

Term	Definition
'SFA Certified' product	A product that has been produced in accordance with the SFA Cashmere Standard (and its predecessors), processed in accordance with the SFA Clean Fibre Processing Standard and traded in accordance with the SFA Chain of Custody Standard (and its predecessors). 'SFA Certified' products that have at any time been in the physical possession of an entity that is not certified against the SFA Chain of Custody Standard (or its predecessors) is no longer considered 'SFA Certified'.
'SFA Certified' entity	An entity that has been certified against the requirements of the SFA Standards that allows them to produce, process and/or handle 'SFA Certified' fibre.
'SFA Certified' Herding Organisation	A registered herder organisation that has been independently verified as meeting the minimum requirements of the Rangeland Stewardship and Animal Husbandry Codes of Practice.
Actual conversion factor	A conversion factor observed by a processor resulting from a specific types of processing on a specific batch of product.
Affiliate	Individuals, organisations and groups with an expressed interest in the SFA's work, or a lapsed SFA membership of any kind.
Animal Husbandry Code of Practice	Shortened name for the Animal Husbandry and Cashmere Fibre Harvesting Code of Practice.
Appeal	A dispute with an assessment decision made through a formal appeals procedure managed by a CAB or the SFA
Assessment	The combined processes of audit, review, and decision on a client's conformity with the requirements of a standard
Assessment, full	Assessment by a CAB of an entity against all of the requirements of a specific Standard. Determines whether a scope certificate may be issued to an entity.

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Assessment, initial	A first full assessment for an entity. Determines whether a scope certificate may be issued to an entity for the first time.
Assessment, monitoring	An assessment triggered by a complaint or information in the public domain as part of an investigation, that is conducted by a CAB in addition to the entity's scheduled surveillance assessments.
Assessment, reassessment	Any full assessment subsequent to an initial assessment. Determines whether a new scope certificate may be issued to an entity that has previously held a scope certificate.
Assessment, remote	An assessment conducted video calls, electronic document review, etc. May be partial (i.e. with reduced on-site visits) or full (without any on-site visits).
Assessment, surveillance	And assessment that reviews interim performance in higher risk entities.
Assessor	Someone who performs an assessment.
Associate member	Individuals, organisations and groups with limited access membership. Only available to charities, non-profits and educational bodies.
Assurance	Demonstrable evidence that specified requirements relating to a product, process, system, person or body are fulfilled
Audit	See assessment.
Batch	A discreet group of products.
Bespoke claim	An 'SFA Certified' claim that needs prior approval from a CAB. All claims that are not supplied claims are bespoke claims.
Blending	Combination of different types of fibres.
Brand	Organisations that control the design, development, and purchase of products for sale under their own name.

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Cashmere Connect	Cashmere Connect is the SFA's online platform for linking accredited producers of SFA Certified Cashmere with buyers in the cashmere supply chain.
Cashmere Processing Plant	Companies that process raw cashmere fibre (dirty fibre) to a point where clean fibre is made available or sold on to other cashmere manufacturing processes.
Cashmere Trading Company / Trader	Companies or individual traders who purchase cashmere fibre from herder organisations and sell on to processing plants or other processing/manufacturing organisations.
Certificate	An official attestation that something meets a specific set of requirements as assessed and verified by a quality assurance process. Includes scope certificates and transaction certificates.
Certificate of conformity	See scope certificate.
Certification	The act of providing an official attestation (a certificate), as proof that something meets a specific set of requirements as assessed and verified by a quality assurance process. Includes recertification.
Certification Team	A CAB's team of certification decision makers who are experienced and competent in validating if evidence is sufficient and if the CAB's assurance processes have been followed correctly, in order to determine if a certificate may be issued.
Chain of Custody (CoC)	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.
Claim	Any communication that is presented to the public or buyer that an entity and/or their products have particular qualities.
Claim, 'SFA Certified'	An 'SFA Certified' claim is any statement that mentions or references the SFA Standards. Claims may include any combination of logo use and text claims, whether a general claim or a

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	product claim. The type of claim that can be made is dependent on the nature of the product being sold, and the level of assurance underpinning the claims being made.
Claim, General	A general claim is any claim that does not reference a specific product. These claims may infer that an organisation is a member of the SFA, purchases 'SFA Certified' fibre or is certified against one of more of the SFA Standards. General claims may appear as corporate commitments, sustainability strategies, a website representing the work of the SFA, banners at a trade show, use in advertisement and/or catalogue. The SFA Certified logo should not accompany general claims. In corporate communications, members must not make any statement that may lead consumers to believe that SFA membership by itself implies the selling of SFA certified products.
Claim, Product	Product claims refer to any claim that a specific product is 'SFA Certified' in some way (e.g. bales, hangtags, clothing labels, online product description, point of sale marketing). These include, but are not limited to, final products. Product claims include on-product claims that appear on the packaging of specific products (clothing labels, hangtags) and off-pack claims, which are product-specific communications such as shipping documents, advertisements, flyers, brochures, posters.
Claim, Qualifying statement	A statement that accompanies on-product claims bearing the 'SFA Certified' that includes qualifying information about the SFA to increase consumer understanding and awareness of their work.
Claim, supplied	An 'SFA Certified' claim that does not need prior approval from a CAB.
Complaint	A grievance about a person's or company's attitude or behaviour or an unfair procedure made through a formal complaints procedure managed by an entity, CAB or the SFA

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Component	A uniquely identifiable material that is included or intended to be included as a part of a final product. Components can be easily identified by consumers on the finished product.
Conflict of Interest	A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity (e.g., a paid employee of a processing plant that is also an assessor for the Clean Fibre Processing Standard)
Conformity Assessment Body (CAB)	An organisation whose competence, credibility, independence and integrity in carrying out conformity assessment activities has been endorsed by an Accreditation Body that is a signatory of the International Accreditation Forum's (ILAF) Multilateral Agreement (MLA).
Conformity Mark License	The licence issued by an SFA approved CAB to a compliant supply chain actor granting permission to use the 'SFA Certified' logo on a specific product for a defined purpose (e.g., use on a hang tag, promotional materials or in correspondence)
Consumer	A person or group who purchases goods and services for personal use.
Content Claims Standard	A Standard against which part of the <a href="#">SFA Chain of Custody Guidelines</a> is delivered. For more information see the <a href="#">Textile Exchange website</a> .
Continuous Improvement Plan (CIP)	The Continuous Improvement Plan is a plan completed by the Producer which identifies priority sustainability improvements, establishes targets, and sets out specific actions and interventions to meet these targets. All producers are required to develop and implement a CIP before they can be licensed to sell SFA Certified Cashmere. The CIP is developed by the Producer Organisation Manager or Farm Manager according to a specified process from the SFA.

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Conversion factor	A constant that estimates the amount added or lost from a product as a result of specific types of processing.
Corrective Action Plan	A Corrective Action Plan is a document completed by the Producer outlining remediation steps for any incidental or systemic non-conformity identified during an assessment. The CAP is completed by the Farm Manager or Producer Organisation Manager (with support from the Implementing Partner), using a standard template from the SFA.
Criteria (also refer to indicator)	A defined standard by which something can be judged or decided
Distributor	An entity which takes physical possession of claimed material, but which is not a processor and does not transform products, including any (re)packaging which affects labelling or identification of materials (e.g., bagging of bulk cashmere, or applying a logo to finished products).
Dyeing	The application of dyes or pigments on textile materials such as fibres, yarns, and fabrics with the goal of achieving colour with desired colour fastness.
Eligible party / parties	A herder organisation, cashmere trading company, or cashmere processing plant not yet registered with the SFA as part of the scheme, but eligible to do so.
Entity	Any individual, group of individuals, or an organisation certified against or seeking certification against one or more of the SFA Standards.  Entities may include individual herder families, farms, farm groups, producer organisations, traders, fibre processing plants, manufacturers, and retailers.
Expected conversion factor	An <i>a priori</i> conversion factor for a specific type of processing that is agreed with the CAB before

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	the processing takes place. Expected conversion factors last until the entity's next scope audit.
Farm	Under the SFA assurance model, a Farm is defined as a fenced production system that utilises a combination of outside grazing and sheltered housing.
Fate (of fibre)	What ends up happening to a batch of fibre
Fibre Agent	Entity involved in the buying and selling (but not processing) of product in the supply chain between the original Claimed Material source and the retail merchant of the final product, regardless of whether the goods are physically received (e.g., import, export or wholesale trading entities, or Brand distribution centres selling to other retailers). Agents may or may not take ownership of the goods.
Field Facilitator (FF)	Field Facilitators are field-based staff (typically employed by Local Partners) who engage directly with herders in Producer Organisations. Field Facilitators work closely with herders to assess baseline practices and deliver training, awareness-raising activities, and other interventions. Field Facilitators also assist with collecting rangeland- and farm-level data and monitoring herder awareness and practice adoption
Final product	A product not expected to undergo further processing before sale to a consumer.
Full member	Individuals, organisations or groups with an annual membership.
Goat	Can also be referred to as 'cashmere goat' but is any goat that produces cashmere fibre from the harvesting of its down.
Group (Producer Group)	An organised body of persons or enterprises that share similar characteristics are part of a shared internal management system and, for assessment purposes, are considered as a single

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	client (e.g., Herder Organisation, Cooperative, Farm Group or Producer Organisation)
Group Members	The individual enterprise (e.g., farmer, or herder family) that is enrolled in a group assurance scheme
Harvest	Separation of fibre/cashmere from animals.
Herder Organisation	Social groups consisting of herder families in a particular locality. This includes formal entities such as Herder Cooperatives and NGOs, which are legally recognised by the Mongolian Government, and informal entities such as Community Based Organisations, Community Based Rangeland Management Groups and other informal institutions.
Herder/Herding Household	A family that herds livestock, including cashmere-producing goats, on communal grazing pastures.
Implementing Partner (IP)	The SFA's Implementing Partners <sup>1</sup> are organisations with local expertise who oversee the set-up and management of Producer Organisations under the SFA's assurance model. Implementing Partners assume full responsibility for project delivery at the field level, including establishing the management structure of Producer Organisations, recruiting and training Producer Organisation Managers/Field Facilitators, and providing Producer Organisations with ongoing oversight and support, including regular field-level engagement.
Improvement indicators	A set of optional criteria which demonstrate best practice where procedures go over and above the minimum requirements.  Improvement indicators are identified as such if the instruction within the indicator is 'should'
Inputs	All substances and materials used in the production of the CoC Product.



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Internal Control System (ICS)	In group assurance, the documented set of procedures and processes that a group will implement to ensure it can achieve its specified requirements. The existence of an Internal Control System allows the assurance provider to delegate inspection of individual group members to an identified body within the group
ISEAL	ISEAL is a non-governmental organisation whose mission is to strengthen sustainability standards systems for the benefit of people and the environment.
Issue	A potential problem in the way a Standard system is designed or delivered.
Knitting	The production of fabric by employing a continuous yarn or set of yarns to form a series of interlocking loops.
Licensing Agreement	The contract between the SFA and a compliant supply chain actor granting the right to use the 'SFA Certified' logo
Management office	The head office of an entity. The office can be virtual, but must be linked to a physical address.
Management systems	Internal control systems established and practiced to ensure risk management, and continuity of quality to procedures and products.
Manufacturing	Processing that results in bespoke products or product components. Entities/processors doing manufacturing are called manufacturers.
May	Indicates a option that an entity is allowed to choose at their discretion.
Member	An individual or organisation that pays an annual subscription to the Sustainable Fibre Alliance and in return for member benefits agrees to abide by the terms and conditions of membership including full, supporter and associate members.

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Members' Area	The private area of the SFA's website that is accessible only through registering as part of the scheme or being a Supporter or Full member of the SFA.
Mixing	Combination of certified and uncertified fibres.
Natural fibre	
Non-conformance	A conformity assessment decision that there is insufficient evidence that a requirement has been met.
Non-conformance, critical	Serious failures to meet the fundamental principles of an SFA standard(s), or action or inaction that brings the SFA into disrepute as a result of judgements by a court of law, or other legal or administrative body determining wilful and deliberate harm on issues relating to a requirement within the scope of the SFA program, knowingly providing false, incomplete, or misleading information or claims to the SFA, the CAB or other stakeholder within the SFA program, repeated non-conformances not satisfactorily addressed, serious human rights or animal welfare abuses, including workers, communities, and/or indigenous peoples; and domestic or wild animals, serious environmental, social or cultural impacts caused by negligence or lack of control to prevent or mitigate severity of the impacts, fraudulent representation of Free Prior Informed Consent (FPIC), major accident event caused by negligence or lack of control to prevent or mitigate the severity of the impacts or evidence of serious fraud, bribery or corruption, including links to criminal activity.
Non-conformance, major	Policies, systems, procedures, and processes do not conform with the standard(s) requirements due to an absence of implementation of the requirement, a systematic failure or lack of required controls, gross error and/or absence of understanding of the requirement, or a group of related, repetitive, or persistent minor non-conformances indicating inadequate implementation of requirements.

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Non-conformance, minor	Policies, systems, procedures, and processes only partially conform with the standard(s) requirements due to an isolated lapse of either performance, discipline, or control, which does not lead to a major non-conformance.
Normative document	Normative documents providing rules, guidelines or characteristics for activities or their results
Organisation	Entity being certified to the CoC; involved in the manufacturing, handling, trading and processing of CoC Products. Organizations take legal ownership of CoC Products
Output capacity	The expected amount of fibre that a site should produce during an average season.
Oversight	Assessment of an assurance provider's demonstration of competence to carry out specific assurance tasks.
Peer review	Assessment of a client against specified requirements by other clients in, or candidates for, an organised group
Plating	The combination of two separate yarns of different properties.
Primary processor	A processor that is involved in the sorting, scouring and/or dehairing of raw fibre.
Processing	Intentional transformation of a product through specific mechanical or chemical operations.
Processor	An entity that does processing.
Producer	An entity that produces and/or harvests raw cashmere. Includes herders and farmers.
Product	A discreet amount of specific fibre with a specific level of processing.
Quantity Reconciliation Calculation	An ongoing calculation that ensures that the quantity of outputs reconciles with the quantity of inputs at all times (at a site level) accounting for conversion factors.

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Raw [fibre/cashmere]	Fibre/cashmere that has not been subject to any processing after harvest.
Records (plural)	Information that documents the activities undertaken by a user to demonstrate accordance with requirements.
Recycling, textile	The process of recovering fibre, yarn, or fabric and reprocessing the material into new, useful products
Registered party / parties	A herder organisation, cashmere trading company, or cashmere processing plant registered with the SFA as part of the scheme.
Registration	The formal commitment of an entity to meet the requirements of one or more SFA standard which commences upon completion of an SFA registration form and issuance of an SFA ID number.
Registration certificate	A certificate issued by the SFA that confirms that an entity is registered with the SFA.
Registration Scheme Handbook	Document of information pertaining to a specific strand of the registration scheme.
Registration Services	Services provided by the SFA to registered parties.
Requirements	<p>A set of criteria which must all be complied with for certification against an SFA standard to be issued.</p> <p>Requirements – are identified as such if the instruction within the criterion is 'must' or 'shall'.</p>
Results Indicator (RI) reporting	Results Indicator (RI) reporting is the annual collection of environmental, economic, and social data from a representative sample of herders/farmers. Results Indicators can be used to quantitatively measure differences between accredited SFA herders and other herders in the same geographic area who are not participating in the SFA programme.

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Retail site	A site where retailers sell products to a consumer.
Retailer	Entity that sells final products to a consumer.
Risk	The chance of something happening that will have an impact on objectives. It is measured in terms of a combination of the probability of an event and its consequence
Risk Management	A process for identifying and mitigating risks associated with the production or processing of cashmere fibre (e.g., physical risks to people, animals or property, or reputational risks)
Risk mitigation	Actions taken to lessen the probability or negative consequences, or both, associated with a risk
Sampling plan	A written plan that determines who shall receive an assessment, what type of assessment they shall receive (e.g., on-site, remote etc.), who shall conduct the assessment and when the assessment shall take place
Sampling strategy	The strategy used by CABs to determine how a specified % of entities to be assessed are selected (e.g., Random sampling, or stratified sampling).
Scope certificate, suspended	A scope certificate that has temporarily been suspended, pending investigation of an issue or the closure of a condition.
Scope certificate, valid	A document issued by a conformity assessment body that verifies that an organisation is competent to produce and sell specified 'SFA Certified' products in conformity with one or more Standards. Scope Certificates are documents issued to companies that have demonstrated the ability to comply with the relevant standard requirements by an approved conformity assessment body. Scope Certificate holders are eligible to process and sell 'SFA Certified' fibre. Also see 'certificate of conformity'.

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Scope certificate, withdrawn	A scope certificate that is no longer valid, for a reason other than it expired.
Scope, of a certificate	The certified product, process, service and/or management system covered by a scope certificate.
Scope, of the SFA program	The range of products, processes, services and management systems covered by the SFA Standards.
Secondary processor	A collective term for processors doing dyeing, spinning, knitting, weaving and/or manufacturing.
Self-assessment	An internal audit done by an entity to determine whether they meet the requirements of the Standard. Self-assessments do not constitute certification.
SFA Codes of Conduct	These include the SFA General Code of Conduct, and specific Codes of Conduct for herder organisations, traders and processing plants.
SFA program documents	A standard's requirements, the requirements for assurance and certification of SFA standards, or assessment guidance
SFA Register	A database of herder organisations and first-stage processors that are registered with the SFA. Registration represents a commitment to be assessed against one or more of the SFA Codes of Practice. SFA Registered Processors can also be SFA Members, although this is not required. SFA Registered Herders cannot be SFA Members.
SFA Registration Scheme	The Registration Scheme operated by the SFA for herder organisations, traders, and processing plants.
SFA-approved Conformity Assessment Body	A conformity assessment body approved by the SFA to perform certification for one or more of the SFA Standards.
Shall	Indicates a requirement on the entity that must be met

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Site	A place where activity relating to the compliance with the SFA standard(s) is carried out and could be subject to an on-site assessment. The site could be the main registered location of an entity, or another location under the control of the entity. An entity may control multiple sites on which relevant activity is carried out. It includes all physical locations where an entity's 'SFA Certified' products are physically handled and/or stored. A site can be static or mobile. Includes subcontractors' sites. For example, a herder household is considered a site.
Spinning	Process of drawing out fibres from a mass and twisting them together to form a continuous thread or yarn
SSIC (Standard System Improvement Committee)	An invited group of SFA members, implementing partners and interested stakeholders that oversees the integrity and quality of the SFA standard development, maintenance, guidance and assurance requirements.
Stakeholder	Individual or group that has an interest in any decision or activity of an organisation
Standard	A standard is a set of defined requirements that shall be attained to be awarded Certification.
Standard system owner	The organisation that is responsible for the standards system. The standards system owner determines the objectives and scope of the standards system, as well as the rules for how the scheme will operate and the standards against which conformity will be assessed
Standards system	The collective of organisations responsible for the activities involved in the implementation of a standard, including standard setting, capacity building, assurance, labelling and monitoring
Status, certification	Certification status refers to whether the scope certificate of a certified entity is valid, suspended or withdrawn.

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Subcontractor	An individual or organisation legally separate from an entity that is contracted to do work for that entity.
Supply Chain	The progression of business entities involved in the supply and purchase of materials, goods or services from raw materials to the final product.
Supporter member	Individuals, organisations and groups with a 12-month trial membership.
Surveillance Assessments	An ongoing periodic review of an entity's processes and procedures against the requirements of the SFA standard(s) by a CAB.
The SFA Cashmere Standard	A system designed to encourage and monitor, responsible management, natural resource management, goat welfare and fibre quality actions by registered SFA members.
The SFA Register	The online database of the SFA Registration Scheme, listing the herder organisations, traders and first-stage processing plants that registered with the SFA and signed up to the SFA Codes of Conduct. Access to this register is open to registered parties and SFA Members.
Third party assurance	Assurance activity that is performed by a person or body that is independent of the person or organisation that provides the object of assurance and of user interests in that object
Transaction Certificate (TC)	A document issued by an approved conformity assessment body to verify products being sold or shipped from one organisation to another conform to a given standard and may be treated as an 'SFA Certified' product by the receiver.
Transaction Receipt (TR)	A document issued by the seller of a product to the buyer providing exact details of the product being sold (date of transaction, colour, weight, state etc.) and the contact details of the buyer and seller of the material.



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Verification	The confirmation, through the provision of evidence, that specified requirements have been fulfilled.
Weaving	A method of textile production in which two distinct sets of yarns or threads are interlaced at right angles to form a fabric or cloth
Working animal	An animal that is used within the production system, which performs specific tasks, such as guardian dog, guard dog and transport. Typically, a working animal is a dog or horse. A pet is not a working animal, and therefore is not within the scope of the SFA.