

Hong Kong Organic Resource Centre Certification Ltd.
Update of Policy Manual 2019

1. New Policies

Section	Content				
2.1 Types of Certification	<p>2.1.5 Input Manufacturing Certification</p> <p>2.1.5.1 Applicable to the production units that perform production of inputs for organic production and processing, using methods that conform to the Standard and this manual.</p>				
2.2.3 Certification Fee and Related Fees	<p>4. Input Manufacturing Certification</p> <div style="border: 1px dashed black; padding: 10px; margin: 10px 0;"> <p>Information Packet Fee: HKD250 (Information Packet Documents) (This fee will be deducted from the Certification Fee if HKORC-Cert accepts to process the application; Continuation of Certification does not require to submit.)</p> <ul style="list-style-type: none"> • Certification Fee: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">* Initial Fee of Certification Application (Continuation of Certification does not require to submit)</th> <th style="text-align: center;">* Certification Fee (HKD)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> <p>10% of Basic Fee (This fee will be deducted from the Certification Fee if HKORC-Cert accepts to process the application.)</p> </td> <td style="text-align: center;"> <p>Basic Fee</p> <p>Production of Input(s) IFOAM accredited or Equivalent.....\$8,000</p> <p>Do not have IFOAM accredited or Equivalent \$20,000</p> </td> </tr> </tbody> </table> <p>The above fee excludes inspection fee and testing fee.</p> <ul style="list-style-type: none"> • Testing Fee: depends on each application • Inspection: HKD1,200/day (at least two days while half day is to be considered as one whole day) • Operation units outside Hong Kong: will subject to additional costs including transportation, accommodation, communication, administration </div> <p>*Initial Fee of Certification Application (Continuation of Certification does not require the submission of Initial Fee) shall be submitted with Certification Application Form; Certification Fee shall be submitted with the Certification Proposal.</p>	* Initial Fee of Certification Application (Continuation of Certification does not require to submit)	* Certification Fee (HKD)	<p>10% of Basic Fee (This fee will be deducted from the Certification Fee if HKORC-Cert accepts to process the application.)</p>	<p>Basic Fee</p> <p>Production of Input(s) IFOAM accredited or Equivalent.....\$8,000</p> <p>Do not have IFOAM accredited or Equivalent \$20,000</p>
* Initial Fee of Certification Application (Continuation of Certification does not require to submit)	* Certification Fee (HKD)				
<p>10% of Basic Fee (This fee will be deducted from the Certification Fee if HKORC-Cert accepts to process the application.)</p>	<p>Basic Fee</p> <p>Production of Input(s) IFOAM accredited or Equivalent.....\$8,000</p> <p>Do not have IFOAM accredited or Equivalent \$20,000</p>				
2.7 The On-site Inspection	<p>2.7.4.6 If necessary, an inspector will be appointed for an on-site inspection. Applicant is financially responsible for the inspection fees and related costs.</p>				



2.7 The On-site Inspection	2.7.5.4 For operators that have been certified for input manufacturing, ORC-cert has the right to take samples of the material for testing. If the test results show abnormalities or do not meet the standard, ORC-cert has the right to suspend the certification of the input materials and remove the materials from the "Certified Operations" on ORC-cert's website.
2.11 Acknowledgement of Certification	2.11.2.5 Certified Input will be uploaded on website of HKORC-Cert under the title 'Certified Operations' for reference to certified units and public. The approval does not imply effectiveness of the product.
2.11 Acknowledgement of Certification	2.11.2.6 If the certified operation requires disclosing the organic seal / certificate (including homepage), that operation should declare to HKORC-Cert by "seal declaration form". This can prevent the operation misusing the package/ indication/ promotion etc., operation should hand in the package and graphic arrangement for the approval of HKORC-Cert.
2.12 Procedures of Continuation of Certification	2.12.5.4 If the certified input operator decides to maintain their products on the website of HKORC-Cert, renewal of application of input manufacturing certification, together with application fee and all relevant information should be forwarded to HKORC-Cert at least three months prior to the expiry date for HKORC-Cert 's vetting and decision making.

2. Revised Policies

Policy Manual version / Revised section	2019	2024
1.1 About Hong Kong Organic Resource Centre Certification Limited	1.1.2 Its duties include the establishment of a local organic production, aquaculture and processing standard and a certification system; the development and management of “Hong Kong Organic Resource Centre Certification Limited - Hong Kong Organic Production, Aquaculture and Processing Standard” (abbreviated as “the Standard”); the processing of applications for organic certification; the award of certificates to organic products that are produced and processed in accordance with the standard and this manual; and the monitoring and management of the use of HKORC-Cert organic certification seals.	1.1.2 Its duties include the establishment of a local organic production, aquaculture and processing standard and a certification system; the development and management of “Hong Kong Organic Resource Centre Certification Limited - Hong Kong Organic Production, Aquaculture, Processing and Input Manufacturing Standard” (abbreviated as “the Standard”); the processing of applications for organic certification; the award of certificates to organic products that are produced and processed in accordance with the standard and this manual; and the monitoring and management of the use of HKORC-Cert organic certification seals.
1.3 Organizational Structure	1.3.5.1 The Executive Committee is made up of a representative from each of the 3 HKORC co-organizers. It is responsible for managing HKORC-Cert staff to execute the entire system.	1.3.5.1 The Executive Committee is made up of a Centre Director and a Centre Manager. It is responsible for managing HKORC-Cert staff to execute the entire system.
2.1 Types of Certification	2.1.1 HKORC-Cert provides Crop Production Certification, Aquaculture and Processing and Handling Certification. Certification applicant should refer to the Standard and requirements in this manual relevant to its operation.	2.1.1 HKORC-Cert provides Crop Production Certification, Aquaculture, Processing and Input Manufacturing Certification. Certification applicant should refer to the Standard and requirements in this manual relevant to its operation.



<p>2.4.4 Submit Certification Application Form</p>	<p>2.4.4.1 Check the Certification Application Form that will be submitted to HKORC-Cert and make sure the documents required have been prepared for the application. The Certification Application should include:</p> <ul style="list-style-type: none">• All the completed application form and relevant forms;• All the documents copy as required in the forms, e.g. the relevant licenses or copies of certification issued by other certification bodies;• Initial fee of certification application (by crossed-cheque of local banks made payable to “Hong Kong Organic Resource Centre Certification Ltd.”); and• Prior year’s inspector’s report and the relevant record of corrective actions taken, if available.	<p>2.4.4.1 Check the Certification Application Form that will be submitted to HKORC-Cert and make sure the documents required have been prepared for the application. The Certification Application should include:</p> <ul style="list-style-type: none">• All the completed application form and relevant forms;• All the documents copy as required in the forms, e.g. the relevant licenses or copies of certification issued by other certification bodies;• Initial fee of certification application (by crossed-cheque of local banks made payable to “Hong Kong Organic Resource Centre Certification Ltd.”); and• Prior year’s inspector’s report and the relevant record of corrective actions taken, if available.• Applicants for Input Certification, including producers of fertilizers, pest control substances, or other input materials, retailers and users should fill in the application form together with relevant information such as following:<ul style="list-style-type: none">- Organic certificate and information on the certification body- Information on raw materials and compositions, MSDS- Test reports on heavy metals, nutrient content, pathogens- Other test reports (e.g. non-GMO proof, pesticides screening)- Production process flow- Other supporting documents (depending on product types)
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<p>2.4.4 Submit Certification Application Form</p>	<p>2.4.4.3 Apart from the information as stated in Section 2.4.4.1, applicant shall provide document records, accounting records and subcontractors' information related to its production and sales, and a record of complaint relating to its product for HKORC-Cert's inspection.</p>	<p>2.4.4.3 Apart from the information as stated in Section 2.4.4.1, applicant shall provide document records, accounting records and subcontractors' information related to its production and sales, and a record of complaint relating to its product for HKORC-Cert's inspection. Production records should be included but not limited to:</p> <ul style="list-style-type: none">• Input inventory: purchase date, sources and amounts of off-farm inputs including seeds/propagating materials, fertilisers and pest and disease management products• Use of fertilisers: date of application, type and amount of fertiliser, parcels concerned;• Use of pest and disease products: reason and date of treatment, type of product, method of treatment;• Vegetative propagation/transplantation record: date of propagation/transplantation, location of propagation/transplantation, type and quantity of crop;• Harvest record: date, type and amount of organic or in conversion crop production. Where the operators carry out simultaneous collection of organic and non-organic products, the operator shall keep the information relating to collection days, hours, circuit and date and time of reception of the products available to the control body or control authority;• Other farming activities record such as burning of weeds, herbs removal and fallow.
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2.7 The On-site Inspection	2.7.1.1 HKORC-Cert conducts on-site inspection for each first-time applicant. In which, every production procedure (including those involved in the production and processing of organic products), production site and facilities will be inspected. An on-site inspection will be conducted annually thereafter for each certified operation with the purpose of providing enough information for CB to determine whether the certification of the operation should be continued. For Aquaculture Operator who practices parallel production, at least two inspections annually (one inspection to be conducted at critical time) are required.	2.7.1.1 HKORC-Cert conducts on-site inspection for each first-time applicant. In which, every production procedure (including those involved in the production and processing of organic products/ inputs), production site and facilities will be inspected. An on-site inspection will be conducted annually thereafter for each certified operation with the purpose of providing enough information for CB to determine whether the certification of the operation should be continued. For Aquaculture Operator who practices parallel production, at least two inspections annually (one inspection to be conducted at critical time) are required.
2.8 Decision on Awarding Certification	2.8.1 The Centre Executive collects and organizes all documents related to the application and prepares a summary that summarizes the course of certification for the operation and if the operation conforms to the requirements of the Standard. All the documents concerned are confidential and should be uploaded on the internal website or sent to the CB members who have no conflict of interest with the applicant by registered post at least a fortnight before the CB meeting for application review and approval. The documents include: <ul style="list-style-type: none"> • The summary for certification assessment prepared by the Centre Executive • The complete set of application from the applicant • Inspector's report • Sample test report • Other related documents 	2.8.1 The Centre Manager collects and organizes all documents related to the application and prepares a summary that summarizes the course of certification for the operation and if the operation conforms to the requirements of the Standard. All the documents concerned are confidential and should be uploaded on the internal website or sent to the CB members who have no conflict of interest with the applicant by registered post at least a fortnight before the CB meeting for application review and approval. The documents include: <ul style="list-style-type: none"> • The summary for certification assessment prepared by the Centre Manager • The complete set of application from the applicant • Inspector's report • Sample test report • Other related documents
2.8 Decision on Awarding Certification	2.8.2 The CB reviews and scrutinizes the applicant's certification application based on the documents of certification application submitted by the Centre Executive in the board meeting.	2.8.2 The CB reviews and scrutinizes the applicant's certification application based on the documents of certification application submitted by the Centre Manager in the board meeting.



2.11 Acknowledgement of Certification	2.11.1.1 If the CB considers an applicant eligible for obtaining the organic certification, HKORC-Cert will send the applicant notice of this decision along with 2 copies of the “Organic Production/Processing and Handling Certification Contract” and “Trademark Use Agreement”. The operation must sign the contract and the agreement, file one for his/her own record, and send the other to HKORC-Cert. This document summarizes the terms and conditions of organic certification with HKORC-Cert and the use of HKORC seals.	2.11.1.1 If the CB considers an applicant eligible for obtaining the organic certification, HKORC-Cert will send the applicant notice of this decision along with 2 copies of the “Organic Production/Processing and Handling/ Input Manufacturing Certification Contract” and “Trademark Use Agreement”. The operation must sign the contract and the agreement, file one for his/her own record, and send the other to HKORC-Cert. This document summarizes the terms and conditions of organic certification with HKORC-Cert and the use of HKORC seals.
2.11 Acknowledgement of Certification	2.11.2.1 Upon HKORC-Cert’s receipt of the signed “Organic Production/Processing and Handling Certification Contract” and “Trademark Use Agreement”, HKORC-Cert will send the operation a Certification Certificate and add the operation to the Directory of Certified Operations.	2.11.2.1 Upon HKORC-Cert’s receipt of the signed “Organic Production/Processing and Handling/ Input Manufacturing Certification Contract” and “Trademark Use Agreement”, HKORC-Cert will send the operation a Certification Certificate and add the operation to the Directory of Certified Operations.
2.11 Acknowledgement of Certification	2.11.2.4 Name, product category and brief information of all HKORC-Cert certified operations are publicized in the Directory of Certified Operations on HKORC-Cert homepage in order to provide reference to the general public.	2.11.2.4 Name, product category and brief information of all HKORC-Cert certified organic production/ processing and handling operations are publicized in the Directory of Certified Operations on HKORC-Cert homepage in order to provide reference to the general public.
2.12 Procedures of Continuation of Certification	2.12.5.2 Information included in the Re-Certification Form is: <ul style="list-style-type: none">• An update on any changes in production/processing operator’s business name, authorized person, business registration number, geographical location, contact person, and contact information including phone number, fax number, e-mail address and address;• information of HKID or passport of the person in charge of the operation unit and to be vetted by inspector during inspection;	2.12.5.2 Information included in the Re-Certification Form is: <ul style="list-style-type: none">• An update on any changes in production/processing/input manufacturing operator’s business name, authorized person, business registration number, geographical location, contact person, and contact information including phone number, fax number, e-mail address and address;

	<ul style="list-style-type: none"> An update on the organic production / processing plan which provides information, supported by documentation, describing the deviations from, changes or modifications to, or other amendments made to the previous year's Organic Management Plan; An update on the correction of minor nonconformance previously identified by HKORC-Cert and other updates on the nonconformance condition and their relevant correction actions; Other related information 	<ul style="list-style-type: none"> information of HKID or passport of the person in charge of the operation unit and to be vetted by inspector during inspection; An update on the organic production / processing / input manufacturing plan which provides information, supported by documentation, describing the deviations from, changes or modifications to, or other amendments made to the previous year's Organic Management Plan; An update on the correction of minor nonconformance previously identified by HKORC-Cert and other updates on the nonconformance condition and their relevant correction actions; Other related information
2.12 Procedures of Continuation of Certification	2.12.6.2 The certified operation whose continuation of certification is approved by the CB must sign the "Organic Production/Processing and Handling Certification Contract" and "Trademark Use Agreement". HKORC-Cert will send a new Certification Certificate to that operation once the agreement is signed.	2.12.6.2 The certified operation whose continuation of certification is approved by the CB must sign the "Organic Production/Processing and Handling/ Input Manufacturing Certification Contract" and "Trademark Use Agreement". HKORC-Cert will send a new Certification Certificate to that operation once the agreement is signed.
3.1 Procedures for Handling Nonconformance	3.1.1.1 When CB finds design or operation of the production/processing system fails to conform to the Standard and this manual, CB will identify the nonconformance is minor or major nonconformance.	3.1.1.1 When CB finds design or operation of the production/processing/input manufacturing system fails to conform to the Standard and this manual, CB will identify the nonconformance is minor or major nonconformance.
3.1.8 Handling the nonconformance of Certified Operation	Diagram 5. Flow Chart for the handling the Processing and Handling certified operation's nonconformance by CB	Diagram 5. Flow Chart for the handling of Processing and Handling and Input Manufacturing certified operation's nonconformance by CB

3.1.8 Handling the nonconformance of Certified Operation	3.1.8.2.2 Processing and Handling	3.1.8.2.2 Processing and Handling, Input Manufacturing
3.1.8 Handling the nonconformance of Certified Operation	<p>3.1.8.3 When the operation fails to provide the evidence of corrective actions before the specified deadline 1 , or the corrective actions taken or the rebuttal is found inadequate for it to qualify for certification, CB will take the following actions:</p> <ul style="list-style-type: none"> For minor and major nonconformance: Crop or Aquaculture Operation enters the conversion period. When the nonconformance cannot be resolved in the conversion period, the certification of the operation will be suspended/revoked according to Section 3.1.10. When the nonconformance is not resolved, the Processing and Handling operation should submit the follow up proposal/evidence of the corrective action or rebut within 7 days. When the nonconformance cannot be resolved, the certification of will be suspended/revoked according to Section 3.1.10. 	<p>3.1.8.3 When the operation fails to provide the evidence of corrective actions before the specified deadline 1 , or the corrective actions taken or the rebuttal is found inadequate for it to qualify for certification, CB will take the following actions:</p> <ul style="list-style-type: none"> For minor and major nonconformance: Crop or Aquaculture Operation enters the conversion period. When the nonconformance cannot be resolved in the conversion period, the certification of the operation will be suspended/revoked according to Section 3.1.10. When the nonconformance is not resolved, the Processing and Handling and Input Manufacturing operation should submit the follow up proposal/evidence of the corrective action or rebut within 7 days. When the nonconformance cannot be resolved, the certification of will be suspended/revoked according to Section 3.1.10.
3.3 Procedures for Complaints Handling	3.3.4 Upon receipt of a compliant, the Director performs a preliminary assessment of the complaint's validity. If the evidence for the complaint is considered to be inadequate, the Director will explain the reasons of not handling the complaint in writing to the complainant. The information of the complaint shall be passed and handled by the relevant committee when the Director considers the evidence for the complaint is adequate.	3.3.4 Upon receipt of a compliant, the Director performs a preliminary assessment of the complaint's validity. If the evidence for the complaint is considered to be inadequate, the Director will explain the reasons of not handling the complaint in writing to the complainant. The information of the complaint shall be passed and handled by the executive committee when the Director considers the evidence for the complaint is adequate.
3.3 Procedures for Complaints Handling	3.3.5 The board concerned shall start the investigation, study and review the case.	3.3.5 The executive committee concerned shall start the investigation, study and review the case.
3.3 Procedures for Complaints Handling	3.3.6 As soon as the board concerned has completed the investigation and determined the result of the complaint investigation, the board shall contact the subject of the complaint, the Director and Chairman of Board of	3.3.6 As soon as the executive committee concerned has completed the investigation and determined the result of the complaint investigation, the board shall contact the subject of the complaint, the Director and Chairman of

	Directors to present the result, rationale and all substantiated information related to the case.	Board of Directors to present the result, rationale and all substantiated information related to the case.
3.5 Procedures for Material Listing	<p>3.5.1 Material listing applicants, including producers, suppliers, retailers and users of cultivation medium, fertilizers and pest control substances, should fill in the Material Listing Application Form and provide the following information:</p> <ul style="list-style-type: none"> • Organization which certifies/recognize the product • Ingredient list with each expressed as a percentage of the total • Material Safety Data Sheet (such as testing reports on product toxicology, heavy metal content, nutrient level and microbial counts) • other relevant testing reports (such as report to show whether the product is genetic modified or not) • production flow / process • Graphic design or photos of product packaging • other relevant information (subject to the category of the product) <p>3.5.2 Submission of documentation together with application fee of \$3,000 for the material listing.</p> <p>3.5.3 Supplementary information should be provided within one month upon notification by HKORC-Cert staff or otherwise, HKORC-Cert could cease the processing of application.</p> <p>3.5.4 For commercially produced farm input materials (such as fertilizers and pesticides), HKORC-Cert will take samples at the applicant's warehouse for chemical analysis and the applicant will be liable for the testing fee, based on the quotation at that time.</p> <p>3.5.5 If necessary, an inspector will be appointed for an on-site inspection. Applicant is financially responsible for the inspection fees and related costs.</p>	<p>3.5.1 Applicants for material listing, including producers of fertilizers and pest control substances, retailers and users should fill in the application form together with relevant information such as following:</p> <ul style="list-style-type: none"> • Organic certificate and information on the certification body • Information on raw materials and compositions • MSDS, test reports on heavy metal content and composition • Other test reports (e.g. non-GMO proof) • Production process flow • Other supporting documents (depending on product types) <p>3.5.2 Submission of documentation together with application fee for material listing.</p> <p>3.5.3 If the organic certificate or information on the certification body is IFOAM accredited or equivalent, the application fee of \$3,000 of material listing will be charged.</p> <p>3.5.4 If the organic certificate or information on the certification body is not IFOAM accredited or not equivalent, the application of material listing will not be accepted.</p> <p>3.5.5 Staff should open a file for storage of all information.</p> <p>3.5.6 Staff should issue the receipt of initial review.</p> <p>3.5.7 Staff should update the contact information of the applicant.</p> <p>3.5.8 Staff should review the information (including the certificate(s) and test report) and discuss with the Centre Director.</p> <p>3.5.9 Further information may be requested during the processing of application. If the applicant fails to provide</p>



	<p>3.5.6 Upon thorough checking with standard and the product/substances is found to comply with standard, with the Centre Director's approval, HKORC-Cert will issue a letter to applicant notifying its approved use while validity is one year.</p> <p>3.5.7 Information of the approved product/substances will be uploaded on website of HKORC-Cert under the title 'List of Approved Material' for reference by certified units and public. The approval does not imply effectiveness of the product.</p> <p>3.5.8 Within the one-year validity period, HKORC-Cert has the right to spot-check the approved products. The product will be removed from the list immediately if any non-compliance is confirmed.</p> <p>3.5.9 Approval should be renewed annually.</p> <p>3.5.10 If operator decides to maintain their products on the website of HKORC-Cert, renewal of application of material listing together with application fee and all relevant information should be forwarded to HKORC-Cert 3 months prior to the expiry date for HKORC-Cert's vetting and decision making.</p> <p>3.5.11 The producer should immediately report any changes in composition or other relevant operation's information to HKORC-Cert.</p> <p>3.5.12 As material listing is not a certification, approved material must not have any indication of the approval on the product itself.</p>	<p>requested information within one month, HKORC-Cert has the right to terminate the application.</p> <p>3.5.10 Upon thorough checking with standard and the product/substances is found to comply with standard, with the Centre Director's approval, HKORC-Cert will issue a letter to applicant notifying the product can be used as an recognized input material while the validity is one year.</p> <p>3.5.11 Information of the recognized product/substances will be uploaded on website of HKORC-Cert under the title 'List of Recognized Material' for reference by certified units and public. The approval does not imply effectiveness of the product.</p> <p>3.5.12 Within the one-year validity period, HKORC-Cert has the right to spot-check the recognized products. The product will be removed from the list immediately if any non-compliance is confirmed.</p> <p>3.5.13 The listing should be renewed annually.</p> <p>3.5.14 If operator decides to maintain their products on the website of HKORC-Cert, renewal of application of material listing together with application fee and all relevant information should be forwarded to HKORC-Cert at least three months prior to the expiry date for HKORC-Cert's vetting and decision making.</p> <p>3.5.15 The producer should immediately report any changes in composition or other relevant operation's information to HKORC-Cert.</p> <p>3.5.16 As material listing is not a certification, recognized material must not have any indication of HKORC-Cert approval on the product itself.</p>
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