
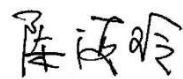


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		文件编号 Document	SDIC-OP-TC-006
文件名称 File name	影响认证的变更管理控制程序 procedures affecting certification	生效日期 Effective Date	2023 年 12 月 21 日 December 21 , 2023

影响认证的变更管理控制程序

Change management control procedures affecting certification

发行部门 Issuing Department:	技术部 Technology Department	日期 Date:	2023 年 12 月 21 日 December 21 , 2023
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文件会签 Document countersigning				
部 门 department	市场拓展部 Market Development Department	审核部 Audit Department	技术部 Technology Department	行政人事部 Administrative and Human Resources Department
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1	2021/4/15	依据 CNCA-N-007: 2021《食品安全管理体系认证实施规则》修订 Revised in accordance with CNCA-N-007:2021 "Food Safety Management System Certification Implementation Rules"	夏治明 Xizhiming	陈海玲 Chenhailing
2	2023/12/21	更新参照文件 Update reference files	黄美秀 Huangmeixiu	尹雪晨 Yinxuechen

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1 范围 Scope

本程序规定了公司对影响管理体系认证/服务认证的变更管理进行规定。适用于管理体系认证/服务认证的管理活动。

This procedure stipulates the company's regulations on change management that affects management system certification/ service certification . Applicable to management activities of management system certification/ service certification .

2 参照文件 Reference Documents

CNAS-CC01:2015 《管理体系认证机构要求》

CNAS-CC01:2015 Requirements for bodies providing audit and certification of management systems

CNAS-CC02:2013 《产品、过程和服务认证机构要求》

CNAS-CC02:2013 Requirements for Bodies Certifying Products, Processes and Services

CNAS-CC180:2023 《食品安全管理体系认证机构要求》

CNAS-CC180:2023 Accreditation scheme for FSMS certification bodies

CNCA-N-007: 2021 《食品安全管理体系认证实施规则》

Food Safety Management System Certification Implementation Rules

3. 职责 Responsibilities

3.1 公司总经理负责对认证方案的变更进行审批 The general manager of the company is responsible for approving changes to the certification plan.

3.2 技术部负责对本程序的实施 The Technical Department is responsible for the implementation of this procedure.

4 影响管理体系认证的变更管理 Change Management Affecting Management System Certification

4.1 当出现下列情况之一者，启动变更管理控制程序 When any of the following

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situations occurs, the change management control procedure shall be initiated:

- A) 认证要求的任何变更 Any changes in certification requirements;
- B) 获证客户的可能影响管理体系持续满足认证标准要求的能力的变更 changes in the certified client that may affect the ability of the management system to continue to meet the requirements of the certification standard;

4.2 当认证要求发生变更时, 我机构将以适当方式将认证要求的任何变更通知获证客户, 还将验证每个获证客户符合新的要求 When the certification requirements change, our organization will notify the certified customers of any changes in the certification requirements in an appropriate manner and will also verify that each certified customer complies with the new requirements.

4.3 当获证客户发生有可能影响管理体系持续满足认证标准要求的能力的变更时, 包括但不限于以下方面有关的变更 When changes occur to the certified client that may affect the ability of the management system to continue to meet the requirements of the certification standard, including but not limited to changes in the following aspects:

- a) 法律地位、经营状况、组织状态或所有权 legal status, operating conditions, organizational status or ownership;
- b) 组织和管理层 (如关键的管理、决策或技术人员) organizational and management levels (such as key management, decision-making or technical personnel);
- c) 联系地址和场所 contact address and location;
- d) 获证管理体系覆盖的运作范围 the scope of operations covered by the certified management system;
- e) 管理体系和过程的重大变更 significant changes to management systems and processes.

我机构将采取适当的行动, 适当的行动包括特殊审核 Our agency will take appropriate action, which may include a special review.

4.4 FSMS 认证要求变更 Changes to FSMS certification requirements

当认证要求变更时, 我机构将制定相应的认证要求转换计划, 至少考虑 When certification requirements change, our organization will formulate a

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corresponding certification requirements conversion plan, at least considering:

(1) 认证要求变更对我机构管理体系的影响 The impact of changes in certification requirements on our organization's management system;

(2) 认证要求变更对认证人员能力的影响 The impact of changes in certification requirements on the competence of certification personnel;

(3) 我机构依据新认证要求开展认证活动的安排 Arrangements for our institution to carry out certification activities in accordance with the new certification requirements;

(4) 我机构依据新认证要求实施转换的安排 Our organization's arrangements for implementing the transition in accordance with the new certification requirements.

我机构将采取适当方式对获证组织实施变更后认证要求的有效性进行验证, 确认认证要求变更后获证组织食品安全管理体系的有效性, 符合要求可继续使用认证证书。Our organization will take appropriate measures to verify the effectiveness of the certification requirements after the certified organization implements the changes, and confirm the effectiveness of the food safety management system of the certified organization after the certification requirements are changed. If it meets the requirements, the certification certificate can continue to be used

5 影响服务认证的变更管理 Change Management Affecting Service Certification

5.1 当出现下列情况之一者, 启动变更管理控制程序 When any of the following situations occurs, the change management control procedure shall be initiated:

A) 当认证方案提出对客户产生影响的新的或修订的要求时 When the certification scheme introduces new or revised requirements that have an impact on clients;

B) 其他对认证有影响的变更, 包括由客户引发的变更 Other changes that have an impact on the certification, including changes initiated by the client;

5.2 当认证方案提出对客户产生影响的新的或修订的要求时, 深大国际认证有限公司将这些变更信息通知到所有客户, 并验证客户对这些变更的实施和按认证方案的规定采取

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措施 When the certification scheme proposes new or revised requirements that affect customers, SHENZHEN SHENDA INTERNATIONAL CERTIFICATION CO.,LTD. will notify all customers of these changes and verify that customers implement these changes and take measures in accordance with the provisions of the certification scheme.

5.3 当有其他对认证有影响的变更发生时，深大国际认证有限公司采取适宜的措施，应包括 When other changes that affect the certification occur, SHENZHEN SHENDA INTERNATIONAL CERTIFICATION CO.,LTD. shall take appropriate measures, which shall include:

- 评价 evaluate;
- 复核 Review;
- 决定 Decide;
- 颁发修订后的正式认证文件以扩大或缩小认证范围 issue a revised official certification document to expand or reduce the scope of certification;
- 颁发修订后监督活动的认证文件（如果监督是认证方案的一部分）。

这些措施应按照相应的要求来完成 Issuance of a revised certification document for surveillance activities (if surveillance is part of a certification scheme).

These measures should be completed in accordance with the corresponding requirements.

记录将包括简化上述活动的理由（例如：当不属于产品要求的认证要求发生变更，且不必进行评价、复核或决定活动时） Records will include the rationale for simplifying the above activities (for example, when a certification requirement that is not a product requirement changes and no evaluation, review or decision activity is necessary).

6 记录 Records

无 none