



Content Claim Standard 3.0

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The CCS 3.0 replaces CCS 2.0 and is effective as of July 1, 2021. All audits conducted on or after July 1, 2022 shall be conducted using CCS 3.0.

English is the official language of the CCS 3.0. In any case of inconsistency between versions, reference shall be made to the English version.

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The CCS 3.0 will undergo a revision process at least every five years. The next revision is tentatively scheduled to begin in 2025, for completion in 2026. You may submit feedback to the standard at any time; send to Standards@TextileExchange.org. Points of clarification may be incorporated into supplementary and guidance documents prior to 2026. More substantive feedback or suggested changes will be collected and reviewed as part of the next revision of the document.

Document Revision History

Content Claim Standard 1.0, released September 2012
Content Claim Standard 2.0, released January 2016
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Introduction

About the Content Claim Standard

The goal of the CCS is to ensure the accuracy of content claims. It tracks verified input material through the supply chain and applies to any product, from any industry. The CCS is intended to maintain the integrity of the *claimed material's* attributes from the original input source to the *final product*. The CCS is verified by an accredited third-party *certification body*.

The Content Claim Standard provides:

- The chain of custody foundation for all of Textile Exchange's standards;
- Industries with a tool to build trust with consumers about content claims; and
- Companies with a tool to verify business-to-business content claims.

The Content Claim Standard is owned and managed by Textile Exchange.

About Textile Exchange



Textile Exchange is a global nonprofit that creates leaders in the sustainable fiber and materials industry. The organization develops, manages, and promotes a suite of leading industry standards as well as collects and publishes vital industry data and insights that enable brands and retailers to measure, manage, and track their use of preferred fiber and materials.

With a membership that represents leading brands, retailers, and suppliers, Textile Exchange has, for years, been positively impacting climate through accelerating the use of preferred fibers across the global textile industry and is now making it an imperative goal through its 2030 Strategy: Climate+. Under the Climate+ strategic direction, Textile Exchange will be the driving force for urgent climate action with a goal of 45% reduced CO2 emissions from textile fiber and material production by 2030.

Acknowledgements

The Content Claim Standard would not be possible without the help of the International Working Group that worked to review, discuss, and approve the revision of the Content Claim Standard 3.0.

How to Use This Document

Terminology

In the CCS, the following terms are used to indicate requirements, recommendations, permissions, and possibilities or capabilities:

- “shall” indicates a requirement;
- “should” indicates a recommendation;
- “may” indicates a permission; and
- “can” indicates a possibility or a capability.

Any time “Standard” is used, it refers to the Content Claim Standard or the standard to which the organization is ultimately seeking certification (e.g. the Organic Content Standard, Recycled Claim Standard, or Responsible Down Standard).

Any time reference is made to labeling, it refers to the standard to which the organization is seeking certification (e.g. the Organic Content Standard, Recycled Claim Standard, or Responsible Down Standard).

“Desired outcomes” have been included to detail the intent of criteria, but they are not criteria themselves. They are designated by an icon before each module, see the following example:



Desired outcome: Claimed material is properly identified with its unique attributes and integrity is maintained by all involved organizations.

Standard Conformity and Certification Decision

When a non-conformity is identified during an audit, it will be classified as critical, major, or minor in the written audit report that the certification body will provide to the (to be) certified site after the audit. A certification decision can be expected once all non-conformities are resolved. Please see Appendix B in the [ASR-101 Accreditation and Certification Procedures for Textile Exchange Standards](#) for a classification and management of non-conformities.

Legal Compliance

The CCS does not include criteria related to product quality or legal compliance. Textile Exchange expects all organizations certified under Textile Exchange standards to comply with all applicable local, national, and international laws and regulations at all times. The criteria in the Content Claim Standard (CCS) may be more or less strict, or equivalent to applicable laws. Where applicable laws and/or regulations are stricter than the CCS criteria, the law will take precedence. Where CCS criteria are stricter, the criteria of the CCS will take precedence. The intent is that where laws and the standard criteria overlap, the strictest takes precedence. Each

organization is expected to ensure their own compliance with applicable laws. If there is concern that a Textile Exchange standard is in conflict with an applicable law, the organization's certification body should contact Textile Exchange.

Specific to the worst forms of child labor, as defined by *ILO C182 – Worst Forms of Child Labour Convention, 1999 (No. 182)* and forced labor, as defined by *ILO C029 – Forced Labour Convention, 1930 (No. 29)*, it is expected that no organization certified under Textile Exchange standards violates these fundamental human rights as afforded by Customary International Law. Certification bodies have the authority to withdraw certification should such practices be taking place and Textile Exchange has the authority to ban such organizations from future certification.



Section A - General Information

A1. References

A1.1 All *organizations* are subject to the criteria of the following documents. All can be found at TextileExchange.org/Standards.

A1.1.1 [*TE-301 Standards Claims Policy*](#) – This document describes the language and design criteria for communication related to the Standard.

A1.1.2 [*CCS-201 CCS User Manual*](#) – This document accompanies the CCS and should be used for interpretation and guidance for users of the CCS, including all sites subject to certification.

A1.2 Key auditing and certification criteria for certification bodies are specified in the following documents:

A1.2.1 [*ASR-101 Accreditation and Certification Procedures for Textile Exchange Standards*](#);

A1.2.2 [*ASR-103 Policy for Scope Certificates*](#);

A1.2.3 [*ASR-104 Policy for Transaction Certificates*](#);

A1.2.4 [*ASR-213 Materials, Processes, and Products Classification*](#); and

A1.2.5 [*CCS-102 CCS Certification Procedures*](#).

A2. Conformity Levels

A2.1 The certification body issues critical, major, or minor non-conformities when a site is found to not meet the criteria of the standard. Full criteria for issuing *non-conformities* are found in [*ASR-101 Accreditation and Certification Procedures for Textile Exchange Standards*](#).

Section B - Principles of CCS Certification

B1. Scope

- B1.1** CCS certification applies to all *supply chain sites* that own or take physical possession of the *claimed material* up to and including the *brand* of the final *product*, except as indicated below (B1.2).
- B1.2** *Traders*, who do not take physical possession of products, are not required to be certified if all of the following conditions are met:
- B1.2.1** The trader is not a *brand*;
 - B1.2.2** The trader's supplier(s) for claimed materials is/are certified to the Standard;
 - B1.2.3** The trader is identified on the *transaction certificate*;
 - B1.2.4** Records are provided to the certification body of the trader's supplier sufficient to track the sale of the certified material to the trader's customer;
 - B1.2.5** There is no change in the certified or total volume; and
 - B1.2.6** The certified material is shipped directly from the trader's supplier to the trader's customer (i.e. no *outsourcing* is done by the trader).
- B1.3** Traders shall become certified in order to sell claimed material if they do not meet the conditions from B1.2. The trader may also choose to become certified. In this case, all audits may be conducted remotely at the certification body's discretion.
- B1.4** Distributors are not required to be certified if they are handling final products on behalf of a brand (including brand-owned and outsourced locations). See E3 for further details.
- B1.5** *Retailers* are not required to be certified unless they are brands or are conducting processing which is not minor in nature.
- B1.6** The Standard may apply globally.
- B1.7** The Standard may apply to materials and products of any type.
- B1.8** A site may process and handle both claimed and non-claimed material. Claimed material shall have one or more attributes which form the basis of the *claim*.

B2. Claims

- B2.1** Reference to the CCS is not permitted on any *consumer* products or consumer-facing product marketing.
- B2.2** Non-assured claims related to the CCS are allowed and shall be subject to the criteria of [TE-301 Standards Claims Policy](#). When the CCS is used to make claims for a *primary standard* other than a Textile Exchange standard, that standard's claims criteria shall apply instead.

B3. Certification Criteria

- B3.1** The following module shall be applicable to all CCS *organizations*:

Section C - Management System Criteria

C5. Outsourcing applies to all organizations who are *outsourcing*, except for the outsourced storage of *final products* where the *contracting organization* is a brand. Outsourced storage facilities shall not include any facilities that perform processing.

- B3.2** The following module shall be applicable to all CCS *processor, trader, and distributor sites*. *Brands* are only required to meet this module if they are also processors.

Section D - Processing and Handling Criteria

D3. Material Handling and Processing applies to all sites listed in B3.2 who take physical possession of claimed materials.

D4. Blending and Mixing applies to all sites listed in B3.2 who *blend* or *mix* claimed materials.

D5. Transport and Sale applies to all sites listed in B3.2 except for brands.

- B3.3** The following module shall be applicable to all CCS *brands*:

Section E - Brand Criteria

E1. Receiving Final Products applies to all brands who are not implementing Section D - Processing and Handling Criteria.

- B3.4** The following module shall be applicable to all CCS *organizations* with two or more certified *sites*:

Section F - Multi-Site and Group Criteria

- B3.5** All sites subject to certification are audited on-site at least once annually, unless the site falls under an exception to allow for less frequent or remote audits.

Section C - Management System Criteria



Desired outcome: The organization has sufficient management practices and records in place to ensure that the integrity of claimed materials is maintained across the organization and to ensure that audits may be conducted effectively, chain of custody may be demonstrated, and there is confidence in the system consistently meeting the goals of the CCS.

C1. General Management System Criteria

- C1.1** The *organization* shall operate a management system that ensures that all applicable criteria of the Standard are fully implemented.
- C1.2** The organization shall establish, implement, and maintain documented procedures and/or work instructions covering all applicable criteria of the CCS.
- C1.3** The organization shall maintain a documented management plan that describes processes, including the points of risk as well as a material and process flow diagram.
- C1.4** The organization shall appoint a management representative to be responsible for the overall conformity with the CCS.
- C1.5** The organization shall provide the certification body with access to complete, up-to-date, and accurate information, along with access to their operations to demonstrate conformity with the CCS. Access shall at minimum include the following:
- C1.5.1** Access to all parts of the physical site;
 - C1.5.2** Access to all documents and *records* related to conformity with the CCS and the standard upon which claims are made, which may include financial records;
 - C1.5.3** Access for *auditors* to interview *personnel* without restriction and without observation by management representatives; and
 - C1.5.4** Equivalent access to all sites and *associated subcontractors* included in the *scope certificate*.
- C1.6** The organization shall demonstrate that it is a registered legal entity with legal permission to operate and shall maintain a listing of the name, location, and processes performed at each site, along with documentation of legal permission to operate for all processing sites.

- C1.7** The organization shall conduct a regular (at least annual) internal inspection process to evaluate their own conformity with the CCS. The internal inspection shall be documented along with any non-conformities identified.

C2. Training

- C2.1** The organization shall maintain and communicate clearly defined roles and responsibilities for all responsible personnel that may have an impact on the implementation of the Standard.
- C2.2** The staff responsible for each procedure impacted by the Standard shall be given proper and regular training with regards to the implementation of the Standard and documented training records shall be maintained.

C3. Volume Reconciliation



Desired outcome: The organization does not sell more products as certified than they were able to produce given their available CCS inputs.

- C3.1** The organization shall maintain a system that controls and quantifies volumes of claimed input and output materials at all times.
- C3.2** The organization shall maintain:
- C3.2.1** Complete and up-to-date records of the description, quantities, origins, and/or destinations of all claimed materials purchased, sold, received, or delivered;
 - C3.2.2** Transaction certificates for any incoming claimed materials; and
 - C3.2.3** *Volume reconciliations* performed.
- C3.3** The organization shall conduct an ongoing volume reconciliation per lot or batch production to balance the quantities of each claimed material purchased, in stock, and sold.
- C3.4** The volume reconciliation calculation shall be conducted based on the standardized weight of the materials, except when final products are the inputs. Where the final products are the input, the number of items is permitted.

- C3.5** The organization shall specify the equations used for the volume reconciliation and content claims, including an example of the equations being applied.
- C3.6** The organization shall define the expected waste factors for each processing step. Where waste factors vary, separate waste factors shall be defined to cover all products and processing steps listed on the scope certificate. The organization shall specify the basis for determining waste factors.
- C3.7** The volume reconciliation calculation shall take into account inventory levels, waste, rejected goods, and claimed materials sold without certification claims.
- C3.8** The organization shall review the volume reconciliation at least annually to ensure that information is correct. This shall include:
- C3.8.1** Taking a physical inventory of any claimed materials in stock, including inputs, materials in the production process, and outputs;
 - C3.8.2** Comparing the actual waste factors to the expected waste factors. Deviations of more than five percent from the expected waste factors shall be investigated;
 - C3.8.3** Consideration of claimed material sold without certification claims;
 - C3.8.4** Comparing the production of claimed and non-claimed material to the site's production capacity; and
 - C3.8.5** Maintaining a record of the reviewed volumes.
- C3.9** If the organization uses a continuous production method where batch level segregation of product is not possible, volume reconciliation may be permitted on an alternative basis. See *CCS-105 Alternative Volume Reconciliation (VR2)*.

C4. Record Keeping



Desired outcome: The organization shall keep complete traceability of product from raw material purchase to final product sales.

- C4.1** The organization shall maintain complete, up-to-date, easily auditable, and understood records to demonstrate conformity with all criteria of the CCS.
- C4.2** All records used in the implementation and/or verification of the CCS shall be retained by the organization for a minimum of five years.

C5. Outsourcing

- C5.1** The organization may outsource the handling and processing of claimed materials to subcontractors. In this case, the organization is acting as a *contracting organization*. The organization shall maintain full responsibility for conformity with the Standard for outsourced materials. Subcontractors shall not have *common ownership* with the contracting organization.
- C5.2** The organization shall classify each subcontractor as either:
- C5.2.1** An *associated subcontractor* who is not independently certified to the Standard, and who is audited as needed under the organization’s scope certificate; or
 - C5.2.2** An *independently certified subcontractor*, who holds a scope certificate to the Standard independent from the organization.
- C5.3** The organization shall maintain a list of all subcontractors who may be used to store or process claimed materials, including the subcontractor’s name, address, contact details, and outsourced processing steps. For independently certified subcontractors, the list shall also include the subcontractor’s certification body, license number, and scope certificate expiry date.
- C5.4** The organization shall receive approval from the certification body and an updated scope certificate prior to outsourcing to a new subcontractor.
- C5.5** The organization shall have a valid contract with each associated subcontractor which identifies the work to be outsourced and specifies that the subcontractor shall:
- C5.5.1** Meet all applicable certification criteria of the Standard;
 - C5.5.2** Maintain physical separation of the claimed material from all other materials present at the subcontractor’s site;
 - C5.5.3** Agree to allow the organization’s certification body to conduct audits of the subcontractor in accordance with the Standard;
 - C5.5.4** Not make any claims related to the Standard, including claims of the subcontractor being certified to the Standard or any use of the Standard’s logo; and
 - C5.5.5** Not further outsource any processing or storage of the claimed material.

- C5.6** The organization shall have a valid contract with each independently certified subcontractor which identifies the work to be outsourced and specifies that the subcontractor shall:
- C5.6.1** Meet all applicable certification criteria of the Standard under their own certified system;
 - C5.6.2** Within seven calendar days, inform the organization of any change in their certification status, including *suspension*, *withdrawal*, *expiry*, or *recertification*; and
 - C5.6.3** Provide the organization with an updated scope certificate upon recertification.
- C5.7** Prior to sending each shipment of claimed material for outsourcing to an independently certified subcontractor, the organization shall:
- C5.7.1** Ensure that a current and valid scope certificate is on file for the subcontractor;
 - C5.7.2** Inform the certification body of the outsourcing and follow the certification body's instructions regarding transaction certificates for outsourcing; and
 - C5.7.3** Ensure that sufficient transport records are used to track the movement of outsourced claimed materials, both when materials are sent to the subcontractor and when they are returned to the organization.
- C5.8** If the organization is acting as a subcontractor for another contracting organization who is certified to the Standard, the organization shall notify their certification body of the arrangement and shall ensure that all criteria in the contract with the contracting organization are met.



Section D - Processing and Handling Criteria



Desired outcome: The organization handles CCS inputs and products such that the integrity of the claimed material is maintained.

D1. General Product Certification Criteria

D1.1 The organization shall hold a valid scope certificate whenever claimed materials are labelled with *assured claims*, shipped, or sold. Blending, mixing, and processing may occur between an audit and the time a scope certificate is issued with the certification body's prior approval. Otherwise, the materials shall not be considered to be certified.

D2. Managing Inputs

D2.1 The organization shall maintain a complete list of suppliers of claimed materials, including each supplier's license number.

D2.2 The organization that receives qualified claimed materials as inputs shall inspect the documents accompanying the inputs to confirm that the description, quantity, quality, blend and mix percentage, and source described in the document match the products received.

D2.3 For claimed materials already certified to the Standard, a CCS transaction certificate shall accompany the claimed materials, confirming they were produced by an organization certified to the Standard.

D2.4 For all claimed materials entering the supply chain which are not yet certified to the Standard, there shall be verification or certification documentation that confirms the identity of the claimed material as an accepted input according to the Standard. This documentation shall at minimum include:

D2.4.1 The name and address of the supplier;

D2.4.2 The quantity, quality, and description of the product(s);

D2.4.3 Reference to claims being made about the material(s);

D2.4.4 Shipping document(s);

D2.4.5 Financial record(s) of the purchase; and

D2.4.6 Transaction certificate(s), where the material is already certified to a non-Textile Exchange standard which allows for transaction certificates.

D2.5 For claimed materials moving from one site to another within the same organization (i.e. covered under the same scope certificate) there shall be corresponding records that reference the initial claimed materials, the quantity, quality, blend and mix percentage, and description of the claimed materials being received, sufficient to identify the corresponding incoming transaction certificate.

D2.6 The organization shall provide copies of all incoming transaction certificates to the certification body.

D2.7 If there are any doubts about the validity of the incoming goods, the processing of the claimed material shall not begin until conformity is demonstrated.

D2.7.1 If received products are suspected of not conforming with the criteria of the Standard, the consignee of any claimed material shall inspect the related documentation (e.g. invoice, bill of lading, transaction certificate) to verify the origin and nature of the certified products upon receipt of the product.

D2.7.2 When an organization suspects that any input or product is not in conformity with this Standard, they shall withdraw references to the claimed material content of the related product until they can confirm the valid certification of the product and shall inform their certification body within seven calendar days. If the product has already been sold, they shall inform their certification body and their customer within seven calendar days.

D3. Material Handling and Processing



Desired outcome: The organization has a system in place to manage chain of custody of physical materials, based on segregation and controlled blending of those materials.

D3.1 The organization shall demonstrate control over the flow, segregation, and identification of claimed materials within the site, including recipes used, material composition, material quality, and stock quantities.

- D3.2** The claimed materials shall be clearly identified as they move through production at all times. This may include, but is not limited to, direct labeling of claimed material, machines, storage vessels, or storage areas.
- D3.3** The claimed material shall be separated from non-claimed material at all times, except as allowed by D4.
- D3.4** Machinery shall be free of non-claimed material prior to use for claimed material if not doing so may result in a contamination which affects the deviation of the volume reconciliation.
- D3.5** The storage of claimed material shall be managed in order to identify and segregate claimed material from non-claimed material. Procedures shall be in place to prevent commingling or substitution of the claimed material with other materials or products.
- D3.6** Extra precautions shall be taken where claimed materials are being shipped, stored, or processed alongside non-claimed materials of the same type to ensure that no accidental commingling or substitution occurs.

D4. Blending and Mixing

- D4.1** Blending and mixing of claimed materials with non-claimed materials is allowed and shall be managed at a batch level.
- D4.2** When blending and mixing claimed materials with non-claimed materials, or different claimed materials with different percentages of certified content, the organization shall prepare *composition calculations* which include the following:
 - D4.2.1** Documentation of all input materials to the product or specified *component* resulting from the blending or mixing, including their material, material composition, weight of product used, and claim percentage;
 - D4.2.2** Calculation of the percentage of claimed content and content per raw material based on the weight and claim percentage of each input along with a material composition test report;
 - D4.2.3** Consideration of loss factors per input material and product; and
 - D4.2.4** Demonstration that the final calculated content is representative of the actual claimed material present following processing.
- D4.3** Composition calculations may be made per batch or per article included within the batch.

- D4.4** *Trims* may be excluded from composition calculations of textile products and footwear when they are not the claimed material and when the total trims do not account for more than ten percent of the total product weight.

D5. Transport and Sale

- D5.1** The organization shall ensure that the products containing claimed material shall be transported to other units, including wholesalers and retailers, only in appropriate packaging, containers, or vehicles that are closed/sealed in such a way that substitution and contamination of the content is not possible without manipulation or damage to the container.
- D5.2** All shipments of claimed materials shall be labeled with identification that clearly links them to the relevant invoices or shipping documents. Alternatively, this information may be presented on an accompanying document, as long as such documents can be undeniably linked with the packaging, container, or transport vehicle of the claimed material.
- D5.3** The organization shall apply for a transaction certificate from their certification body for all products sold by the organization to another business which reference the Standard on sales or shipping documentation, which carry the Standard's logo, or which are identified as certified to the Standard in marketing materials.
- D5.4** The transaction certificate application shall include documented proof of the claimed material's sale. The organization shall provide the information requested by the certification body, which may include but is not limited to:
- D5.4.1** Invoices, purchase orders, financial records, third party product quality test reports (input and output), and shipping documents (e.g. government transportation documents) that show outgoing products have been sold to the named buyer of the products;
 - D5.4.2** The identity of the claimed materials, quality, and quantities;
 - D5.4.3** Invoices, shipping documents (e.g. government transportation documents), financial records, and incoming transaction certificates to validate the purchase of the certified inputs;
 - D5.4.4** Composition calculations as detailed in D4;
 - D5.4.5** A balanced volume reconciliation as detailed in C3;
 - D5.4.6** The identity of any subcontractors who handled the material while it was owned by the organization; and

D5.4.7 Any Standard-specific documentation.

D5.5 Only products that are issued a valid transaction certificate from the responsible certification body shall be considered certified, regardless of whether or not assured claims are being made. The scope certificate and all outgoing transaction certificates for an organization shall be issued by same certification body.

Section E - Brand Criteria



Desired outcome: The brand maintains the integrity of certified products up to the point of sale.

E1. Receiving Final Products

- E1.1** The brand shall maintain a complete list of suppliers of claimed materials, including each supplier's license number.
- E1.2** The brand shall obtain transaction certificates for all claimed materials purchased, including all products which carry the Standard's logo or any other product-related assured claim.
- E1.3** The brand shall have a system to ensure that claimed materials received match the description, quantity, quality, blend percentage, and source specified on the transaction certificate. This should include physical inspection of products where possible.
- E1.4** If there are any doubts about the validity of the claims associated with the claimed materials, the brand shall contact their certification body for guidance and shall follow the guidance provided by the certification body or by Textile Exchange.

E2. Claims Control System

- E2.1** The brand shall ensure that any consumer-facing assured claims meet the criteria of the [TE-301 Standards Claims Policy](#) and [TE-302 Standards Logo Use Specification](#), regardless of who conducts the final sale of the product. This includes communications made by non-certified retailers who are selling the brand's products.
- E2.2** All assured claims shall be submitted for approval by the certification body. This includes hangtags, printed labels, sewn labels, and online claims.

E3. Management of Distribution Sites

- E3.1** The brand shall maintain a list of all sites which take physical possession of claimed materials while they are owned by the brand, excluding retail sites. This includes the brand's own distribution sites and the brand's distribution or warehousing subcontractors.

- E3.2** The brand shall ensure that the certification body may access the brand's own and subcontracted distribution facilities to verify product storage and tracking, including for physical site visits.

E4. Product Identification and Sale

- E4.1** The brand shall establish and maintain product identification which allows the brand to identify and link final products, as sold to the consumer, back to a specific incoming transaction certificate.
- E4.2** The brand shall maintain a tracking system for all outgoing products which are labeled or identified as certified, and shall maintain documentation to demonstrate the link to incoming purchasing documentation and transaction certificates.
- E4.3** If the brand is selling certified products to another business (i.e. not a *consumer*) the brand shall include the following information on each invoice or on a supplementary sales document which accompanies the invoice:
- E4.3.1** The brand's license code;
 - E4.3.2** The acronym of the Standard, placed to allow clear identification of which products are and are not certified; and
 - E4.3.3** If the brand's customer is prior to the final retailer (i.e. a wholesaler), the information shall be included on a supplementary sales document which is intended to be passed along to the retailer and which specifies this information.

Section F - Multi-Site and Group Criteria

F1. Eligibility

- F1.1** An organization may include multiple sites in the scope of a scope certificate, provided that one of the following options applies:
- F1.1.1** All sites are under *common ownership* with the organization (*multi-site certification*);
 - F1.1.2** The organization is managing a supply chain *group certification*, in which case *CCS-106 Policy for Supply Chain Group Certification* shall apply; or
 - F1.1.3** The scope certificate has a *primary scope*, and the *primary standard* allows for sites without common ownership (e.g. farm groups).
- F1.2** An individual site shall not be part of more than one scope certificate for a Standard, except for primary scopes where the primary standard allows for this.

F2. Internal Control System Criteria

- F2.1** The organization shall have an *internal control system (ICS)* in place.
- F2.2** The organization shall appoint an *ICS Manager* who is responsible for the management of the ICS and for ensuring conformity to the Standard by all sites.
- F2.3** The ICS shall ensure that the certification body is provided with the access specified in C1.5 for all sites and shall assist with the coordination of information.
- F2.4** The ICS shall maintain documented procedures showing how certification criteria are met, including documented procedures for at least the following elements:
- F2.4.1** Adding and removing sites;
 - F2.4.2** Maintaining records;
 - F2.4.3** Training of site and ICS personnel;
 - F2.4.4** Internal inspections of sites; and
 - F2.4.5** Claims about the Standard for the multi-site or group certification in accordance with B2.

F2.5 The ICS shall maintain the following records:

F2.5.1 A documented management structure of the ICS, and

F2.5.2 A complete list of sites, including the site's name, address, contact details, products, and processing steps.

F2.6 The ICS shall ensure that:

F2.6.1 All certification criteria are implemented for all sites. The ICS may manage some requirements directly, or may delegate this to sites;

F2.6.2 All sites have access to a copy of the CCS, [TE-301 Standards Claims Policy](#) (if the site is making claims), and any documented procedures which are maintained by the ICS; and

F2.6.3 All sites understand the relevant certification criteria and are aware of consequences of non-conformity.

F2.7 Site and ICS personnel shall be provided with training regarding the CCS which is sufficient to meet their responsibilities. Training records shall be maintained.

F3. Site Criteria

F3.1 Sites shall conform with the criteria of B3.

F4. Auditing of Sites

F4.1 The ICS shall ensure that the certification body is granted access to all sites as described in C1.5 for auditing purposes.

F4.2 The organization shall acknowledge that the certification body will audit all sites on-site annually, unless:

F4.2.1 The site is a *trader* or a *distributor*, where a remote audit may be allowed;

F4.2.2 The organization is managing a supply chain *group* certification, in which case *CCS-106 Policy for Supply Chain Group Certification* shall apply; or

F4.2.3 The organization is being audited on a sampling basis, in which case *CCS-107 Policy for Multi-Site Certification with Sampling of Sites* shall apply.

F5. Adding and Removing Sites

- F5.1** Sites may only be added to the scope certificate upon approval by the certification body.
- F5.2** The ICS shall have the authority to remove sites from the scope certificate. If a site is removed, the ICS shall notify both the site and the certification body of the removal in writing, including the reason for removal (e.g. voluntary, non-payment, non-conformity).

Appendix A – Definitions

Refer to [TE-101 Terms and Definitions for Textile Exchange Standards and Related Documents](#) for definitions of terms used in these procedures. Key definitions are included below. Defined terms are shown in italics in the first usage in this document, and in some other uses for clarity.

Associated Subcontractor: A *subcontractor* who is not certified independently from the *contracting organization* and is instead audited as part of the contracting organization’s audit.

Assured claim: Assured claims are those that result from an assurance process against a Textile Exchange Standard and refer to a product, process, business, or service that has been certified to be in conformity with such Standard.

Blending: The process of combining multiple different materials of different types into a single product. See also *mixing*.

Brand: An organization that controls the design, development, and purchase of *final products* for sale under their own name or private label. Brands may sell to wholesalers, *retailers*, or directly to *consumers*. This does not include organizations who sell a branded intermediate product for use in further processing steps.

Chain of Custody: A system to document and verify the path taken by a defined input material through all stages of transfer and production, to the final product. The chain of custody preserves the identity of the input material.

Claim: An oral, written, implied, representation, statement, advertising, or other form of communication that is presented to the public or buyer that relates to the presence of a *claimed material* in the content of a product.

Claimed Material: The specific material that is being verified by the CCS or another Standard as a content claim in a product which is sold. A reference to a Standard followed by the word “Material” refers to material claimed under that Standard (e.g. RDS Material, RMS Material, RWS Material, etc.).

Common Ownership: The status of *sites* or companies as being owned directly or indirectly by the same person or entity. This includes cases where one site owns the other, or where both sites are owned by the same parent entity. In cases of partial ownership, this refers to a majority or controlling share.

Component: A uniquely identifiable material that is included or intended to be included as a part of a finished product. Components can be easily identified by consumers on the finished product.

Composition Calculation: A calculation showing the material composition of a *site*'s output material after any *blending* and/or *mixing* done by the site.

Consumer: The individual or company who make the final purchase of a product for their own use. Includes companies using products for commercial use (e.g. hotels purchasing bedding, linen rental company purchasing linens).

Contracting Organization: An *organization* which outsources processing or storage to another site.

Distributor: A *site* which takes physical possession of claimed material, but which is not a *processor* and does not transform products, including any (re)packaging which affects labeling or identification of materials (e.g., bagging of bulk down, or applying a logo to finished products).

Independently Certified Subcontractor: A *subcontractor* which holds their own certification to the Standard, independently of any *contracting organization*.

Internal Control System (ICS): The system used by an *organization* for the oversight and management of conformity with a Standard for multiple sites, such as a *group*.

Mixing: The process of combining multiple different grades of the same raw material into a single product (e.g. two different grades of cotton). See also *blending*.

Multi-Site Certification: A certification which covers more than one *site* under a single *scope certificate* and is not a *group*.

Organization: A legal entity which is *certified* to or in the process of becoming certified to a *Standard*. A scope certificate is held by an organization, and an organization has one or more sites.

Outsourcing: The process of sending *claimed material* to a *subcontractor* for services to be provided.

Primary Standard: The standard used as the basis for a claim, e.g. the RDS when a claim is made using the CCS for RDS down.

Processor: Entity engaged in construction or transformation of a product, including the addition of trims or application of logos. Also referred to as a "manufacturer".

Retailer: An organization which sells products to individual consumers. Includes both physical stores and online sales, and may or may not also be the *brand*. The definition of retailer includes distribution centers which are controlled by the retailer.

Scope Certificate: A document issued by the *certification body* which verifies that an *organization* is competent to produce and sell specified *claimed materials* in conformity with a Standard. See [ASR-103 Policy for Scope Certificates](#).

Site: Any geographically distinct unit within a certificate scope. Locations which are geographically distinct or have different civic addresses are considered to be separate sites. *Subcontractors* are not considered to be sites. Includes: farms, *processors*, and offices.

Standard: The relevant Textile Exchange-owned standard, which may be any of the following: the Content Claim Standard (CCS), Organic Content Standard (OCS), Recycled Claim Standard (RCS), Global Recycled Standard (GRS), Responsible Down Standard (RDS), Responsible Wool Standard (RWS), Responsible Mohair Standard (RMS), Responsible Alpaca Standard (RAS), or any other standards that come under the ownership of Textile Exchange.

Subcontractor: A legal entity hired by an *organization* to perform services (e.g. storage, processing) on a *claimed material*. Subcontractors take physical possession but not legal ownership of claimed materials, and are independent of the organization which *outsources* the material.

Trader: A *site* which takes legal ownership but not physical possession of claimed material.

Transaction Certificate: A document issued by a *certification body* that verifies that products being sold or shipped from one *organization* to another conform to a given Standard and may be treated as *claimed materials* by the receiver. See [ASR-104 Policy for Transaction Certificates](#).

Trim: Supplemental item added to a product for decorative or functional reasons (e.g. embroidery, buttons, zippers).

Volume Reconciliation: The process of documenting quantities of material purchased, present on-site, and sold for a particular *site*, and reviewing the quantities for accuracy and consistency.