

Doc. No.	Document Title	Page	1/6
TQF-OCM	Applications for TQF Overseas Product Certification Regulations (Trial)	Version	1

1 Objective

To accelerate the international development of TQF certification programs and strengthen international connections within the food industry, these regulations are established on a trial basis to open TQF Quality Certification services to applications for product certification from overseas food businesses.

2 Scope

2.1 Eligible Applicants:

Food factories in Japan and Thailand, provisionally designated for the trial, that have a responsible entity in Taiwan.

2.2 Applicable Programs:

TQF Quality Certification Programs, including the following:

- (1) TQF Certification Program for Quality Management (hereinafter referred to as "TQF-QM Program").
- (2) TQF Clean Additional Certification Program (hereinafter referred to as "TQF Clean Program").
- (3) TQF Functional Food Certification Program (hereinafter referred to as "TQF-FF Program").

3 Roles and Authority

3.1 Total Quality Food Association (hereinafter referred to as "TQFA")

TQFA is the Certification Program Owner (CPO) of the TQF certification programs and is responsible for the overall management of TQF overseas certification services, reviewing applications, coordinating and assigning individual certification cases to a TQF Certification Body. TQFA also forms certification teams to carry out certification activities and collects annual certification service fees.

3.2 TQF Certification Body in Taiwan (hereinafter referred to as "TQF-CB")

Responsible for undertaking certification cases assigned by TQFA, conducting document reviews against the applicable TQF certification standards and quality specification standards; assigning auditors to participate in certification teams to conduct on-site audits and product sampling at overseas food factories; conducting packaging artwork reviews;

Doc. No.	Document Title	Page	2/6
TQF-OCM	Applications for TQF Overseas Product Certification Regulations (Trial)	Version	1

making certification decisions; signing contracts and issuing certificates; and coordinating post-market product sampling and testing in Taiwan.

- 3.3 Responsible Entity in Taiwan (hereinafter referred to as "responsible entity")
Responsible for representing the overseas food factory in fulfilling all management responsibilities under the TQF Quality Certification Programs and coordinating with TQFA in relation to TQF certification activities, including submitting application materials, signing certification contracts and agreements on the use of certification marks, and paying the relevant certification fees.

- 3.4 Overseas Food Factory (hereinafter referred to as "overseas factory")
Responsible for undergoing TQF on-site audits, submitting supplementary documents for document review, corrective action reports, packaging artwork review materials, and other required documents to the TQF-CB within the required timeframes; sending sampled products to qualified testing laboratories for testing; and complying with the annual surveillance requirements of TQFA and the TQF-CB.

4 Terms and Definitions

- 4.1 Responsible Entity in Taiwan:
An entity that represents an overseas factory in fulfilling all management responsibilities under the TQF Certification Programs. Such entity may be an affiliated company, agent, trading company, or distributor of the overseas factory in Taiwan.
- 4.2 Certification Team:
The team that conducts initial on-site audits and annual surveillance on-site audits at overseas factories, comprising TQFA personnel and TQF-CB auditors.
- 4.3 TQF Quality Certification Programs:
The product quality certification programs under the TQF certification programs administered by TQFA, including the TQF-QM Program, TQF Clean Program, and TQF-FF Program. Products that pass certification are entitled to display the applicable TQF certification mark, including the TQF Smile Mark, TQF Clean Certification Mark, and TQF Functional Food Mark.

Doc. No.	Document Title	Page	3/6
TQF-OCM	Applications for TQF Overseas Product Certification Regulations (Trial)	Version	1

5 Certification Process

5.1 Factory Eligibility

- 5.1.1 The overseas factory shall be a legally established manufacturing facility, and its proof of legal business registration shall be authenticated by Taiwan's Embassies and Missions Abroad.
- 5.1.2 The overseas factory shall hold a JFS-B Plus letter of conformance that meets the applicable requirements.
- 5.1.3 The overseas factory shall have no record of suspension or termination of its JFS-B Plus assessment within the past three (3) years.

5.2 Application Submission

- 5.2.1 In principle, the responsible entity shall complete the "TQF Overseas Product Certification Application Form" and submit it to TQFA.
- 5.2.2 Where an overseas factory applying for TQF Quality Certification temporarily lacks a responsible entity due to special circumstances, it shall submit a written request to TQFA for special approval to proceed with the initial certification process. However, before the certification decision is made, the overseas factory shall appoint a responsible entity and submit to TQFA the authorization letter issued by the overseas factory to the responsible entity.
- 5.2.3 The submissions shall include the application form for the relevant TQF quality certification program, Certification Application Declaration, agreement on the use of TQF certification mark, JFS-B Plus letter of conformance, and relevant supporting documents.
- 5.2.4 "TQF Overseas Product Certification Application Form" and the relevant TQF quality certification program application form shall be written in Traditional Chinese; attachments may be submitted in either Traditional Chinese or English.

5.3 Case Acceptance

- 5.3.1 Once the applicant submits the application, TQFA shall verify that all documents are complete and review the case for eligibility.
- 5.3.2 Once the application documents are confirmed to be complete, or where the case has been approved for handling under Section 5.2.2, TQFA shall formally register the case for acceptance.

Doc. No.	Document Title	Page	4/6
TQF-OCM	Applications for TQF Overseas Product Certification Regulations (Trial)	Version	1

5.4 Case Assignment

Upon formal acceptance, TQFA shall assign the case to a TQF-CB, forward the application materials, and notify the applicant.

5.5 Document Review

The assigned TQF-CB shall conduct a document review covering:

- (1) Formal review of the JFS-B Plus letter of conformance.
- (2) The gap management documentation between JFS-B Plus and TQF-FS.
- (3) The certification standards and quality specification standards applicable to the TQF Quality Certification Program under application.

5.6 On-Site Audit and Product Sampling/Testing

5.6.1 On-Site Audit

5.6.1.1 All on-site audits for overseas TQF quality certification are announced audits.

5.6.1.2 A certification team comprising TQFA personnel and TQF-CB auditors shall conduct an audit at the overseas factory. The responsible entity of the overseas factory may also participate in the audit.

5.6.1.3 Personnel from the overseas factory accompanying the audit shall be able to communicate verbally with the auditors, or an interpreter shall be arranged to support the audit.

5.6.1.4 The audit scope shall include a gap audit between JFS-B Plus and TQF-FS, as well as an on-site audit for the applicable TQF Quality Certification Program. Please refer to the attached "JFS-B Plus and TQF-FS Gap Audit Checklist."

5.6.1.5 Audit reports shall be written in Traditional Chinese.

5.6.2 Product Sampling and Testing

5.6.2.1 TQF-CB's auditors shall designate testing items and sampled products on-site, and capture photos for record-keeping during the on-site audit.

5.6.2.2 The overseas factory shall directly send samples to ISO/IEC 17025-accredited testing institutions for commissioned testing.

5.6.2.3 The overseas factory shall select laboratories accredited under ISO/IEC 17025 whose scope of accreditation covers the required food safety and functional components testing items.

Doc. No.	Document Title	Page	5/6
TQF-OCM	Applications for TQF Overseas Product Certification Regulations (Trial)	Version	1

5.6.2.4 Once test reports are received, the overseas factory shall submit them to the TQF-CB, with a copy of each document sent to TQFA and the applicant.

5.7 Packaging Review

The TQF-CB shall review packaging designs in accordance with the management regulations of the applicable TQF Quality Certification Program.

5.8 Certification Decision

The TQF-CB shall make the certification decision in accordance with the management regulations of the applicable TQF Quality Certification Program.

5.9 Contract Execution and Certificate Issuance

5.9.1 The TQF-CB shall execute a bilingual (Chinese-English) contract with the responsible entity.

5.9.2 The TQF-CB shall mail one (1) hard copy each of the contract, contract supplement, Chinese certificate, and English certificate to the responsible entity, with a copy of each document sent to TQFA.

5.10 Certification Mark Usage Regulations

5.10.1 Overseas certified products shall display the "English Version" of the TQF certification mark. Any use of the "Special English Version" requires prior approval from TQFA.

5.10.2 The responsible entity and the overseas factory shall use certification marks in compliance with the management regulations of the applicable TQF Quality Certification Program.

5.11 Surveillance

5.11.1 Annual on-site audits and product sampling/testing are conducted in accordance with Section 5.6.1 On-Site Audit and Section 5.6.2 Product Sampling and Testing.

5.11.2 Post-market product sampling and testing in Taiwan shall be conducted centrally by the TQF-CB, alongside those for domestic certified products.

5.12 Fees and Charges

5.12.1 Certification fees shall be charged in accordance with the TQF Programs Fee Scale.

Doc. No.	Document Title	Page	6/6
TQF-OCM	Applications for TQF Overseas Product Certification Regulations (Trial)	Version	1

5.12.2 Annual certification service fees shall be charged in accordance with the Certification or Assessment Annual Service Fees Scale of Total Quality Food Association.

6 References

- 6.1 TQF-QM TQF Certification Program for Quality Management-Program Management
- 6.2 TQF-CLN TQF Clean Additional Certification Program-Program Management
- 6.3 TQF-FPM TQF Functional Food Certification Program-Program Management
- 6.4 TQF-CAM-003 TQF Program Fee Scale
- 6.5 C09 Annual Certification or Assessment Service Fees Scale of Total Quality Food Association

7 Forms

- 7.1 TQF-QM-000-01 TQF-QM Program Application Form
- 7.2 TQF-CLN-000-01 TQF-Clean Program Application Form
- 7.3 TQF-FPM-000-01 TQF-FF Program Application Form
- 7.4 TQF-OCM-000-01 TQF Overseas Product Certification Application Form
- 7.5 TQF-OCM-000-02 JFS-B Plus and TQF-FS Gap Audit Checklist
- 7.6 TQF-QM-000-11 Agreement on the Use of TQF-QM Mark
- 7.7 TQF-CLN-000-03 Agreement on the Use of TQF Clean Mark
- 7.8 TQF-FPM-000-04 Agreement on the Use of TQF-FF Mark