

文件類別	Overseas Organic Certification	文件編號	版本	頁數
規範類	Operation Instructions 境外有機驗證作業指導書	UCS-OW-001	A3	13

一、 Purpose 目的

UCS stipulated Overseas organic certification operation instructions so that all personnel involved in overseas organic certification can understand the contents of the operation. 本指導書訂定境外有機驗證作業，使參與境外有機農產品驗證之所有人員了解其作業內容。

二、 Applicable scope 適用範圍

UCS system and personnel that are responsible for operations of product certification. 本公司負責產品驗證運作之體系及人員。

三、 Accordance 依據

(A) Organic Agriculture Promotion Act (Promulgated on 30 May 2018) 有機農業促進法

(B) Enforcement Rules for Organic Agriculture Promotion Act (Promulgated on May 9, 2019) 有機農業促進法施行細則

(C) Regulations for Approving and Supervising Organic Accreditation Bodies (Promulgated on May 8, 2019) 有機農產品認證機構許可及監督管理辦法

(D) Operating Records Required to Be Kept by Organic Certification Bodies and Their Methods and Periods (Promulgated on Jun. 5, 2019) 有機農產品驗證機構經營驗證業務應保存資料與紀錄之項目方式及期間

(E) Items Required to be Stated in the Contract between Organic Certification Bodies and Agricultural Operators (Promulgated on Jun. 5, 2019) 有機農產品驗證機構與農產品經營者簽訂契約應記載事項

(F) Certification Standard for Organic Agricultural Products and In-conversion Agricultural Products and Allowable Substances in their Production, Processing, Packaging, Distribution, and Sale (Promulgated on Jun. 5, 2019) 有機農產品有機轉型期農產品驗證基準與其生產加工分裝流通及販賣過程可使用之物質

(G) Categories and Items of Organic Agricultural Products and In-conversion Agricultural Products (Promulgated on Jun. 5, 2019) 有機農產品有機轉型期農產品類別及品項一覽表

(H) Regulations for Managing the Labeling and Marks of Organic Agricultural Products and In-conversion Agricultural Products (Promulgated on May 9, 2019) 有機農產品有機轉型期農產品標示及標章管理辦法

四、 Definition of terms 名詞定義

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4.1 Initial audit (IA): Operator submit the first application of certification. 初次查驗(IA)：指農產品經營者首次提出驗證申請。

4.2 Surveillance (SA): An audit performed by certification body to verify that the certified operator keeps complying with the certification standards within the valid certification period. 追蹤查驗(SA)：指驗證機構為確認經驗證通過之農產品經營者，於驗證有效期間內持續符合驗證基準所為之查驗。

4.3 Renewal audit (RA): An audit conducted by certification body before the valid certification period ends to determine whether a certified operator may maintain its certified status. 展延查驗(RA)：指驗證機構為確認經驗證通過之農產品經營者，於驗證有效期間屆滿後得否再取得驗證通過所為之查驗。

## 五、 The operation procedures of overseas organic certification 境外有機驗證作業程序

When UCS is accredited for the certification region or country by TAF, operator can submit the application according to the applicable category. The procedures are as below. 當本公司取得辦理驗證地區、國家的業務資格時，農產品經營者得依申請驗證類別提出申請。作業程序如下。

### 5.1 Acceptance of the application and risk assessment 接單與風險評估

5.1.1 Operator applies to UCS for the certification of organic agricultural products and in-conversion agricultural products (hereinafter referred to as organic certification) shall fill “**UCS-F-159 Pre-Apply Evaluation Form for Overseas Organic Certification**” and “**UCS-F-160 Overseas Organic Agricultural Products Certification Application Form**” along with the related supporting documents for UCS to conduct inspection and document review. 農產品經營者向本公司提出有機農產品及有機轉型期農產品之驗證(以下簡稱有機驗證)申請，應正確填妥「境外有機驗證申請前評估表」及「境外有機農產品驗證申請基本資料表」與其應佐附文件，提供給本公司備查及執行文件審查。

5.1.2 UCS evaluates the risk and confirms whether to accept the application. If the application is accepted, UCS will sign a private contract "**UCS-F-161 Overseas Organic Agricultural Products Certification Service Contract**" with operator and arrange the dispatching after the contract signed; if the application is declined, the relevant documents will be returned to operator.

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本公司評估風險確認是否接單。若接單，則本公司與農產品經營者簽訂私法契約「境外有機農產品驗證服務合約書」，簽約後派工；若不接單，則將相關資料退回農產品經營者。

5.1.3 After the "**UCS-F-162 Audit Notice**" UCS arranges for the dispatching is approved by the supervisor of UCS agricultural products certification department, the relevant information will be provided to the dispatched lead auditor for document review. 本公司安排派工之「稽核派工通知單」經農產品驗證部主管審核後，相關資料將提供給被派工之主導稽核員執行文件審查。

## 5.2 Document review 文件審查

5.2.1 In the initial audit, the lead auditor shall conduct document review before the on-site audit, and complete it within 30 days from the date of receipt of the application. However, this period shall not include the time period to make corrections or improvements notified to the operator. 於初次查驗，主導稽核員於實地稽核前應執行文件審查，且於接單日起算 30 天內完成文件審查，但經通知農產品經營者補正或限期改善之期間，不列入計算。

5.2.2 In the surveillance/renewal audit, the lead auditor may request the operator to provide relevant information for inspection before the on-site audit, or conduct document review along with the on-site audit. 於追蹤查驗/展延查驗，主導稽核員可於實地稽核前要求農產品經營者提供相關資料供查核，或於實地稽核一併執行文件審查。

5.2.3 Lead auditor makes the "**UCS-F-163 Audit Advice**" and "**UCS-F-164 Overseas Organic Agricultural Products Certification Service Quotation**" according to the certification site/item/group member of the operator, and informs the operator of the on-site audit date, audit schedule, audit items, payable details and estimated number of sampling. 主導稽核員依農產品經營者之驗證場區/品項/集團驗證成員製作「稽核通知書」與「境外有機農產品驗證服務報價單」，告知農產品經營者實地稽核日期、時程、查驗項目、收費明細及預計抽樣數。

5.2.4 For the operator applies for group certification, prior to on-site audit, UCS shall first evaluate whether the operation of its management center meets the requirements of its own regulations and operating procedures; if the

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results indicate that sampling may be applicable for the following on-site audit, the number of members sampled shall be no less than the square root of the total number of members. 申請集團驗證之農產品經營者，本公司應於實地稽核前，先稽核其管理中心之運作是否符合其自訂之規範及作業程序規定；經稽核結果判斷可採抽樣方式辦理各成員實地稽核者，其抽樣成員數不得低於總成員數之平方根。

5.2.5 If sampling is adopted for on-site audit of group members according to 5.2.4, UCS shall audit all lands of the sampled members that applied for certification. 依第 5.2.4 點採抽樣方式辦理集團成員之實地稽核，應就被抽樣成員之所有申請驗證土地全數稽核。

### 5.3 On-site audit 實地稽核

5.3.1 Lead auditor holds the opening meeting and confirms if the operator's name, the applied items, and certification address are correct. Will also explain the purpose of the evaluation, confidentiality agreement that auditors have signed and the channels for appeals and complaints. Operator and related personnel shall sign in “UCS-F-165 Meeting Attendance Sheet”. 由主導稽核員開啟始會議，確認農產品經營者名稱、申請品項、驗證地址是否正確，說明評估目的、稽核員都有簽定保密協定、申訴與抱怨管道，請農產品經營者與相關人員於「簽到表」簽名。

5.3.2 Lead auditor/auditor bases on the content of “UCS-F-163 Audit Advice” and related regulations to conduct on-site audit and product sampling. 主導稽核員/稽核員依「稽核通知書」排程及相關規定實地稽核，並執行產品抽樣。

5.3.3 Lead auditor holds the close meeting and informs the operator of the result of on-site audit. 由主導稽核員開結束會議，告知農產品經營者實地稽核結果。

5.3.4 If there is a non-conformance item, lead auditor/auditor will issue “UCS-F-166 Non-conformance Report”, confirm the deadline to reply the correction and sign, then operator/representative shall also sign on the report; If there is an observation item, lead auditor/auditor will issue “UCS-F-167 Observation Report” and operator/representative shall sign on it. 若有不符合，由主導稽核員/稽核員開立「不符合事項報告」，勾

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選矯正回覆期限且簽名，再由農產品經營者/代表簽名；若有觀察事項，由主導稽核員/稽核員開立「觀察事項報告」，再由農產品經營者/代表簽名。

5.3.5 The on-site audit of surveillance/renewal audit shall be conducted within 60 days from the date of dispatching; the on-site audit of initial audit shall be conducted within 60 days from the date of completing document review. However, this period shall not include the time period if operator is not available for the on-site audit. 追蹤查驗/展延查驗案件應於派工日 60 天內執行實地稽核；初次查驗案件應於文件審查完成日 60 天內執行實地稽核，但因農產品經營者無法配合時，不列入計算。

#### 5.4 Product inspection 產品檢驗審核

5.4.1 Lead auditor/auditor shall conduct product sampling based on the regulations. When UCS conducts product sampling for testing in a group certification case, the number of sampling for testing thereof shall be no less than the square root of the total number of members. The procedure and quantity thereof shall give consideration to the objectivity, representativeness, and purpose of risk management and be capable of avoiding contamination. 主導稽核員/稽核員依規定執行產品抽樣，若為集團驗證案件，其抽驗件數不得低於總成員數之平方根，其被抽驗件數應兼顧客觀性、代表性及風險管理之目的，並能避免遭受污染。

5.4.2 Lead auditor/auditor will send the samples to a qualified agency (a testing laboratory whose competence has been formally recognized by the assessment procedures and its operation has been accredited according to the General Requirements for the Competence of Testing and Calibration Laboratories - ISO/IEC 17025) for testing. 主導稽核員/稽核員將樣品送合格委辦機構(經評鑑程序正式認可其能力，且組織運作符合測試與校正實驗室能力一般要求(ISO/IEC 17025)之測試實驗室)檢驗。

#### 5.5 Audit report 稽核報告

5.5.1 If there is “**UCS-F-166 Non-conformance Report**”, lead auditor will confirm if the case of the year can be closed based on the operator’s reply to corrective measures and explanation. 若有「不符合事項報告」，主導稽核員依農產品經營者回覆之矯正措施或說明確認是否結案。

5.5.2 Lead auditor completes the audit report based on the results of the

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document review, on-site audit and inspection report along with all relevant documents compiled. 主導稽核員依文件審查、實地稽核與檢驗報告之結果並彙整所有相關文件完成稽核報告。

#### 5.6 Preliminary review of the report 報告初審

Submit the final report to the preliminary reviewer (who is not the lead auditor/auditor responsible for the case) and conduct the preliminary review of the report according to regulations. If there is any problem, the final report will be returned to the lead auditor of the case, and the review will be made after revision. Certification decision will be proceeded if the case is approved through the review. 將整份結案報告送報告初審人員(非該案當次主導稽核員/稽核員)並依規定執行報告初審。若有問題，則將整份結案報告退回給該案主導稽核員，待修改後再審。審核通過案件得進行驗證決定。

#### 5.7 Certification decision 驗證決定

5.7.1 The certification decision shall be made according to the internal examination procedure. The examination shall be proceeded within 15 days from the date of submission of audit report (including the preliminary review of the report). If the applicant is identified to meet the organic certification standard based on the content of the audit report, whose certification will pass. UCS will issue the certification certificate of organic/in-conversion, and log it in the organic system and release the certificate within 10 days from the date of examination decision; those operators fail to pass the certification will be notified by “**UCS-F-177 Notice of Examination Resolution**” within 7 days. 依內部審議程序辦理驗證決定，稽核報告提交後 15 天內應進入審議(其中包括報告初審)。依稽核報告內容判斷申請者符合有機驗證基準者，通過驗證，並核發有機/有機轉型期驗證證書，並於審議決定日 10 天內登錄於有機系統與發放證書；未通過驗證者，於 7 天內將「審議決議通知書」通知農產品經營者。

5.7.2 From the date of receipt of the application (applicable to the initial audit) / From the date of dispatching (applicable to the surveillance/renewal audit) to the date of the certification decision, the duration of the operation periods of all stages shall not exceed six months. However, this period shall not include the time period to make corrections or improvements notified to

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the applicant. 從接單日(適用於初次查驗)/派工日(適用於追蹤查驗/展延查驗)起至驗證決定日之各階段驗證程序作業期限合計不得超過六個月。但經通知農產品經營者補正或限期改善之期間，不列入計算。

5.7.3 The operators shall reach an agreement with the importer who sells their organic agricultural products and in-conversion agricultural products to ensure that the importer complies with the requirements of the certification regulations. Before operators sell the organic agricultural products and in-conversion agricultural products, the importer shall sign “**UCS-F-172 Declaration For Importing Overseas Organic Agricultural Products**” with UCS. 農產品經營者應與其銷售驗證有機農產品及有機轉型期農產品的進口商達成協議，以確保進口商符合相關驗證規定。農產品經營者在販售有機農產品及有機轉型期農產品給進口商之前，其進口商應與本公司簽訂「境外有機農產品進口聲明書」。

#### 5.8 Certification certificate 驗證證書

5.8.1 For those who apply for organic certification are eligible through certification and have paid all payable fees, UCS will issue the certification certificate for organic agricultural products and in-conversion agricultural products according to the product categories. 申請有機農產品及有機轉型期農產品驗證合格者繳清驗證費後，本公司按農產品類別製發有機農產品、有機轉型期農產品驗證證書。

5.8.2 The validity period of a certification certificate for organic agricultural products and in-conversion agricultural products shall be no more than three years; three months prior to expiration of the valid period, UCS shall ask the operator to fill in the application form to apply for renewal; overdue renewal applications shall not be accepted. 有機農產品、有機轉型期農產品驗證證書有效期間最長為三年；有效期間屆滿三個月前，本公司應要求農產品經營者填具申請書申請展延查驗；逾期申請展延者，不予受理。

5.8.3 After the renewal application according to 5.8.2 has been reviewed and approved, the certification certificate will be renewed. 依第 5.8.2 點申請經展延查驗符合者，換發驗證證書。

#### 5.9 Amendment to certification certificate 變更驗證證書

5.9.1 If an operator has any of the following circumstances, he/she shall

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submit relevant materials and “**UCS-F-160 Overseas Organic Agricultural Products Certification Application Form**” to apply for the amendment to the certificate of organic certification or in-conversion certification: 農產品經營者有下列情形之一者，應檢附相關資料及「境外有機農產品驗證申請基本資料」申請變更有機農產品、有機轉型農產品期驗證證書：

- (a) Change of the name or address of the operator, or the name of its statutory person responsible. 農產品經營者名稱、地址或負責人變更。
- (b) The certification scope is reduced in terms of the certified sites or certified product items. 減列驗證場區、驗證產品品項。
- (c) Reduction of group certification members. 減列集團驗證成員。

5.9.2 After the application according to 5.9.1 has been reviewed and approved, a replacement certificate with the same period of validity as the original certificate shall be issued. 上述(5.9.1 點)申請案件經審查符合者，本公司依原證有效期間換發證書。

5.10 The operator shall take the initiative to report to UCS for review 農產品經營者應主動提報本公司審查事項

5.10.1 If the operator changes the production and processing of organic agricultural products and in-conversion agricultural products, or in the operating system maintaining organic integrity. 農產品經營者有機農產品及有機轉型期農產品之生產、製程或維持有機完整性運作之系統變更時。

5.10.2 If UCS reviews the change and determines that it is likely to affect the results of the original certification, the certification shall be conducted on the change. 本公司就變更部分審查，認定足以影響原驗證結果者，依變更部分驗證。

5.11 Application for extensional audit 申請增列查驗

5.11.1 Under any of the following circumstances, the operator shall submit relevant materials to apply for extensional audit. 有下列情形之一者，農產品經營者應檢附相關資料申請增列查驗：

- (a) An extension of the certification site. 增加驗證場區。
- (b) An extension of the agricultural product items to be certified. 增加驗證農產品品項。
- (c) An extension of group certification members. 增加集團驗證成員。

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5.11.2 After the extensional audit according to 5.11.1 has been reviewed and approved, a replacement certificate with the same period of validity as the original certificate shall be issued. 上述(5.11.1 點)增列查驗通過者，本公司依原證有效期間換發證書。

#### 5.12 Surveillance 追蹤查驗

5.12.1 UCS shall perform surveillance on all of its operators with the certified products at least once a year. However, the frequency of surveillance may be increased as necessary. 本公司對驗證合格產品之農產品經營者，應每年至少辦理一次追蹤查驗。必要時，得增加追蹤查驗次數。

5.12.2 For the surveillance according to 5.12.1, the proportion of surveillance without notice or by serving notice within 24 hours before surveillance shall account for at least five percent of the total number of its certified operators (including domestic cases). 辦理上述(5.12.1 點)所定追蹤查驗，其中不予通知或於辦理前二十四小時內通知農產品經營者之比率，應達本公司驗證合格之農產品經營者總數(包含國內)5%以上。

5.13 The procedures prescribed in 5.1~5.7 shall apply mutatis mutandis to the renewal audit stipulated in 5.8.2, the review and certification stipulated in 5.10, the extensional audit stipulated in 5.11.1 and the surveillance audit stipulated in 5.12.1, UCS shall refer to procedures, or UCS may implement necessary procedures in view of the certification risk of the individual case. 第 5.8.2 所定展延查驗、第 5.10 點所定審查及驗證、第 5.11.1 點所定增列查驗及第 5.12.1 點所定追蹤查驗，本公司得用第 5.1~5.7 點之程序辦理，或依個案之驗證風險判定後，執行其中必要之程序。

### 六、 Operational procedures for application of organic agricultural products transaction certificate (TC) 有機農產品交易證明申請之作業程序

#### 6.1 Application 申請

6.1.1 New application: The application is submitted by operator or importer through filling out the “**UCS-F-168 Organic Agricultural Products Transaction Certificate Application Form**” or generating in the system (<https://epv.afa.gov.tw/>), and providing production records, production volume of the batch, inspection report, importer's purchase order (including destination country), packaging specifications for review. 新申請:由農產品經營者或進口廠商提出申請，填寫「有機農產品交易證明文件申請單」

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或由系統(<https://epv.afa.gov.tw/>)產生，並提供生產記錄、當批次產量、檢驗報告、進口廠商之訂單(含目的國家)、包裝規格以供審查。

6.1.2 Revision of application: The application is submitted by operator or importer to change the information of the original application. 異動申請: 由農產品經營者或進口廠商提出申請，變動原新申請案之資料。

## 6.2 Review 審查

6.2.1 Review new application: According to the “**UCS-F-168 Organic Agricultural Products Transaction Certificate Application Form**” or information in the system (<https://epv.afa.gov.tw/>), and the production records, production volume of the batch, inspection report, importer's purchase order (including destination country), and packaging specifications etc., reviewer shall confirm all information is correct and send to the supervisor of UCS agricultural products certification department /management representative for approval. 審查新申請:依「有機農產品交易證明文件申請單」或由系統(<https://epv.afa.gov.tw/>)確認，並依農產品經營者之生產記錄、當批次產量、檢驗報告、進口國廠商之訂單(含目的國家)、包裝規格等，由審查人員確認無誤後送交農產品驗證部主管/管理代表核准。

6.2.2 Review revision of application: Proceed the review based on the revision of application submitted by operator or importer. The review process is as 6.2.1. 審查異動申請:依農產品經營者或進口廠商提出之異動申請辦理審查，審查過程如 6.2.1 點。

## 6.3 Issue of transaction certificate 核發

6.3.1 Supervisor of UCS agricultural products certification department /management representative approves and notifies reviewers to make “**UCS-F-169 Organic Agricultural Products Transaction Certificate**” or generate it in the system (<https://epv.afa.gov.tw/>). 由農產品驗證部主管/管理代表核准後通知審查人員製作「有機農產品交易證明文件」或由系統(<https://epv.afa.gov.tw/>)產生。

6.3.2 The “**UCS-F-169 Organic Agricultural Products Transaction Certificate**” is used for single batch and it needs to be stamped with a steel seal then takes effect; when applicant is applying for a revision, the original organic agricultural products transaction certificate must be

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returned. 此「有機農產品交易證明文件」為單批次使用，並需加蓋鋼印始可生效；異動申請時，需繳回異動前之正本有機農產品交易證明文件。

6.4 The costs of organic agricultural products transaction certificate (TC) 有機農產品交易證明文件費用

6.4.1 USD 70 or NTD 2000 for each transaction certificate. 每張以美金 70 元或台幣 2000 元計價。

6.4.2 Please settle the payment prior to the issue of transaction certificate. 請於核發前付款。

七、 Costs of certification 驗證收費

4 items below are included: 包含以下四項：

7.1 Certification fee: The annual certification fee is charged according to the actual number of auditing man-day, and the fee is USD 700 per man-day. The basic number of man-days for certification within an area of 50 hectares (including) is 1 man-day, for an area of more than 50 to 500 hectares (including) is 2 man-days, and for an area of more than 500 hectares is 3 man-days (as below table). The fee will be adjusted according to the time required for travel and the commute time to the audit sites (applicable to both individual certification and group certification). 驗證費：每年驗證費依實際稽核人天數收費，每人天 700 美金。驗證面積 50 公頃（含）以內的基本人天數為 1 人天，面積超過 50 公頃到 500 公頃（含）的基本人天數為 2 人天，面積超過 500 公頃的基本人天數為 3 人天（如下表）。並依差旅所需時間及稽核地點通勤時間做調整（不分個別驗證或集團驗證）。

Certification area(ha) 驗證面積(公頃)	Corresponding basic Man-day 對應基本人天數
50(含)以下	1 MD
超過 50~500(含)	2 MD
超過 500	3 MD

Note: If the client's country is in Asia, it's required to add 1 man-day at least; if it's in America, it's required to add 2 man-days at least; others will be adjusted according to the actual traveling time. If the commute time to the audit sites increases the time required for the audit, the quantity of man-day shall be adjusted according to the actual commute time.

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註：若客戶國家在亞洲至少需增加 1 人天；若在美州至少需增加 2 人天；其他依實際差旅時間做調整。若前往稽核地點之通勤時間增加稽核所需時間，須依實際通勤時間調整人天數。

Note: If the production area is concentrated and the operation process is consistent, 0.5 to 1 MD may be reduced; if the production areas are dispersed or the operation process are inconsistent, 0.5 to 1 MD may be increased. If the land produces single item of crop, 0.5 to 1 man-days may be reduced; if the land produces multiple item of crop, 0.5 to 1 man-days may be increased. UCS may adjust the number of man-days based on the actual situation of each case. UCS will show the evaluation result on the quotation so that clients can clearly understand the pricing principles.

註：若產地集中且作業手法一致得縮減 0.5~1 人天，產區分散或作業手法不一致得增加 0.5~1 人天；申請驗證土地生產單一品項作物得縮減 0.5~1 人天，申請驗證土地生產多品項作物得增加 0.5~1 人天。本公司得依個案判定實際情況調整人天數，並將評估結果列明在報價單上，讓客戶清楚了解計價原則。

7.2 Product testing fee at actual cost. 產品檢驗費（依實際費用報價）。

7.3 Translation fee at actual cost. All related documents of certification (including records, contracts, land ownership certificates, test reports, etc.) are in Chinese or English. If you cannot provide Chinese or English documents, we will charge extra translation fee. If the audit cannot be communicated in Chinese or English, UCS will charge translator fee. 翻譯費（依實際費用報價）。所有驗證相關文件（包含紀錄、契約、土地所有權證明、檢測報告等）的語言應為中文或英文。若無法提供中文或英文文件，本公司會收取額外文件翻譯費。若實際稽核無法以中文或英文溝通，本公司會收取翻譯人員費用。

7.4 Transportation fare and accommodation fee at actual cost. 差旅費（含交通及住宿費，依實際費用報價）。

7.5 Assessment fees for the TAF assessor at actual cost. The competent authority of the certification body, TAF, executes the assessment program for Party A during the accreditation cycle, including the assessment of Party A's headquarters and the witness assessment of Party B. If Party B is selected by TAF as a witness assessment case for the year, the assessment

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fees for the TAF assessor shall be shared equally by Party A and Party B. The aforementioned assessment fees include the TAF assessment fee and the business trip expenses of the TAF assessor (including but not limited to airfare, accommodation, airport transfers, transportation, etc.). TAF 評審員的評鑑費用（依實際費用報價）。驗證機構的主管機關 TAF 於認證週期內規劃對本公司之評鑑規劃案，包括對本公司的總部評鑑以及對農產品經營者的見證評鑑。若該農產品經營者被 TAF 選列為該年的見證評鑑案，TAF 評審員的評鑑費用應由本公司與該農產品經營者平均共同分擔。前述評鑑費用包含 TAF 評鑑費用及 TAF 評審員差旅費用（包含但不限於機票、住宿、機場接駁、交通…等費用）。