



## EDFA Traceability Audit Guide

### EDFA 追溯审核简介

<p><b>STEP 1 – JOIN EDFA</b></p> <ul style="list-style-type: none"> <li>• In order to begin the EDFA traceability audit and use the EDFA labels, a company must first join the EDFA association.</li> <li>• A company may join EDFA by contacting Dr. Juliane Hedderich directly at <a href="mailto:info@edfa.eu">info@edfa.eu</a>. More information about EDFA can be found at <a href="http://www.edfa.eu">www.edfa.eu</a>.</li> <li>• EDFA will provide the company with further details about application forms, membership information, fees, etc.</li> <li>• After your membership is approved, IDFL can begin the EDFA traceability audit.</li> </ul>	<p><b>步骤 1 – 加入 EDFA</b></p> <ul style="list-style-type: none"> <li>• 要进行 EDFA 审核和使用 EDFA 标签，必须先加入 EDFA 组织。</li> <li>• 要加入 EDFA，申请者可直接联系 EDFA 组织的 Dr. Juliane Hedderich 博士：<a href="mailto:info@edfa.eu">info@edfa.eu</a>。更多信息详见 <a href="http://www.edfa.eu">www.edfa.eu</a>。</li> <li>• EDFA 会将申请表，申请费，会员费等信息发送至申请者。</li> <li>• 成为 EDFA 会员后，IDFL 就可以开始追溯性审核。</li> </ul>
<p><b>STEP 2 – IDFL AUDIT</b></p> <ul style="list-style-type: none"> <li>• Fill out EDFA application form</li> <li>• Provide necessary supply list and documentation.</li> <li>• IDFL will review the application form and will work with the responsible person to collect all traceability documentation.</li> </ul>	<p><b>步骤 2 – IDFL 审核</b></p> <ul style="list-style-type: none"> <li>• 填写 EDFA 审核申请表；</li> <li>• 提供必要的供应链信息以及文件资料</li> <li>• IDFL 会评估申请表与相关责任人一起收集必要的追溯性文件；</li> </ul>
<p><b>STEP 4 – EDFA TRACEABILITY CERTIFICATE</b></p> <ul style="list-style-type: none"> <li>• If the audit meets the EDFA requirements, the EDFA Certificate will be released and labels may be used.</li> </ul>	<p><b>步骤 4 – EDFA 追溯性认证</b></p> <ul style="list-style-type: none"> <li>• 如果审核符合 EDFA 标准，即可获得 EDFA 证书，并可以使用 EDFA 标签。</li> </ul>
<p><b>STEP 5 – WHAT HAPPENS NEXT</b></p> <ul style="list-style-type: none"> <li>• The EDFA audit must be renewed every 2 years.</li> <li>• The EDFA may arrange with an independent third-party to collect your products in the marketplace on a regular basis (also known as mystery shopping). These products will be tested to ensure compliance with the EDFA product labels.</li> </ul>	<p><b>步骤 5 – 后续</b></p> <ul style="list-style-type: none"> <li>• EDFA 审核必须每两年进行更新。</li> <li>• EDFA 会安排独立第三方在固定时间去市场上采购你的产品（也称为神秘购物）。采购的产品会进行检测以确保产品符合 EDFA 产品标签。</li> </ul>



# APPLICATION 申请表

# EDFA Traceability Audit EDFA 追溯审核

## Applicant Information 申请人信息

EDFA membership 会员情况	EDFA certification 认证情况	Company type 公司类型
<input type="checkbox"/> Not a Member 不是会员	<input type="checkbox"/> Initial Certificate 首次申请	<input type="checkbox"/> Retailer/brand 零售商/品牌商
<input type="checkbox"/> Applying Member 正在申请会员	<input type="checkbox"/> Recertification 重新认证	<input type="checkbox"/> Trade Company/Agent 贸易公司/代理
<input type="checkbox"/> Already a Member of EDFA 已是 EDFA 会员	<input type="checkbox"/> Modification 更改	<input type="checkbox"/> Sewing Factory 制品厂
		<input type="checkbox"/> Down Processor 羽绒厂

APPLICANT INFORMATION 申请人信息		Accounting Department Information 付款信息	
Applicant Company Name 申请公司		Accounting Dept. 财务部门	
Company Street Address 公司地址		Accounting Street or PO Address 财务地址	
City, Country 城市, 国家		City, Country 城市, 国家	
Main Tel 电话	Main Fax 传真	Accounting Telephone 电话	Acct Fax 传真
Main Contact Person Name 联系人		Accounting Contact Name 财务人员联系信息	
Title 职务		Title 职务	
Tel 电话		Email 财务人员联系信息	
Email 邮件		Payment Options for IDFL Services only. IDFL 付款方式 (Contact DOWNPASS for membership.etc 会员费等信息请直接联系 Downpass)	<input type="checkbox"/> Prepayment (5% Discount) 预付 (5%折扣) <input type="checkbox"/> Pay Net 30 per invoice 收到发票 30 天内付款 <input type="checkbox"/> Pay via Credit Card 信用卡付款 <input type="checkbox"/> Other 其他 _____
Other Info 其他信息			

Other Contact Names 其他联系人姓名	Title 职务	Telephone 电话	Email Address 邮件地址

If the applicant and the factory location are different, please list the the factory information below. Please note that is only for applicants with a different factory location. Supplier information will be needed to be provided below. 如申请者与工厂地址不同, 请列明工厂信息。仅当申请者与工厂地址不同时使用。供应商信息需在下方提供。

FACTORY INFORMATION 工厂信息 (if different than applicant 如不同于申请者)	
Manufacturer Company Name 生产商	
Manufacturer Street Address 地址	
Main Tel 电话	Main Fax 传真
Manufacturer Contact Name 联系人	
Title 职务	
Tel 电话	
Email 邮件	



**EDFA Audit Information/ EDFA 审核信息**

**Audit Option 审核选项**

Please choose the audit options below: 请选择如下审核选项:

**EDFA Traceability Standard**  
EDFA 追溯标准

**Client Specific Audit Requests/**  
客户特殊要求

Please contact IDFL for additional information on other  
Audit Services and Audit Service Agreements  
其他审核项目及协议请联系 IDFL

**Audit Scope 审核范围**

Please choose the products below to determine the audit scope – Choose all that apply. 请选择以下产品以确定审核范围 – 请根据实际情况选择, 可多选:

**Finished Products 制品**

**Step 1 - Finished Product Type**  
步骤 1 - 选择制品类型

- Apparel 服装
- Home Textiles 家纺
- Other 其他: \_\_\_\_\_

**Step 2 - Filling Material Type**  
步骤 2 - 选择填充物类型

- White Duck Down 白鸭绒
- Grey Duck Down 灰鸭绒
- White Goose Down 白鹅绒
- Grey Goose Down 灰鹅绒
- Other 其他: \_\_\_\_\_

**Bulk Down & Feather 大货羽绒**

- White Duck Down 白鸭绒
- Grey Duck Down 灰鸭绒
- White Goose Down 白鹅绒
- Grey Goose Down 灰鹅绒
- Other 其他: \_\_\_\_\_

Along with the application, please attach the following required information.  
随申请单一起, 请附上以下所需信息。

No.	EDFA CHECKLIST	
1.	Supplier list and supplied quantities of feathers and down (indicated in kilograms) for the past year. Each supply chain must be traceable to the place of slaughter. EDFA Audit Standard 5.2.1 过去一年各供应商提供羽绒羽毛的数量 (以公斤计)。每一条供应链必须可追溯到屠宰地。EDFA 审核标准 5.2.1	<input type="checkbox"/>
2.	Summary of the operational procedures (plan of the operational procedure including a description of the general processing / production procedure and the in-house flow of goods). EDFA Audit Standard 5.2.2 操作程序摘要 (作业程序的计划: 包括大致过程的描述/产品生产以及内部的大货流程)。EDFA 审核标准 5.2.2	<input type="checkbox"/>
3.	Accountability of total tonnage obtained after the closing date should be done at the end of the fiscal year. EDFA Audit Standard 5.2.3 截止日期后取得的总吨数的说明应在会计年度总结时完成。EDFA 审核标准 5.2.3	<input type="checkbox"/>
4.	Signed EDFA Codex and EDFA Traceability Standard. EDFA Audit Standard 5.2.4 签署 EDFA 法典和 EDFA 追溯性标准。EDFA 审核标准 5.2.4	<input type="checkbox"/>
5.	Documentation that the quantities of feathers and down deriving from geese and ducks which were purchased and processed and/or marketed can be traced back to the place of slaughter (examination of the certificates of origin, delivery notes, veterinary certificates, invoices). EDFA Audit Standard 5.2.5 文件显示购买和加工和/或销售的鹅和鸭羽毛和羽绒的数量可以追溯到屠宰地 (产地证、提货单、兽医证书、发票)。EDFA 审核标准 5.2.5	<input type="checkbox"/>



**DOCUMENT ACKNOWLEDGEMENT 声明**

We have received the following documents or we have reviewed them on-line

我们已收到以下文件原件或电子版

- 1. The EDFA program descriptions 优质羽绒项目简介
- 2. The current price list for IDFL services. IDFL 价格
- 3. The general IDFL terms and conditions. IDFL 条款和条件

**Client certifies that they are EDFA members or have applied for EDFA membership.**

客户应保证已成为 EDFA 会员或已经申请加入 EDFA.

**Client and IDFL agree to terms and conditions found at [www.idfl.com](http://www.idfl.com)**

客户和 IDFL 协商同意 [www.idfl.com](http://www.idfl.com) 上列出的条款条件

**STAMPS & SIGNATURE – 盖章及签名**

<p>Place / Date 地点/日期</p>	<p>Company Stamp / Legally binding signature 公司公章 / 法人签字</p>
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