於驗證機構系統及文件未造成重大修正，且驗證機構能證明有足夠的、具能力的稽核員，於評鑑時得就增列申請的部分加強抽樣。

3.2.5.6 監督評鑑依評鑑計畫進行完成，且增列案件總部評鑑發現的不符合之矯正措施或矯正計畫，經評鑑小組及審查人員確認有效或接受後，本會得先進行審議及認證決定。

accreditation decision.

3.2.5.7 Witness assessment of surveillance shall be conducted in the following principles:

(1) TAF shall conduct witness assessment(s) for each accreditation category, in principle. TAF may increase the number of sampling on witness if necessary. If, with respect to the given accreditation category, no appropriate certification case is available for witness assessment (for examples: no certification client; the certification client or competent auditor already witnessed by TAF, force majeure or extraordinary events event), TAF may increase the man-day of headquarter assessment, or by the other assessment methods or assessment technique such as document review and paper assessment to confirm the certification body's competency in maintaining the given accreditation category and certification operation conformity.

(2) Witness assessment may be conducted prior to headquarter assessment or any other due timing based on the request of TAF or certification body.

(3) The witness assessment for surveillance shall be same as those set forth in Section 2.5.2.

(4) The witness assessment for surveillance may be triggered by events or verification purposes and only covering certain assessment items such as individual auditor, specific audited items, specific departments or manufacturing processes, etc.

(5) 1 working day before the assessment, if necessary, witness assessment of surveillance may be conducted at a short-time notice, at least in written or via the accreditation information system. Any issue shall be reverted to TAF responsible staff on the day of notification.

(6) For witness on the countries and areas for providing certification services of a certification body, the sampling number is the root of the number of countries and

3.2.5.7 監督評鑑之見證評鑑原則如下：

(1) 取得本會認證之各項認證類別均應辦理見證評鑑為原則。必要時，本會得增加抽樣。若該認證類別無適當驗證案件可提供本會執行見證評鑑時(如無驗證客戶、該驗證客戶或具備資格之稽核員業經本會見證、不可抗力或特殊重大事件等)，本會得以增加總部評鑑人天或以文件審查、書面評鑑等其他評鑑方式或評鑑技術以確認驗證機構於該認證類別之能力維持與驗證作業符合性。

(2) 見證評鑑，得配合本會或驗證機構作業需要，於總部評鑑前或其他任何適當之時機進行。

(3) 監督評鑑之見證評鑑作業同第 2.5.2 節。

(4) 監督評鑑之見證評鑑，得因啟動事由及監督目的，執行非全項見證，例如僅針對個別稽核員、特定稽核項目、特定部門或製程等。

(5) 監督評鑑之見證評鑑作業必要時得採短時間通知方式辦理，惟至少於實施日期前 1 個工作天以書面或認證資訊系統通知，如有任何意見應於發出通知當日，回應本會承辦人。

(6) 依風險考量於認證週期內以驗證機構通過之地區、國家數量開根號數為抽樣數量，於認證週期內完成抽樣數量之見證評鑑安排為原則。必要時，本會得增加抽樣

areas under accreditation in consideration of the risk. TAF shall conduct witness assessment(s) in accordance with the sampling number within an accreditation cycle, in principle. If necessary, TAF may increase the number of sampling.. If no appropriate certification case is available for witness assessment (for examples: no certification client; the certification client or competent auditor already witnessed by TAF, force majeure or extraordinary events event), TAF may increase the man-day of headquarter assessment, or by the other assessment methods or assessment technique such as document review and paper assessment to confirm the certification body's competency in maintaining the given accreditation category and certification operation conformity in the country or area.

數量。若該地區或國家無適當驗證案件可提供本會執行見證評鑑時(如無驗證客戶、該驗證客戶或具備資格之稽核員業經本會見證、不可抗力或特殊重大事件等),本會得以增加總部評鑑人天或以文件審查、書面評鑑等其他評鑑方式或評鑑技術以確認驗證機構於該地區或國家之能力維持與驗證作業符合性。

3.2.5.8 Submission of assessment report, review of report, panel review meeting and accreditation decision for the surveillance

3.2.5.8 監督評鑑之提交評鑑報告、報告審查、審議及認證決定

(1) The operations from submitting assessment report to accreditation decision after the assessments (headquarters and witness) shall be the same as those in Sections 2.7–2.10.

(1) 本會依完成評鑑(總部與見證)進行提交評鑑報告至認證決定流程辦理,其辦理同第 2.7~2.10 節。

(2) Where the accreditation decision is withdrawal, the operations shall be the same as those in Section 3.2.6.

(2) 若原認證類別認證決定結果是終止時,其辦理同第 3.2.6 節。

3.2.6 Where the accreditation decision it to discontinue accreditation (reduction or withdrawal):

3.2.6 原認證範圍認證決定結果不續予認證時(如減列終止等):

(1) In case of reducing partial accreditation categories, TAF will inform the certification body forthwith and demand action pursuant to Section 3.6.2.2.2.

(1) 如為減列部分類別,本會立即通知驗證機構,並要求依第 3.6.2.2.2 節規定辦理。

(2) In case of reducing partial accreditation categories while there is a witness assessment for extending application in progress, TAF will inform the certification body forthwith and demand action pursuant to Section 3.6.2.2.2. Meanwhile, TAF will inform the certification body and the assessment team of discontinuation of the witness assessment for extending application.

(2) 如為減列部分類別但同時有增列申請之見證評鑑部分在進行時,本會立即通知驗證機構,並要求依第 3.6.2.2.2 節規定辦理,且通知停止增列申請之見證評鑑的進行,副知該案評鑑小組;

(3) In case of withdrawal of accreditation, TAF will inform the certification body forthwith and demand action pursuant to Section 3.6.2.3.2.

(4) In case of a withdrawal of accreditation while there is witness assessment for extending application in progress, TAF will inform the certification body forthwith and demand action pursuant to Section 3.6.2.3.2. Meanwhile, the TAF will inform the certification body and the assessment team of rejection of the extending application.

(3) 如為終止認證，本會立即通知驗證機構，並要求依第 3.6.2.3.2 節規定辦理

(4) 如為終止認證但同時有增列申請之見證評鑑部分在進行時，本會立即通知驗證機構，並要求依第 3.6.2.3.2 節規定辦理，且通知增列申請的部分辦理退件，副知該案評鑑小組。

3.3 Reassessment

3.3.1 The frequency of reassessment

To assure continual validity of accreditation, the certification body shall proceed with reassessment every 3 years.

3.3.2 The timing of reassessment and preliminary visit

- (1) 6 months before the accreditation certificate expires, the certification body shall propose a renewal of accreditation to TAF, provide accreditation information form (including the agreement of providing personal data information), and upload related documents through the accreditation information system. TAF will, after receipt of the application, arrange reassessment matters. Any renewal application beyond the specified deadline shall be submitted an initial application for accreditation.
- (2) 10 months before the accreditation certificate expires, TAF will automatically notify the certification body to handle reassessment matters via the accreditation information system
- (3) For the preliminary visit of renewal accreditation, in principle it shall be conducted in the manner of phone/FAX/email/Internet, or on-site manner as necessary.

3.3 延展評鑑作業

3.3.1 延展評鑑之頻率

為延續認證之有效，驗證機構每 3 年均需辦理延展評鑑。

3.3.2 延展評鑑之時機與初訪

- (1) 驗證機構應自認證證書有效期限屆滿日之 6 個月以前向本會認證資訊系統提出延展申請，並填寫資訊表(含個人資料提供同意書)、及上傳相關附件。本會將於收到驗證機構之延展申請後安排辦理延展評鑑事宜；逾期申請者，應重新申請認證。
- (2) 本會於認證證書有效日期屆滿前 10 個月由會員專區主動通知驗證機構辦理延展評鑑事宜。
- (3) 延展案初訪作業，原則上採電話/傳真/電子郵件/網路審查的方式進行，視需要採現場方式進行。

3.3.3 The assessment team composition, assessment plan and the headquarter assessment for renewal shall be the same as those set forth in Sections 2.3, 2.4 and 2.5. The document review shall be conducted as same as those set forth in Section 2.3.2.

3.3.4 Witness assessment of renewal

3.3.4.1 The witness assessment principles for renewal shall be the same as those set forth in Section 3.2.5.7.

3.3.4.2 The witness assessment for renewal shall be the same as those set forth in Section 2.5.2.

3.3.4.3 Where the certification body as not application for extending accreditation in the current reassessment, it shall complete the headquarter and witness assessment for renewal. TAF will not submit the materials to the panel review meeting for the accreditation decision until the assessment team and the reviewers confirm validity or accept the correction or corrective action plan regarding the nonconformities.

3.3.4.4 Where the current reassessment bears an extending application, if the headquarter assessment of renewal has been completed as planned and the correction or corrective plan for the nonconformities found in the reassessment (headquarter and witness) had been confirmed and accepted by the assessment team and the reviewers, TAF may submit the material to the panel review meeting for the accreditation decision. After the part of witness assessment in the extending application is completed in accordance with Section 2.5.2, it shall be submitted to the panel review meeting for an accreditation decision on the extending scope.

3.3.5 Submission of assessment report, review of report, panel review meeting and accreditation decision for the renewal

3.3.5.1 Submission of assessment report shall be the same as Clause 2.7.

3.3.5.2 Review of report shall be the same as Clause 2.8.

3.3.5.3 The panel review meeting shall be the same as Clause 2.9.

3.3.5.4 The accreditation decision shall be the

3.3.3 延展評鑑之評鑑小組組成、評鑑計畫及總部評鑑作業同第 2.3 節、2.4 節、2.5 節。延展評鑑應辦理文件審查，作業同第 2.3.2 節。

3.3.4 延展評鑑之見證評鑑

3.3.4.1 延展評鑑之見證評鑑原則同第 3.2.5.7 節。

3.3.4.2 延展評鑑之見證評鑑作業同第 2.5.2 節。

3.3.4.3 驗證機構當次延展評鑑無增列申請時，必需完成總部評鑑及見證評鑑，且評鑑發現的不符合之矯正措施或矯正計畫，經評鑑小組及審查人員確認有效或接受後，提送審議與進行認證決定。

3.3.4.4 當次延展評鑑同時有增列申請時，如總部之延展評鑑依計畫進行完成，且延展評鑑(總部評鑑與見證評鑑)發現的不符合項目之矯正措施或矯正計畫，經評鑑小組及審查人員確認有效性或接受後，本會得先提送審議與進行認證決定。增列申請之見證評鑑部分依第 2.5.2 節之規定完成後，送審議與進行增列範圍之認證決定。

3.3.5 延展評鑑之提交評鑑報告、報告審查、審議作業及認證決定

3.3.5.2 提交評鑑告作業同第 2.7 節辦理。

3.3.5.2 報告審查作業同第 2.8 節辦理。

3.3.5.3 審議作業同第 2.9 節。

3.3.5.4 認證決定同第 2.10 節。

same as Clause 2.10.

3.3.5.5 When the accreditation decision result for renewal is to discontinue accreditation, the follow-up work is the same as Clause 3.2.6.

3.4 Extending accreditation

3.4.1 Extension of the scope of accreditation

3.4.1.1 Extension of accreditation scope includes four types: (1) accreditation category, (2) certification type, (3) site, and (4) country and area for providing certification services.

The assessment items for extending accreditation (referring to “Accreditation Criteria of Product Certification Body”(TAF-PC-C01)) include liability and financing, resource requirements (applicable terms as necessary), process requirements (applicable terms as necessary), and requirements of management system in ISO/IEC 17065. The assessment items may be added depending on the category of extending accreditation and other requirements.

3.4.1.2 A certification body when in need of extending in accreditation scope for business may submit the application form and the document required and pay the relevant fees. (The submission shall be through TAF accreditation information system.)

TAF will combine the extending application along with the surveillance or the reassessment together unless the certification body makes a request.

3.4.1.3 In principle, the relevant operating procedures of headquarter assessment for the extending accreditation are the same as that for the initial assessment. Please see Clause 1.6.4 and Clause 2.5.1.

Note: The extension of areas/countries of providing certification services is not applicable to the Article 1 in Clause 1.6.4.

3.4.1.4 For the preliminary visit of an extending application for site, it shall be conducted in the on-site manner; for accreditation category, certification type or country and area for providing certification services, in principle it shall be conducted in the manner of

3.3.5.5 延展評鑑之認證決定結果為不續予認證時，後續作業同第 3.2.6 節。

3.4 認證範圍之增列

3.4.1 認證範圍之增列

3.4.1.1 驗證機構因業務需要增列認證時，包括增列認證類別、驗證方式、場區及辦理驗證業務之地區或國家等四種類型。

增列評鑑之評鑑項目包含 ISO/IEC 17065(參考本會「產品驗證機構認證規範(文件編號：TAF-PC-C01)」)之責任與財務、資源要求(視需要選擇適用條款)、過程要求(視需要選擇適用條款)及管理系統要求(視需要選擇適用條款)，並得視增列認證類別之類型及其他需求增加評鑑項目。

3.4.1.2 驗證機構因業務需要增列認證時，可填妥申請書與檢附申請書所列之相關文件，以及繳交相關費用後，向本會提出增列申請(以認證資訊系統提出)。

除非驗證機構提出特別要求，本會將併監督評鑑或延展評鑑辦理。

3.4.1.3 增列之申請與總部評鑑原則上相關作業流程與初次評鑑相同，請參見第 1.6.4 節、第 2.5.1 節。

註：增列辦理驗證業務之地區或國家不適用第 1.6.4 節第 1 點。

3.4.1.4 增列申請案之初訪作業，若為增列場區，採現場方式進行；增列認證類別、驗證方式或辦理驗證業務之地區或國家，原則上以電話/傳真/電子郵件/網路審查的方式進行，視需要，採現場方式進行。

phone/FAX/email/Internet, or on-site manner as necessary

3.4.1.5 For the applications for extending accreditation categories, witness assessment for each category shall be conducted. The operating procedure for witness assessment is the same as that for initial assessment in principle. Please refer to Clause 2.5.2. Where no simulation case may be available for the headquarter assessment of the extension of accreditation category, it is necessary to complete the witness assessment before the headquarter assessment.

3.4.1.6 While in the process of a certification body extending accreditation (except for extension of country and area for providing certification services), where all witness assessment(s) could not be completed within 6 months after the headquarter assessment due to factors attributable to the certification body, TAF may close the case and submit for panel review meeting. In case of matters in Clause 3.4.1.5, witness assessment shall be conducted first, then after the completion of the entire witness assessment but the headquarter assessment cannot be completed within 6 months due to factors attributable to the certification body, TAF may close the case and return the extending application. The certification body may resubmit the application for extending accreditation after when the application is rejected. In the case of resubmitting the application for extending accreditation scopes, TAF may decide whether it is necessary to conduct the headquarter assessment or reduce the man-day of headquarter assessment.

3.4.2 Extending sites

3.4.2.1 A certification body when in need of extending in accreditation site(s) for business may submit the application form and the document required and pay the relevant fees. (The submission shall be through TAF accreditation information system.)

TAF will combine the extending application along with the surveillance or the reassessment together unless the certification body makes a request.

3.4.1.5 申請增列認證類別均須辦理見證評鑑，見證評鑑原則上相關作業流程與初次評鑑相同，請參見第 2.5.2 節；增列認證類別時，若無該認證類別之模擬案件可供總部評鑑查核者，須先完成見證評鑑再進行總部評鑑。

3.4.1.6 申請增列認證時(除申請增列辦理驗證業務之地區或國家外)，當總部評鑑結束後，因可歸責驗證機構之事由，致 6 個月內無法完成全部見證評鑑者，本會得予以結案，並辦理審議。若有前述第 3.4.1.5 節之情事，先執見證評鑑，則全部見證評鑑結束後，因歸責驗證機構之事由，致 6 個月內無法完成總部評鑑者，本會得予以結案並退回本項增列申請。日後受評機構欲再增列認證範圍時，應重新提出申請。此類增列認證類別申請，本會得視情形決定是否需辦理總部評鑑或減少總部評鑑人天數。

3.4.2 場區之增列申請

3.4.2.1 驗證機構因業務需要增列認證場區時，可填妥申請書與檢附申請書所列之相關文件，以及繳交相關費用後，向本會提出增列場區申請(以認證資訊系統提出)；除非驗證機構提出特別要求，本會受理後將併監督評鑑或延展評鑑時一併辦理。

3.4.2.2 While an application for extending site(s) is filed simultaneously along with the surveillance or reassessment, all extending sites shall be assessed. The sampling for the current site(s) shall be conducted in accordance with Clause 1.8.4.

3.4.2.3 After an application for extending sites has been granted, the expiry date of the extending site shall be same as the expiry date fixed in the previous accreditation decision. TAF will inform the applicant to pay the certificate fee, replace the certificate and will announce such facts externally.

3.4.3 Extending for areas or countries of providing certification services

3.4.3.1 A certification body when in need of extending for areas or countries of providing certification services for business may submit the application form and the document required and pay the relevant fees. (The submission shall be through TAF accreditation information system.)

TAF will combine the extending application along with the surveillance or the reassessment together unless the certification body makes a request.

3.4.3.2 After the extension of areas/countries approved, the certification body when in need of extending again for areas or countries of providing certification services for business may submit the application form and the document required and pay the relevant fees. (The submission shall be through TAF accreditation information system.)

TAF will combine the extending application along with the surveillance or the reassessment together, or will process in the manner of document review and paper assessment.

3.4.3.3 When the extension of foreign areas or countries providing certification services is combined along with the surveillance or reassessment, the sampling number of witness assessment(s) is the root of the number of countries and areas under accreditation in consideration of the risk. The principle shall be the same as Clause 3.2.5.7. For the extension of areas/countries approved during an accreditation cycle, TAF may arrange extra

3.4.2.2 監督評鑑或延展評鑑同時增列場區申請時，該等新增場區全部取樣查核；原認證場區之取樣，依第 1.8.4 節規定辦理。

3.4.2.3 場區增列認證決定通過後，該增列場區之有效期限屆滿日與原認證決定之有效期限屆滿日同；增列場區認證決定通過者，本會通知繳證書費，另通知換證並對外公布。

3.4.3 申請增列辦理驗證業務之地區或國家

3.4.3.1 驗證機構因業務需要增列辦理驗證之地區或國家時，可填妥申請書與檢附申請書所列之相關文件，以及繳交相關費用後，向本會提出增列申請(以認證資訊系統提出)；除非驗證機構提出特別要求，本會受理後將併監督評鑑或延展評鑑時一併辦理。

3.4.3.2 已通過增列辦理驗證業務之地區或國家之驗證機構，因業務需求再次申請增列辦理驗證之地區或國家時，應填妥申請書與檢附申請書所列之相關文件向本會提出增列申請(以認證資訊系統提出)，本會受理後原則上併監督或延展評鑑辦理時一併辦理，或得至少以文件審查及書面評鑑方式辦理。

3.4.3.3 監督評鑑或延展評鑑同時增列辦理驗證之地區或國家申請時，新增地區或國家屬境外驗證者，依風險考量於認證週期內以驗證機構通過之境外地區、國家數量開根號數為抽樣數量，於認證週期內完成抽樣數量之見證評鑑安排為原則，相關作業同第 3.2.5.7 節辦理。於該認證週期期間增列申請通過之地區或國家，本會仍可視驗證機構之符合性情況另外安排見證評鑑。

witness assessments depending on the status of conformity of the certification body.

3.4.4 Submission of assessment report, review of report, panel review meeting and accreditation decision for the extending application

3.4.4.1 Submission of assessment report shall be the same as Clause 2.7.

3.4.4.2 Review of report shall be the same as Clause 2.8.

3.4.4.3 The panel review meeting shall be the same as Clause 2.9.

3.4.4.4 The accreditation decision shall be the same as Clause 2.10.

3.4.5 After an application for extending application have the accreditation approval, the expiry date of the extending scope shall be the same as the expiry date fixed in the previous accreditation decision. While the accreditation decision for the extending application has been made, TAF will inform the certification body to pay the certificate fee, replace the certificate and will announce such facts externally.

3.4.4 增列申請之提交評鑑報告、報告審查、審議作業及認證決定

3.4.4.1 提交評鑑報告作業同第 2.7 節辦理。

3.4.4.2 報告審查作業同第 2.8 節辦理。

3.4.4.3 審議作業同第 2.9 節。

3.4.4.4 認證決定同第 2.10 節。

3.4.5 認證範圍增列認證決定通過後，該增列範圍之有效期限屆滿日與原認證決定之有效期限屆滿日同；本會將通知繳證書費，另通知換證並對外公布。

3.5 Amendment of accreditation

3.5.1 A certification body should submit an application along with supporting documents through the accreditation information system within 15 calendar days after the occurrence of the following amendments:

(1) Legal, commerce, ownership, responsible person or organizational status [please attach legal document]

(2) Organizational structure, top management, and key personnel related to accreditation matters [please attach related information]

(3) Resource and address/location (certification personnel such as auditor, certification decision maker, and contracted laboratory, etc.)

(4) Recorded matters of accreditation content (reduction of site, reduction of accreditation category, etc.)

(5) More than thirty (30) days of continuous suspension from business or others which are

3.5 認證異動

3.5.1 驗證機構於發生以下的情形時，至遲應於發生之日翌日起 15 日(日曆天)於網路申請與附上異動事由的相關資料檔案：

(1) 法律、商業、所有權、負責人或組織地位[請檢附法定證件]

(2) 組織架構、最高管理階層，及認證相關要求之關鍵人員[請檢附相關資料]

(3) 資源及地址/位址(資源變更包括驗證相關之人員如:稽核員、驗證決定者等，委外測試實驗室等)

(4) 認證內容記載事項(例如：場區減列、認證類別減列...等)

(5) 連續停業 30 日以上或其他足以影響驗

sufficient to influence the ability and operation of a certification body

(6) Other potential impact on a certification body in conformity to accreditation criteria and requirements For examples, impact on its competency, impact on activities under accredited scope, nonconformity to TAF rules or to TAF requirement for competence ,etc.

3.5.2 Review of amendment

3.5.2.1 After receiving the amendment application, TAF shall review the application documents and supporting documents. If application information is found inadequate, TAF shall notify the applicant certification body and requires further information or explanation from the applicant certification body.

3.5.2.2 After collecting all the information/documents/data of amendment application, TAF shall decide whether to use on-site assessment or document review based on the content of application. If an assessment is needed, TAF will implement the appraisalment of assessment fee and inform the certification body to pay. For charging standards and payment methods, see “Fees schedule for Department of Certification Body Accreditation (TAF-AA-C04)”

3.5.2.3 TAF shall notify the certification body in written of the result of amendment application. If the amendment approval involves accreditation certificate, TAF will notify the certification body to pay the certificate fee and provide the new accreditation certificate. TAF will have the certification body mail back the original accreditation certificate or have them destroy the original certificate.

3.5.2.4 Upon receipt of the notice from the TAF regarding the reduction from the accreditation category, the certification body shall immediately discontinue the publicity regarding the contents of accreditation involved in the reduced category and shall no longer issue certification certificate and publicity articles bearing the TAF’s accreditation symbol. And

(1) Inform all certified organizations or persons involved in the reduced accreditation category to stop the use of

證機構能力及運作

(6) 其他可能影響驗證機構符合認證規範與要求之相關事宜，如：可能影響其能力、可能影響已認證範圍之活動、不符合本會之規定事項或不符合本會所訂之其他相關能力準則等。

3.5.2 異動審查

3.5.2.1 本會收到異動申請後，將審查申請資料是否齊備，若申請資料不足或需驗證機構進一步說明時，本會將通知驗證機構。

3.5.2.2 異動申請資料齊備後，本會依異動情形決定為現場評鑑或書面審查的處理方式。若需評審員前往評鑑時，本會將進行評鑑費估價並請驗證機構繳費，收費標準與繳費方式請參閱「驗證機構認證收費標準」(TAF-AA-C04)。

3.5.2.3 本會以書面方式通知驗證機構異動申請案的核定結果。若驗證機構異動核定涉及認證證書時，本會將通知繳交證書費用與寄發新認證證書，同時請驗證機構將原認證證書寄回本會或自行銷毀。

3.5.2.4 驗證機構收受本會減列認證類別通知時，應立即停止減列認證類別內涉及認證內容之宣傳，且不再發出減列認證類別內具本會認證標誌之驗證證書及宣導品等。以及

(1) 通知減列認證類別內驗證通過之相關組織或人員，停止使用具本會認證標誌之驗證證書。

the certification certificates which bear the TAF's accreditation symbol.

- (2) Take back or surrender all certification certificates which bear the TAF's accreditation symbol.

3.6 Accreditation punishment (warning, reduction, withdrawal, revocation) and voluntary application for reduction or withdrawal

If the certification body is unable to abide by the signed "Regulations on Rights and Obligations" (TAF-AR-10), TAF could take necessary punishment directly and withdraw the right to use the accreditation mark. The punishment includes warning, reduction, withdrawal, revocation and other punishments. punishment in TAF official website. (Note: Suspension shall not apply to this product certification scheme.)

The certification body may voluntarily apply for reduction or withdrawal. For details, please see Section 7.3 of the "Regulations on Rights and Obligations" (TAF-AR-10). After the aforementioned voluntary application become effective, the rights and obligations between TAF and certification body will be governed by the "Regulations on Rights and Obligations" (TAF-AR-10) except for Clause 4.12, Clause 7.1 and Clause 7.2 of above regulations.

3.6.1 General Rules of Punishment

In case of any of the following situation, TAF could take relevant steps, such as warning, reduction, withdrawal or revocation directly:

- (1) The certification body's violation has been stated in the government's official document.
- (2) The certification body's case that has been stated in the government's official document violates TAF accreditation criteria.
- (3) If the owner of the conformity assessment scheme informs TAF of the certification body's violation, and such violation violates TAF accreditation criteria.

- (2) 收回或繳銷具本會認證標誌之驗證證書。

3.6 認證處置(警告、減列、終止、撤銷)及主動申請減列或終止

驗證機構無法履行與本會簽訂之「權利義務規章(TAF-AR-10)」者，本會得逕行必要之處置，並終止認證標誌之使用權，本會之處置，包括警告、減列、終止、撤銷及其他違約處置，前述處置資訊將公告於本會官網。(註：暫時終止認證不適用於本產品驗證方案)

驗證機構得主動申請減列或終止，詳請參閱「權利義務規章(TAF-AR-10)」第 7.3 節。前述主動申請減列或終止生效後，本會及驗證機構之權利義務適用「權利義務規章(TAF-AR-10)」相關規範，惟前述規章第 4.12 節、第 7.1 節及第 7.2 節排除適用。

3.6.1 處置通則

有下列情形之一時，本會得逕行警告、減列、終止、撤銷或相對應之處置：

- (1) 經政府公文書載明驗證機構已違反法令或法規，其有違反本會認證規定者。
- (2) 經政府公文書載明驗證機構之情事，其有違反本會認證規定者。
- (3) 經驗證方案擁有者通知本會有關驗證機構之情事，其有違反本會認證規定者。

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|---|---|
| (4) The certification body is punished by the owner of the conformity assessment scheme. | (4) 驗證機構經驗證方案擁有者予以相關處置者。 |
| (5) The certification body has not adopted to the changes in TAF accreditation criteria within the specified time limit. | (5) 驗證機構未於期限內配合辦理本會認證規定之變更。 |
| (6) The certification body has not continued to meet the accreditation criteria, requirements or relevant regulations set by TAF. | (6) 驗證機構未持續符合本會所訂之認證規範、要求與相關規定。 |
| (7) The certification body's operation violates relevant regulations. | (7) 驗證機構之運作違反相關法令規定者。 |
| (8) The certification body fails to complete the improvement required by accreditation or the resumption of the accreditation scope or the nonconformity report of surveillance assessment within the specified period. | (8) 驗證機構如涉及認證資格或認證範圍恢復過程或監督評鑑不符合報告矯正改善逾期限仍未完成改善。 |
| (9) The certification body has not continued to meet the requirements of COA regulations and fails to complete the improvement within the specified period. | (9) 未能持續符合農委會相關法規之規定，經通知限期改善仍未完成改善者。 |
| (10) The foreign organic/in-conversion agricultural product is certified after the certification body's comparison results, where any discrepancy is found in the test method, inspection/test procedure and testing items between foreign standards and Taiwan's applicable standards, but the product violates local laws or regulations. | (10) 境外有機農產品與有機轉型期農產品之測試方法、檢驗或測試程序及檢驗項目經驗證機構與我國適用標準比對結果有差異但仍通過驗證者，其農產品有違規事實發生時。 |

3.6.2 Applicable situations and practices

3.6.2.1 Warning

In case of any of the following situations, which are not serious enough for suspension, reduction or withdrawal, TAF could issue a warning and notify the certification body to improve it within a specified time limit:

- (1) The certification body violates the "Guidelines for Making Accreditation Symbol and Good Laboratory Practice (GLP) Conformity Registration Symbol" (TAF-AR-11).
- (2) The certification body fails to carry out conformity assessment in accordance with

3.6.2 處置適用情境及做法

3.6.2.1 警告

有下列情形之一時，惟未達減列或終止之處置時，本會得採警告辦理，並通知限期改善：

- (1) 驗證機構違反本會「認證標誌與優良實驗室操作(GLP)符合性登錄標誌製作說明」(TAF-AR-11)；
- (2) 驗證機構未依據經本會認證之符合性評鑑標準、程序或規範執行符合性評鑑；

the conformity assessment criteria, procedures or standards accredited by TAF.

- (3) Nonconformity due to continuous violation of the same cause
- (4) The certification body has not continued to meet “Organic Agriculture Promotion Act” and other relevant regulations. TAF could notify the certification body to improve it within a specified time limit.

- (3) 驗證機構連續違反相同事由之不符合事項。
- (4) 未能持續符合有機農業促進法及其相關規定，經限期改善。

In addition to warning, TAF could regulate that the certification body may neither accept applications for new, extension, re-certification, nor to issue new certification certificates while making improvements. The Certification body still has the right to use TAF’s accreditation symbol.

驗證機構經本會警告處置外，本會另得視個案情節，規範驗證機構於改善期間內不得受理新申請、增列、延展案件或核發新驗證證書，但仍具使用本會標誌之權利。

3.6.2.2 Reduction

3.6.2.2 減列

3.6.2.2.1 If the certification body is under the circumstances in Article 13 of the “Regulations for Approving and Supervising Organic Accreditation Bodies” or in case of one of the following situations, TAF could reduce the whole or partial accreditation categories directly:

3.6.2.2.1 本得依據「有機農產品認證機構許可及監督管理辦法」第 13 條或於下列情形之一時，逕行減列認證類別全部或一部分：

- (1) The certification body fails to follow the conformity assessment criteria, procedures or standards accredited by TAF when carrying out the conformity assessment activities which may have a seriously/significantly impact on the results of the conformity assessment. The activities include but not limited to inappropriate, unreasonably simplified, reduced or wrong manners.
- (2) The certification body has been unable to demonstrate the ability to maintain the specific accreditation category.
- (3) The certification body issues a certificate of conformity with TAF accreditation symbol in the non-accredited category within the accreditation scope accepted by TAF specific service programs, regulations or standards.

- (1) 驗證機構於執行符合性評鑑活動時，未依據經本會認證之符合性評鑑標準、程序或規範，包含但不限於以不適當、不合理的簡化、減少或錯誤的方式執行，且有嚴重/顯著影響符合性評鑑結果之虞。
- (2) 驗證機構已無法展現維持特定認證類別之能力。
- (3) 驗證機構於本會特定服務計畫、法規或規定接受之認證範圍內，核發非認證類別內具有本會認證標誌之符合性證明。

- (4) The certification body is unable to cooperate with TAF accreditation assessment activities within the valid accreditation period.
- (5) The certification body fails to improve after TAF gives a warning and a deadline for improvement.
- (6) The certification body receives the same warning within 3 years.
- (7) In case of failing to provide certification case to be witnessed within continuous 2 years or lacking of a certification client within continuous 2 years after the accreditation category is accredited, TAF may reduce that accreditation category.
- (8) In case of failing to provide certification case to be witnessed within continuous 2 years or lacking of a certification client in the area or country within continuous 2 years after the foreign area or country is accredited, TAF may reduce that area or country.
- (9) Other violation of TAF regulations

3.6.2.2.2 Upon receipt of the notice from TAF regarding the reduction from the accreditation category, the certification body shall immediately discontinue the publicity regarding the contents of accreditation involved in the reduced accreditation category and shall no longer issue certification certificate and publicity articles bearing the TAF's accreditation symbol.

The certification body shall inform all certified organizations involved in the reduced accreditation category to stop the use of the certification certificates which bear the TAF's accreditation symbol. The certification body should update the directory of certified clients in Taiwan Organic Agriculture System of COA, and then report to TAF for future reference.

3.6.2.3 Withdrawal

3.6.2.3.1 If the certification body is under the circumstances in Article 13 of the "Regulations

- (4) 驗證機構於認證效期內，無法配合本會認證評鑑活動。
- (5) 驗證機構經本會警告並通知其限期改善，驗證機構屆期仍未改善。
- (6) 驗證機構 3 年內違反經本會為警告處置相同之事由。
- (7) 認證類別於通過認證後，連續 2 年無法提供見證案件供本會執行見證或連續 2 年無該認證類別之客戶者，本會得減列該認證類別。
- (8) 屬境外驗證之個別地區或國家於通過認證後，連續 2 年無法提供見證案件供本會執行見證或連續 2 年無該地區或國家之客戶者，本會得減列該認證地區或國家。
- (9) 驗證機構其他違反本會規定。

3.6.2.2.2 驗證機構收受本會減列通知時，應立即停止減列認證類別內涉及認證內容之宣傳，且不再發出減列認證類別內具本會認證標誌之驗證證書或證明及宣導品等。

驗證機構應通知減列認證類別內驗證通過之相關組織，停止使用具本會認證標誌之驗證證書，更新農委會臺灣有機農業資訊網之驗證客戶名錄資料，並報本會備查。

3.6.2.3 終止

3.6.2.3.1 本會得依據「有機農產品認證機構許可及監督管理辦法」第 13 條或於下列情形

for Approving and Supervising Organic Accreditation Bodies” or in case of one of the following situations, TAF could withdraw the accreditation directly:

- (1) The certification body fails to inform the affected clients in written after TAF reduces the accreditation scope.
- (2) The certification body fails to take appropriate measures for the issued certificates of conformity assessment within the reduced scope after TAF reduces the accreditation scope.
- (3) The certification body is unable to provide TAF with access to relevant records regarding the reduced scope after TAF reduces the accreditation scope.
- (4) The certification body’s conformity assessment activity violates the impartiality requirements.
- (5) The certification body issues a fake or false certificate of conformity assessment or a document for the same purpose.
- (6) The certification body forges the accreditation certificate or a document for the same purpose.
- (7) The certification body violates the obligation of information confidentiality.
- (8) The certification body does not meet the accreditation requirements or carry out the conformity assessment activities in an inappropriate, unreasonably simplified, reduced or wrong manner, or fail to carry out the conformity assessment activities, and issues a certificate of conformity assessment, which results in:
 - Damage to social welfare, which is determined to be severe by TAF
 - Loss of the user of the conformity assessment results or wrong decision
 - Possible damage to the qualification of TAF or relevant authority in bilateral or multilateral mutual recognition signing (or agreement)

之一時，逕行認證之終止：

- (1) 經本會減列處置後，未以書面通知其受影響之客戶。
- (2) 經本會減列處置後，未對於受減列範圍已核發之符合性評鑑證明進行適當處理措施者。
- (3) 經本會減列處置後，未配合本會對於減列範圍調閱相關紀錄者。
- (4) 驗證機構之符合性評鑑活動有違反公正性要求之事項。
- (5) 驗證機構出具偽造或虛偽不實之符合性評鑑證明或相同用途之文件。
- (6) 驗證機構偽造認證證書或相同用途之文件。
- (7) 驗證機構違反資訊保密之義務。
- (8) 驗證機構不符合認證要求，或不適當、不合理的簡化、減少、錯誤或未執行符合性評鑑活動，而出具之符合性評鑑證明造成：
 - 損害社會公益，經本會認定情節重大者。
 - 符合性評鑑結果使用者之損失或為錯誤的決定。
 - 本會及相關主管機關雙邊或多邊相互承認簽署(或認可)資格受侵害之虞。

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| <ul style="list-style-type: none">- Possible damage to TAF's qualification of signing multilateral/mutual recognition arrangement with international or regional accreditation organizations- Possible damage to the cooperation agreements signed by TAF and other organizations- Significant impact of the credibility of TAF or other certification bodies within the accreditation period <p>(9) The certification body provides fake or false materials.</p> <p>(10) Within the same accreditation period, the certification body has the same violation that causes suspension of all accreditation scopes.</p> <p>(11) The certification body is still in the violation that resulted in suspension during the period of suspension of all or part of the accreditation scope.</p> <p>(12) The certification body fails to apply to TAF for change when it changes its legal entity.</p> <p>(13) The certification body is involved in one of the situations listed in reduction and the violation is severe.</p> | <ul style="list-style-type: none">- 本會與國際及區域認證組織之多邊相互承認簽署資格受侵害之虞。- 本會與其他組織簽署之合作協議受侵害之虞。- 認證效期內，重大影響本會或本會其他驗證機構之公信力。 <p>(9) 驗證機構出具偽造或虛偽不實的資料。</p> <p>(10) 於同一認證週期內，曾被暫時終止全部認證範圍的驗證機構，再次違反前次暫時終止之事由。</p> <p>(11) 驗證機構於暫時終止全部或一部分認證範圍期間，仍違反暫時終止之事由。</p> <p>(12) 驗證機構於法律實體變更未向本會提出異動申請。</p> <p>(13) 減列所列情境，且違反情節重大者。</p> |
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3.6.2.3.2 Where the certification body receives a notice from the TAF for withdrawal from the scope of accreditation, it shall immediately discontinue claiming the accredited status, and shall no longer issue certification certificate and publicity articles bearing the TAF's accreditation symbol involved in the scope of accreditation.

The certification body shall inform all certified organizations involved in the withdrawn scope of accreditation to stop the use of the certification certificates which bear the TAF's accreditation symbol. The certification body shall update the directory of clients on Taiwan Organic Agriculture System of COA, and then report to TAF for future reference.

3.6.2.4 Revocation

The certification body provides TAF with fake or false materials and the situation is severe.

3.6.2.3.2 驗證機構收受本會終止通知時，應立即停止宣稱為具有本會認證身分，且不再發出終止認證範圍內具本會認證標誌之驗證證書及宣導品等。

驗證機構應通知終止認證範圍內驗證通過之相關組織，停止使用具本會認證標誌之驗證證書，更新農委會臺灣有機農業資訊網之驗證客戶名錄資料，並報本會備查。

3.6.2.4 撤銷

驗證機構提供本會偽造或虛偽不實的資料，

且情節重大者。

3.6.2.5 Other default measures

- (1) After the scope is reduced, TAF will not accept the application for extending the same scope that was reduced within 3 months after the decision becomes effective.
- (2) After withdrawal or revocation, TAF will not accept the application filed by the same certification body within 3 years after the decision becomes effective, except for the application for other accreditation schemes.
- (3) The certification body could voluntarily apply for reduction or withdrawal. However, if TAF finds that the certification body has violated the related requirements which meet the punishment of reduction or withdrawal, TAF could reject the certification body's voluntary application for reduction and withdrawal.
- (4) Once the certification body's accreditation status has been withdrawn or revoked by TAF, the certification body shall return or void the accreditation certificate within 5 working days after the day of withdrawal or revocation.
- (5) Once the certification body has been punished (reduced, withdrawn or revoked) by TAF, the certification body shall provide a transfer plan and complete the priority survey on certified client toward the certification bodies to take over within 10 working days. TAF will notify the certification body based on the survey result. The certification body receiving the notice may proceed to contact the certified client directly. If the certified client does not show its priority, TAF may provide the contact information about other certification bodies subject to the client's location and applicable accreditation category. The punished certification body shall coordinate with

3.6.2.5 其他違約處置

- (1) 驗證機構經本會減列處置，於處置生效日之次日起 3 個月內，本會不受理同一減列範圍之增列申請。
- (2) 驗證機構經本會終止或撤銷之處置，於處置生效日之次日起 3 年內，本會不受理相同驗證機構之認證申請，惟申請其他認證方案不在此限。
- (3) 驗證機構得主動申請減列或終止，惟若本會於發現驗證機構有達到減列或終止之處置之虞時，本會得拒絕其主動減列或終止之申請。
- (4) 驗證機構經本會終止或撤銷認證後，驗證機構應自終止或撤銷日起 5 個工作日內繳回認證證書或自行作廢。
- (5) 驗證機構經本會處置(包含減列、終止及撤銷)後 10 個工作日內應提供移轉計畫並完成驗證客戶對於驗證機構移轉意向之調查，本會依據前述調查結果通知其他驗證機構，接獲通知之驗證機構由其逕行接洽驗證客戶；當驗證客戶未表達欲移轉之驗證機構意向時，本會得以該驗證客戶所在之地理位置及其適用之認證類別提供驗證客戶其他驗證機構聯絡資訊。受處置驗證機構應配合提供客戶之驗證相關資料或其他相關協助，以利承接之驗證機構作業。必要時，本會對於前述作業得請示或邀請主管機關參與協調。有關驗證機構是否承接驗證移轉，以及驗證客戶與承接驗

TAF to provide the certification information of client or other assistance to help the certification body take over. If necessary, TAF may request or invite the competent authority to participate in the coordination. Matter of whether the certification body taking over the certification business, and the certification contract and agreements between the client and the certification body shall be a mutual understanding between the certification body and the agricultural product operator(client).

證移轉之驗證機構間之驗證契約簽訂及其合意事項等，由驗證機構及農產品經營者間合意為之。

3.6.3 When the certification body submits an application after reduction, withdrawal or revocation by TAF:

3.6.3 驗證機構經本會以減列、終止或撤銷之處置後，而提出申請時：

- (1) After reduction, if the certification body applies for extending the same scope that was reduced; the certification body shall have completed the correction for the previous nonconformity.
- (2) If the certification body files an application after withdrawal or revocation, the certification body shall have completed the correction for the previous nonconformity.

- (1) 減列後提出同一減列範圍之增列申請時，驗證機構應對前次受處置之事由完成矯正。
- (2) 終止或撤銷後提出申請時，驗證機構應對前次受處置之事由完成矯正。

3.6.4 After informing the certification body of withdrawal of the entire accreditation scope, which is of the scenario in Section 4.1.1 and Section 4.1.2 of the IAF MD7 (TAF-AA-W12), TAF will notify the international organizations (e.g. the International Accreditation Forum, or IAF). The information is provided in according with the rules set by international organizations.

3.6.4 驗證機構經通知終止其全部認證範圍後，且屬於 IAF MD7(TAF-AA-W12)第 4.1.1 節及第 4.1.2 節之適用情境，本會將通知已簽署相互承認協議之國際組織如國際認證論壇 (International Accreditation Forum; IAF) 等，通知內容依國際組織規定辦理。

3.7 References

Regulations on Rights and Obligations.....Document No.: TAF-AR-10

Sampling Instructions for Accreditation ScopesDocument No.: TAF-AA-C03

The Rates of Accreditation Fees Charged by the Department of Certification Bodies Accreditation...Document No.: TAF-AA-C04

Rules Governing Use of Accreditation Certificates and Accreditation symbol by Certification Bodies Document

3.7 參考文件

權利義務規章.....編號：TAF-AR-10

認證範圍取樣作業說明書編號：TAF-AA-C03

驗證機構認證處認證收費準編號：TAF-AA-C04

驗證機構認證證書及認證標誌使用規定編號：TAF-AA-C05

.....No.: TAF-AA-C05	
List of Accreditation Criteria	認證規範一覽表.....編號：TAF-AA-W07
.....Document No.: TAF-AA-W07	
Working instruction for Accreditation Item	認證項目代碼說明書...編號：TAF-AA-W08
Code.....Document No.: TAF-AA-W08	
Harmonized Document for Sanctions Adopted	IAF 對符合性評鑑機構採取制裁調和文
by IAF Against Conformity Assessment	件.....編號：TAF-AA-W12
Bodies.....Document No.: TAF-AA-W12	
Instruction on Application for Username and	認證服務網路帳號密碼申請說明
Password for Online Accreditation	編號：TAF-AA-W15
Services.....Document No.: TAF-AA-W15	
Application Confirmation Form	申請確認表.....編號：TAF-AA-F42
.....Document No.: TAF-AA-F42	
Organic Agricultural Product Certification	有機農產品驗證機構特定認證規範
Body Accreditation Scheme Service	編號：TAF-PC-C02
Program.....Document No.: TAF-PC-C02	
Product Certification Body's Specific	產品驗證機構對於測試資源及審查測試報
Accreditation Criteria for testing resources and	告之特定認證規範.....編號：TAF-PC-C04
review testing report	
.....Document No.: TAF-PC-C04	
Procedure for Settlement of	抱怨處理作業程序.....編號：TAF-QP-05
Complaints.....Document No.: TAF-QP-05	
Procedure for Settlement of	申訴處理作業程序.....編號：TAF-QP-06
Appeals.....Document No.: TAF-QP-06	

Appendix 1: Accreditation contract

1. Certification body shall obey the signed “Regulations on Rights and Obligations” (TAF-AR-10).
2. Once the certification body has been punished (reduced, withdrawn or revoked) by TAF, the certification body shall provide a transfer plan and complete the priority survey on certified clients toward the certification bodies to take over within 10 working days. TAF will notify the certification body based on the survey result to contact the certified clients.
3. If the certified client does not show its priority, TAF may provide the contact information about other certification bodies subject to the client’s location and applicable accreditation category and notify the certification body to take over the certified client.
4. The certification body shall report to TAF about the status of its’ clients to be taken over within the period specified by the Authority in case of withdrawal from accreditation.
5. The accredited certification body which is entrusted with the operators shall not refuse the coordination without reasonable explanation.

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附錄 1： 認證契約

1. 驗證機構應履行與本會簽訂之「權利義務規章(TAF-AR-10)」
2. 經本會處置(包含減列、終止及撤銷)未能繼續經營驗證業務者，驗證機構應於 10 個工作日內提供現行所有驗證客戶移轉意向調查資料，本會得依據前述調查結果通知其他驗證機構逕行驗證移轉接洽。
3. 當驗證客戶未表達欲移轉之驗證機構意向時，本會得以該驗證客戶所在之地理位置及其適用之驗證類別提供驗證客戶其他驗證機構聯絡資訊，通知相關驗證機構承接其驗證業務。
4. 被終止認證之驗證機構應於中央主管機關公告期間內回報客戶之轉證情形。
5. 經協調後，已認證之驗證機構應承接被移轉之農產品經營者，無正當理由不得拒絕。

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