



TS004(RCS)v01en-cn - v. 07/01/2019

# CERTIFICATION PROCESS

## 认证程序

### RCS

### Recycled Claim Standard

### 回收声明标准



*The aim of the present document is to describe the key steps of the certification process. This document is part of your certification contract.* / 本文件描述了有机产品认证过程的主要步骤，是企业认证合同的组成部分。

*The standard in force is available at <https://textileexchange.org/integrity/> or is forwarded upon request.* / 您可登录网站 <https://textileexchange.org/integrity/> 下载标准或向我机构索取。



## Preamble

### 前言

Ecocert Greenlife is a subsidiary of Ecocert group that was founded in 2009. It is dedicated to the control and the certification of non-food products (cosmetics, detergents, paints, home fragrances, textiles, etc.)./Ecocert Greenlife 于 2009 年成立，是 Ecocert 集团旗下的一个子公司。公司致力于非食用产品（包括化妆品、洗涤剂、涂料、家用香料和纺织品等）的控制和认证。

You have applied for certification according to the Recycled Content Standard (RCS). Thanks to this document, Ecocert Greenlife will present you the different steps for the certification of your products according to the scheme requirements./您申请了回收声明标准 (RCS) 认证，Ecocert Greenlife 将通过此文件为您介绍产品依据该机制需求进行认证所需的各个相关步骤。

Certification, made by an independent body, allows you to attest your conformity with certification requirements./认证，是由一个独立机构完成，它可以证明贵公司的操作符合认证需求。

Certification process is a voluntary process. Each company is responsible for meeting these requirements./认证是一个自愿性的过程，每个参与认证的企业都有义务满足本文件要求。

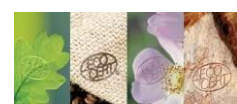


**SUMMARY**

I. Definitions/术语定义.....	6
II. Applicable scheme/应用机制 .....	6
III. Access to the certification/准予认证 .....	7
A. Scope of our service: In which case should I apply for certification?/我们服务的范畴: 何种情况下您应该申请认证? .....	7
B. Restrictions/不予认证 .....	8
IV. The certification process step by step/各认证步骤 .....	8
A. Your certification application/您的认证申请 .....	8
1. Composition of your certification application file/认证申请文件的组成 .....	8
2. Application which cannot be satisfied by Ecocert Greenlife/Ecocert Greenlife 不予受理的申请 .....	9
B. Formalization of your contract/合同的组成 .....	9
1. Production of your quotation/报价的生成.....	9
2. What documents are included in your contract with Ecocert Greenlife?/Ecocert Greenlife 认证合同包含哪些文件? .....	10
3. Formalizing your commitment/委托生效 .....	10
C. Initial evaluation/初审 .....	10
1. Documentary evaluation and preparation of your on-site audit/文审和现场检查的准备 .....	10
2. On-site audit/现场检查 .....	11
3. Summary of your audit/检查总结 .....	11
4. Evaluation of implemented corrective actions/对实施的整改措施的评估 .....	12
D. Non-conformities and correction plan/不符合项与整改计划 .....	12
1. "Minor" non-conformities/一般不符合项 .....	12
2. "Major" non-conformities/严重不符合项 .....	12
3. Correction plan/整改计划 .....	12
E. Review of the evaluation results and certification decision/评估结果和认证决议的评审.....	13
F. Certification documents/认证文件 .....	13
G. Surveillance and continuation of the certification process/监督和认证过程的持续 ..	14
1. Periodic surveillance/定期监督 .....	14
2. Implementation of an audit plan on site/现场检查计划的执行 .....	15
3. Follow-up of your activity/活动跟进 .....	16
4. Summary table of the certification process steps/认证过程各步骤流程图 .....	17
H. Certification renewal/认证复审.....	18
1. Continuation of certification under conditions/附有条件的延续认证 .....	18
2. Suspension certification or certification on hold/暂停认证或搁置认证 .....	18
3. Reduction of the certification scope/缩小认证范围.....	18
4. Withdrawal of certification/撤销认证.....	19
I. Changes affecting certification/影响认证的改变 .....	19



1. Changes in the certification scheme (new or revised requirements)/认证机制（要求有新增或要求有修订）的改变 .....	19
2. Changes of your certification scope/认证范围的改变 .....	20
3. Postponement of your certification/认证的延迟.....	20
J. End of certification/认证终止.....	21
1. End of contract term and consequences on your certification/合同到期和认证结束	
2. Specific cases of stock selling off and stock audit/关于库存售完和库存检查的特殊情	
V. Complaints and appeals/投诉和申诉 .....	22
A. Complaints/投诉 .....	22
B. Appeals/申诉 .....	22
C. Your obligations with respect to third parts claims/关于第三方声明的义务.....	23
VI. Use of references to certification, to Ecocert and use of trademarks (Ecocert and others) associated to the service provided/关于与所提供服务有关的认证信息、“Ecocert”字眼及商标（Ecocert 及其他）的引用 .....	23
AnnexI: Definitions/附录 I:术语定义 .....	25



## I. Definitions/术语定义

Terms used in this document are defined in Annex I./本文件中所使用的术语定义参见附录 I.

## II. Applicable scheme/应用机制

RCS standard has been created by Textile Exchange. RCS 标准由纺织交易协会制定。

Textile Exchange is charitable organization committed to expanding organic agriculture. The organization was established in 2003 under the original name of Organic Exchange, in 2010 it became Textile Exchange./纺织交易协会是一个慈善组织，致力于有机农业的发展。该组织 2003 年成立，原名为有机交易协会，2010 年改为纺织交易协会。

Ecocert Greenlife offers its services for the certification according to this standard in France and internationally especially by the intermediary of Ecocert group's branches. Textile Exchange also owns and administrates the Content Claim Standard (CCS), the Organic Content Standard (OCS), the Global Recycled Standard (GRS), the Responsible Down Standard (RDS), and the Responsible Wool Standard (RWS). These standards are designed to ensure chain of custody for preferred materials and to provide labelling tools for final product claims. Ecocert Greenlife 及是 Ecocert 集团的分支机构在法国和国际上根据该标准提供其认证服务。纺织品交易所还拥有并管理含量声明标准（CCS）有机含量标准（OCS），全球回收标准（GRS），责任羽绒标准（RDS）和责任羊毛标准（RWS）。这些标准旨在确保首选材料的监管链，并为最终产品含量声明提供标签工具。

The objectives of the RCS are:

- Alignment of Recycled definitions across multiple applications.
- Track and trace Recycled input materials.
- Provide consumers (both brands and end consumers) with a tool to make informed decisions.
- Provide assurance that materials are actually Recycled and in a final product.

RCS 的目标是：

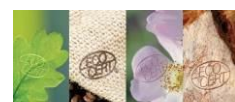
- 在多种应用中统一回收定义。
- 跟踪和追踪回收的投入原料。
- 为消费者（包括品牌和最终消费者）提供做出明智决策的工具。
- 确保原料确实是回收的并且用在最终产品中。

Ecocert Greenlife offers service for the certification according to this scheme in France and abroad in particular through its subsidiaries./Ecocert Greenlife 在法国境内及境外提供该标准机制的认证服务，境外的服务通常由其子公司来完成。

The reference documents for this scheme are listed on CCS & OCS standards./该机制的参考文献在 CCS 和 OCS 标准中有列明。

All these documents are available free on the Textile Exchange website (<http://textileexchange.org/>).

所有的文件均可通过 纺织交易所 官网 (<http://textileexchange.org/>) 进行免费下载。



### III. Access to the certification/准予认证

#### A. Scope of our service: In which case should I apply for certification?/

我们服务的范畴：何种情况下您应该申请认证？

<b>Beneficiaries</b> 受益对象	<b>Terms of commitment</b> 委托情况
<b>Distributor/ Brand owner</b> 分销商、品牌商	No obligation to commit if you sell to the final consumer & you don't do any repacking/relabeling (you are not in charge of the release to market)如果您只是销售到最终消费者手中，并且没有重新包装和贴标（您不负责产品市场投放），那么您无需委托义务。
<b>Trader</b> 贸易商	No obligation to commit if you are a trader with an annual turnover of less than \$10,000 (US) of RCS/CCS products 您是RCS/CCS产品年营业额未超过10,000美金的贸易商，您无需委托义务。
<b>Manufacturer/ Subcontractor (of semi- finished or finished products)</b> 制造商、分包单位（半成品或成品）	<p>If you wish to do any reference to RCS certification: Obligation to commit.如果您需要RCS证书，您必须进行委托。</p> <p>If no wish to do any reference to RCS certification: No obligation to commit if your activity is only for one Ecocert contracted client (However, the evaluation of this activity must be realized except if subcontractor identified as low risk through Ecocert risk assessment (embroidery, sizing units...)).如果您不需要RCS证书，只是为ECOCERT客户做代工，则无需委托义务（但是，对进行的活动必须执行评估，除非是ECOCERT风险评估为低风险的分包单位（绣花，上浆单位））</p> <p>If you do an activity for 2 Ecocert contracted clients or more, in this case, you must have your own contract.如果您为ECOCERT二个或以上的客户做代工，就必须有自己的合同，进行认证委托。</p>
<b>Collector and/or Concentrator of Reclaimed Material</b> 回收声明的材料的收购站、收购中心	You may apply for RCS certification if desired, but it is not an obligation. You may be subject to additional verification (see further paragraph IV.G)如果您想要，可以申请RCS认证，但不是必须的。您可以遵循附加验证（详见后面章节IV.G）
<b>Handler/操作方</b>	Handlers do not have any commitment obligations. However, the evaluation of this activity must be realized except if subcontractor identified as low risk through Ecocert risk assessment (embroidery, sizing units...)./ 操作方没有委托义务。但是，对进行的活动必须执行评估，除非是 Ecocert 风险评估识别为低风险的分包单位（绣花、上浆单位……）。



<p><b>Warehouse with finished products (without any risk)/(没有任何风险的)成品仓库</b></p>	<p>No obligation to commit/没有委托义务</p>
<p><b>Complex and particular cases (industrial groups, superstores and supermarkets...)/复杂特殊情况(行业团体、大型商场和超市)</b></p>	<p>We invite you to contact Ecocert to obtain information on commitment obligations./我们欢迎您联系 Ecocert 了解 有关委托义务。</p>





## B. Restrictions/不予认证

Ecocert Greenlife may refuse an application for certification when there are fundamental or known reasons such as illegal activities or repeated non-conformities of certification requirements, inappropriate behavior, outstanding payment, etc./如果认证申请本身存在自身根本性问题，或被发现涉及非法活动、重复发生不符合认证需求、有不当行为、欠款等，Ecocert Greenlife 可拒绝此种情况的认证申请。

## IV. The certification process step by step/各认证步骤

The service is based on an annual cycle. It leads, when the certification requirements are fulfilled, to the issuance or renewal of a certificate, allowing you to market your products with a reference to the certification and/or to Ecocert and/or to Ecocert Greenlife./此认证服务是以一年为一个周期。当认证需求完全满足时才能颁发证书或更新认证书，同时允许您在产品上标注“认证”、“Ecocert”和（或）“Ecocert Greenlife”信息。

The steps of the certification process are the following ones (and are detailed below):/认证过程的各步骤如下（详见下文）：



### A. Your certification application/您的认证申请

#### 1. Composition of your certification application file/认证申请

In order to give you all the needed information to complete the certification process, we send you the following documents:/为使您全面了解认证过程所需信息，我们将给您发送以下文件：

- The current version of the standard/当前版本标准
- The pre-inquiry questionnaire and associated application forms if necessary/与申请有关的前期调查表（如有需要）



- This certification process (This document)/认证程序（本文件）
- The RCS labelling guide/RCS 标识指南

We kindly ask you to send us the completed forms in order to collect all the necessary information needed for us to do what is called "application review". The application review is the study of the feasibility and the definition of your project. Its goal is to:/我们 诚请您提交完整的申请表格，以便我们收集认证申请评审时所需的相关信息。认证申请评审是评估您项目的可行性并确定项目性质。其目的在于：

- Make sure you have read all the requirements of the standard/确保您已经阅读和了解 标准的所有需求
- Ensure that all necessary information are specified in the forms/确保申请表格中填写了所有需要的信息
- Study the feasibility of the certification of your products/评估您产品认证的可行性

## **2. Application which cannot be satisfied by Ecocert Greenlife/ Ecocert Greenlife 不予受理的申请**

Certification is not possible in these specific cases:/以下情况不予认证：

- Certification ban from Textile Exchange/纺织交易协会禁止的认证
- a conflict of interest that could undermine the impartiality of our decisions/与我机构定义的中立原则存在利益冲突
- a geographical location that makes certification technically impossible or risky for those involved,/地理位置原因引起的从技术上无法实现的认证或存在危险的认证
- the lack of qualified personnel to meet the specific requirements of your request/没有符合您特定申请需求的合格人员
- a termination of contract following a decision by Ecocert less than 3 years/Ecocert 近 3 年决议过的合同终止

## **B. Formalization of your contract/合同的组成**

### **1. Production of your quotation/报价的生成**

The textile service, on the basis of your application, will establish a personal quote for the current year and taking your specific activity into account (manufacturer, subcontractor, brand owner, handler, other) and based on an estimate of the required working time. This quote details the documentary evaluation, on site audit(s), and finally audit report review and decision of certification. Audit, sampling, transaction certificate or analysis, which are not planned in the evaluation plan are not included in the initial quotation./根据您的申请的具体操作活动（制造商、分包商、品牌商、操作方等）和预计的用时，我们将为您生成一个当前年度的纺织品认证报价。报价中详细说明了文审、现场检查、最后的检查报告评估和认证决议。未纳入计划的检查、取样、交易证或分析不包含在此首次报价中。

The quotation is sent to you together with the Terms and conditions within 15 days. Additional time may be required for complex cases./报价通常会在 15 天内随同认证条约一起发送给您，但复杂情况可能需要更长时间。



## 2. What documents are included in your contract with Ecocert Greenlife?/Ecocert Greenlife 认证合同包含哪些文件?

The contract of certification is composed of the current versions of the following documents:/  
认证合同由以下当前版本文件组成:

- Terms and Conditions/认证条款
- This certification process/认证程序
- The RCS labelling guide/RCS 标识指南
- The quotation/报价

## 3. Formalizing your commitment/委托生效

Your contract is concluded upon return of the signed quotation./您传回签字盖章的报价即代表合同生效。

By signing this quotation, you agree to the Terms and conditions including the compliance to the requirements defined in the standard./报价一经签字即表示您同意遵守条约 和标准要求。

### C. Initial evaluation/初审

During the initial evaluation, all the activities in scope of the certification will be checked in order to ensure your compliance to the standard's requirements./初次评审时对认证范围内所有相关的活动均需核查以确保符合标准需求。

#### 1. Documentary evaluation and preparation of your on-site audit/ 文审和现场检查的准备

Your file will be allocated to a certification officer, who will be your first point of contact. This officer will send you the forms needed that are specific to your activity./您提交的文件 将会被分配给一个指定的认证官，该认证官是您的第一个联系人，我机构将根据您的活动给您发送您需要填写的表格。

These documents are reviewed by your certification officer and used to collect all necessary information for your on-site audit./认证官会评估这些文件且会收集现场检查的所有必需文件。。

Raw materials, labels, packaging, cleaning products and communication documents making reference to Ecocert/Ecocert Greenlife have to be sent for validation before any use./原料、标签、包装、清洁产品及引用“Ecocert/Ecocert Greenlife”字眼的交流性文件均需在使用前获得审批。

The approval on-site audit is assigned after once your application has been processed./一旦您的认证申请被受理，首次的现场检查随即会被安排。

The auditor in charge of your audit plans with you an audit appointment. About 10 days before your audit, the auditor sends to you an audit plan and reminds you to keep documents available by sending a notification of visit./负责您企业检查的检查员将与您约定检查时间。检查员会提前 10 天左右给您发送检查通知，并提醒您需要准备的文件。

Audit plan and these documents are defined in accordance to Ecocert procedures, according to your position in the process of development (manufacturing or distribution



of the products) and others involved in process./检查计划和所需的文件将根据 Ecocert 程序、您既定的活动（制造或分销）和其他因素而定。

## 2. On-site audit/现场检查

On-site audits are performed in order to check the compliance of the products with the requirements of the standard and are conducted on all sites carrying out operations on products covered by the certification: manufacturing, packaging, etc./现场检查的目的是为了检查产品与标准要求的符合性，检查将会覆盖申请认证的产品所涉及的所有操作场所：制造、包装等。

Ecocert Greenlife conducts audits on the basis defined inspection plan, specific to your activity (see paragraph G.2)./Ecocert Greenlife 将根据制定的检查计划实施现场检查（参见第 G.2 段）。

The audit is carried out according to the following steps:/检查将根据以下步骤进行：

- The opening meeting: the auditor presents the objectives and the different points to check, confirms the scope and the audit plan,/首次会议：检查员陈述检查目的和涉及 的检查点；确认检查范围和检查计划，
- The documentation evaluation,/文件评审，
- The on-site visit and interview with employees,/现场走访和员工访谈
- The closing meeting: the auditor makes a summary of the on-site audit./末次会议：检查员对现场检查做总结。

In the event of analysis, any sampling is done in the presence of you or of your representative, who signs the related documents. The nature of the analysis and the laboratory chosen to do the analysis are determined by Ecocert Greenlife./如果需要取样分析，负责相关文件签字的企业代表或您需要出现在取样现场。分析内容和实验室的选择将由 Ecocert Greenlife 决定。

If it is necessary, Ecocert Greenlife may decide to leave a sample in your facility. This sample should be used only in the event of counter-analysis. In this case, you, a representative of Ecocert Greenlife or a bailiff may send the sample to a third party laboratory appointed by Ecocert Greenlife according to the Ecocert Greenlife instructions. Billing terms are defined inclusively in your annual quotation, or otherwise, to real costs./

必要时，Ecocert Greenlife 会决定在工厂留一份样品。此样品将留做需要逆向分析时使用。在这种情况下，您、Ecocert Greenlife 代表或执行人员可根据 Ecocert Greenlife 的指令将该样品送往 Ecocert Greenlife 指定的某个第三方实验室。产生的费用帐单将归结到您的年度报价中或者由您直接支付。

## 3. Summary of your audit/检查总结

During the audit, non-conformities with standards requirements can be found. These non-conformities require actions (called “corrective actions”) from you in order to get in compliance./检查过程中可能会发现不符合标准要求的不符合项。这些不符合项需要您采取相应措施（“整改措施”）进行整改直至符合。

You receive at the end of the audit, the details of any non-conformity and, then, information regarding the additional evaluation tasks needed to verify that non-conformities have been corrected./检查结束时，您会收到所有相关的具体不符合项以及后续确认不符合项整改情况所需进行的其他评估工作。



#### 4. Evaluation of implemented corrective actions/对实施的整改措施评估

At this point, if you express interest in continuing the certification process, you must submit corrective actions for each non-conformity in the given time. These proposed actions must be relevant and comprehensive in order to continue the certification process. Otherwise we will ask you to suggest new actions./如果您此时希望认证继续进行，那么您必须在给定时间内提交每一个不符合项的整改措施。采取的整改措施必须相关且全面以便认证能继续，否则您将会被要求重新提交整改措施。

Depending on additional evaluation tasks needed to verify that non-conformities have been cleared, Ecocert Greenlife may be required to proceed with:/视后续确认的不符合项关闭情况，Ecocert Greenlife 可能会需要安排：

- A new on-site audit/一次新的现场检查
- Further sampling and analysis,/重新取样和分析，
- Additional documentary evaluation/其他文件评估

#### D. Non-conformities and correction plan/不符合项与整改计划

During the audit, non-conformities according to the requirements of the standard can be noticed. They are classified according to 2 categories:/检查过程中会有不符合标准要求的不符合项被发现。这些不符合项被分为两大类：

##### 1. "Minor" non-conformities/一般不符合项

A minor non-conformity is a non-conformity which does not alter the characteristics of the product to be certified. It means that it does not alter the conformity of a product towards the principles of the standard and its most important requirements and is not misleading for consumers./一般不符合项是指不会改变被认证产品的属性的不符合项。一般不符合项意味着产品仍符合标准原则和重点要求，也不会误导消费者。

##### 2. "Major" non-conformities/严重不符合项

A major non-conformity is a non-conformity which alters or may later alter the characteristics of the product to be certified. It means that it alters the conformity of a product towards the principles of the standard and its most important requirements and/or can be considered as misleading for consumers./严重不符合项是指改变或未来可能会改变被认证产品的性质。它意味着产品对于标准原则和重点要求的符合性会改变，和（或）误导消费者。

##### 3. Correction plan/整改计划

The correction plans lists potential non-conformities and classifies them according to their degrees of severity ("major" or "minor" non-conformity). It also identifies, for each non-conformity the consequence on the certification. Appropriate actions to be taken and application modalities are also detailed. The consequence on the certification is defined according to the nature and the severity of the non-conformity as well as its occurrence and the risk of fraud./整改计划要列出潜在的不符合项并根据其严重程度（“严重”或“一般”不符合项）进行分类。整改计划中也要识别每一不符合项对认证结果的影响。如何采取正确的行动和实施方式也需加以详细说明。认证结果是根据不符合项的性质、严重程度以及发生的重复性和存在欺骗的风险高低来确定。



Appropriate measures may be (see paragraph H for details):/适用的措施可能有（详见第 H 章）：

- Continuation of certification under conditions/附有条件的延续认证
- Reduction of the scope of certification/缩小认证范围
- Suspension of the certification/暂停认证
- Withdrawal of the certification/撤销认证

#### **E. Review of the evaluation results and certification decision/评估结果和认证决议的评审**

The audit report and your proposed corrective actions are forwarded to your certification officer, who will ensure the relevance of the report sent. You will then receive the certification decision with the analysis results (if applicable) which is based on the correction plan defined by Ecocert Greenlife, the audit report and other related documents./检查报告和您提交的整改措施会转呈给您的认证官，认证官会确定呈交的报告的相关性。接下来您会收到有基于 Ecocert Greenlife 给出的整改计划、检查报告和其他相关文件得出分析性结论（若相关）的认证决议。

The certification officer indicates non-conformities as resolved on the basis of evidence gathered (in documents or on-site observation, when applicable) and adherence to the correction plan./认证官根据收集来的证据（适用时，从文件中或现场检查的发现中）明确需要纠正的不符合项及整改计划。

If the certification decision is positive, your certification officer will send you your certification documents./如果认证决议描述通过，您的认证官将会给您发送认证文件。

If the certification decision is negative, your certification officer will inform you by mail and identifies the reasons. In this case, you can apply for a new certification process by going back to step A./如果认证决议描述不通过，您的认证官会以邮件方式通知您原因。在这种情况下，您可以通过返回步骤 A 来申请一个新的认证过程。

When necessary (for all initial on-site audits and blocking non-conformities), the certification officer will present the non-conformities to the certification managers to obtain their opinion, the certification decision is then put on hold./必要时（适用所有首次现场检查 and 不符合项不被认定的情况），认证官会将不符合项提交给认证经理并听取他们的意见，这种情况下，认证决议会被搁置。

If there are suspicions that you are marketing, or are planning to market, products that do not comply with the standard but which make reference to certification, Ecocert Greenlife may demand the provisional suspension of certification for the said products. Before taking such a certification decision, you will be informed and asked to present your own observations./如果怀疑您在销售或计划销售不符合认证标准但却引用了认证相关信息的产品，Ecocert Greenlife会要求此产品暂停认证。在做出这样的认证决议之前，Ecocert Greenlife会通知并要求您递交自查报告。

#### **F. Certification documents/认证文件**

Certification documents shall only be issued after, or concurrent with, the following:/认证文件在以下情况的同时或之后发出：

- The decision to grant the certification has been made, 已作出通过认证的决议，



- Certification requirements have been fulfilled./认证需求已满足。

These certification documents (certificate) convey or permit identification of the following:/  
这些认证文件（证书）上会体现或识别以下信息：

- The name and address of Ecocert Greenlife/Ecocert Greenlife 的名称和地址
- The certification granting date/认证批准日期
- Your name and address/您企业的名称和地址
- The term of certification/认证期限
- The list of your certified products/your controlled processes 您认证的产品清单/控制过程
- All the inspected sites/所有被检查的场所

Costs that would be incurred (eg: manufacturing, printing labels...) in anticipation of a certification decision no yet issued are under your responsibility and cannot be supported by Ecocert Greenlife./在期待的认证决议未颁发之前产生的费用（如制造、打印标签等）应由您而不是 Ecocert Greenlife 承担。

Only the holder of the certification document can make reference to the certification on its products./只有认证文件的持有者才能在其产品上引用认证信息。

## **G. Surveillance and continuation of the certification process/监督和认证**

过程的持续

### **1. Periodic surveillance/定期监督**

The certification process is automatically renewed every year, if you did not notify Ecocert Greenlife about the termination of your contract under conditions on current Terms and Conditions./如果您未通知 Ecocert Greenlife 终止现有条约下的合同，那么认证程序每年会自动更新。

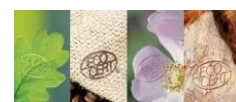
On the basis of any information you will send to us and/or we may collect during audit and other investigation, Ecocert Greenlife will update your annual certification fee./Ecocert Greenlife 将基于您提交的信息或在现场检查或其他调查中收集到的信息的基础上，更新您的年度认证费用。

During the annual surveillance period if your certified activity, we implement the surveillance plan which consists of:/在年度监督期间，我机构会实施以下监督计划：

- On-Site audit(s) surveillance (the corrective actions defined to deal with previous non-conformities will be checked)/现场审核监督（核查以前判定的不符合项的整改情况）
- Remote audit(s) surveillance
- Documentary checking, if modifications are implemented on documents that were checked during initial evaluation, or in case of new products to be certified/如果首次评估时核查的文件有修改或有新产品需要认证，那么要进行文审
- Annual analysis plan (when applicable)/年度分析计划（适用时）
- Unannounced On-Site audit(s)/非通知检查

In the special case of Collectors/Concentrators of Reclaimed Material, Ecocert shall undertake additional verification or physical inspection in order to check the authenticity of Reclaimed Material.

在回收材料收购站/收购中心的特殊情况下，Ecocert应进行额外的验证或物理检查，以检查回收材料的真实性。



## 2. Implementation of an audit plan on site/现场检查计划的执行

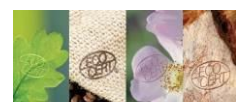
The audit plan on site defines the type and the frequency of necessary audits according to your activity and some additional criteria./根据您的活动和其他准则，现场检查计划将确定必要的检查类型和频率。

<b>Clients/客户</b>	<b>Approval audit/批准检查</b>	<b>Renewal audit/更新检查</b>
<b>Brand owner/Retailer</b> 品牌商/零售商	1 On-Site inspection 1 次现场检查	1 On-Site inspection 1 次现场检查
<b>Trader/贸易商</b>	1 On-Site inspection 1 次现场检查	Remote audit for 2 years then On-Site audit (3 years audit cycle) if low risk identified 如果被识别为低风险，执行 2 年远程检查，然后执行现场检查（3 年为一个检查周期）
<b>Manufacturers/Sub contractors(finished or semi-finished products)制造商/分包单位（终产品或半成品）</b>	1 On-Site inspection 1 次现场检查	1 On-Site inspection 1 次现场检查
<b>Handlers/操作方</b>	1 On-Site inspection 1 次现场检查	1 On-Site inspection 1 次现场检查
<b>Material Collectors and/or Material Concentrators of reclaimed material</b> 回收材料材料收集者或者材料收集器	If commitment:1 On-site inspection/如果有委托：1次现场检查 If no commitment:Possibility of 1 remote audit or 1 On-site inspection after risk assessment/如果没有委托：1次远程检查或者危险评估后进行1次现场检查	If commitment:1 On-site inspection/如果有委托：1次现场检查 If no commitment:Possibility of 1 remote audit or 1 On-site inspection after risk assessment/如果没有委托：一次远程检查或者危险评估后进行1次现场检查
<b>Storage unit without repacking/</b> 无再包装活动的储存单元	1 On-Site inspection/ 1次现场检查	Remote audit for 2 years then On-Site audit (3 years audit cycle) 执行 2 年远程检查，然后执行现场检查（3 年为一个检查周期）
<b>Storage unit with sensitive raw materials/</b> 储存敏感原料的储存单元	1 On-Site inspection 1 次现场检查	1 On-Site inspection 1 次现场检查
<b>Complex and particular cases (industrial groups, superstores and supermarkets...)/复杂特殊情况（行业团体、大型商场和超市）</b>	1 On-Site inspection 1 次现场检查	1 On-Site inspection 1 次现场检查





<p><b>BNC* particular case/BNC</b> (品牌网络认证) 的特殊情况</p>	<p>1 On-Site inspection 1 次现场检查</p>	<p>Audits according to the level 1,2 or 3 assigned on the BNC Network level ** 根据指定的 BNC 网络级别执行级别 1、2 或 3 的检查 **</p>
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**\*: Brand Network Certification (BNC):** Certification of a Brand Organization where the Post-Production supply chain of their CCS product falls under a single Certification. The Brand Organization is responsible for and controls the integrity of CCS Product through its

Internal Control System./ \*: 品牌网络认证 (BNC) : 针对一个品牌组织的CCS产品的后道加工供应链只申请单一认证的情况。该品牌组织需建立内部控制体系, 负责管理CCS产品的完整性。

**Dependent BNC Participants: Distribution Center (DC) sites fully owned by the Brand or contracted DC./非独立的BNC参与方:** 品牌或有签约的分销中心 (DC) 完全自有的DC场所。

**Independent BNC Participants: wholesaler or licensee/独立的BNC参与方:** 批发商或被许可方

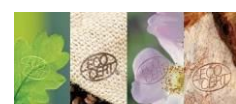
\*\* :

Network Level/ 网络级 别	<i>The following auditing requirements apply for Independent BNC Participants /下列检查需求适用独立的 BNC 参与方 granted Certification as part of a Brand Distribution Network. /允许作为品牌分销网络的一部分进行认证</i>
Level 1/级别 1	<ul style="list-style-type: none"> <li>• Annual Remote Audits of 0.5 x square root of total number of Independent BNC Participants within the BNC /年度远程检查的数量为参与该BNC的独立的BNC参与方的总个数开根号除以2</li> <li>• A minimum of one Remote Audit per type (Wholesaler or Licensee) each year /每种类型 (批发商或被许可人) 每年至少执行一次远程检查</li> </ul>
Level 2/级别 2	<ul style="list-style-type: none"> <li>• Annual Remote Audits of square root of total number of Independent BNC Participants /年度远程检查的数量为独立的BNC参与方的总个数开根号</li> <li>• Annual OnSite Audits of 0.5 x square root of total number /年度现场检查的数量为总个数开根号除以2</li> <li>• A minimum of one OnSite Audit per type (Wholesaler or Licensee) each year /每种类型 (批发商或被许可人) 每年至少执行一次现场检查</li> </ul>
Level 3/级别 3	<ul style="list-style-type: none"> <li>• Annual OnSite Audits of each DC /每个DC执行一次年度现场检查</li> <li>• Independent sites that are trading less than \$10,000 are exempt from auditing requirements. /贸易额低于10,000美元的独立场所免检查</li> </ul>
<p>Independent BNC Participant Level /独立的BNC参与方级别</p> <p>If the individual assessment of an Independent BNC Participant within a Brand Network results in a Level 3 determination, the Independent BNC Participant shall be separately audited and certified. /如果一个品牌网络中的某个独立的BNC参与方被评定为级别3, 那么该独立的BNC参与方应进行独立检查和认证。</p>	

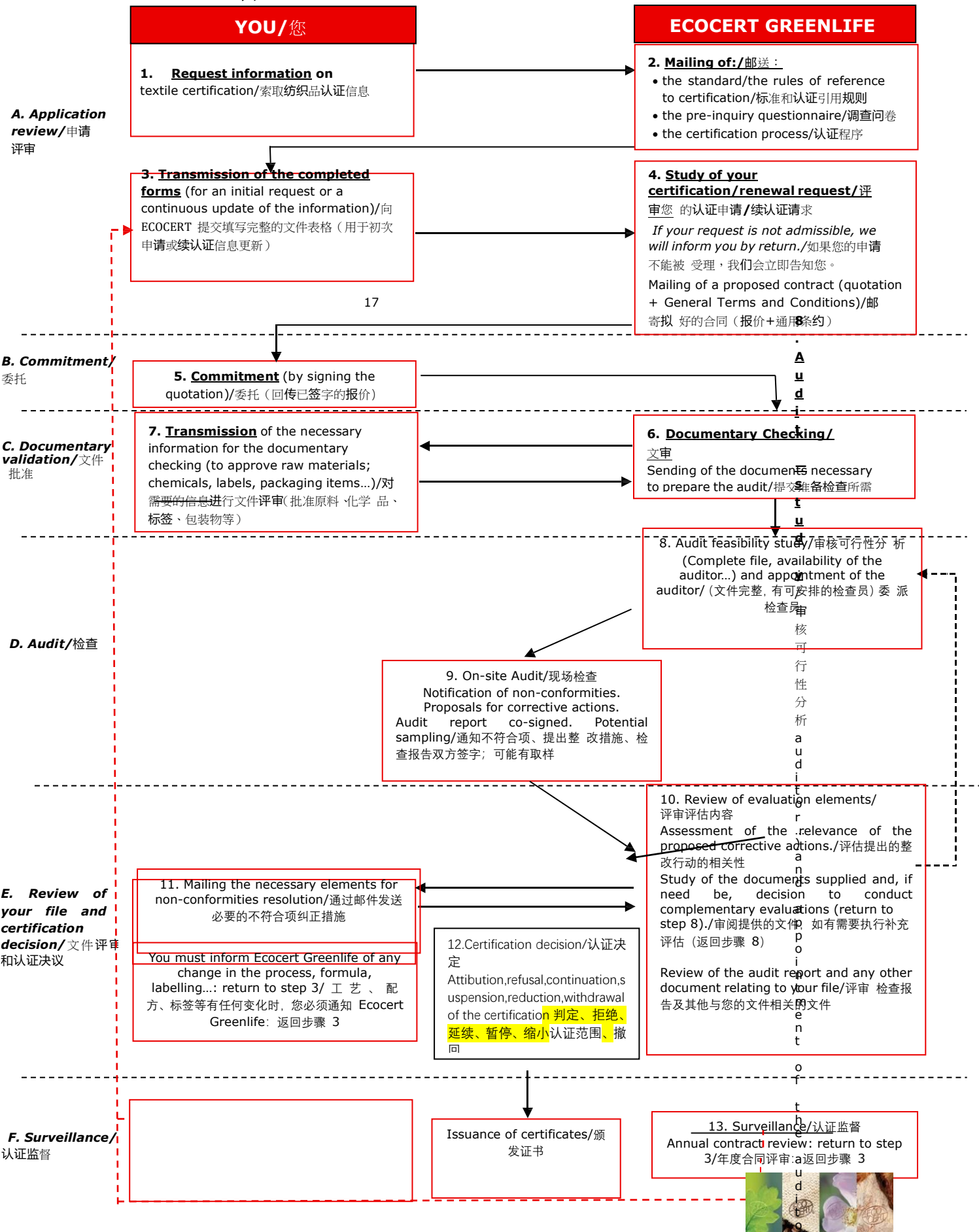
### 3. Follow-up of your activity/您活动的跟进

Surveillance is also based on the verification of any changes in certification requirements or the scope of your certification. For this reason, you must inform Ecocert Greenlife without any delay about any change in your system (manufacturing, process, quality) or the range of your products to be certified./监督也是基于相关的认证需求或您的认证范围的变化来确定。因此, 如果认证产品 (制造、过程、质量) 有任何变化, 您必须及时通知 Ecocert Greenlife。

During surveillance, steps C, D, E and F below are repeated./监督过程是重复以下 C、D、E和 F 步骤。



**4. Summary table of the certification process steps/认证过程各步骤流程图**



## H. Certification renewal/认证更新

If no non-conformity is identified during surveillance, the certification decision is granted and your certification officer will issue your new certification document./如果在监督过程中 没有发现不符合项，那么认证决议为认证通过，您的认证员会把新的认证文件发送给您。

If a non-conformity arises as a result of the surveillance or by any other means, it will be reviewed by Ecocert Greenlife and appropriate measures will be taken./如果监督过程或其他 任何途径发现了不符合项，Ecocert Greenlife 会加以评审且需要采取适当的措施。

Based on the correction plan and regarding the extent and severity of identified non-conformities, Ecocert Greenlife can take the following appropriate measures:/基于整改计划 和识别出的不符合项的严重程度，Ecocert Greenlife 可采取以下适当措施：

### 1. Continuation of certification under conditions/附有条件的延续认证

Conditions to continue certification may be for instance:/延续认证的条件如下：

- Increased surveillance through new audit or additional analysis/通过执行新的检查或 补充分析加强监督
- A deadline to allow you to implement corrective actions/给定您执行整改措施的最后期限
- Etc./等

If required conditions are not fulfilled in the given time, Ecocert will start the process of suspension or withdrawal of certification and update the certification documents accordingly./如果要求的条件在规定时间内不能完成，Ecocert 将会启动暂停认证或撤销认证程序，并且相应地更新认证文件。

### 2. Suspension certification or certification on hold/暂停认证或搁置

This involves the interruption of certification for a specific period or until compliance of the product. If the product is not certified yet, your certificate will be on hold. Suspension may involve one or more products and/or batch. To clear such non-conformity you must provide the necessary elements within the time granted./暂停或搁置认证是指一段特定时间内认证的中断直至产品满足认证要求。如果产品未获认证，您的证书将会被搁置。暂停认证可能涉及一或多个甚至一批产品。为了关闭不符合项，您必须在给定的时间期限内提交必要的整改要素。

In all cases, reference to the certification can no longer be made for the product(s) concerned by the suspension until the non-conformity is solved. The concerned product(s) will be removed of your certification document during the suspension period./

任何情况下，只要不符合项未被关闭，就不得在被暂停认证的产品上来上引述“认证”字眼。在暂停认证期间，相关的产品将从您的认证文件中移除。

### 3. Reduction of the certification scope/缩小认证范围

This implies the immediate and final cancellation of the certification for part of the products and/or batch. The products are downgraded in the conventional circuit and can no longer make reference to the certification. This decision may be due to non-conformity noticed during on-site audit or on your request if you do not wish to use the certification for one or more of your products (cancellation)./认证范围的减少意味着部分或批次产品会立即或最终被取消认证。这些产品将被降级到常规产品系列，且不能再引用认证信息。该决议可以是源自现场检查期间发现的不符合项或者您自己提出请求希望停止(取消)一或多个产品的认证。In all cases products are removed from the certificate without notice./任何情况下，产品都会被从证书中移除且恕不会另行通知。

### 4. Withdrawal of certification/撤销认证

This implies the immediate cancellation of the certification for all your products. You can no



longer make reference to the certification for any of your products./撤销认证意味着立即 取消您所有产品的认证，您不能再对您的任何产品引用认证信息。

This decision is also accompanied by the termination of the contract with Ecocert Greenlife./一旦作出此种认证决议，与 Ecocert Greenlife 的认证合同也随之终止。

A product without certificate or whose certificate has been suspended/withdrawn cannot display any reference to the certification. This ban also applies to any other communication materials./没有证书或证书被暂停/撤销的产品上不能呈现任何与认证有关的信息。该禁令同样适用于其他交流材料。

The suspension or withdrawal of your conformity documents implies the immediate end of validity of these documents. It is your responsibility to inform your clients that your products are not certified anymore and to stop using your certification documents./证书的暂停或撤销意味着认证文件的立即失效。您有责任通知您的客户您的产品已停止认证，并且停止使用您的认证文件。

## **I. Changes affecting certification/影响认证的变化**

### **1. Changes in the certification scheme (new or revised requirements)/认证机制（要求有新增或要求有修订）的改变**

ECOCERT GREENLIFE will inform regularly the clients undertaking to respect the RCS standard about the terms and updates of the standard, and about any provisions issued by Textile Exchange./ECOCERT GREENLIFE 将定期通知操作者遵守 RCS 标准中的条款和标准的更新部分以及纺织交易协会发布的各种条约。

The RCS & CCS standards as well as the manual with official interpretation are available on the web site: <http://textileexchange.org/RCS> 和 CCS 标准及具有官方释义的实施手册均可从网站 <http://textileexchange.org> 下载。

The list of clients RCS certified by ECOCERT is available upon simple request to ECOCERT and it is also possible to consult the database of RCS certified clients on the Textile Exchange Web site (see address above)./只要向 ECOCERT 索取，您便可以获得 ECOCERT 认证的 RCS 客户清单，您也可以通过纺织交易协会网站（网址同上）了解通过 RCS 认证的客户数据库。

In some cases, the amended provisions will apply with immediate effect whereas in others, transitional measures may be implemented by Ecocert Greenlife or Textile Exchange./有些情况下，修订过的条约会立即生效，而有些情况下，Ecocert Greenlife 或纺织交易协会会实施过渡措施。



It is your responsibility to implement changes and that of Ecocert Greenlife to check their implementation./您有义务执行变更，并且 Ecocert Greenlife 有责任核查执行的情况。

If changes are not implemented, Ecocert Greenlife can notify you of a non-conformity which, if not resolved, can lead to a reduction, suspension or even a withdrawal of your certification (see paragraph H)./如果变动未被执行，那么 Ecocert Greenlife 会通知您一个不符合项，如果不符合项未得到整改，那么将会导致认证范围的缩小、认证暂停甚至撤销您的认证（见第 H 段）。

## 2. Changes of your certification scope/您认证范围的变化

It is also your responsibility to inform Ecocert Greenlife, without delay, of any changes that might affect your compliance to the certification requirements./一旦有任何影响您符合认证需求的变动，您有责任立即通知 Ecocert Greenlife。

Examples of such changes can include the following:/这样的变动可能包括以下情况：

- Legal, commercial, organizational status or ownership,/法规的、商业的、机构组织的状态或所有权，
- Organization and management,/机构组织及管理层，
- Modifications to the product or the production method,/产品或加工方法的改变，
- Contact address and production sites,/联系地址和加工场所，
- Etc

The changes may have an impact on your certification (changes of the scope of the certificate, suspension, withdrawal...) and potentially lead to an additional audit (in case of new products/processes)./这些变化可能影响您的认证（认证范围的变化、暂停、撤销等），且潜在地会导致补充检查（一旦有新产品/新的加工工艺）。

## 3. Postponement of your certification/您认证的延迟

Should you plan to suspend your activity (halt manufacture, packaging or sale of the Ecocert Greenlife certified products), we offer you the possibility to suspend our service for 1 and up to 2 semesters, with our contract remaining in force during this time.

Ecocert Greenlife must be notified as soon as possible of this suspension./如果您打算暂停您的活动（停止加工、打包或销售 Ecocert Greenlife 认证的产品），我们的服务可延续 1 个（最多 2 个）半年期，但在这段时间内认证合同需保持有效。对于这种暂停，您必须尽早通知 Ecocert Greenlife。

Your certification documents are no longer valid during this period. You are therefore no longer allowed to manufacture or sell products with a reference to the certification nor to Ecocert/Ecocert Greenlife, regardless of the communication support (labelling, website, communication documents, etc.)./在这种暂停期间，您的认证文件不再有效。因此，不论是交流用途（标识、网站、宣传材料等）与否，您在制造或销售产品时不再有权力引用认证信息或“Ecocert/Ecocert Greenlife”字眼。

At the end of this on-hold period, the certification process is resumed at step 1 – application review, followed by an initial approval audit as for any initial application./在该暂停期结束后，认证程序将返回至步骤 1——申请评审，然后像任何的首次申请一样进行首次批准检查。



## J. End of certification/认证终止

### 1. End of contract term and consequences on your certification/

合同到期和认证结束

You can ask to stop certification for all or a part of your products at any time. In case you would like to cease the certification of all your products and stop at the same time your contract, you must do so in compliance with the conditions defined under Terms and Conditions./您可以随时终止您的所有产品或部分产品的认证。一旦您终止您所有产品的认证，并且同时终止合同，您就必须遵从认证条约规定的所有条款。

The end of certification for all or a part of your products, and the termination of your contract if any, implies the end of validity of your certification documents for the concerned products with immediate effect./所有或部分产品认证的终止及合同的终止意味着和认证相关的产品的认证文件立即失效。

Consequently, after the termination date of the certification (and the termination of the contract as the case might be), you can no longer manufacture and market the concerned products making reference to certification and/or to Ecocert and/or to Ecocert Greenlife. Certification of products already distributed and still on the market is not questioned./因此，从认证终止日期（或合同终止）起，您制造或销售的产品不能再涉及“认证”或“Ecocert/Ecocert Greenlife”。但是，已经分销或已流通于市场上的认证产品除外。

### 2. Specific cases of stock selling off and stock audit/关于库存售完和库存检查的特殊情况

However, if you have stocks of compliant products making reference to the certification or to Ecocert or to Ecocert Greenlife requiring a run-down period going beyond your certificate expiry date and your contract, you are asked to inform us about the estimated time to sell such stock./然而，如果证书和合同到期，您仍有合格的、引述了“认证”、“Ecocert”或“Ecocert Greenlife”的库存产品，那么您必须告知我们预计销售完这些库存的时间。

Ecocert Greenlife will examine your request, and may extend your contract and allow you to sell your stock of compliant products. In that case an annual audit as a “distributor” might be required and will imply additional cost./Ecocert Greenlife 将审查您的请求，延长合同时间，允许您销售合格的库存产品。在这种情况下我们会执行一个分销商类型的年度检查，这将意味着会产生额外的费用。

The contract and certificate will therefore remain in force until the date we have agreed for you to be able to sell the stocks of certified products./在我们允许您销售这些库存的认证产品的日期前，合同和证书仍保持有效。

In any case, we recommend you to contact Ecocert Greenlife to find out the exact termination terms and conditions applying to your organization./任何情况下，我们建议您联系 Ecocert Greenlife，弄清楚适用您组织的确切的终止条约。



During such contract extension period, you are not allowed to manufacture new products making reference to the certification and/or to Ecocert and/or to Ecocert Greenlife./在这种合同延续期间，您在制造新产品时不能再涉及“认证”、“Ecocert”和“Ecocert Greenlife”。

## V. Complaints and appeals/投诉和申诉

You may be asked to submit to Ecocert complaints about our services, or to appeal a certification decision taken by Ecocert./如果您对我们的服务或 Ecocert 做出的认证决议不满意，您可以向 Ecocert 提起投诉。

Ecocert commits first to acknowledge receipt of your complaints and appeals and then to deal with them in a timely manner and according to our internal procedures./Ecocert 首先会回复已收到您的投诉和申诉的回执，然后会按照我们的内部程序在一定的时间期限内进行及时处理。

### A. Complaints/投诉

Anyone can send a complaint to Ecocert Greenlife. Complaints can concern documentary validation, other clients, Ecocert service...An acknowledge receipt of your complaints is automatically sent to the individual who made the complaint within 8 days./任何人都可向 Ecocert Greenlife 提起投诉。投诉可涉及文件的批准、其他客户、Ecocert 服务等。您的投诉回执会在 8 天内自动发送给提起投诉的个人。

A response will always be sent after validation by a person who is not get involved in complaint./投诉案件将交由与投诉无关的人员进行处理和解答。

All complaints are recorded by the quality manager, as well as measures taken and an analysis is made on a regular basis to improve our service./客户经理会将所有的投诉记录在案，并且会采取措施，定期分析以改进我们的服务。

### B. Appeals/申诉

You may appeal any certification decision by sending a notice to the Textile department./您可以以通知形式向纺织品部提起关于任何认证决议的申诉。

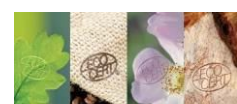
To be eligible, your appeal must:/符合申诉的条件必须是：

- Be a written notice (letter or email),/书面通知（信件或电子邮件），
- Be done within 15 days following the receipt of the certification decision,/收到认证决议 15 天内进行，
- Be duly justified: new items that have not yet been brought to the attention of Ecocert Greenlife must be provided./有正当理由的：还未引起 Ecocert Greenlife 注意的新情况。

If the appeal is admissible, it is processed by the Textile department./如果申诉被接受，将由纺织品部进行受理。

If you refute the outcome of your first appeal, you can make a second appeal to Textile Exchange. It must be sent within 15 days of receipt of the information of the adverse decision following the first appeal./如果您驳回第一次申诉结果，您可以向纺织交易协会提起第二次申诉。第二次申诉必须在收到第一次不利决定的 15 天内发出。

Appeals are not suspensive of the decision subject to the appeal. These decisions therefore apply until a new decision has been made after evaluation of your appeal./针对申诉作出的决定是属于非悬念性的。因此，这些决定在对您的申诉进行评估后再重新作出新的决定之前将一直适用。





### C. Your obligations with respect to third parts claims/您关于第三方声明的 义务

You are responsible for managing third parts claims that are addressed to you directly. You must keep a record of all complaints related to compliance with certification requirements and make these records available to Ecocert Greenlife. These records must keep track of the appropriate actions taken and these actions must be documented./您有负责管控那些直接归属于您的第三方声明。您必须记录和保留与认证需求有关的所有投诉，并且可供 Ecocert Greenlife 核查。这些记录必须追踪到所采取的适当行动，且这些行动必须被记录在案。

### VI. Use of references to certification, to Ecocert and use of trademarks (Ecocert and others) associated to the service provided/关于与所提供服务的认证信息、“Ecocert” 字眼及商标 (Ecocert 及其他) 的引用

Conditions of references to certification, to Ecocert/Ecocert Greenlife and associated trademarks are defined in the following document: TS005(RCS) – RCS labeling guideline./《TS005 (RCS) -RCS 标识指南》中定义了认证信息、“Ecocert/Ecocert Greenlife” 字眼及相关的商标的引用条件。

Misuse of the trademark or incorrect reference to certification or to Ecocert or to Ecocert Greenlife by a client may lead to the implementation of appropriate measures such as reduction, suspension or withdrawal of certification. Ecocert Greenlife is also required to inform competent authorities./客户错误使用商标或错误引用认证信息、“Ecocert” 或 “Ecocert Greenlife” 字眼会导致对应制裁措施的实施，如认证范围的缩小、认证暂停或认证撤销。同时 Ecocert Greenlife 也需要通知主管当局。

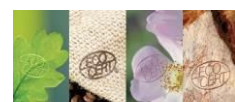
Here are some of the cases that may arise:/可能发生的情况如下：

- The logo seal or the reference to the certification or to Ecocert or to Ecocert Greenlife is made on products which are not compliant to certification requirements,/不符合认证需求的产品上有标志图章或引用了认证信息或“Ecocert”或“Ecocert Greenlife”相关字眼。
- The logo seal or the reference to the certification or to Ecocert or to Ecocert Greenlife is made on products which have not been the subject of an application for certification or in the process of certification,/尚未申请认证或正在认证过程中的产品上有标志图章或引用了认证信息或“Ecocert”或“Ecocert Greenlife”相关字眼。
- In general, the rules of reference to certification are not fulfilled (please read these rules in the documents available on our website or on request)./总之，不符合认证引用规则（请在我们的官网上阅览该引用规则或直接向我们索取）。

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Ecocert Greenlife wishes you a good certification and remains at your disposal if you have any question:/Ecocert Greenlife 预祝您认证顺利，如果您有任何问题，请随时联系我们：

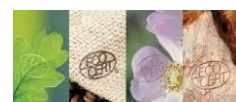
**ECOCERT GREENLIFE**

**BP 47**

**32600 L'ISLE JOURDAIN**

**Customer relationship service/ 客户服务部**

☎ +33 (0)5 62 07 50 16 or by email: [textile@ecocert.com](mailto:textile@ecocert.com)



## Annex I: Definitions/附录 I:术语定义

**Appeal:** Written request by a client to the Ecocert group for reconsideration of a certification decision the group has made./申诉：客户向 Ecocert 集团就认证决议提出复议的一种书面请求。

**Certification:** Issuance of a certification document (see definition)./认证：认证文件的颁发（见定义）。

**Certification document:** document issued to the client attesting the conformity of products to the scheme./认证文件：向客户颁发的用于证明产品符合认证机制的文件。

**Certification requirement:** Specified requirement that is fulfilled by the client as a condition of establishing or maintaining certification./认证需求：由客户完成的、作为建立或维持认证条件的特定要求。

**Certification scheme:** Set of requirements, rules and procedures defined by the scheme owner that must be implemented by the Ecocert Group./认证机制：由机制所有人制定的且 Ecocert 集团必须实施的一系列需求、规则和程序。

**Certification Standard:** Technical document defining products requirements to be met, evaluation methods and procedures for communication on certification./认证标准：定义产品要满足的需求、评估方法和交流认证的程序的技术性文件。

**Client:** Person or organization that has subscribed to a service from the Ecocert Group through the signature of a service agreement./客户：通过签定服务协议从而从 Ecocert 集团获取某种服务的个人或组织。

**Complaint:** Expression of dissatisfaction, other than appeals, by any person or organization to the Ecocert Group relating to the activity of the Group where a response is expected./投诉：不同于申诉，个人或组织因对集团的认证决议不满而向 Ecocert 集团提出希望得到集团反馈的呈述。

**Correction plan:** List of non-conformities related to certification requirements and their impact on the certification decision. It can be completed by any additional evaluation needed to clear non-conformities./整改计划：不满足认证需求的不符合项及其对认证决议产生影响的列表，该列表可能会在任何就关闭不符合项所做的补充评估中被完善。

**Corrective action:** Action to clear the cause of non-conformity or other undesirable situation noticed./整改措施：为清除引起不符合项或其他已知的不良情况的根源而采取的行动。

**Evaluation plan:** Description of the number and the evaluation types needed on an evaluation cycle to grant product conformity to requirements based on the type of clients./评估计划：关于基于客户类型在产品合格评估周期内所需执行的评估次数和评估类型的描述。

**Non-conformity:** Non-fulfilment of a requirement./不符合项：不满足需求的事项。

**Surveillance:** Repetition of the assessment, review, certification decision, according to the certification scheme, as the basis of certification maintenance./监督：依据认证机制，为维护认证而进行的重复性评估、评审、认证决议。

