



# Organic Content Standard 3.0



## Certification Procedures

OCS-102-V3.0-2020.03.01





**Organic Content Standard 3.0  
Certification Procedures**  
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The OCS Certification Procedures 3.0 replace requirements for certification bodies in OCS 2.0 and are effective as of March 1, 2020. All audits conducted after February 28, 2021 or using OCS 3.0 shall be conducted using OCS Certification Procedures 3.0.

English is the official language of the Organic Content Standard Certification Procedures. In any case of inconsistency between versions, reference shall be made to the English version.

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The OCS will undergo a revision process at least every five years. The OCS Certification Procedures will typically be revised alongside the OCS. The next revision is tentatively scheduled to begin in 2024. You may submit feedback to the standard at any time; send to [Standards@TextileExchange.org](mailto:Standards@TextileExchange.org). Points of clarification may be incorporated into OCS guidance documents prior to 2024. More substantive feedback or suggested changes will be collected and reviewed as part of the next revision of the standard.

#### Document Revision History

Organic Content Standard Certification Procedures 3.0 released March 2020  
Note: V3.0 is the earliest version of this document in order to align with versions of the OCS.



## Section A - General Information

### A1. About the Organic Content Standard

The Organic Content Standard (OCS) is an international, voluntary standard that provides chain of custody verification for materials originating on a farm certified to recognized national organic standards. The standard is used to verify organically grown raw materials from the farm to the final product.

Individual sites are certified by independent third-party certification bodies using annual audits. Material is tracked from the farm to the final product, following the requirements of Textile Exchange's Content Claim Standard (CCS). For more information, please visit: [TextileExchange.org/Integrity](http://TextileExchange.org/Integrity).

### A2. About Textile Exchange

The Organic Content Standard is owned and managed by Textile Exchange. Textile Exchange is a global non-profit that works closely with our members to drive industry transformation in preferred fibers, integrity and standards and responsible supply networks. We identify and share best practices regarding farming, materials, processing, traceability and product end-of-life in order to reduce the textile industry's impact on the world's water, soil and air, and the human population.

### A3. About the Certification Procedures

The OCS Certification Procedures presents normative requirements for *accreditation bodies* and *certification bodies* which are specific to the Organic Content Standard. These requirements are in addition to the requirements for all Textile Exchange standards, which can be found in *ASR-101 Accreditation and Certification Procedures for Textile Exchange Standards*.



## Section B - References

### B1. Terms and Definitions

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

### B2. Reference Documents

The following documents are key documents for conducting OCS certification. It is essential that they are used alongside this document.

1. *OCS-101 Organic Content Standard*
2. *OCS-201 OCS User Manual*
3. *OCS-301 OCS Logo Use & Claims Guide*
4. *ASR-101 Accreditation and Certification Procedures for Textile Exchange Standards* (“ACP”)
5. *CCS-101 Content Claim Standard*
6. *TE-101 Terms and Definitions for Textile Exchange Standards*

References to “ACP” refer to requirements in *ASR-101 Accreditation and Certification Procedures for Textile Exchange Standards V2.0*.

## Section C - Requirements for Accreditation Bodies

### C1. General Requirements

#### C1.1 Assessor Qualifications

- C1.1.1 In addition to the assessor qualifications listed in ACP C3.1.2, assessors shall have training and/or experience with organic farm and/or supply chain certification.



## Section D - Requirements for Certification Bodies

### D1. General Requirements

#### D1.1 Personnel Qualifications

- D1.1.1 In addition to the auditor qualifications listed in ACP D3.1.5-8, auditors and certification decision makers shall have training and/or experience with organic farm and/or supply chain certification. This may be demonstrated through shadow audits, trainings, or approved courses.
- D1.1.2 Auditors who audit cotton gins shall have training or auditing experience with organic cotton farm certification and process. This is to ensure that gin input documentation is understood and to assist in GMO screening (see D1.2).

#### D1.2 GMO Screening

- D1.2.1 The certification body shall conduct GMO testing for organic cotton in accordance with *OCS-103 GMO Screening of Organic Cotton* and shall report all findings of GMO cotton to Textile Exchange immediately, as specified in the policy.
- D1.2.2 If the certification body conducts GMO testing on organic materials other than cotton, the testing shall follow a widely used testing protocol.

#### D1.3 Data and Reporting

- D1.3.1 *ASR-208 Certification Body Contract - Appendix B – Information from Certified Companies* specifies certified site information that shall be submitted by the certification body after a completed certification or renewed certification.
- D1.3.2 The certification body shall report the following information to Textile Exchange quarterly. Data shall be reported in a format specified by Textile Exchange or in an alternate format which has been approved by Textile Exchange. This data is considered to be confidential and will only be made publicly available in aggregate.
- Information required by OCS-103 Policy on the GMO Screening of Organic Cotton,
  - Aggregated report of non-conformities identified for each requirement, and
  - Aggregated report of number of workers at certified sites.

### D2. General Auditing Requirements

#### D2.1 First Processor Auditing Requirements

NOTE: The requirements in Section D2.1 only apply to the audit of a *first processor*.



- D2.1.1 Each audit of a first processor shall be conducted during the season for the applicable crop, when *organically grown material* is present at the site.
- D2.1.2 The certification body shall request and review all information needed to conduct the audit, such as all transaction certificates & scope certificates for organic inputs and OCS certified materials produced since the previous audit and the technical details of the product (see OCS section D2).
- D2.1.3 The certification body shall collect, verify, and keep all records needed to demonstrate conformity to OCS Section C, as follows:
- a. Scope certificates of farms supplying organically grown material;
  - b. All transaction certificates and transport documents for each shipment of organically grown material received. The farm output transaction certificate(s) naming the farm as the seller and any subsequent trader(s) transaction certificate(s).
  - c. Records to demonstrate “in-conversion” status of any applicable farms; and
- D2.1.4 If the organization receives organic material from a farm which cannot provide transaction certificates, the certification body shall ensure that the material can be traced back to the applicable scope certificate.
- D2.1.5 Financial records and correlation of purchased and sold materials records shall be reviewed to validate the volumes of organically grown and OCS material purchased and sold.
- D2.1.6 If a first processor holds a GOTS certification for the same scope, the same certification body which issued the GOTS scope certificate may conduct the initial certification for the first processor following a remote audit. In this case, an on-site audit for OCS shall be conducted no later than the time of the next regularly scheduled GOTS audit.

## D2.2 Auditing of Organizations Certified to Other Organic Standards

- D2.2.1 The certification body shall not issue an OCS scope certificate to an organization which holds a GOTS scope certificate with another certification body, unless the GOTS scope certificate is in the process of being transferred to the certification.
- D2.2.2 If an organization is certified to another standard which recognizes organic content, the certification body shall include all standards which recognize recycled content in its review of the volume reconciliation, and shall evaluate the claims made regarding the other standard and any other necessary records to ensure that products are not being double claimed.



NOTE: It is allowable for a product to be sold with certification claims about recycled content under OCS, and also under other standards other than GOTS which recognize recycled content, provided that all certification requirements for all standards are met. However, it is not allowable to claim more organic content across all applicable standards than is purchased.

### D2.3 Wool Scour Auditing Requirements

D2.3.1 During the audit of a wool scour, documentation shall be collected to confirm that wool is non-*mulesed*, which may be demonstrated in one of the following ways:

- a. The wool is sourced from a country where mulesing is illegal or not practiced;
- b. The organic standard used to certify the farm does not permit mulesing; or
- c. The farm is certified to the Responsible Wool Standard.

### D2.4 All Supply Chain Auditing Requirements

D2.4.1 During the audit of a OCS certified sites, financial records and correlation of purchased and sold materials records shall be reviewed to validate the volumes of organically grown and OCS material purchased and sold.

### D2.5 Audit Duration

D2.5.1 The following minimum time shall be spent on-site to conduct each audit. This does not include auditor travel or reporting time and is specified per site.

- a. Cotton gins: 5 hours
- b. All other first processor sites: 4 hours
- c. Supply chain sites: See *CCS-102 CCS Certification Procedures*

NOTE: The audit times listed in D2.5.1 are presented as a minimum. Many audits will require a longer duration than the minimum, and certification bodies should allow for more time in planning.