



GLOBAL ORGANIC TEXTILE STANDARD
ECOLOGY & SOCIAL RESPONSIBILITY

POLICY FOR ISSUANCE OF SCOPE CERTIFICATES

VERSION 3.0

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1 INTRODUCTION

This policy details requirements and guidance to be followed by certification bodies licensed to issue Scope Certificates in accordance with the Global Organic Textile Standard (GOTS). The purpose of this policy – and the corresponding template – is to unify requirements, layout, format, and text among the different certification bodies in order to enable an easy, practical handling and verification for all users of Scope Certificates. This policy has been harmonised with Textile Exchange.

Global Standard gGmbH considers all information included on Scope Certificates to be public information except for the information contained on the Facilities page (section 3.3).

The policy is effective **July 1, 2022**, but may be used before the effective date. All Scope Certificates issued on or after the effective date shall be issued in accordance with this policy and using the corresponding template.

2 REQUIREMENTS FOR SCOPE CERTIFICATES

2.1 ISSUANCE OF SCOPE CERTIFICATES

A Scope Certificate (SC) is issued to a duly inspected and audited entity verifying that this entity conforms to the requirements of the GOTS Standard. Such an entity shall be called a certified organisation and shall be a processor, manufacturer, trader or retailer of GOTS Goods certified by a GOTS Approved Certification Body (CB).

2.2 DOCUMENT STRUCTURE

2.2.1 The Scope Certificate shall be issued by the certification body using the most recent version of “*Template for Scope Certificates*”. References to the “template” refer to that document.

2.2.2 All template text (not highlighted) which appears on the template shall be included on each Scope Certificate, even if it is not directly referenced in this policy. All field text (highlighted in grey) shall be replaced by the applicable data. All instruction text (highlighted in light green) shall be deleted.

2.2.3 Information from the cover page shall be contained on a single page. Information from the products and facilities pages may be contained on multiple pages if necessary.

2.2.4 The Scope Certificate shall be issued as an electronic document in PDF format. The PDF document shall be signed¹ by means of a cryptographic signing certificate issued by a certificate authority which is listed on the Adobe Approved Trust List (AATL)² or which is derived from a certificate authority on the AATL.

2.2.5 The Scope Certificate template may be modified to use an alternative font or add graphical elements to reflect the certification body’s branding.

2.2.6 This policy refers to the use of terminology and codes specified in the document entitled “*Material, Processes, & Products Classification*”³ (referred to as “*Classification Document*” in this document).

¹ The signature shall be applied with permissible operations on the document restricted to reading and printing. No further operations shall be allowed after signing.

² For a current list of these certificate authorities see <https://helpx.adobe.com/acrobat/kb/approved-trust-list1.html>

³ In all cases, the latest versions of each referenced document shall be applicable.

2.3 STANDARD FORMATS

- 2.3.1 The official Scope Certificate shall be published in English. An unofficial translated version may also be prepared by the certification body. Translations may be provided to the certified organisation, but they are to be clearly identified as for informational purposes in page footers (see a)). Bilingual or multilingual Scope Certificates are not allowed.
- 2.3.2 References to geographic areas (countries/areas and states/provinces) shall follow the classification laid out in the document *GOTS Geographic Classification*. Their names should follow those given in that document.⁴
- 2.3.3 All data submissions to GOTS regarding Scope Certificates shall identify country/area using the “Country/area code” and state/province using the “State/province code”, as specified in *GOTS Geographic Classification*.
- 2.3.4 Dates shall be specified using the ISO 8601 format: YYYY-MM-DD, e.g., 2021-07-01.
- 2.3.5 When writing numbers, the “.” character shall be used as a decimal point, and the “,” character shall be used as a thousands separator. e.g., 12,345.67.

2.4 DOCUMENT AUTHENTICATION

- 2.4.1 The certification body shall inform Global Standard gGmbH of how their certificates can be authenticated. This information will be published on the GOTS web page 'Approved Certification Bodies'.
- 2.4.2 One or more of the following alternatives for authentication shall be used by each certification body:
- a) a specific email address from which the certification body will respond to confirm certificate validity within two business days;
 - b) the address of a single web page which can be visited to look up valid certificates;
 - c) a statement that each certificate will contain a web address for authentication (either as text or as a QR code, with the web address containing some random element⁵), together with the specification of the domain name which will be used for these web addresses;
 - d) a statement that the cryptographic signing certificate may be used for authentication, together with the specification of the name of the certificate authority which issued the cryptographic signing certificate (see 2.2.4) and the company name of the holder of the cryptographic signing certificate⁶;
 - e) another method of authentication approved by Global Standard gGmbH.

⁴ Variations in names are tolerated, e.g., USA as an alternative designator of the United States. However, the segmentation of geographic areas themselves into countries/areas and states/provinces must strictly follow the listings in the document. Example: Although Puerto Rico could be considered a part of the United States, the document lists it as a separate country/area and must therefore be referenced as such.

⁵ The random element shall serve as a protective measure against looking up information about arbitrary certificates. It shall therefore be long enough as to provide protection against automated guessing (so-called brute force attack).

⁶ The holder of the cryptographic signing certificate can be the certification body itself or it can be some trust service provider. The name of the holder shall be printed on the Scope Certificate as it appears on the cryptographic signing certificate.

2.5 MULTI-STANDARD SCOPE CERTIFICATES

A Scope Certificate shall not be issued for other standards in combination with GOTS.

3 TEMPLATE

3.1 FIRST PAGE

3.1.1 Header

The certification body's letterhead including name and address shall appear in the header.

3.1.2 Title

The document shall be titled "Scope Certificate". Other terms (such as "Company Certificate" or "Certificate of Compliance") shall not be used.

3.1.3 Scope Certificate Number

Each Scope Certificate shall have a unique "Scope Certificate Number" generated by the certification body. Upon each recertification of an organisation, a new Scope Certificate number shall be issued. Each Scope Certificate number shall be unique within the certification body.

NOTE: At some point, GOTS may require that certification bodies use Scope Certificate numbers generated by its future central database system⁷.

3.1.4 Certified Company

The name and address of the certified company shall be specified. If there is more than one facility included in the Scope Certificate, the information of the main facility shall be provided.

3.1.5 License Number

The certification body shall assign a license number to each certified organisation. The license number shall not be changed upon recertification of the organisation.

NOTE: At some point, GOTS will require that certification bodies use license numbers generated by its future central database system.

3.1.6 Standard

The standard according to which the Scope Certificate is issued shall be named as follows: Global Organic Textile Standard (GOTS).

The version of the standard that the Scope Certificate is being issued against shall be included after the name of the standard.

3.1.7 Product Categories

The certified product categories that the certified organisation is certified to offer under the Standard shall be named using the product category terms in the *Classification Document*. The applicable codes shall be specified in parentheses.

NOTE: More detailed product information appears on Page Two of the Scope Certificate.

⁷ Indicative title of the central database system is Global Trace-Base

3.1.8 Process Categories

The process categories that are included within the scope of certification shall be named following the rules of the *Classification Document*. The applicable codes shall be specified in parentheses.

If any processing categories may be conducted by a subcontractor under the scope of the certificate, these processing categories shall be marked with an asterisk.

NOTE: A full list of subcontractors appears on the facilities page of the Scope Certificate.

3.1.9 Validity and Issuance Dates

The validity period shall not exceed one year from the date of issue.

- a) The initial Scope Certificate shall be issued for exactly one year. The date (month and day) when the initial Scope Certificate is issued shall be designated as the anniversary date.
- b) Following a recertification (extension of the existing valid certification) the Scope Certificate shall be issued with an expiry date one day before the anniversary date.
- c) Certification bodies are required to complete the recertification process within 90 days from the end of the certificate's nominal period of validity.
- d) If an organisation has a gap in certification of up to 180 calendar days, the anniversary date from the previous Scope Certificate shall be maintained. A new anniversary date shall be assigned following a gap in certification of more than 180 calendar days. The latter case is to be considered a new certification.
- e) The anniversary date shall not be changed if a Scope Certificate is updated during the validity period to update the scope.

3.1.10 Authorisation

An authorisation statement shall appear at the bottom of each page of the Scope Certificate.

The authorisation statement shall include:

- a) Place and Date of Issue
- b) Signature of Authorised Person
- c) Name of Authorised Signatory
- d) Certification Body Stamp / Logo
- e) GOTS Logo

3.1.11 Accreditation Body

The applicable accreditation body and the certification body's accreditation number shall be stated. The logo of the accreditation body shall not appear on the Scope Certificate.

3.1.12 Declarations

A declaration as follows shall be included at the bottom of the first page, as specified on the template.

"This Scope Certificate provides no proof that any goods delivered by its holder are GOTS certified. Proof of GOTS certification of goods delivered is provided by a valid transaction certificate (TC) covering them.

The issuing body may withdraw this certificate before it expires if the declared conformity is no longer guaranteed.



For directions on how to authenticate this certificate, please visit GOTS' web page 'Approved Certification Bodies'⁸."

In addition to the prescribed wording, the certification body may decide to add a declaration that references any stipulations of the contract with the certified organisation and/or clauses of the certification body's scope specific procedures.

3.1.13 Footer

The footer of each page of the scope certificate shall include:

- a) One of the following version statements:
 - "This electronically issued document is the valid original version";
 - "This electronically generated document is not the official version"⁹; or
 - "This translation is provided for information purposes only" if the document is in any language other than English.
- b) The license number of the certified organisation; and
- c) Page number in the format "Page X of Y" where 'X' is the current page and 'Y' is the total number of pages.

3.2 PRODUCTS PAGE

3.2.1 Header

Starting on page 2 of the Scope Certificate, the header of each page shall include:

- a) The certification body's letterhead, including name and address;
- b) The Scope Certificate number (see 3.1.3);
- c) The name of the certified organisation (see 3.1.4); and
- d) The acronym and version number of the standard (see 3.1.6).

3.2.2 Products Appendix

Products which the organisation may process and/or sell as certified to the Standard shall be listed in the Products Appendix table.

- a) Each combination of product category, product detail and composition shall be listed separately.

Example: A certified organisation producing men's shirts and jackets either made with 100% Organic cotton or 95% Organic cotton and 5% Elastane shall be listed as four separate products in the product appendix.

Product 1: Men's Apparel (PC0001) – shirts (PD0005) – 100% Organic Cotton (RM0104)

Product 2: Men's Apparel (PC0001) – shirts (PD0005) – 95% Organic Cotton (RM0104), 5% Elastane (RM0160)

Product 3: Men's Apparel (PC0001) – jackets (PD0001) – 100% Organic Cotton (RM0104)

Product 4: Men's Apparel (PC0001) – jackets (PD0001) – 95% Organic Cotton (RM0104), 5% Elastane (RM0160).
- b) The product category and product details for each product that are included within the scope of certification shall be named following the rules of the *Classification Document*. The applicable codes shall be specified in parentheses.

⁸ <https://global-standard.org/certification-and-labelling/certification/approved-certification-bodies#sort=name&sortdir=asc>

⁹ This sentence is applicable only for certificates generated by Global Trace-Base in those cases where the valid original versions have been issued by the certification body itself.

- c) The material composition shall include a list of raw materials in the product, including both certified and non-certified materials, using the raw material terms and codes (in parentheses) in the *Classification Document*.
- Non-certified raw materials shall be specified using the “No attribute” raw material codes.
 - Generic material names shall be used (e.g., “wool” rather than “merino”). Proprietary fibre names shall not be used.
- d) The material composition shall address blend or mix percentages using one of the following options:
- Specification of the exact blend/mix percentage for each raw material;
 - Specification of a range of blend/mix percentages for each raw material; or
 - Omitting the blend/mix percentages.
- For example, any of the following may be used for the same GOTS product:
- 70% Organic cotton (RM0104) + 30% Recycled pre/post-consumer polyester (RM0187);
 - 70-95% Organic cotton (RM0104) + 5%-30% Recycled pre/post-consumer polyester (RM0187); or
 - Organic cotton (RM0104) + Recycled pre/post-consumer polyester (RM0187).
- e) The standard shall be specified for products, along with the label grade in parentheses. The label grade shall be specified as “Organic” or “Made with Organic”. For fibres certified as ‘in-conversion’, the respective label grades shall be “Organic in-conversion” or “Made with Organic in-conversion”.
- f) Each Scope Certificate shall specify at least one product. All products which the certified organisation may sell as certified or may process as a subcontractor on behalf of another certified organisation shall be listed.

3.3 FACILITIES PAGE

3.3.1 Facilities

Three appendices are included on the facilities page to identify all facilities (i.e. facilities of the certified organisation and those of their subcontractors) included within the scope of certification.

NOTE: The certification body may divide the contents of the facilities page across multiple pages even when available space does not require this to allow for more control of information sharing. Where a table appears on multiple pages, the table name and header shall be repeated on each page.

3.3.2 Facilities Appendix

Each facility shall be listed in the Facilities Appendix along with its address. The main site, which is named as the certified organisation (see section 3.1.4), shall be named first and its name shall be followed by “(main)”.

The process categories that are included within the scope of certification shall be named following the rules of the *Classification Document*. The applicable codes shall be specified in parentheses.

3.3.3 Non-Certified Subcontractor Appendix

Each relevant non-certified subcontractor facility shall be listed in this Appendix along with its address.

The process categories that are included within the scope of certification shall be named following the rules of the *Classification Document*. The applicable codes shall be specified in parentheses.

NOTE: The Non-Certified Subcontractor Appendix shall state “None” instead of the table if there are no such subcontractors.

3.3.4 Independently Certified Subcontractor Appendix

Each relevant independently certified subcontractor facility shall be listed in the Independently Certified Subcontractor Appendix along with its and address.

The license number for the subcontractor’s Scope Certificate shall be specified, along with the expiry date of the Scope Certificate.

NOTE: The certification body is not required to immediately update the Scope Certificate upon an independently certified subcontractor’s recertification but shall update this information each time the Scope Certificate is updated for other reasons and shall update the Scope Certificate if an independently certified subcontractor ceases to be certified.

The process categories that are included within the scope of certification shall be named following the rules of the *Classification Document*. The applicable codes shall be specified in parentheses.

NOTE: The Independently Certified Subcontractor Appendix shall state “None” instead of the table if there are no independently certified subcontractors.

Important:

The following verbal forms are used to indicate requirements, recommendations, permissions, or capabilities in this document:

- “**shall**” indicates a mandatory requirement
- “**should**” indicates a recommendation
- “**may**” indicates a permission
- “**can**” indicates a possibility or capability

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