

Textile Exchange Standards Supplier Certification Toolkit



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Introduction

Introduction

Supplier Certification Toolkit

About the Supplier Certification Toolkit

Chain of custody certification requires that each stage in the supply chain takes the proper steps to ensure that the integrity of the claimed material can be maintained. The supply chain is key to delivering that integrity all the way to the final product.

The goal of this document is that suppliers and manufacturers have a resource to introduce new users to the system of Textile Exchange standards, understanding how certification works, and identifying the next steps for a supply chain company to begin certifying products.

For those who have already begun to use product certification, the Supplier Certification Toolkit will provide answers to implementation issues, how to interpret certificates, and additional technical issues.

About 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.



About Certification

About Certification

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Why is Certification Necessary?

Certification is a way to ensure social and/or environmental performance for a product and ensures that claims are correct and verified by someone outside of the business relationship.

Textile Exchange considers third-party certification to be one of the strongest ways to ensure the integrity of sustainability claims. In this system, an independent third-party (certification body) gives assurance that a company, process, or product is in conformity with requirements in a particular standard.

Certification provides brand protection, purchase assurance, and greater credibility to the claims being made. Above all, certification ensures that environmental and/or social improvements lead to real and meaningful change.

Types of Verification

Third-party certification: A company, process, or product is certified to a standard by a certification body. Ideally the party who has written and owns the standard is a separate entity from the party certifying to the standard. The certification body will be authorized by another separate party, called an accreditation body, to ensure consistency in the way the certification is carried out.

For more details on how our third-party certification system works, read [How Does Certification Work?](#).

The benefits of working with independent certification bodies (CBs) include (but are not limited to):

- CBs are required to have relevant professional experience and qualifications.
- CBs have no commercial interests in the products, companies or services assessed and certified.
- CBs are typically licensed or reviewed by accreditation bodies, which monitor their integrity and performance.

Verification by standard-setting body: Some internationally recognized standard bodies also conduct their own audits to monitor conformity with their standards rather than using a separate accredited certification body.

Second-party verification: Verification done by a company in a business relationship with the party being assessed. For example, a spinning factory may be assessed by a buyer. This may be time-consuming and costly for the company gathering information and requires a strong understanding of both the requirements being made, the production processes and business operations of the companies involved.

Self-Reporting (First-party verification): Direct reporting of product information from the supply chain members themselves. These may take the form of written assurances or formal affidavits that their processes and products are in conformance to a given set of requirements; either self-developed guidelines or a third-party standard.

Testing: Product testing may be used to verify the presence of certain materials through the use of tracers or DNA markers applied at the fiber level. Testing may also be performed to check for harmful substances in the final product.

Example:

Company X puts a marker into its recycled polyester fiber. It can then test final products for the presence of this marker, to ensure that their recycled fiber is actually being used.

Note:

Certification is one of a number of options to verify claims being made on products. While it is most often considered to be the strongest method of verification, there may be situations where other methods are adequate or even more appropriate.

About Certification

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Benefits of Certification

Credible Claims: Brands making claims need confidence that the claims made to consumers are true. Certification provides a credible voice for suppliers and brands, verifying that claims are valid¹.

The system of recognizable standards creates a common language for suppliers, brands, retailers, and consumers globally.

Industry Alignment: Certification to internationally recognized standards contributes to greater industry alignment on specific issues. This allows the industry to move faster towards progress on sustainability goals.

Demonstrates commitment to integrity: Certification provides an opportunity for suppliers to explain their commitments and have their products or services verified by a third party, which can lead to higher confidence in you as a supplier.

Limitations of Certification

Certification is a snapshot: Certification is a tool that supports integrity. However, the audit happens at a particular space and time and does not guarantee the situation between visits. It is important to continue commitments to building capacity with your suppliers, practice continuous improvement, and maintaining strong relationships. No system is fool-proof, and certification is one of the best tools we have.

Increased cost: Because the cost is based on the number of facilities, companies producing a small number of certified products may find the costs per unit to be prohibitive. There are some considerations that can help you save money:

- Be prepared for the audit.
- Consolidate certified products to create efficiency.
- Be prepared for initial costs up front to bring your process into conformity, these will go down over time.

For more information on the costs of certification, see [The Costs of Certification](#).

It takes time: We typically estimate the certification process to take 6-8 weeks if a company is prepared and responds quickly to requests from the certification body. This may be longer if the certification body is facing high demand. The process seems to be easiest for those that work through certification alongside their suppliers and customers. Communicate with your supply chain partners and ensure expectations are managed through the process.

See [The Certification Process – The Essential Steps for Suppliers](#) for additional information.

Audit fatigue: Audits take time. Certified companies are required to provide additional internal resources to prepare and be present during the audit. When manufacturers are required to conform with many different standards, multiple audits occur. This can become burdensome for them and result in less diligence with each audit. It is important to choose standards that are well established and widely used in the market, which helps to reduce the number of audits a given facility is asked to complete. To reduce audit fatigue, it may be possible to bundle audits by having several standards with one certification body.

Conclusion

Certification remains one of the strongest methods of ensuring product claims are accurate and clear. The value of third-party certification in verifying product integrity and building strong relationships between suppliers, brands and retailers helps to ensure that our industry can continue to deliver real and meaningful change.

¹ Check the labeling laws in the country of sale; or for online sales, check the country where the item is being sold into.

How Does Certification Work?

How Does Certification Work?

Supplier Certification Toolkit

This section will focus on how the system of third-party certification works. It is important to have a solid understanding of the terms used to explain the process of certification. You can find a list of key terms in [Appendix A: Glossary](#).

Our Approach

The Development of Standards

A proper sustainability standards development process will include the following:

- A clear and realistic scope of positive impact and metrics to measure progress along the way.
- A multi-stakeholder process to ensure that interested parties are represented.
- Strong system of credibility in the assurance system that governs auditing and certification requirements.

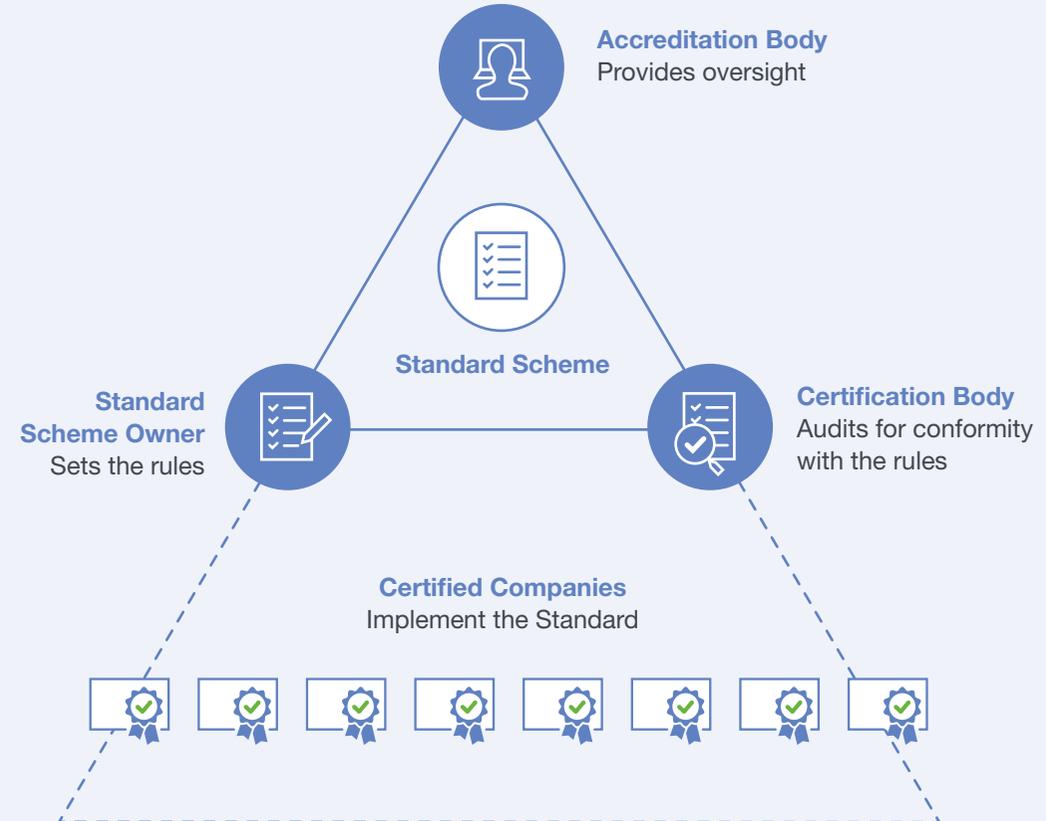
ISEAL Alliance

As a full member of the [ISEAL Alliance](#), Textile Exchange follows the [ISEAL Codes of Good Practice](#) for standard-setting bodies to ensure we have a robust and transparent processes for our standards.

Participation

Textile Exchange's highest priorities are to include all parties that may be affected by the standard, and to create a tool that balances strict requirements with realistic and auditable criteria. The development of all Textile Exchange standards is done through international working groups (IWGs), representing the full spectrum of interested parties, including animal welfare groups, farmers, supply chain members, industry associations, as well as brands and retailers.

The Certification System



How Does Certification Work?

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The Role of Textile Exchange

Textile Exchange provides leadership within the textile industry to increase understanding, confidence, and adoption of preferred fibers and materials and proper verification strategies. While Textile Exchange has extensive experience in standards development and ownership, we do not engage in certification activities: all of the organization's focus is on supporting the quality and adoption of our standards.

The Role of the Certification Body

The certification body (CB) has the only formal relationship with the certified company. They handle certification to the requirements of the Textile Exchange standard(s). The certification body is accredited to provide these services. The certification body shares information regarding its certified sites with Textile Exchange.

The Role of the Accreditation Body

The accreditation body (AB) has the responsibility for checking that the certification body follows our guidelines. Textile Exchange works with the accreditation body to ensure that our standards are consistently applied across all certification bodies working with our standards.

Certified Companies and Consumer Claims

Companies that have met the requirements of Textile Exchange standards have been audited by a certification body and have been issued a scope certificate. This means that they are eligible to produce certified products. Only products accompanied by a transaction certificate are considered certified.

Companies with fully certified products may make claims to consumers about their conformity with the standard. They may also use the standards as an internal tool to verify their own claims to consumers without mentioning the standard. All claims must meet the requirements found in the relevant Logo Use and Claims Guide.



Chain of Custody

Chain of Custody

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What is Chain of Custody?

Chain of custody is a system that documents and ensures the path taken by a defined entry material through all stages of transfer and production, to the final product.

Principles of Chain of Custody

Product Identification:

- Certified products are accurately identified
- Content percentages of claimed materials are accurate

Product Segregation:

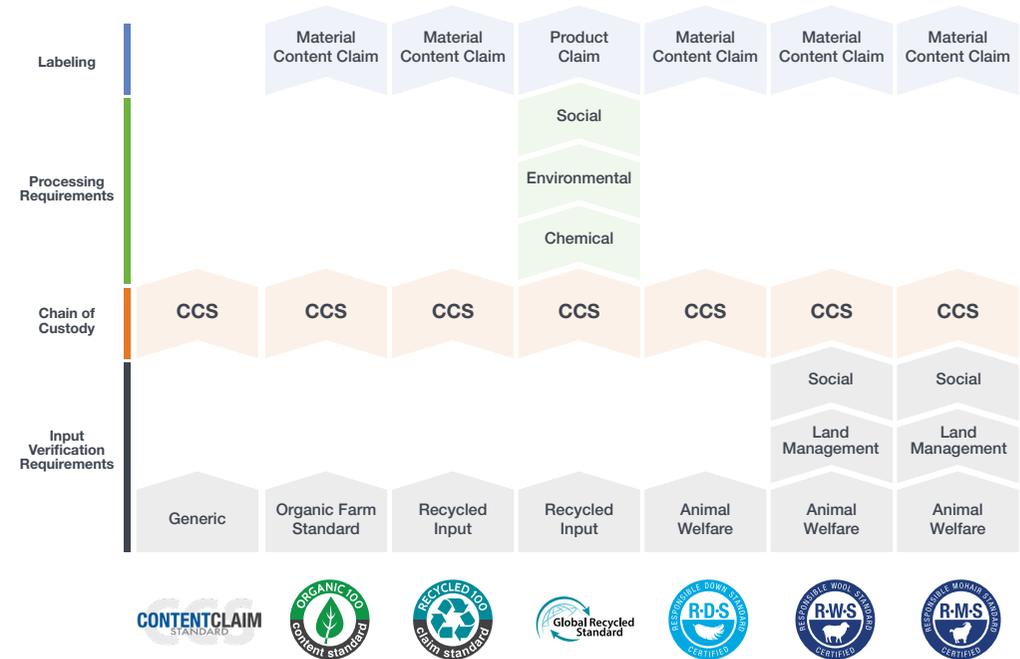
- Certified goods are not mixed with non-certified goods
- Certified goods are stored separately from non-certified goods

Volume Reconciliation:

- Certified outgoing products match the incoming certified goods
- $(\text{Input}) \pm (\text{production loss}) = (\text{output})$

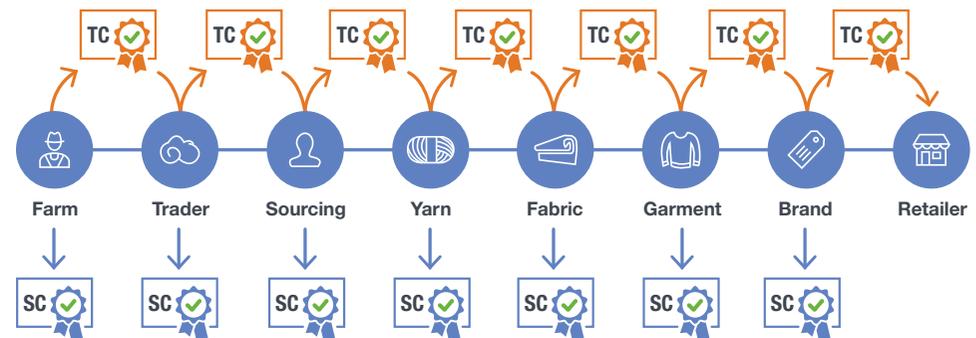
Content Claim Standard (CCS)

The Content Claim Standard (CCS) is the chain of custody system for all Textile Exchange standards. On its own, the CCS can be used to verify any claimed material through any supply chain. It is the foundation for all of our standards.



Flow of Documents

Textile Exchange uses scope certificates (SC) and transaction certificates (TC) to establish chain of custody. You can find templates for both scope certificates and transaction certificates in this section; more information about the templates may be found on the [Textile Exchange website](#).

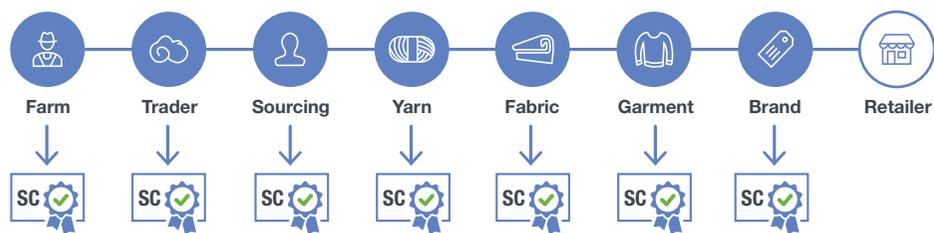


Chain of Custody

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Scope Certificates (SC)

A scope certificate (SC) is issued by a certification body and verifies that a company is qualified to produce goods to a given standard. To qualify, the company must be audited by the certification body to the requirements of the standard.



[Appendix B: Scope Certificate \(SC\) Example](#)

Scope Certificate (SC) Checklist:

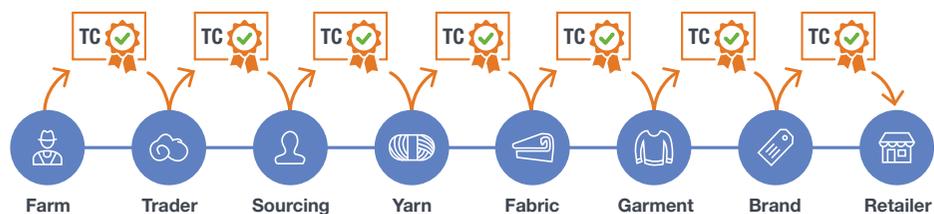
- The certification body listed at the top is accredited to the standard. (The list of accredited certification bodies for each standard may be found on the Textile Exchange website.)
- The “Name of Certified Company” is accurate.
- The correct standard is listed on the front page.
- The applicable product categories are listed on the front page or annex.
- The applicable processing steps or activities are listed on the front page or annex.
- The site supplying the product is listed on the front page or annex.
- The certificate is still valid, i.e. within the date listed on the front page.
- The certificate is signed and stamped by the certification body.
- The scope certificate can be validated, either by a web link or QR code on the scope certificate itself, on the Textile Exchange scope certificate listings, or from the certification body.

Chain of Custody

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Transaction Certificates (TC)

A transaction certificate (TC) is issued by a certification body and verifies an exact shipment of products contain the claimed material. TCs are issued each time goods change ownership, and details on the TC will match invoices and shipping documents.



[Appendix C: Transaction Certificate \(TC\) Example](#)

Transaction Certificate (TC) Checklist:

- Selected standard is listed at the top.
- The certification body listed in box 2 is accredited to the standard. (The list of accredited certification bodies for each standard may be found on the Textile Exchange website.)
- Your supplier is listed in box 3.
- Your company name is listed in box 7.
- The facility receiving the goods is listed in box 8; make sure your company or facility is listed as the consignee of the product in box 8.
- The details in box 10 match the details of the shipment, product (material & composition) & label grade.
- Be sure to check for a second page: this is where annexes are listed if there is insufficient space on the first page
- Make sure the input fiber certification is correct in box 14.
- Certified Volume under Box 13, Box 13a, & 13b.
- The certificate is signed, stamped and dated by the certification body.

Chain of Custody

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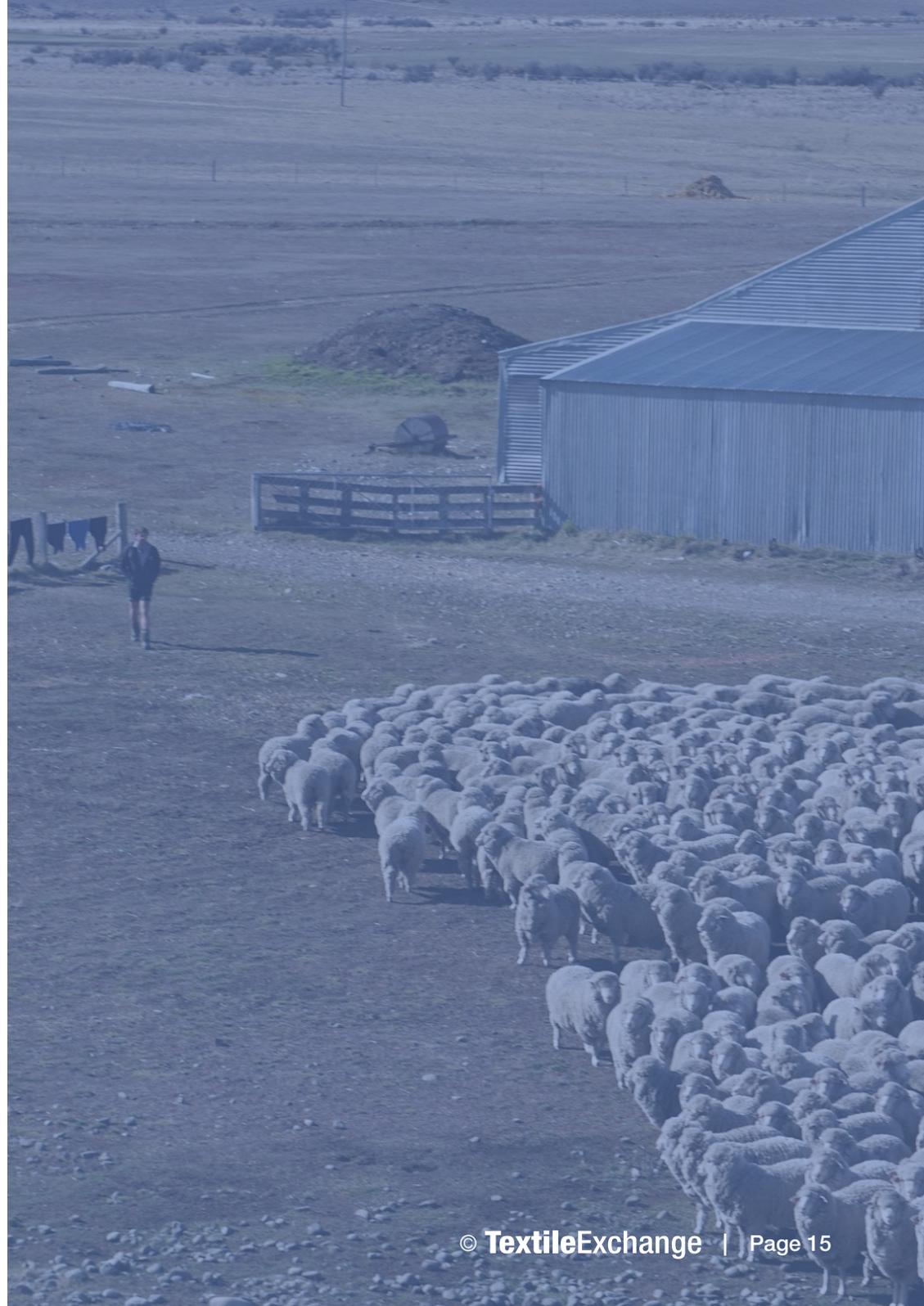
How to Apply for a Transaction Certificate (TC)

In order for a product to be issued a transaction certificate, a certified supplier is required to submit a request to their certification body for each shipment or group of shipments. With your request (or application), you should submit the information listed below and other documents requested by your certification body.

- copies of invoices/shipping documents and TCs for inputs for CCS product;
- amounts of stock on hand for inputs intended for CCS product;
- expected gain or loss during the production process(es);
- amount of CCS product shipped and amount in stock; and
- copies of invoices/shipping documents and TCs for outgoing CCS product.

The CB will review the documents and conduct a volume reconciliation to ensure you have purchased enough certified inputs to have made the certified products in the application. The CB is not required to issue a TC more than 6 months after the shipment date of the first shipment. Multiple shipments (same supplier/customer) over up to 3 months may be combined on one TC.

Delays with the issuance of transaction certificates may happen, and are often caused by TCs for certified inputs being delayed. Keep the lines of communication open with your CB and your buyers to ensure that everyone has a reasonable expectation of when they will be available. CBs are required to issue TCs in a timely manner.



The Certification Process

The Certification Process

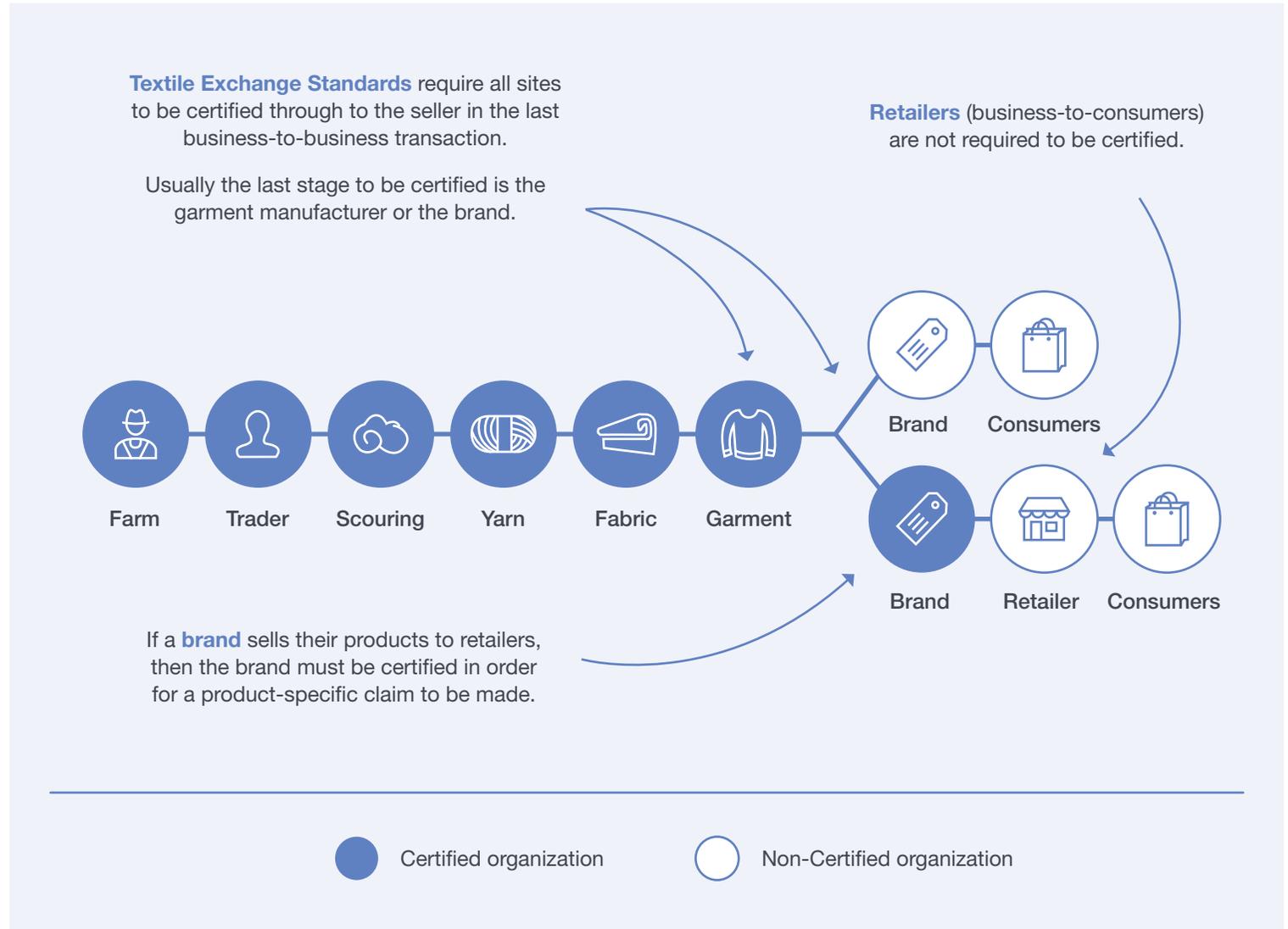
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Who Needs to be Certified?

Textile Exchange standards require each stage of the supply chain to be certified, starting from the raw material producer (e.g. duck or goose farm, recycler, sheep farm, or first processor of organically grown material) all the way to the seller in the last business-to-business transaction. This ensures the full chain of custody of the claimed material can be verified.

Note:

As a supplier, you must be certified in order to provide certified products to your customers.



The Certification Process

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The Essential Steps for Suppliers

Understand your customers' requirements. Make sure you understand requests in terms of materials, inputs and process, or the requirements of the standard they have requested.

Choose the standard(s) to be certified against. First, make sure you understand which standards your customers are requesting. If they only request certain processing or material requirements, choose a standard that verifies your conformity with these requirements.

Choose a certification body accredited to the selected standard(s). The list of certification bodies may be found on the Textile Exchange website. When more than one certification body is available, consider how close their offices are to your facility, their fee structure, and if they certify to other standards that you would consider also becoming certified to in order to reduce costs. It's a good idea to get estimates from more than one CB, if possible, as quotes can vary widely.

Submit an application. The certification body will provide you with an application to gather all the appropriate information. This will include the scope of your production, product categories, facilities under your scope, and others.

Schedule and host the audit. Work with your certification body to find a time for their on-site visit. Read the standard ahead of time to prepare for the audit. On site audits always include:

- Review of certification related documents;
- Review of volume and material tracking records; and
- Site tour and interviews with staff, including production staff.

You should make sure that the right people are available for the audit, including all staff responsible for any area of conformity within the facility. Prior to the audit, you should also start to compile any documentation that may help to show your conformity with the requirements of the applicable standard.

Correct any non-conformities.

Following the audit, your certification body will send you a report of the audit, including any areas where you did not meet the requirements of the standard. You are responsible for correcting any non-conformities (NCs) before the certification body can give you a scope certificate or certificate of compliance. Please note that your certificate of compliance may also be referred to as a "Scope Certificate", per a policy update as of December 1, 2019.

Share your scope certificate with any customers that have requested your certification.

This document is valid for one year (three years for RWS and RMS farms) and lets them know that you have been certified fully to the standard. It is important to anticipate when the certificate will expire and schedule your renewal audit in advance to prevent a lapse in certification.

Request TCs for all products that contain claimed material.

Only products that have been issued a TC are considered certified. You must request a TC from your certification body for each shipment or batch of shipments sent to a customer that requests certified product.

Questions?

If you have questions concerning certification, contact your certification body. They will be able to help you first, and if not, they can come to Textile Exchange to resolve issues.

The Cost of Certification

The Cost of Certification

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Cost Estimates

The cost estimates in this section are based on Textile Exchange standards and will vary. The requirements of different standards vary, and so the cost will also vary. Unless otherwise noted, any estimates refer to the cost of a single site being certified, using the average daily rates provided to us by certification bodies.

In addition to the price structure of the certification body, the cost will be influenced by the following factors:

- Complexity of standard chosen
- Location of site in relation to certification body's location of auditors (audit travel cost)
- Complexity of site operations
- Number of sites and subcontractors to be audited
- Initial non-conformities requiring follow-up
- Number of transaction certificates and label releases, if fees present
- Fee structure of chosen certification body

Direct Cost Fee Structure

The pricing structure of the different certification bodies should be available on their website or by request.

Read the [Textile Exchange Certification Fee Structure](#) to learn more about certification cost to the certification bodies.

How to Save on Cost

Reduce Direct Cost

- **Prepare documentation and necessary procedures** – use the standard as a tool to prepare for the audit. Preparation reduces the amount of time the auditor spends during the initial inspection and reduces the chance of non-conformance follow-up inspections.
- **Compare prices of multiple certification bodies** – request fee schedules from certification bodies that operate in your region before engaging with a certification body. Since it will hopefully be a long-term relationship, you should get cost estimates from several certification bodies when possible, since fee schedules vary widely between CBs depending on various factors. Ask which fees are not included in a quote. Fees such as travel time/cost, TC fees, or label release fees may or may not be included in the price.

Marketing your Certification

Marketing your Certification

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Online Certified Companies List

Suppliers who are certified to any Textile Exchange standard(s) will be listed on our website, including company name, country, certification body, standard, and certified products.

<https://textileexchange.org/integrity/find-certified-companies/>

Communicating with your Customers

As a certified company, you are permitted to use the standards logos to communicate with your business partners that you are able to provide them with certified products. You can read more about how to use the standards language and logos in the Logo Use & Claims Guides. Remember that only products that are accompanied with a transaction certificate to your customer are considered certified. If you intend to communicate about your work with one of our standards, please contact your certification body to obtain the logo and approve any claim you would like to make.

Textile Exchange Standards Labeling Requirements

If a customer requests you, as a supplier, to label the certified products, you should make sure that approval has been granted to the company requesting the label before attaching the label. You should ask to see a copy of the Logo Release Form signed by a certification body. It's not required to keep these on files, but your certification body may ask if you have a process in place to check permissions before attaching labeling to products. The company requesting the label is responsible for obtaining a Logo Release Form and working with the certification body on the proper claim language and approval.

Only products that meet each of the requirements below are eligible for labeling:

Requirement 1: The final product is certified up to the seller in the last business-to-business transaction.

- If a brand is selling direct to consumers, they are not required to be certified (unless labelling happens at their facilities and not at their direct suppliers).
- If a brand is selling to a retailer, the brand is required to be certified.

Requirement 2: The final certified product contains the minimum required certified material as outlined in the chart below:

	Minimum %	Blending* allowed?
OCS Blended	5%	Yes
OCS 100	95%	No
RCS Blended	5%	Yes
RCS 100	95%	No
GRS	50%	Yes
RDS	5%	No
RWS	5%	No
RMS	5%	No**

* with conventional material of the same type

** Non-RWS wool may be blended with RMS mohair, and non-RMS mohair may be blended with RWS wool

Requirement 3: Any product-specific claims and associated label/hangtag artwork is approved by a certification body - see claims-making process below.

Requirement 4: A valid scope certificate (SC) is held by the final certified company and includes the correct product category.

Requirement 5: Printed claims (e.g. hangtags, sewn-in labels) are physically attached to certified products by certified companies only.

- Brands and retailers who do not require certification must request that their direct certified supplier apply hangtags.

Textile Exchange Standards

Textile Exchange Standards

Supplier Certification Toolkit

Recycled Claim Standard (RCS)



The [Recycled Claim Standard \(RCS\)](#) is an international, voluntary standard that sets requirements for third-party certification of recycled input and chain of custody. The goal of the RCS is to increase the use of recycled materials.

The objectives of the RCS are:

- Alignment of recycled definitions across multiple applications.
- Track and trace recycled input materials.
- Provide consumers (both brands and end consumers) with a tool to make informed decisions.
- Provide assurance that materials are actually recycled and in a final product.

The RCS is intended for use with any product that contains at least 5% Recycled Material. The scope of the RCS starts at the recycling stage and extends to the seller in the final business-to-business transaction. Material collection and material concentration sites are subject to self-declaration, document collection, and on-site visits.

Please refer to the [RCS 2.2 Implementation Manual](#) to learn more.

Global Recycled Standard (GRS)



The [Global Recycled Standard \(GRS\)](#) is an international, voluntary, full product standard that sets requirements for third-party certification of recycled content, chain of custody, social and environmental practices, and chemical restrictions. The goal of the GRS is to increase use of recycled materials in products and reduce/eliminate the harm caused by its production.

The objectives of the GRS are:

- Alignment of definitions across multiple applications.
- Track and trace recycled input materials.
- Provide customers (both brands and consumers) with a tool to make informed decisions.
- Reduce harmful impact of production to people and the environment.
- Provide assurance that materials in the final product are actually recycled and processed more sustainably.
- Drive innovation in addressing quality issues in the use of recycled materials.

The GRS is intended for use with any product that contains at least 20% recycled material. Each stage of production is required to be certified, beginning at the recycling stage and ending at the last seller in the final business-to-business transaction. Material collection and material concentration sites are subject to self-declaration, document collection, and on-site visits.

Please refer to the [GRS 4.2 Implementation Manual](#) to learn more.

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Organic Content Standard (OCS)



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 organic standards. The standard is used to verify organically grown raw materials from the farm to the final product. The goal of the OCS is to increase organic agriculture production.

The objectives of the OCS are to:

- Provide the industry with a tool to verify the organically grown content of the products they purchase.
- Provide companies with a trusted tool to communicate organically grown content claims to the industry.
- Provide organic farmers with broad access to the global organic market for their products.

The scope of the OCS starts at the first processor of organically grown material and extends to the seller in the final business-to-business transaction.

The OCS accepts organically grown material from farms certified to a national organic standard recognized by the below standards:

- [IFOAM](#)
- [USDA's National Organic Program \(NOP\)](#)
- [Regulation \(EC\) 834/2007 & EU 2018/848](#)
- Any other organic standard that is approved in the [IFOAM Family of Standards](#).

Material-specific requirements:

- Organic Cotton – GMO testing for the organic cotton in accordance with OCS-103 GMO Screening of Organic Cotton.
- Wool - the first processor or OCS certified sites shall only accept organic wool as an input if it is non-mulesed or from a farm with ceased mulesing status.

Please refer to the [OCS 3.0 User Manual](#) to learn more.

Responsible Down Standard (RDS)



The [Responsible Down Standard \(RDS\)](#) is an international, voluntary standard that addresses animal welfare in the duck and geese supply chain and

chain of custody of down and feather material from certified farms 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 using transaction certificates, following the requirements of Textile Exchange's Content Claim Standard (CCS).

The objectives of the RDS are to:

- Ensure that down and feathers do not come from supply chains where animals have been subjected to any unnecessary harm.
- Reward and influence the down and feather industry to incentivize practices that respect the humane treatment of ducks and geese.
- Education and development of the supply chain in order to drive continuous improvement of best practices.
- Provide companies with a tool to know what is in their products, and to make accurate claims.
- Ensure strong chain of custody for certified materials as they move through the supply chain.

The scope of the RDS starts from the farm and extends to the seller in the last business-to-business transaction.

Please refer to the [RDS 3.0 User Manual](#) to learn more.

Textile Exchange Standards

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Responsible Animal Fibers (RAF)

The Responsible Animal Fiber Standard (RAF) is an umbrella term for multiple standards related to animal fibers. Current RAF standards are the Responsible Wool Standard (RWS) and the Responsible Mohair Standard (RMS).

A single farm may be certified to either the RWS or the RMS and separate scope certificates are issued. For the supply chain, scope certificates are issued for the RAF and both RWS and RMS products can be added.

The following sections provide more detail on the goals and objectives of the RWS and the RMS.

Please refer to the [RAF Transition Policy](#) to learn more.



Responsible Wool Standard (RWS)

The [Responsible Wool Standard \(RWS\)](#) is an industry tool designed to recognize the best practices of farmers, ensuring that wool comes from farms with a progressive approach to managing their land, and from sheep that have been treated responsibly.

As an independent, voluntary standard, companies can choose to become certified to the RWS. On farms, the certification ensures that sheep are treated with respect to their Five Provisions² and also ensures best practices in the management and protection of the land. The standard is globally applicable to all breeds of sheep, and mulesing is strictly prohibited.

The scope of the RWS starts from the farm and extends to the seller in the last business-to-business transaction. Please refer to the [RWS 2.0 User Manual](#) to learn more.

The objectives of the RWS are:

- Ensure that wool does not come from animals that have been subjected to any unnecessary harm.
- Reward and influence the wool industry for strong animal welfare, land management, and social welfare practices.
- Provide robust chain of custody from farm to final product.
- Create an industry benchmark to drive improvements in animal care, land management, and social welfare where needed.



Responsible Mohair Standard (RMS)

The [Responsible Mohair Standard \(RMS\)](#) is an industry tool designed to recognize the best practices of farmers, ensuring that mohair comes from farms with a progressive approach to managing their land, and from goats that have been treated responsibly.

As an independent, voluntary standard, companies can choose to become certified to the RMS. On farms, the certification ensures that goats are treated with respect to their Five Provisions and also ensures best practices in the management and protection of the land.

The scope of the RMS starts from the farm and extends to the seller in the last business-to-business transaction. Please refer to the [RMS 1.0 User Manual](#) to learn more.

The objectives of the RMS are:

- Ensure that mohair does not come from animals that have been subjected to any unnecessary harm.
- Reward and influence the mohair industry for strong animal welfare, land management, and social welfare practices.
- Provide robust chain of custody from farm to final product.
- Create an industry benchmark to drive improvements in animal care, land management, and social welfare where needed.

² The Five Provisions are internationally recognized standards for the protection of animal welfare, consisting of: 1. Good Nutrition; 2. Good Environment; 3. Good Health; 4. Appropriate Behavior; 5. Positive Mental Experiences. (Source: Farm Animal Welfare Council).

Appendices

Appendix A: Glossary

Supplier Certification Toolkit

Accreditation: The process by which third-party entities (certification bodies) are evaluated and endorsed to conduct certification activities in connection with a given standard.

Audits: An inspection or examination by certification bodies of facilities and/or documents to verify compliance to the requirements of a given standard. Audits may be scheduled or random with little advance notice.

Blend: Any combination of two or more types of raw material types in a product. eg: a fabric may be made of 50% organic cotton/30% conventional cotton/20% polyester.

Certificate: A document issued by certification body confirming compliance to the given standard; there are different types of certificates depending on which standard you're being certified to.

See *Transaction Certificate* and *Scope Certificate*.

Certification: Refers to the issuing of written assurance (the certificate) by an independent external body that it has audited a management system and verified that it conforms to the requirements specified in the standard.³ When Textile Exchange uses the word certification, we are always implying third-party verification to a standard.

Certification Body (CB): An accredited third-party body that certifies or confirms that the conditions of the given standard have been met.

Certifier: See *Certification Body*.

Certified Grower: A farmer who produces fiber in fields or farming operations that have been certified by accredited certifiers as following the requirements of a given standard.

Chain of Custody: A system to document and guarantee the path taken by a defined raw material through all stages of transfer and production, to the final product. The chain of custody preserves the identity of the raw material. This can be done through a system of scope certificates and transaction certificates that follow the product through each stage, or a system that manages the flow of goods through data collection at each stage of the supply chain.

Claim: An oral, written, implied, representation, statement, advertising or other form of communication that is presented to the public or buyer.

Commingling: Physical contact between certified and non-certified materials during production, processing, transportation, storage or handling.

Content: Type and proportion of a material in a product.

Inputs: All substances and materials used in the production of textiles.

Inspections: See *Audits*.

Inspector: The representative of the certification body that physically visits the site being certified to review documents and view operations.

Integrity: Making truthful claims; integrity is essential in maintaining the trust of farmers, processors, sellers and consumers, and in ensuring that the targeted social and environmental benefits are actually achieved.

Label: Descriptive, informative or pictorial material on or accompanying a product or its immediate container.

Mass Balance Calculations: A calculation of the total amount of fiber inputs a company receives, and the total amount it shipped out (taking into consideration the gain or loss during production, as well as inventory levels). This information is captured on transaction certificates of companies being certified; this allows the certifier to verify the percentages of fiber in the final product and ensure the site is not sending out more product than they could possibly produce in accordance with a standard.

Mulesing: Removal of wool-bearing strips of skin from between the hind legs of sheep (the "breach" area) in an effort to avoid problems of fly strike.

Non-compliance: Lack of conformity with a standard.

Organic Fiber (or "organically grown fiber"): Fiber grown without the use of toxic and persistent pesticides or fertilizers, sewage sludge, irradiation or genetic engineering, and certified by an accredited independent organization.

In-Conversion: The establishment of an organic management system and building of soil fertility requires an interim period, known as the conversion period. While the conversion period may not always be of sufficient duration to improve soil fertility and for re-establishing the balance of the ecosystem, it is the period in which all the actions required to reach these goals are started.

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

³ From the [International Organization for Standards \(ISO\)](#).

Appendix A: Glossary

Supplier Certification Toolkit

Pre-consumer recycled material:

Material captured from the waste stream before it has reached the consumer. An example of pre-consumer material that may be recycled is cutting room floor waste. Pre-consumer recycled material is sometimes referred to as post-industrial recycled material.

Post-consumer recycled material:

Material captured from the waste stream after being used by a consumer. Examples of post-consumer materials that may be recycled are used t-shirts, plastic drinking bottles, etc.

Records: The information in written, visual, or electronic form that documents the activities undertaken by a user to demonstrate accordance with a standard.

Recycled: Material that would have, under normal industry practices, entered the waste stream and that is processed into a new product. Textile Exchange recognizes both pre- and post-consumer recycled material. Pre-industrial waste is not considered a valid recycled input.

Scope Certificate (SC): A certificate issued by the certifier showing that a specific facility has been certified as conforming to a specific standard.

Standard: A norm setting out conditions for the farming and/or processing of a product.

- **Raw Material Standards** typically cover agricultural production or raw material extraction and often involve addressing environmental or social issues in production or use of the raw fiber. These can be mandatory if making a qualified claim on a product.
- **Processing Standards** cover the processing and flow of goods from the original input to final product; they may address environmental or social issues in the processing of the final product, or may simply address chain of custody.
- **Mandatory Standards** must be complied with in order to meet any legal requirements in the country of sale.
- **Voluntary Standards** are standards that a company is not required to comply with in order to meet any legal requirements in the country of sale, but may choose to use for other reasons.

Sub-contractor: An individual or company that is hired by the producer or handler to perform services. Note that the sub-contractor will not take ownership of the goods being processed.

Supply Chain: The progression of business entities involved in the supply and purchase of materials, goods or services from raw materials to the final textile product.

Trader: The individual or organization that takes ownership of products (for the sake of buying and selling) between the supplier and purchaser of the products (eg: between the sewing factory and the retailer). Traders do not necessarily take physical possession of the goods.

Traceability: The ability to trace the history, application or location of a given material.

Note:

Tracing generally refers to going backward through time and the supply chain, while *tracking* refers to moving forward through time and the supply chain.

Transaction Certificate (TC): A certificate supplied by the certification body, confirming that the traded product has been produced in accordance with a specific standard. The quantity, certification body and standard will all be identified. Transaction certificates are issued when goods are changing ownership.

Transitional: See *In-Conversion*.

Transparency: Disclosure relating to the operations, inputs, and materials used in the production of a final product.

Site: The facility in which a specific operation is taking place: gin, spinning mill, knitting or weaving mill, dyeing and finishing unit, and sewing factory. The site may also be referred to as a production unit.

Verification: A system of ensuring that product claims are true and accurate. Verification may take many forms, testing, self-reporting, or certification. See also, *Certification*.

Appendix B: Scope Certificate Example

Supplier Certification Toolkit

Textile Exchange Scope Certificate (SC) Example: [Download pdf](#)

[CB's Letterhead containing Name and Address of CB]

SCOPE CERTIFICATE

Scope Certificate Number **295-190022-T-OCS 100**
 [PPP Inspection & Certification India Private Limited] declares that

[AB SPINNING LTD GROUP OF INDUSTRIES]
 License Number **[OCS 2022345]**
[129,Santinagar 12917 Bangladesh]

has been inspected and assessed according to the
ORGANIC CONTENT STANDARD
 - Version 2.0

and that products of the categories as mentioned below (and further specified in the product appendix) conform with this standard:

Product categories: **YARN**

Processing steps / activities carried out under responsibility of the above mentioned company for the certified products:
[Spinning, Trading]

This Certificate is valid until: **21 April 2020**

Place and Date of Issue **[Delhi, 12 February 2019]** Stamp of the issuing body **[Image of stamp]** [Standard] Logo

[Authorized Person] [Signature]

This Scope Certificate provides no proof that any goods delivered by its holder are [OCS 100] certified. Proof of [OCS 100] 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. [Optional: A sentence that references the certificate to stipulations of the contract with the licensee and/or clauses of certifier's scope specific stipulations] Accredited/Licensed by: [IOAS]. Accreditation N°: [3001] [If applicable: This electronically issued document is the valid original version]

Scope Certificate **295-190022-T-OCS 100** and License number **OCS 2022345**, [12 02 2020], page 1 of 4

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[CB's Letterhead containing Name and Address of CB]

[AB Spinning Ltd Group of Industries]
 [Standard – ORGANIC CONTENT STANDARD (OCS)]

Products Annex to certificate no. **xxxxx**

In specific the certificate covers the following products:

Product Category	Product Details	Material and Material composition	Label Grade
Yarn	Carded yarn	Organic cotton 95% + 5 % Elastane	OCS 100
Yarn	Combed yarn	Organic cotton 100%	OCS 100
Yarn	Open yarn	Organic cotton 100%	OCS 100

Place and Date of Issue **[Delhi, 12 February 2019]** Stamp of the issuing body **[Red circle]** [Standard] Logo **[Organic Content Standard Logo]**

[Signature]

Name of the authorised person

1 Material composition is optional
 Scope Certificate **295-190022-T-OCS 100** and License number **OCS 2022345**, [12 02 2020], page 2 of 4

Page 2

[CB's Letterhead containing Name and Address of CB]

[AB Spinning Ltd Group of Industries]
 [Standard – ORGANIC CONTENT STANDARD (OCS)]

Facility Annex to certificate no. **295-190022-T-OCS 100-01.2019**
 Under the scope of this certificate the following facilities have been inspected and assessed. The listed processing steps/activities conform with the corresponding criteria of the [ORGANIC CONTENT STANDARD] for the certified products:

Name of Facility	Address of operation	Processing steps / activities	Type of Relation (Main/ Facility)
AB Spinning Ltd Group of Industries	129, Santingar 12917 BANGLADESH	Spinning & Trading	Main

Non-Certified Subcontractor Appendix to Certificate no. **295-190022-T-OCS 100-01.2019**

Name of facility	Address of Operation	Processing Steps / Activities
AB Spinning 1	130 Santingar	Spinning

Certified Subcontractor Appendix to Certificate no. **295-190022-T-OCS 100-01.2019**
 The following independently certified subcontractors are listed under this scope certificate.

License number	Expiry date	Name of Facility	Address of operation	Processing steps / activities subcontracted	Type of relation

Place and Date of Issue **[Delhi, 12 February 2019]** Stamp of the issuing body **[Red circle]** [Standard] Logo **[Organic Content Standard Logo]**

[Signature] Name of the authorised person

Yellow Highlighted & Red circle points to check-in SC.

Scope Certificate **295-190022-T-OCS 100** and License number **OCS 2022345**, [12 02 2020], page 3 of 4

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Appendix C: Transaction Certificate Example

Supplier Certification Toolkit

Textile Exchange Transaction Certificate (TC) Example: [Download pdf](#)

**TEMPLATE TRANSACTION CERTIFICATE (TC) FOR TEXTILES PROCESSED
ACCORDING TO THE ORGANIC CONTENT STANDARD (OCS)
Transaction Certificate Number [PRJ 2022345/01096238]**

1. Certification Body 1a) Body issuing the certificate (name and address) PPP Inspection & Certification India Private Limited C-349, ABC, Industrial Area, Delhi 110001		2. Input Information 2a) Reference number of the input transaction certificate [OCS 2021345/01096237]	
1b) Licensing code of the certification body [OCS][PPP][18]		2b) Farm scope certificate number of First Raw material [ORG/SC/11221/223433] 2c) Farm transaction certificate numbers of First Raw material [NPOP/12345676] 2d) Trader's Transaction Certificate numbers of First Raw material [NPOP/12344512]	
3. Seller of certified product(s) 3a) Name of seller of certified product(s) AB Spinning Ltd Group of Industries 129, Santinagar 12917 BANGLADESH 3b) License number of seller OCS 2022345		4. Inspection body (name and address) PPP Inspection & Certification India Private Limited C-349, ABC, Industrial Area, Delhi 110001 INDIA	
5. Last processor of certified product(s) 5a) Name of last processor of certified product(s) AB Garment Ltd Group of Industries 129, Santinagar 12917 BANGLADESH 5b) License number of last processor OCS 2022345		6. Country of dispatch BANGLADESH	
7. Buyer of the certified product(s) 7a) Name of buyer of certified product(s) (I) Love Knitting 1325, Shantinagar DHAKA BANGLADESH 7b) License number of buyer [OCS 4488096]		8. Consignee of the product (Address of the place of destination) 9 Love Knitting 1325, Shantinagar DHAKA Bangladesh	
10. Product and shipment information Organic Content Standard (OCS) Certified: Carded Carded Yam – 95% Organic Cotton + 5% Elastane (OCS 100) Products as specified in Box 17 Invoice no: 123456 d.d.22/02/17 Transport document no: MOLU1300234988 Transport document d.d. 01-06-17 Container no: TCLU548750-1 Identification codes: CARTON NO: 807-1209, *For C & A ORDER Lot No: 51234933		11. Gross shipping weight (kg) 1100 kg 12. Net shipping weight (kg) 1000 kg 13. Certified weight (kg) 1000 kg 13 a Certified weight (standard 1) kg 13 b Certified weight (Standard 2) kg	
14. Declaration of the body issuing the certificate This is to certify that, based on the relevant documentation provided by the seller named in box 3, (i) the organic cotton used for the products as further detailed / referred to in box 10 and quantified in box 11, 12 and 13 has been produced in accordance with (an) organic farming standard(s) which is/are recognized by the Organic Content Standard (OCS) and (ii) the products have been processed in accordance with the OCS. Conformity with the standard is audited and monitored systematically under responsibility of the certification body named in box 1.			
15. Additional declarations Certification of the organic material used for the products listed complies with USDA NOP rules <input checked="" type="checkbox"/> yes <input type="checkbox"/> no (relevant information for products marketed and sold in the US; obligatory information for any OCS TC)			
16. Place and date of issue Stamp of the issuing body  Logo of the Standard  Delhi, India, 25 February 2020 Signature of the authorized person of the body detailed in box 1 Name KYZ			

[If applicable, This electronically issued document is the valid original version]
Transaction Certificate Number **PRJ 2022345/01096238** and Seller License Number **OCS 202234 25 02 2020** page 1 of 2

Reference Number of the certificate:
[PRJ 8047001096238]

17. Continuation of box 10

Sr No	Product name	Trade name	Label grade	Packed in	Lot-number(s)	Gross Weight	Certified Weight
1	Carded yam – 95% Organic Cotton + 5% Elastane	Ne 16/1	OCS 100	404 CARTONS	51234933	1100 kg	1000 kg

18. Continuation of box 8 and box 9

19 Continuation of 2
2a)
[OCS 2021345/01096237]
2b)
[ORG/SC/11221/223433]
2c)
[NPOP/12345676]
2d)
[NPOP/12344512]

20. This transaction certificate does not entitle the buyer / consignee of the goods to use the OCS logo or make reference to OCS. The rules for the labeling of OCS certified product are outlined in the "OCS Logo Use and Claims Guide" (available on www.TextileExchange.org)

21. Signature of the authorized person Stamp of the issuing body Logo of the Standard
of the body detailed in box 1
 Delhi, India, 25 February 2020  

Name **KYZ**

Yellow Highlighted & Red circle points to check-in TC.

Transaction Certificate Number **PRJ 2022345/01096238** and Seller License Number **OCS 202234 25 02 2020** page 2 of 2