

认证证书管理办法

Management Measures for Certification Certificates

1. 目的 Purpose

为加强认证证书、认证标志的规范管理，特制定本办法。

These measures are hereby formulated to strengthen the standardized management of certification certificates.

2. 适用范围 Applicable scope

适用于本公司的认证证书和认证标志管理。

This provision applies to the management of certificates.

3. 职责 position statement

4 要求 requirement

4.1 认证证书的有效期限最长为 3 年，MMS 为 5 年。

The certification certificate is valid for up to 3 years, while the MMS certificate is valid for 5 years.

4.2 认证证书的有效日期的起算日期为认证证书签发日期，认证证书的签发日期不应早于做出认证决定的日期。

The effective date of the certification certificate begins on its issuance date, which must not precede the date the certification decision was made.

4.3 对于未能在原认证证书到期前完成再认证决定的，获证组织的认证证书到期后自动失效，直至获得新签发的认证证书，新签发的认证证书的终止日期不超过上一认证周期终止日期再加 3 年。

If the re-certification decision is not completed before the expiration of the original certification certificate, the certified organization's certificate shall automatically expire upon expiration and remain invalid until a newly issued certificate is obtained. The termination date of the new certificate shall not exceed three years beyond the termination date of the previous certification cycle.

4.4 对每张认证证书应赋予一个认证证书编号，认证证书编号见各认证规则。

Each certification certificate shall be assigned a unique certification certificate number, as specified in the respective certification rules.

4.5 认证证书在中华人民共和国境内使用的，认证证书应为中文。

For certification certificates used within the territory of the People's Republic of China, the certificate must be in Chinese.

4.6 认证证书的信息应真实准确不产生误导并至少包含以下内容：

The information in the certification certificate must be truthful, accurate, and non-misleading, and should include at least the following:

1) 获证组织名称、统一社会信用代码、注册地址、认证范围所覆盖的经营地址，若认证涉及多场所，应表述认证覆盖所有场所的地址信息。

The certified organization's name, unified social system code, registered address, and business addresses

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covered by the certification scope. If the certification applies to multiple locations, specify the address information covering all relevant sites.

注：认证证书中可不包含临时多场所，当在认证证书上展示临时场所的，应注明为临时多场所。

Note: The certification certificate may not include temporary multi-site facilities. If such facilities are listed, they must be explicitly marked as "temporary multi-site facilities."

2) 获证组织管理体系所覆盖的产品、服务、活动的范围，包括每个场所相应的认证范围，且没有误导和歧义（适用时）

The scope of products, services, and activities covered by the certified organizational management system includes the corresponding certification scope for each location, without any misleading or ambiguous statements (where applicable).

3) 服务认证证书要有服务提供者名称和服务提供者覆盖的场所

The service certification certificate must include the name of the service provider and the locations served by the provider.

4) 认证依据的标准-所采用的当时有效版本的完整标准号

The standard for certification: the complete standard number of the then-effective version adopted

5) 认证证书的签发日期和有效截止日期，认证证书应注明：获证组织必须定期接受监督审核并经审核合格此证书继续有效的提示信息；

The issuance date and expiration date of the certification certificate shall specify: The certified organization must undergo regular supervisory audits and pass them; otherwise, this certificate will become invalid.

6) 认证证书编号（或唯一的识别代码）

Certificate number (or unique identification code)

7) 认证机构名称、地址；Name and address of the certification body;

8) 认证标志、相关的认可标识及认可注册号（适用时）

Certification mark, relevant accreditation marks, and accreditation registration number (where applicable)

9) 认证证书信息及证书状态的查询路径。

The path to query certificate information and certificate status.

5. 程序 Procedure

5.1 证书基本信息 Basic information of the certificate

5.2 证书编号和日期 Certificate number and date

AQC 颁发的证书编号规则为：认证机构代码（841）+发证年份号后两位+认证业务缩写+顺序号+认证周期+认可机构代码+子证书号（“—”+序号）如 2026 年颁发的证书号为：

84126 Q 00001 R0XX-X.....。

The certificate numbering convention issued by AQC follows this format: Certification Body Code (841) + the last two digits of the issuance year + certification service abbreviation + serial number + certification cycle + Accreditation Body Code + sub-certificate number ("—" + serial number). For example, a certificate issued in

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2026 would be numbered as: 84126 Q 00001 R0XX-X...

技术部证书管理人员负责将证书号输入相应 ERP 系统中，对同一个获证的组织实施的同一个管理体系的认证只赋予唯一一个证书编号，撤销证书后，原注册号废止，不再使用。技术部证书管理人员应准确填写证书相应日期，证书日期填写要求如下：

The certificate management personnel of the technical department is responsible for inputting the certificate number into the corresponding ERP system, and giving only one certificate number to the certification of the same management system implemented by the same certified organization. After the certificate is revoked, the original registration number will be abolished and no longer be used otherwise. The certificate management personnel of the technical department shall accurately fill in the corresponding date of the certificate as follows:

5.2.1 初审认证证书 Preliminary Examination Certification Certificate:

初次获证日期一般与证书签发日期相同，证书签发日期不得早于认证决定日期。

认证证书有效期为证书获证日期+3 年-1 天。测量管理体系认证证书有效期为认证证书获证日期+5 年-1 天。

The initial certification date is generally the same as the certificate issuance date, which must not precede the certification decision date.

The validity period of the certification certificate is the date of issuance+3 years-1 day. The validity period of the Measurement Management System Certification Certificate is the date of issuance +5 years- 1 day.

5.2.2 再认证证书 Recertification Certificate:

初次获证日期保持不变，在证书有效期内完成认证决定，签发日期为当天签发证书日期；通常情况下，有效期为上次有效期+3 年，换发新证书。在认证证书有效期内未完成再认证现场审核的、未完成严重不符合整改的以及证书到期后 6 个月内未完成再认证审核决定的，证书到期失效；不换发新证书。在认证证书到期后 6 个月内完成认证决定的，证书到期后失效，换发的再认证证书有效期为证书签发之日起至上一周期+3 年（MMS 为+5 年）。

The initial certification date remains unchanged; the certification decision shall be finalized within the certificate validity period, with the issuance date being the same day the certificate is issued. Typically, the validity period extends to the last validity date plus 3 years, after which a new certificate is issued. If the re-certification on-site audit is not completed within the certificate validity period, serious non-conformities are not rectified, or the re-certification decision is not finalized within 6 months after the certificate expires, the certificate becomes invalid upon expiration and will not be renewed. If the certification decision is finalized within 6 months after the certificate expires, the certificate becomes invalid upon expiration, and the renewed re-certification certificate will have a validity period from the issuance date to the end of the previous cycle plus 3 years (plus 5 years for MMS).

5.2.2.1 监督认证证书 surveillance and Certification Certificate:

监督 1/监督 2 审核时，证书内容信息（企业名称、地址、认证范围、标准等）有变更，要求原证书寄回 AQC 后重新换发证书：初次获证日期及有效期保持不变，签发日期为当天签发证书日期，通常为

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监督认证决定日期，不应早于认证决定日期。MMS 有监督 3/监督 4 时，处理要求同监督 1/2.

surveillance 1 / surveillance 2 audit, the certificate content information (enterprise name, address, certification scope, standards, etc.) has changed, the certificate needs to be re-issued: the date of issuance and validity of the first certificate remain unchanged, the date of issuance is the date of issuance of the certificate, usually the date of surveillance certification decision. Reason for certificate replacement: surveillance of certificate replacement. The measurement management system has surveillance 3/surveillance 4, and the handling requirements are the same as surveillance 1/2

监督 1/监督 2 审核时，证书内容信息无变化，不需要换发证书的，签发后不重新打印证书，AQC 将年检标签寄给获证组织，由获证组织自行粘贴，AQC 在上报平台上报监督信息。测量管理体系有监督 3/监督 4 时，处理要求同监督 1/2

surveillance 1 / surveillance 2 Audit, the content information of the certificate does not changed, and there is no need to replace the certificate, the certificate will not be reprinted after issuance, and only the surveillance information can be reported on the reporting platform. When the measurement management system has supervision 3/4, the handling requirements are the same as supervision 1/2

5.2.4 监督审核时转换认证证书:

5.2.4 Conversion surveillance Certification Certificate:

监督审核时转换认证证书，初次获证日期为客户原机构颁发证书的首次发证日期，签发日期为当天签发证书日期；通常情况下，监督一转换的本次证书有效日期为转换审核认证决定日期+1 年，监督二转换的本次证书有效期为原机构颁发证书的证书到期日；有效期为原机构颁发证书的证书到期日。

The first obtaining date of the customer is the first issuing date of the certificate issued by the original institution, the issuing date is the date of issuance; under normal circumstances, the validity date of the certificate is the conversion audit decision date + 1 year; the validity date of this certificate is the expiration date of the certificate issued by the original institution; the validity date of the certificate issued by the original institution, the replacement reason: the conversion certificate.

转换监督认证不适用于测量管理体系。

Conversion surveillance certification is not applicable to measurement management systems.

食品安全和 HACCP 监督时转换证书，证书编号不变，初次获证日期为客户原机构颁发证书的首次发证日期，签发日期为当天签发证书日期；通常情况下，监督一转换的本次证书有效日期为转换审核认证决定日期+1 年，监督二转换的本次证书有效期为原机构颁发证书的证书到期日；有效期为原机构颁发证书的证书到期日。AQC 在上报平台上报监督信息，注明原机构名称和原证书编号。

5.2.5 再认证时转换认证证书:

5.2.5 Conversion Recertification Customer:

在认证时转换认证证书，初次获证日期为客户原机构颁发证书的首次发证日期，签发日期为当天签发证书日期；通常情况下，本次证书有效日期为转换本次再认证认证决定日期+1 年，有效期为本次再认证认证决定日期+3 年-1 天。

The date of initial certification is the date of the first issue by the original institution, the date of the

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certificate; usually, the valid date is + 1 year of conversion, and the validity date is + 3 years-1 day. Reason for replacement: institutional conversion certificate.

转换再认证认证不适用于测量管理体系。Conversion recertification is not applicable to measurement management systems.

食品安全和 HACCP 监督时转换证书，证书编号不变，初次获证日期为客户原机构颁发证书的首次发证日期，签发日期为当天签发证书日期；通常情况下，本次证书有效日期为转换本次再认证认证决定日期+1 年，有效期为本次再认证认证决定日期+3 年-1 天。AQC 在上报平台上报监督信息，注明原机构名称和原证书编号。

5.2.6 特殊审核认证证书

5.2.6 Special audit of customers

针对特殊审核的认证证书，分为颁发证书后的特殊审核（如经营地址变更或范围扩大等）和未颁发证书的特殊审核 2 种情况颁发证书。

For the certification certificate of special audit, it is divided into special audit after the issuance of certificates (such as the change of business address or the expansion of the scope) and special audit without issuing certificates.

5.2.6.1 颁发证书后的特殊审核

5.2.6.1 Special audit after issuance of certificate

证书如果为颁发证书后的特殊审核，初次获证日期、注册日期、本次证书有效日期、有效期均保持不变，签发日期为当天签发证书日期，换证原因：其他。

If the certificate is a special audit after the issuance of the certificate, the date of initial certification, date of registration date, validity date and validity period of the certificate will remain unchanged. The issuance date is the date of issuance of the certificate on the same day. The reason for replacement is: other.

5.2.6.2 未签发证书的特殊审核

5.2.6.2 Special audit of unissued certificates

证书如果为未签发证书的特殊审核，仅更新 ERP 系统相关信息，不勾选证书变更选项。证书上报按照正常流程上报。

If the certificate is a special review without issued certificate, only the ERP system information is updated, and the certificate change option is not checked. Certificate report according to the normal process.

5.3 证书打印 Certificate printing

证书管理人员打印完证书后，连同审核报告、认证证书、标志使用说明等按顺序打印后根据企业名称整理存放。

After the certificate management personnel print the certificate, together with the audit report, certification certificate, logo use instructions and then print according to the enterprise name.

5.4 证书发放 Certificate issuance

证书管理人员完成打印后，将齐全的证书资料传递给相应的市场人员，市场人员根据收款情况发放

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证书，并跟踪相关资料获证方是否确认，填写确认单等资料。

After completing the printing, the certificate administrator submits the complete set of certificate documents to the respective marketing personnel. The marketing personnel issue the certificates based on payment receipt status, monitor whether the certificate recipient has confirmed receipt, and complete the confirmation form along with other required documentation.

5.5 颁发证书后的变更证书 Change certificate after issuing the certificate

针对已经登记的证书，企业如果有名称、地址、范围的变更，需填写《变更申请表》，经相应部门审批通过并支付费用后将原证书寄回 AQC，换发新证书。

For the registered certificate, if the enterprise has a change of its name, address and scope, it should fill in the Application Form for Change, and the new certificate can be issued only after the corresponding department approves it and pays the fee.

初次获证日期、有效期保持不变，签发日期为当天签发证书日期，换证原因：证书信息变更。

The date of initial issuance and validity period of the certificate shall remain unchanged. The issuing date is the date of issuance of the certificate on the same day. Reason for replacement: change of certificate information.

备注：证书如果范围、经营地址变更，需补充审核后方可换发新的证书，补充审核需收取补充审核费用。

Note: If the scope and business address of the certificate are changed, a new certificate can be issued only after the supplementary audit. A supplementary audit fee shall be charged for the supplementary audit.

5.6 证书模板变更管理 Certificate Template Change Management

5.6.1 当 AQC 获得新的领域或获得新的认可或者认证标准换版时或机构信息有变更，证书管理人员依据认可规则、认证要求以及其他变更内容创建新的证书模板，并提交管理者代表进行审批，审批后方可使用。

When AQC acquires a new field, obtains new accreditation or certification standards, updates its certification framework, or experiences changes in institutional information, the certificate administrator creates a new certificate template in accordance with accreditation rules, certification requirements, and other relevant amendments. The template is then submitted to the management representative for approval before it can be implemented.

5.6.2 当 AQC 在新的领域或获认可后签发的前三张真实的认证证书，证书管理人员在制作完毕后，需提交管理者代表，由管理者代表组织人员进行评审，确保正确后，方可发放。

When AQC issues the first three real certification certificate in a new field or after gaining accreditation approval, the certificate management personnel need to submit it to the management representative after production. The management representative organizes personnel to review and ensure correctness before issuing it.

5.7 标准换版后的认证证书管理 Certificates after the revision of Standard

当认证证书中认证依据的标准换版时，需要换发新的证书。此类证书的换发通常结合监督审核或者

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再认证审核进行。证书的模版由技术部进行更新。换发的证书初次获证日期、签发日期和有效期按照监督认证和再认证证书内容；除非获证组织有特殊要求，在监督或者再认证之前进行换版，证书内容按照更新模版。初次获证日期及有效期保持不变，签发日期为当天签发证书日期。

When the standard referenced in the certification certificate is updated, a new certificate must be issued. Such certificate reissuance is typically conducted concurrently with supervisory audits or recertification audits. The certificate template is updated by the Technical Department. The initial certification date, issuance date, and validity period of the reissued certificate shall correspond to those specified in the supervisory or recertification certificates; unless the certified organization has specific requirements, the certificate content shall reflect the updated template prior to the supervisory or recertification audit. The initial certification date and validity period remain unchanged, while the issuance date is set as the date on which the certificate is issued.

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