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5.6 Certification decision making process/认证决定的过程

KCB certification decision is taken by a qualified KCB personnel who is qualified and has not taken part in any of the certification activities. To make an appropriate certification decision, KCB certifier will review the following documentation: /KCB 认证决定由合格的 KCB 人员做出, 但该人员没有参加任何认证活动。为了做出适当的认证决定, KCB 认证机构将审查以下文件:

- KCB audit report./KCB 审核报告
- The nonconformities that have been identified and reported during KCB audit. /KCB 审核期间发现并报告的不符合项。
- The corrective action plan and corrective actions implemented to close all relevant nonconformities./ 纠正措施计划和为关闭所有相关不符合项而实施的纠正措施。

KCB ensures that a certification decision is taken within 2 months of the audit closing meeting. The applicant organization will only be informed of a positive certification decision, when: /KCB 确保在审核末次会议会后 2 个月内做出认证决定。只有在下列情况下, 申请机构才会被告知认证结果是积极的:

- All relevant certification fees have been paid by the applicant organization, and 所有相关的认证费用已由申请组织支付;及
- All relevant certification requirements have been fulfilled, and/所有相关认证要求均已满足, 并且
- A positive certification decision has been taken by the relevant KCB qualified personnel. /相关的 KCB 资质人员作出了积极的认证决定。

Once a positive certification decision has been taken, KCB will issue to the applicant organization a scope certificate that includes the following information: /一旦做出积极的认证决定, KCB 将向申请机构颁发证书, 其中包括以下信息:

- The name and address of KCB/ KCB 的名称和地址
- The name and address of applicant organization/申请组织的名称和地址
- The scope of the certificate, including list of sites in case of multisite certification, and list of certified products within the scope of the certificate/证书范围, 包括多批次认证的场所清单, 以及证书范围内的认证产品清单
- The standard used for the certification audit/认证审核所用的标准
- The date of issue/证书签发日
- The end date the certificate/证书到期日
- Signature of authorized person of KCB /KCB 授权人的签名
- Statement that KCB may withdraw this certificate before it expires if the declared conformity is no longer guaranteed. /声明如果声明的符合性不再得到保证, KCB 可以在证书到期前撤回证书。

After the scope certificate is issued with the list of certified products, the organization is required to ensure that certified products remain in full compliance with all the requirements of the relevant standard, shall allow for surveillance audits to be performed as required, and shall ensure timely

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payment of all relevant certification and surveillance audit fees./带有认证产品列表的证书签发后，认证组织应确保认证产品仍然完全符合所有相关标准的要求，允许监督审核应按要求执行，并确保及时支付所有相关认证和监督审核费用。

Scope certificates shall be valid for a maximum of one year from the date of issue./ 范围证书自签发之日起，有效期最长不超过一年。

5.7 Surveillance/监督检查

KCB shall perform annual surveillance to ensure continuous conformity with the relevant certification requirements. Surveillance can be announced or unannounced onsite audit, product sampling for compliance tests and Checks on the implementation of remedial action. /KCB 应进行年度监督审核，以确保持续符合相关认证要求。监督审核可以是通知或不通知的现场审核、产品抽样符合性测试和检查纠正措施的实施。

The surveillance activities are planned and carried out in the manner stated in the relevant Standard Documents./监督活动是按照有关标准文件所述的方式计划和执行的。

The surveillance plan, and in particular the production sites subject to auditing, is based on the risk assessment of processes and of the information collected as part of the initial auditing activity, and on the basis of the information contained in the Textile System Plan and/or its annual updates. KCB arranges surveillance visits to be carried out on an annual basis. Based on all this information, KCB forwards to the Organization the annual offer for surveillance activities, which must be signed for acceptance by the Organization and returned to KCB./监视计划，特别是要审核的生产地点，是基于对过程的风险评估和作为初始审核活动的一部分收集的信息，以及纺织系统计划和/或其年度更新中包含的信息。KCB 每年都会安排监督活动。在所有这些信息的基础上，KCB 向组织提交监督活动的年度报价，该报价必须由组织签字接受并返回 KCB。

Prior to performing an announced periodic surveillance audit, KCB shall send to the certified organization an audit agenda 10 days prior to the opening meeting of the audit. For unannounced audits, KCB is not required to send an audit agenda in advance of the audit./ 在执行监督审核前，KCB 应于首次会议召开 10 日前，向被认证组织发送审核议程。对于不通知的审核，KCB 不需要在审计前发送审核议程。

Announced surveillance audits will be performed with the following activities: /通知的的监督审核将进行下列活动:

- Opening meeting/首次会议
- Review of any outstanding nonconformity with the relevant corrective action plan and corrective actions implemented/评审任何突出的不符合项，以及相关的纠正措施计划和已实施的纠正措施
- Documents and records review/文件和记录评审
- Onsite audit of production area(s) including storage area(s)/ 生产区域(包括仓库)的现场审



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- Interview of a sample of relevant employees (in confidence and without the presence of management representative(s)/ 与有关雇员进行面谈(在保密的情况下, 并无管理层代表在场)
- Sampling of relevant certified products (in the presence of a management representative(s)/ 在管理人员代表在场的情况下对相关认证产品进行抽样
- Closing meeting with presentation of audit findings/召开审核结果的末次会议

Unannounced surveillance audits may be required in the following situations: /在下列情况下, 可能需要进行不通知的监督审核:

- Evidence of misleading claims by the certified organization, including misuse of the certificate./ 认证组织有误导性声明的证据, 包括误用证书。
- Justified and documented complaint(s)/ 合理的和文件化的投诉。
- In case of fraud, such as after a suspension decision there is evidence that the organization is still trading certified products./ 如有欺诈行为, 例如在被暂停交易后, 有证据表明该组织仍在交易认证产品。
- In case of court case that may indicate that the organization has not fully complied with all relevant certification requirements. /如在诉讼案件中发现该机构没有完全遵守所有有关的认证规定。
- At the request of the scheme owner. /应标准制定方的要求

KCB surveillance audits are normally performed through document review and an onsite audit. However, in case of special circumstances and if allowed by the scheme owner, KCB may perform remote surveillance audits./ KCB 监督审核通常通过文件审查和现场审核进行。但是, 在特殊情况下, 如果标准制定方允许, KCB 可以进行远程监督审计。

KCB Remote audits will include the following activities: /KCB 远程审核将包括以下活动:

- Opening meeting/首次会议
- Documents and records review,/文件和记录审核
- Review of any outstanding nonconformity with the corrective action plan and corrective action implemented,/ 评审任何突出的不符合项, 以及相关的纠正措施计划和已实施的纠正措施,
- Review of list of certified products and related records, /审核认证产品清单及相关记录;
- List of suppliers and raw material records whenever relevant,/ 供应商清单及相关原材料记录;
- Onsite audit of production area(s) including storage area(s)/ 生产区域(包括仓库)的现场审核
- List of buyers and sales records whenever relevant, /买家清单及相关销售记录,
- Traceability exercise,/追溯
- Review of communication material including organisation's website,/审核宣传资料, 包括组织网站,
- Remote interview(s) of selected relevant organisation's personnel./对选定的有关组织的的

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人员进行远程访谈。

- Closing meeting with presentation of audit findings/召开审核结果的末次会议

5.8 Renewal audit/复审

Audits shall be conducted annually for each certified organization. Renewal audits should be completed no later than 60 days prior to the expiry of a scope certificate. Renewal audits are announced audits that follow the same process flow as an initial certification audit./ 对每个认证组织应每年进行一次审核。复审核应不迟于范围证书到期前 60 天完成。更新审核是按照与初始认证审核相同的流程进行的通知审核。

Renewal audits shall be performed through document review and an onsite audit, unless any particular exception granted by the scheme owner./复审应通过文件审查和现场审核进行，除非标准制定方批准任何特殊的例外情况。

KCB will need to make a new certification decision after each renewal audit. If major or critical nonconformities are detected during a renewal audit, KCB may take a negative certification decision and the organization's certificate may not be renewed until full conformity with the relevant requirements have been demonstrated./ KCB 需要在每次复审后做出新的认证决定。如果在复审中发现重大或关键的不符合，KCB 可以采取否定认证决定，直到证明完全符合相关要求，组织的证书才可以更新。

In exceptional circumstances, KCB may decide to make a positive certification decision under specific conditions such as:/ 在特殊情况下，KCB 可以在以下特殊情况下做出积极的认证决定

- A new audit to be performed within a specified timeframe,/ 在指定时间内进行新的审核，
- A revised deadline for a non-conformity so that adequate implementation of the corrective action(s) can be verified,/ 修订不符合项的截止日期，以便验证纠正措施的适当实施
- Conditions shall always have a clear timeframe and if not complied with may lead to the termination of the certificate./ 条件应始终有明确的时限，如不遵守，可导致证书的终止。

5.9 Scope extension or reduction/扩大或缩小范围

A certified organization may require for its certificate scope to be extended at any stage during the one year of the certification cycle. Scope can be extended can correspond to new sites or new products. A formal written request for scope extension shall be sent to KCB before any related claim can be made./ 认证机构可在 1 年的认证周期内的任何阶段要求扩大其认证范围。范围可扩大，可对应新场所或新产品。组织在提出任何相关声明之前，应向 KCB 发出正式的扩大范围的书面请求。

Scope extension requires a document review and onsite audit to take place and a formal decision making process shall be followed as per KCB procedures./ 扩大范围需要进行文件审查和现场审核，并按照 KCB 程序进行正式的认证决定流程。

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Scope extension can be granted or rejected based on the outcome of the KCB audit./可根据 KCB 审核结果批准或拒绝扩大范围。

Scope reduction may also be decided by KCB in the following situations:/ 有下列情形之一的，KCB 也可以决定缩小范围：

- Nonconformity not addressed by the organization which may not be sufficient to lead to a total suspension or withdrawal of the certificate./ 组织未处理不符合，但可能不足以导致证书的全部暂停或撤销，
- At the request of the organization that does not wish to carry on using the certificate for one or more certified product(s)./应认证组织的要求，对证书上的一种或多种认证产品不继续使用。

In such case, KCB will remove the product from the scope of the certificate and a new certificate will be issued./ 在这种情况下，KCB 将从证书的范围中删除该产品，并颁发新的证书。

5.9 Certification suspension/认证暂停

KCB may suspend a certificate in the following circumstances:/ 有下列情形之一，KCB 可以暂停证书：

- Critical nonconformities have been found during the audit or major nonconformities were not adequately addressed within the required timeframe./ 在审核中发现关键不符合项，或者重大不符合项没有在规定的时间内解决。
- Significant changes to the organisation's processes that may have an impact on the product's compliance with relevant standard requirements and that have not been communicated to KCB./ 组织的工序有重大变化，可能会影响产品符合相关标准要求的，且未告知 KCB。
- Not allowing KCB audit team to perform an announced or unannounced audit./
- Fraud, wrong claims or misuse of the certificate./ 不允许 KCB 审核组进行通知和或不通知的审核；
- Failure to pay relevant certification fees./未支付相关认证费用

KCB will notify in writing the organization of the decision to suspend a certificate, specifying the reasons for the suspension and the condition(s) for the suspension to be lifted./ KCB 将会以书面通知组织暂停证书的决定，说明暂停证书的原因和取消暂停证书的条件。

Suspension should have a maximum period of 6 months. If a suspension cannot be lifted within a maximum of 6 months, then KCB shall terminate the certificate./暂停使用的最长期限为 6 个月。因不符合暂停条件而不能在 6 个月内解除的，则 KCB 终止证书。

5.10 Certification termination/认证终止

KCB may terminate a certificate in the following circumstances:/ 有下列情形之一者，KCB 得终

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止证书:

- Failure to lift suspension within the specified timeframe./未能在指定的时间内解除暂停,
- Serious and repeated or systematic fraud, wrong claim or misuse of the certificate./多次或有系统地进行严重欺诈、错误申领或误用证书,
- In case of bankruptcy or if the organization closes its business./ 如果组织破产或关闭业务
- If the legal representative of the certified organization makes a formal request for the certificate to be terminated./认证机构的法定代表人正式要求终止该证书。

KCB will notify in writing the organization of the decision to terminate a certificate, specifying the reasons for the suspension. KCB certification certificate shall be returned by the organization to KCB within 15 days of the date of the written notification./ KCB 将书面通知组织机构终止证书的决定, 并说明中止证书的原因。组织应在书面通知之日起 15 日内将 KCB 认证证书退还给 KCB。

For termination that is due to serious and repeated or systematic fraud, wrong claim or misuse of the certificate, the organization will not be allowed to re-apply to KCB for certification services for a period of 3 years from the date of KCB decision to terminate the certificate./ 因严重的重复的或系统性欺诈、错误声明或滥用证书而终止的, 自 KCB 决定终止证书之日起 3 年内, 不得再向 KCB 申请认证服务。

For TE Scheme: KCS will inform Textile Exchange, IOAS and all direct customers who have received transaction certificates from a certified organization during the previous 12 months when a scope certificate is suspended or withdrawn./ 就 TE 的标准而言: 当范围证书被暂停或撤销时, KCS 会通知纺织品交易协会、认可组织 IOAS 和所有在过去 12 个月内从认证组织收到交易证书的直接客户。

For GOTS, in case reasons for denial or withdrawal of certification include fraudulent activities KCB shall promptly notify Global Standard gGmbH who will circulate among all approved Certification Bodies details of such operators. Certification Bodies must not offer certification to those operators within a period specified by Global Standard gGmbH./ 对于 GOTS 标准, 如果拒绝或撤销认证的理由包括欺诈行为, KCB 应立即通知全球有机纺织品标准组织, 后者将向所有批准的认证机构通报此操作者的详细情况。在全球有机纺织品标准组织规定的期限内, 认证机构不得向此类操作者提供认证。

5.11 Changes to certification requirements/认证要求的变更

KCB shall inform all its clients for Sustainable Textile certification services of any change to the standards requirements./KCB 将及时告知其客户关于可持续发展纺织品认证服务的标准变更。